

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, FEBRUARY 7th, 2019 IN THE COUNCIL CHAMBERS
OF THE ONOWAY CIVIC OFFICE AT 9:30 A.M.**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

- as is, or with additions or deletions

3. APPROVAL OF MINUTES

Pg 1-5

- January 24, 2019 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCE – n/a

6. POLICIES & BYLAWS – n/a

7. ACTION ITEMS

a) WiBand Communication - further to our previous discussions, attached is an Agreement between the Town of Onoway and WiBand Communications Corporation, for the installation of communication equipment on the tower of the Town Administration Building to service Academy Fabricators. The original agreement was revised as per Jason Madge's feedback and the new Agreement is attached. *(to approve the Agreement and ratify execution)*

Pg 6-13

b) FCSS 2019 Budget – information will be distributed at meeting time showing the distribution of FCSS funding in 2018. Shelley Vaughan will attend our meeting to speak to this item and will advise Council which groups who have applied for the \$29,285.05 FCSS allocation for 2019. *(for discussion and direction as given by Council at meeting time)*

c) GROWTH Alberta Meeting on January 28, 2019 – please refer to the January 2019 GROWTH Alberta newsletter from Troy Grainger, Executive Director, and the key recommendations from the January 28, 2019 presentation by ATCO on their business model for fibre deployment in rural Alberta to improve internet connectivity. *(for discussion and direction as given by Council at meeting time)*

Pg 14-21

Pg 22-23
d) Lac Ste. Anne East End Bus Society – please refer to the January 24, 2019 notice of their Annual General Meeting which is taking place on Monday, March 22, 2019 at the Town of Onoway Civic Centre at 11:00 a.m. *(to authorize attendance)*

Pg 24-25
e) Brownlee LLP – please refer to the January 29, 2019 email regarding Subdivision and Development Appeal Board (SDAB) Training being offered in Edmonton on Wednesday, February 13, 2019 at 8:00 a.m. The Town has entered into a contract with Emily House and Milestone Municipal Services. If a Councillor wishes to take this course and successfully completes same, their name will be forwarded to your service provider to be included in their pool of approved Board members. A Town of Onoway SDAB member would not act on an appeal from within the Town of Onoway *(to authorize attendance or accept for information)*

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8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x3)
- d) CAO Report

Pg 26-39 - Municipal Census
- Unsightly Extension

Pg 40 - Canadian Heritage Celebrate Canada Grant - \$700.00 for 2019
- Draft Solid Waste Report – Lac Ste. Anne County 2018

Pg 41-60 - Council and Staff Emergency Management Training – The following staff and Council members received certificates for the Basic Emergency Management Course and the I-100 Introduction to Incident Command System Course, both taken on November 23, 2018: Penny Frizzell; Dan Giesbrecht; Deb Giroux; Soren Johnson; Councillor St.Hilaire; Rob Sutherland; Councillor Tonita; Mayor Tracy; Shelley Vaughan and Wendy Wildman

e) Public Works Report

9. INFORMATION ITEMS

Pg 61-62
a) Alberta Municipal Affairs – January 22, 2019 letter from Honourable Shaye Anderson, Minister, advising that the initiation and coordination of the Municipal Corporate Review (MCR) of the Town of Onoway will take place on Thursday, February 7, 2019 immediately after the onsite portion of the Municipal Accountability Program (MAP) review.

Pg 63-64
b) Dyer Educational and Research Consultants – January 2, 2019 email from Dr. Klay Dyer providing information on the Canada Cultural Investment Fund: The First Spark Initiative

c)

d)

e)

10. CLOSED SESSION - n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- February 14, 2019 – Regular Council Meeting 7:00 p.m.
- February 15, 2019 – Municipal Law Seminar 8:30 a.m.
Edmonton (Radisson Hotel)
- March 7, 2019 – Regular Council Meeting 9:30 a.m.
- March 21, 2019 – Regular Council Meeting 7:00 p.m.
- April 4, 2019 – Regular Council Meeting 9:30 a.m.
- April 18, 2019 – Regular Council Meeting 7:00 p.m.
- April 29, 2019 – May 1, 2019 – Community
Planning Ass'n Conf – Red Deer
- May 2, 2019 – Regular Council Meeting 9:30 a.m.
- May 16, 2019 – Regular Council Meeting 7:00 p.m.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 24, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Jeff Mickle Councillor: Wade Neilson Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Public Works Manager Debbie Giroux, Recording Secretary</p> <p>1 member of the public was in attendance</p>
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 7:00 p.m.
2.	AGENDA Motion #017/19	<p>MOVED by Deputy Mayor Lynne Tonita that Council approve the agenda of the regular Council meeting of Thursday, January 24, 2019 as presented.</p> <p style="text-align:right">CARRIED</p>
3.	MINUTES Motion #018/19	<p>MOVED by Councillor Jeff Mickle that the minutes of the Thursday, January 10, 2019 regular Council meeting be approved as presented.</p> <p style="text-align:right">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCE Motion #019/19	<p>MOVED by Councillor Wade Neilson that the January 22, 2019 Operating Revenue and Expense Report be accepted for information as presented.</p> <p style="text-align:right">CARRIED</p>
6.	POLICIES & BYLAWS	n/a
7.	ACTION ITEMS Motion #020/19	<p>MOVED by Councillor Wade Neilson that the Town discontinue the sidewalk snow clearing pilot project effective February 15, 2019. Following the first snowfall, the Town will issue warnings to those who do not clear their sidewalks. After that, the Town will follow existing bylaw provisions.</p> <p style="text-align:right">CARRIED</p> <p>Jason Madge left the meeting at 7:30 p.m.</p>



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 24, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<p>Motion #021/19</p> <p>Motion #022/19</p> <p>Motion #023/19</p> <p>Motion #024/19</p> <p>Motion #025/19</p> <p>Motion #026/19</p>	<p>MOVED by Deputy Mayor Lynne Tonita that Council and Administration be authorized to attend the ATCO presentation regarding improving internet connectivity in small rural communities which is being hosted by Troy Grainger, Executive Director of Growth Alberta, in the County of Barrhead Council Chambers on January 28, 2019 at 10:30 a.m.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that Council approve the Amending Agreement to the Mutual Aid Fire Agreement between Lac Ste. Anne County and the Town of Onoway which amends Appendix A Fee Schedule.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that the October 30, 2017 Regional Revenue and Cost Sharing Final Report and Addendums entitled "An Analysis of Options" prepared by Applications Management Consulting Ltd. be accepted as presented.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that the January 2019 letter from Luree Williamson, Chief Executive Officer of AG for Life, requesting a donation to support their Rural Safety Mobile Unit be accepted for information.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Wade Neilson that the January 7, 2019 letter from Andrew Sims, Chair, requesting nominations for The Alberta Order of Excellence, be accepted for information.</p> <p style="text-align:right">CARRIED</p> <p>Councillor Jeff Mickle left the meeting at 8:45 p.m.</p> <p>MOVED by Councillor Wade Neilson that Administration discuss with Lac Ste. Anne County the merits of a submission for a Municipal Excellence Award for our Joint Road Project with the County, and bring this item to the next meeting for further discussion with Council.</p> <p style="text-align:right">CARRIED</p> <p>Councillor Jeff Mickle returned to the meeting at 8:52 p.m.</p>
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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 24, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<p>Motion #027/19</p> <p>Motion #028/19</p> <p>Motion #029/19</p>	<p>MOVED by Councillor Pat St. Hilaire that Administration research the Community Generation Capacity Building Program further, for future consideration by the Town.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that the requests from the Summer Village of Sandy Beach and the Summer Village of Sunrise Beach to continue their access to the Onoway Lagoon for disposal of effluent, be extended for a 2 year term (May 1, 2019 to April 30, 2021).</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Wade Neilson that the January 9, 2019 survey from the Police Act Review Team be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL, COMMITTEE & STAFF REPORTS</p> <p>Motion #030/19</p> <p>Motion #031/19</p>	<p>MOVED by Deputy Mayor Lynne Tonita that a Council meeting be scheduled for Tuesday, February 5, 2019 at 1:30 p.m. in Onoway Council Chambers.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Jeff Mickle that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>INFORMATION ITEMS</p> <p>Motion #032/19</p>	<p>MOVED by Deputy Mayor Lynne Tonita that Council accept the following items for information as presented:</p> <ul style="list-style-type: none"> a) Community Peace Officer Report -December 2018 b) Alberta Municipal Affairs – January 11, 2019 letter from Honourable Shaye Anderson, Minister, approving our application for funds for the Twp 544 and RR21 Road Rehabilitation in the amount of \$44,200.00 under the Gas Tax Fund (GTF) partnership with the Government of Canada c) 2017 Financial Indicator Graphs prepared by Alberta Municipal Affairs for Onoway d) Rural Municipalities of Alberta (RMA) Membership Fee and Patronage Rebate – December 31, 2018 letter from Gerald Rhodes, Executive Director and Duane Gladden, Director of Business Services, advising of the

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 24, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #035/19	MOVED by Councillor Wade Neilson that Council accept the November 13, 2018 Keystone Strategies Survey Analysis for information. CARRIED																								
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 9:00 p.m.																								
12.	UPCOMING EVENTS	<table border="0"> <tr> <td>February 5, 2019</td> <td>Regular Council Meeting</td> <td>1:30 p.m.</td> </tr> <tr> <td>February 7, 2019</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 14, 2019</td> <td>Regular Council Meeting</td> <td>7:00 p.m.</td> </tr> <tr> <td>February 15, 2019</td> <td>Municipal Law Seminar (Edmonton – TBD)</td> <td>8:30 a.m.</td> </tr> <tr> <td>March 7, 2019</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>March 21, 2019</td> <td>Regular Council Meeting</td> <td>7:00 p.m.</td> </tr> <tr> <td>April 4, 2019</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>April 18, 2019</td> <td>Regular Council Meeting</td> <td>7:00 p.m.</td> </tr> </table>	February 5, 2019	Regular Council Meeting	1:30 p.m.	February 7, 2019	Regular Council Meeting	9:30 a.m.	February 14, 2019	Regular Council Meeting	7:00 p.m.	February 15, 2019	Municipal Law Seminar (Edmonton – TBD)	8:30 a.m.	March 7, 2019	Regular Council Meeting	9:30 a.m.	March 21, 2019	Regular Council Meeting	7:00 p.m.	April 4, 2019	Regular Council Meeting	9:30 a.m.	April 18, 2019	Regular Council Meeting	7:00 p.m.
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Mayor Judy Tracy

Debbie Giroux
Recording Secretary

THIS AGREEMENT made the 30 day of January 2019.

BETWEEN:

Town of Onoway

(hereinafter referred to as the "Licensor")

-and-

WIBand Communications Corp.,

(hereinafter referred to as the "Licensee"),

WHEREAS the Licensor is the owner of the property known municipally as **4812 – 51 Street** and legally described as **Lot 7, Block 7, Plan 8123046** (the "Building" or "Structure") referred to as **Tower # 1 – North Tower**;

AND WHEREAS the Licensee is the owner of communication equipment, antennas, towers and appurtenances thereto as hereinafter described and wishes to affect the ongoing and continued placement and operation of same upon the roof of the Building or otherwise upon the Structure, referred to as **Tower #1 – North Tower**;

NOW, THEREFORE, in consideration of the mutual premises and covenants contained herein, the parties hereto agree as follows:

1. **Preamble:** The preamble hereto shall form an integral part hereof.
2. **Grant of License:** The Licensor agrees to allow the Licensee to keep such communication equipment as further described in Schedule "A" to this Agreement (hereinafter collectively referred to as the "Facilities") within the Building or, if applicable, otherwise on or about the Structure, referred to as **Tower # 1 – North Tower** at this address at the locations described in Schedule "B".
3. **Fees:** The Licensee agrees to pay the Licensor during the term hereof a onetime license fee of **\$1.00**. The license fee shall be all inclusive, including, without limitation, the value attributable to the rental of the locations on or within the Building or Structure as described in paragraph 2 above, and all costs attributable or otherwise related to the real estate taxes, any utilities provided to or for the benefit of the Licensee and the Licensee's share of the cost of operating, maintaining and repairing the Building or Structure. Fees are applicable once agreement has been fully executed by both the Licensor and Licensee.

The Facilities

4. The Licensee agrees that it will, as its sole cost and expense, install, renew, adjust and replace the Facilities and such parts thereof as Licensee in its sole discretion shall determine to be necessary from time to time and that it will at all times comply with all federal, provincial and municipal legislation or regulations pertaining thereto.

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5. The Licensee agrees that it will acquire at its own expense such federal, provincial and municipal licenses as may be required for the erection and maintenance of the Facilities.
6. The Licensee agrees to pay all lawful rates, taxes and assessments that may during the term of this Agreement become payable solely in respect of or pertaining exclusively to the Facilities.
7. The Licensor agrees that the sight lines or antenna mounting positions described in Schedule "A", as may be amended by mutual agreement from time to time, shall be reserved for the exclusive benefit of the Licensee throughout the term of this Agreement and any renewal thereof and the Licensor shall not permit any disturbance of same, either directly or indirectly.
8. Except for the provisions noted in paragraph 4 above, any and all hardware installations or utility service changes required by the Licensee (such as electrical outlets or phone lines) shall be completed at the Licensee's sole cost and expense and will be subject to the Licensor's approval, which approval shall not be unreasonably withheld or delayed.
9. The Licensee shall be permitted to have 24-hour, 7 days per week access to the Structure and/or the rooftop of the Building, provided that the Licensee is in full compliance with the written policies for Safety and Notification of the Licensor, if any, which have been provided or communicated to the Licensee (including the requirement for annual contractor orientation) (the "Safety Policies").

Interference with the Building

10. The Licensee agrees to repair any damage to the roof of the Building or Structure that can reasonably be attributed to the installation, placement, adjustment, inspection, erection, addition to, removal of, alteration to, use, maintenance, repair and operation (hereinafter referred to as the "Use") of the Facilities, taking into consideration the age and condition of the Building generally and subject to normal wear and tear over time.
11. The Licensee covenants and agrees that should the Facilities become or cause a nuisance to other tenants or occupants in the Building which materially affects their use or enjoyment of the Building or Structure, it will forthwith, upon receipt of written notice specifying the nature of the nuisance, take all reasonable steps to remedy such conditions.

Indemnities

12. The Licensee agrees to indemnify and save harmless the Licensor from and against all liabilities, fines, suits, claims, demands, losses, expenses and actions of any kind for which the Licensor may become liable or suffer by, arising out of or otherwise directly attributable to the Facilities being located and operated on or in the Building or Structure or the Use of the Facilities being located and operated on or in the Building or Structure, provided that such liabilities, fines, suits, claims, demands, losses, expenses and actions do not result from any act of negligence, omission, interference or lack of skill on the part of the Licensor, its employees, contractors or agents; it being understood and agreed that in case any such claim, action, suit or demand be brought or made against the Licensor, the Licensor shall forthwith give the Licensee notice thereof.
13. The Licensor agrees to indemnify and save harmless the Licensee from and against all liabilities, fines, suits, claims, demands, losses, expenses and actions of any kind for which the Licensee may become liable or suffer by, arising out of or otherwise attributable to the Building or Structure but not related to the Facilities or the Use thereof, including any liability for structural damage to the Building or the Structure for which the Licensee is not otherwise expressly

[Handwritten initials]

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responsible hereunder, provided that such liabilities, fines, suits, claims, demands, losses, expenses and actions do not result from any act of negligence, omission, interference or lack of skill on the part of the Licensee, its employees, contractors or agents; it being understood and agreed that in case any such claim, action, suit or demand be brought or made against the Licensee, the Licensee shall forthwith give the Licensor notice thereof.

Covenants of Licensor

14. The Licensor agrees to allow the Licensee, its employees and agents, at all reasonable times to enter and leave the Building or Structure and to access to the Structure for the purpose of servicing the Facilities, subject to the Licensor's Safety Policies, if any.
15. The Licensor agrees that it shall not interfere or cause or permit interference with the operation of the Facilities.
16. The Licensor agrees that the Licensee requires exclusive use of the 5.2-5.4GHz and 5.8GHz radio frequencies in order to operate the Licensee's equipment. Provided that the Licensor has the option of using these frequencies for its own purposes and agrees to coordinate the use of these frequencies with the Licensee in good faith.

Covenants of Licensee

17. The Licensee agrees to pay all amounts due and do all things required under this Agreement, when due or required.
18. The Licensee warrants that the installation of the equipment set out in Schedule "A" will not violate any applicable federal, provincial and municipal laws, by-laws or regulations to which it or the Building or Structure may be subject.
19. The Licensee shall during the entire term hereof, at its sole cost and expense, take out and maintain COMPREHENSIVE GENERAL LIABILITY insurance policies in amount not less than Five Million dollars (\$5,000,000). The Licensee shall, at the request of the Licensor, provide the Licensor with a copy of the insurance certificate outlining the above.
20. Termination on Breach. Provided the Licensor has provided the Licensee with written notice of any material breach of this Agreement, and the Licensee has failed to resolve or remedy the breach within sixty (60) days of the written notice of such breach (or if the nature of the breach would reasonably require more than sixty (60) days to remedy, has not commenced to remedy such breach within such sixty (60) day period and thereafter continues to diligently pursue the remedy of the breach), the Licensor may, at its option, terminate this Agreement effective one hundred and eighty (180) days from the date it gives further written notice of its exercise of right to terminate hereunder, such further notice not to precede the lapse of the sixty (60) day remedy period.
21. Option to Renew. This agreement will automatically renew for two (2) additional terms (each a "Renewal Term") of five (5) years each, unless Licensee, at the Licensee's sole option, give the Licensor, at least three (3) months prior to the expiry of this Agreement pursuant to paragraph 23 hereof, written notice of the Licensee's desire to terminate this license, and provided the Licensee is not then in material default of any of the material terms, covenant's and conditions hereof. If all renewal options have expired, or if the Licensee fails to exercise a renewal option, this agreement shall continue on a month to month basis under the same terms and conditions and shall terminate only if either party provides at least ninety (90) days written notice.

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22. **Term and Termination.** This Agreement and the License herein contained shall continue in full force and effect a period of five (5) years, commencing on the first day of the month in which the Facilities have been installed and activated, unless sooner terminated in the manner provided herein.
23. **Termination by Licensee.** In the event that the Licensee is not given reasonable access to the roof or electrical service is unreasonably interrupted or sight lines for purpose of radio broadcasting are or become obstructed at the Building or Structure, the Licensee shall have the right to terminate this Agreement, without penalty, on the giving of thirty (30) days written notice. Such right of termination shall not preclude the Licensee from seeking damages for breach by the Licensor of its covenants under this Agreement. The Licensee may terminate this agreement at any time, for any reason, by providing one hundred and eighty (180) days written notice.
24. **Events upon Termination.** Upon expiry or termination of this Agreement and License either by lapse of time or as otherwise provided herein, the Licensee agrees to remove the Facilities from the roof of the Building and elsewhere in the Building or in or upon the Structure, as applicable, within one hundred and eighty (180) days of the date of termination or expiration of this Agreement, and the Licensee shall repair all damage caused to the Building or Structure as a result of such removal of the Facilities, normal wear and tear excepted.
25. **Survival.** Paragraphs 7, 13 and 14 shall survive the termination of this Agreement and shall continue thereafter in full force and effect.
26. **Non-Assignable.** This Agreement is not assignable by the Licensee without the prior written consent of the Licensor, which consent shall not be unreasonably withheld.

General Provisions

27. Any notice required to be given by the parties hereto may be sent by registered post or fax, with a copy by email, to the appropriate party at the address shown below:

To the Licensor: **Town of Onoway**
 4812 – 51 Street
 Onoway, AB T0E 1V0
 Phone: 780-967-5338
 Facsimile: 780-967-3226
 E-mail: cao@onoway.ca
 Attention: **Wendy Wildman**

To the Licensee: **WiBand Communications Corp.**
 187 Commerce Drive,
 Winnipeg, MB R3P 1A2
 Phone: 204-633-6333 Ext. 210
 Facsimile: 204-633-3754
 Email: brenda@wiband.com
 Att. **Brenda Mosenko – Service Deliver & Facilities Manager**

or other address as such party may notify to the other in writing from time to time, and if so sent, the notice shall be deemed to have been given on the day on which it was post-marked or the day

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it was confirmed as having been faxed. Alternatively, any notice may be served personally upon an officer of the opposite party.

28. All headings used in this Agreement have been inserted for the convenience of reference only and are not inserted to assist in the interpretation of any of the provisions of this Agreement.
29. The invalidity of any provision of this Agreement shall not affect the validity of any other provision.
30. This Agreement shall be interpreted in accordance with the laws of the Province of Alberta.
31. Time shall, in all respects, be of the essence of this Agreement.
32. This Agreement shall enure to the benefit and be binding upon the parties hereto, their successors, assigns, heirs and personal representatives.
33. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which, when taken together, shall constitute one and the same Agreement.
34. This Agreement may be executed and delivered by facsimile transmission or electronic ".pdf" scanned transmission to the other party at the address specified above.

IN WITNESS WHEREOF the parties hereto have hereunto have duly executed this Agreement as of the day and year first above written.

Town of Onoway

Per:


Judy Tracy - Mayor

Per:


Wendy Wildman - Chief Administrative Officer

WiBand Communications Corp.

Per:


Mike Bayes - President

SCHEDULE "A"

Permitted Equipment

The Licensee's equipment will include various radios, antennas, ancillary cabinets, uninterruptible power supplies, routers and switches. All equipment installed by the Licensee will be and will remain the property of WiBand. The Structure (Tower 1 - North Tower) will be and will remain the property of the Town of Onoway. The equipment may be replaced and/or upgraded by the Licensee from time to time and such replacement or improved equipment shall be deemed to be included herein. The "brand" and type of equipment are indicative of the type of equipment in current use and will change from time to time. The equipment installed by the Licensee, will not interfere or affect with any other equipment this is or maybe installed on the Licensor's Structure.

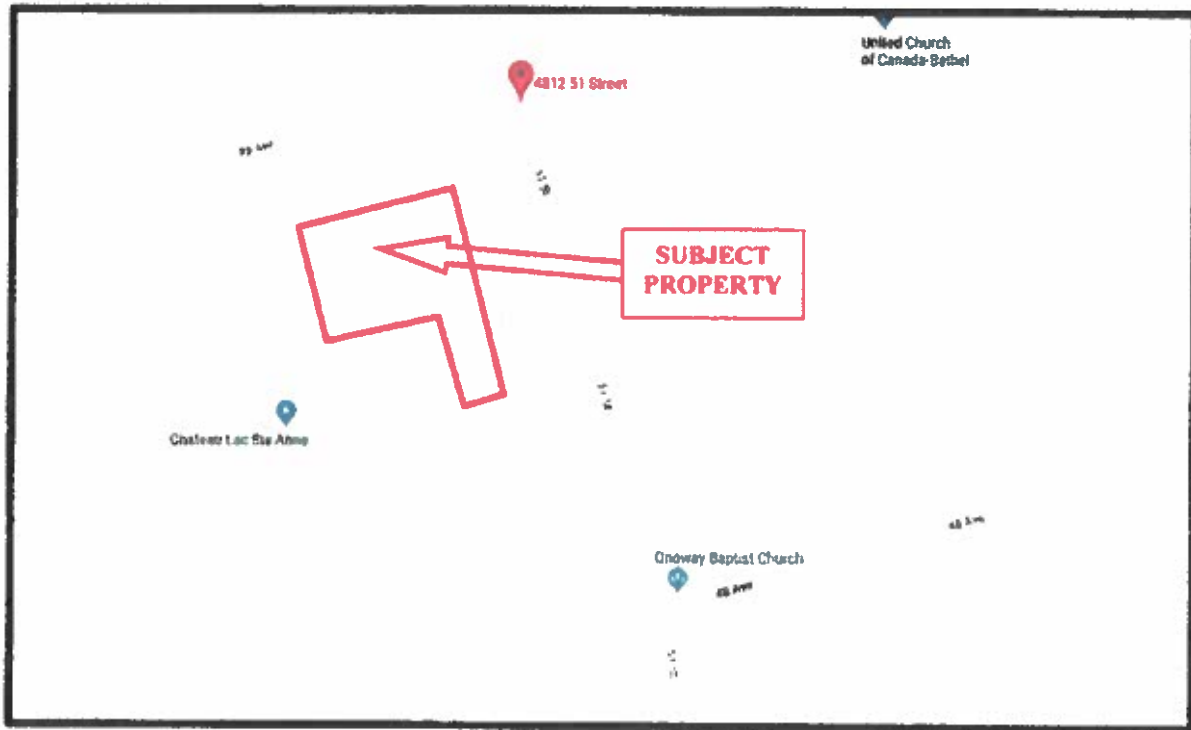
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SCHEDULE "B"

LEGAL DESCRIPTION

**Lot: 7, Block 7, Plan 8123046, also known as:
4812 - 51 Street, in the Town of Onoway, Province of Alberta
Referred to as Tower #1 - North Tower**



Hello Brenda,

In regards to the revised agreement you sent over, could you please see my comments and revise and send back?

Page1 #2 can we remove the "on the building roof" now that it will be on the tower

Page2#7 change facilities to equipment installed by Wiband, #10 remove "rooftop of the building"

Page3#15 remove "roof of the building"

Page3#17 remove "the licensor agrees not to allow the entry onto the building of additional radio equipment not operated by the licensee" as we already have radio equipment on the tower and this is utilized by our emergency services.

Schedule A- see attached

Thanks

Jason Madge

Public Works Manager

Town of Onoway

ph. 780-967-2309

fax. 780-967-0685

From: [Brenda Mosienko](#)

Sent: January 29, 2019 1:37 PM

To: [Wendy Wildman](#)

Cc: [Nathan Page](#); ['Jason Madge'](#)

Subject: Rooftop Agreement - Revised 01-29-2019 for Execution

Importance: High

Good Afternoon Wendy,

I understand that Jason approved the installation on Tower #1 – North Tower.

I have made changes to indicate the installation occurred on Tower #1 – North Tower.

Please kindly review and execute to ensure clarity of where the installation occurred.

If you have any questions, please let me know.

Thank you kindly in advance!

Best Regards,

Brenda Mosienko | Service Delivery & Facilities Manager

187 Commerce Drive | Winnipeg, MB R3P 1A2

Tel: 204-633-6333 Ext. 210 | Cell: 204-229-9289 | Fax: 204-633-3754

Network Operations Centre | 1-866-469-4226

brenda@wiband.com

www.wiband.com



GROWTH Alberta

Alberta Growth: January 2019

Key Recommendations

- Build a map of your project, know your Customers
- Know where SuperNet will and will not meet your needs.
- What kind of equipment do you have that you can contribute (i.e. trenching machines for gas lines).
- Do you want to be your own ISP or work with ISPs.
- What Content are you looking for.
- Organizational Structure of an empowered committee



GROWTH Alberta
Your Business. Our Future.

January, 2019



Operations Newsletter

5306-49 Street
Barrhead, Alberta
T7N 1N5

780 674-3140

manager@growthalberta.com
www.growthalberta.com

GROWTH Alberta will act as a resource-based catalyst for our membership and stakeholders to build capacity for success, entice investment, foster entrepreneurial innovation, and promote collaborative and strategic partnerships to encourage regional growth and sustainability."



www.wildalberta.com

GROWTH Alberta Attends NADC's Northern Alberta Leader's Summit

The Northern Alberta Development Council (NADC) hosted the Northern Alberta Leaders Summit in Slave Lake on December 12th – 13th. The summit was to bring together key northern leaders and provide a forum for small group discussions with 7 key Provincial Cabinet Ministers and the Premier.



Premier.

The Premier spoke to the group as a whole and then

three staggered one-hour round tables were held throughout the day with two

Ministers at each session and then switching throughout the day.

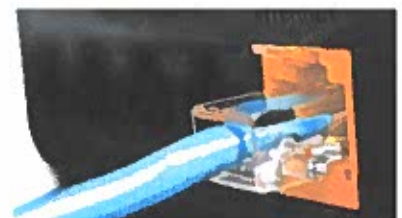
Administration requested feedback from member communities prior to attending to bring forward any issues that could be specifically addressed by members of Cabinet. Hence, administration brought up issues such as digital connectivity, senior's care in rural locations, downloading of cost onto Municipalities, caribou range plan, agricultural programs, etc.

The forum itself was beneficial as the groups were small and meaningful dialogue could be held. Administration would recommend Board attendance at any future events.

With Parliament and the Legislature on break, administration also met with regional Members of Parliament and the Legislative Assembly as part of regular communications discussion.

Feature Article: Sluggish Internet Slows Growth, Frustrates Businesses In Small Town Alberta

Few communities outside Edmonton and Calgary meet target internet speeds set by the CRTC



Alexandra Zabjek · CBC News · Posted: Jan 09, 2019 6:00 AM MT | Last Updated: January 9

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Leveraging History & Culture into Economic Impact

Typical destination activities such as golf or skiing are prevalent throughout Alberta and in order to differentiate, you must add an experience that will have that visitor takeaway a lifetime memory. Those intrinsic memories along with digital assets are then leveraged into extrinsic regional value via increased promotion, visitation, price points and dollars spent in the region.

Typical destination activities such as golf or skiing are prevalent throughout Alberta and in order to differentiate, you must add an experience that will have that visitor



takeaway a lifetime memory. Those intrinsic memories along with digital assets

are then leveraged into extrinsic regional value via increased promotion, visitation, price points and dollars spent in the region.

WILD Alberta is looking at undertaking a historical curation project that would seek to leverage the rich regional history into experiences specific to the area.

Respectful inclusion of indigenous communities is significant to the project as the cultural history and value they can contribute would add to the overall experiences (example: blanket ceremony or medicine walk).

This would be a 3- phase project to gather resources and engagement, gather and curate a historical asset, facilitate education and work with operators and other stakeholder in delivery development.

Business Excellence Awards

This project recognizes and celebrates regional entrepreneurship and industry ecosystems to showcase GROWTH Alberta as a region. Nominations are solicited annually from the general- public and award winners from each member

community are chosen that champion entrepreneurial spirit, sustainability,



Visser Welding Inc. Receives Award at County of Barrhead Appreciation Night January 12, 2019

economic, environmental and community contribution. The winners are then presented with awards at an event of the host member's choosing with press and print exposure. Some award winners have been recognized at the Provincial and National levels through GROWTH Alberta nomination and promotion.

Nominations are now closed reviewed with winners chosen. Awards will be delivered to Board members at the January 2019 meeting. 2019 Nominations are set to open in April of 2019.

Assistant Deputy Minister Pays a Visit to GROWTH Alberta

Assistant Deputy Minister of Economic Development & Trade, Michelle Evans met with the GROWTH Alberta Board of Directors and other delegates on January 21st to discuss regional issues and develop insight into the economic environment in the region.

There was discussion surrounding regional issues such as linear taxing models under the Municipal Governance Act, digital connectivity, caribou migration policy and economic impacts, etc.

As a follow up to the meeting with the Minister on November 19th, 2018, some discussion was also held around the funding agreement renewal ask from the REDAs for \$125,000 in operational and \$75,000 in projects annually.

The Ministry remains confident in REDAs as an organic economic delivery model and is looking forward to continued conversation how they can be leveraged.

Investment Readiness

As part of an overarching foreign direct and domestic investment strategy, GROWTH Alberta's membership completed a self-assessment with respect to investment readiness. The results showed most communities were investment ready but could still do a little work to be fully investment ready.

Ability to proactively seek and react to industry generation leads is a timely and crucial aspect of community economic development. GROWTH Alberta is undertaking a member community and regionally consolidated investment readiness exercise that will entail several simultaneous phases.

GROWTH Alberta will continue to leverage the full investment readiness study completed in December 2017 to formulate regional priorities, focus and next steps under the direction of the Board.

We encourage you to contact our administration or Executive Council with any questions or information required.

GROWTH Website

The current GROWTH Alberta web site is always in development. www.growthalberta.com will integrate real-time statistics to promote the region as a place to do business. The site will be formatted to more graphic and "site selector" look as most site selection inquiries are done online. The site will also enable a global reach.



We welcome member input and suggestions to better accentuate the site newer functionalities, updated information and real time data for not only member reference but for site selection and retention and expansion activities.

Colleen McCarvill is an animal trainer and behaviour specialist who runs a business from an acreage just outside Onoway, Alta. (Supplied/Colleen McCarvill c/o Muttlove Photography)

Unreliable internet connections in smaller Alberta communities are hardly unique to Onoway. In a report to the provincial government last year, a consulting firm found that — excluding Edmonton and Calgary — just 13 per cent of Alberta communities have service that meets target speeds set by the Canadian Radio-Television and Telecommunications Commission.

The provincial government has said it is working on a broadband strategy, while the federal government has promised millions to improve connections in rural and remote parts of the country. Good service is increasingly viewed as a necessity, not a luxury, to ensure people have sufficient economic and social opportunities.

But even in Onoway, less than 70 kilometres northwest of Edmonton, many still struggle to find reliable service.

When McCarvill first moved to the area, she used a smaller service provider that offered what she characterized as a terrible connection. Then she switched to Telus, which provided a great year of service, followed by more frequent service disruptions.

Just before Christmas, she lost her connection entirely. She purchased an extra data package to stay connected using her iPhone, until her service was partially restored on Tuesday.

'This needs to be viewed as an essential service'

McCarvill said her options are limited, but include the possibility of moving to a different community.

For Dustin Medori, president of Onoway-based Academy Fabricators, that's not possible. The company employs almost 200 people.

His team has looked at everything, including the possibility of purchasing a fibre-optic cable.

"Telus has supported us," he said. "They've given us different pricing and options to look at fibre-optic cabling. But for companies our size, it's not really an option."

The company has been in Onoway since 2006. While spotty internet has always been an issue, it has become more of a concern as the company has grown, with more people, more files, and more technology.

"If we want to see communities like Onoway or others in the province grow and attract new business, this needs to be viewed as an essential service," Medori said. "No different than water and electricity."

"To have a limiting factor of the internet really impedes on business and town growth."

In a statement to CBC, Telus stated it was "actively working" with McCarvill to resolve her issues. The company noted McCarvill uses a Smart Hub, and that it has sent her a new unit.

"A Smart Hub provides home Internet service through a connection to Telus' wireless LTE network and our wireless network in the area experienced heavier than normal traffic over the holiday season, which may have contributed to this customer's experience."



Onoway is less than 70 kilometres northwest of Edmonton, but internet service remains unreliable for many in town. (Supplied/Wikipedia)

Wyatt Skovron, a policy analyst at Rural Municipalities of Alberta, said the organization has been calling for the federal and provincial government to work more directly with municipalities to get quality broadband internet service to places that need it.

While some federal government programs are meant to do that, they often involve partnerships with a commercial service

provider, which must think about profits, he said.

In some small communities, the local government has purchased broadband infrastructure, while others have partnered with an internet service provider to build the infrastructure. But the challenges for municipalities, and for commercial companies, are the same.

"These upfront investments aren't cheap," Skovron said.

"So there's only so many municipalities that have the capacity or the foresight to dedicate that money and their resources and stuff to it. It's tough. It's one of those things that pays off in the long run but the upfront costs are significant."

Other Resources

Alberta Investor Tax Credit Program (AITC)

Alberta Investor Tax Credit Program (AITC) is a tax credit program that provides a 30% tax credit to corporations or individuals who invest in eligible businesses registered with the Program. This Program is investment made into businesses substantially engaged (at least 50% of the company's activities) in:

Capital Investment Tax Credit Program (CITC)

Capital Investment Tax Credit Program (CITC) is a program that provides a non-refundable tax credit valued at 10% of a corporation's eligible capital expenditures, up to \$5 million.

- **OPEN:** January 14, 2019, 08:00
- **CLOSED:** February 13, 2019 00:00

SME Export Support Fund

The Export Support Fund eases the cost of exporting for Alberta's small and medium sized enterprises (SMEs) by reimbursing up to 50% for a select range of approved export activities, such as:

- registration at select tradeshow
- specific travel costs
- accommodation in a standard room
- translation of marketing materials

PLEASE CONTACT GROWTH ALBERTA ADMINISTRATION FOR MORE INFORMATION

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Collaborative Partnerships

GROWTH Alberta will be partnering with



Tawatina
Community
Futures
Development
Corporation
(TCFDC) and
Community

Futures Yellowhead East (CFYE) to deliver an entrepreneurial training program. Piloted in 2017, the initial intake saw approximately 300 registrants with increasing demand. Currently in final phases of development and roll out, GROWTH Alberta will act in a supportive role and potentially assist GROWTH Alberta residents with registration fees to ensure

opportunities for all entrepreneurs exist.

The program will cover basics such as business planning, marketing, etc. and dive deeper into management, internet and emerging trends in a global marketplace. Timing for delivery is anticipated in 2019.

Another potential collaboration will be partnering with Community Futures Yellowhead East (CFYE) in developing an overview of the labour ecosystem in the region.

The project will see an in-depth labour asset and need study done by contacting and visiting industry within the region to determine current and future workforce trends, needs and potential to act as a catalyst to meet any demand. Partnership and timing of the project dependent on CARES application approval for CFYE.

Tourism Development

Building off of a Destination Management [Organization (DMO) strategic plan, the following focus has been developed in the coming year as building blocks to promoting tourism as an economic contributor in the region:

- Agri-Tourism promotion
- Historical assets
- Visitor and resident engagement
- Experience Development
- Education
- Regional engagement

- Digital asset leveraging
- Brand awareness
- Membership Development

WILD Alberta will continue to use the review as a resource to develop initiatives and strategies moving forward with the goal of strengthening the tourism sector in the region.

We are always in need of digital media



from around the region to populate the site. Without member involvement and investment, the new web site platform will not achieve the experiences. Administration continues to work with WILD Alberta members and partners to ensure that the site encompasses all of the exciting tourism opportunities in the region.

In partnership with Alberta Culture & Tourism, we are also looking at delivering Tourism Entrepreneur Start-Up Seminars in Wabamun early in 2019.

In partnership with Travel Alberta, a regional experience development session is also being developed for delivery in the WILD Alberta region. This session will showcase the value of adding the experience component to destination development and add value to both the visitor and the operator. Timing for delivery is slated for Spring 2019.

For any information or requests regarding tourism development in WILD Alberta, please contact us at 780 674-3140.

Tourism Entrepreneurship Start-up Seminar

Back by popular demand, a free seminar is coming to more Alberta communities to help entrepreneurs interested in starting a tourism business, expanding opportunities and attracting more tourists. The one-day Tourism Entrepreneurship Start-up Seminar (TESS) provides entrepreneurs with free expert advice and information about the opportunities and challenges

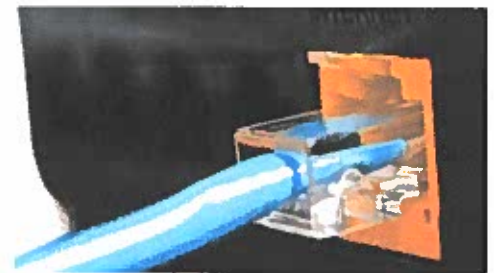
facing the tourism industry. For seminar dates and locations please visit:

alberta.ca/release.cfm?xID=57393672BBF1A-A72A-263F-1A3CD8522E8201CE

Feature Article:

Sluggish Internet Slows Growth, Frustrates Businesses In Small Town Alberta

Few communities outside Edmonton and Calgary meet target internet speeds set by the



CRTC

Alexandra Zabjek · CBC News · Posted: Jan 09, 2019 6:00 AM MT | Last Updated: January 9

To run her small-town business, animal trainer Colleen McCarvill needs a reliable internet connection. But for two-and-a-half weeks, starting just before Christmas, she had no wireless connectivity on her acreage outside Onoway, Alta.

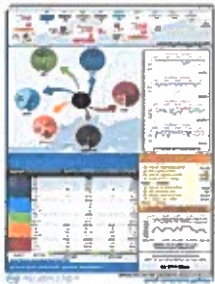
It taxed her patience, and cost her money. "You are so reliant," said McCarvill, who moved to the area three years ago. "I would have never lived here had I known that I would be this incapable of running (a business).

"If someone can't reach me, or I can't reach them through marketing, they go somewhere else."



Economic Indicators

GROWTH Alberta continues to urge membership and their administrations to utilize the community and regional specific demographic, financial and investment graphs for download and incorporation into their strategies and collateral documents.



GROWTH Alberta has also begun conversation with an alternate delivery

model for 2019 and on. Local Intel provides similar services as Townfolio but has web-based mapping features, demographic representation within a radius, investment opportunity displays, etc. Discussions are in their infancy and a strategy to fully offset any costs has been undertaken via grants with Local Intel with a presentation scheduled for the upcoming Board meeting.

GROWTH Alberta has successfully applied for an Invest Canada Communities Initiative (ICC) grant and hopes to leverage that with the



Members at no cost.

Regional Promotion to Industry

The GROWTH Alberta region boasts significant opportunities for industrial, commercial and residential investment from outside the area. With examples of industrial incubators, commercial highway developments and residential growth, GROWTH Alberta will facilitate a multi-phase project to promote key investment opportunities in the region.

Regional investment fact sheets (collateral and web based) are currently being developed to outline premier investment opportunities and show the value in relocation to or expansion into our area.

All key industry sectors will be represented and will also promote the benefits of rural lifestyle and lower operational costs as compared with more urban destinations.

GROWTH Alberta will also promote the region to site selectors and investment publications to promote the region, its benefits and member investment opportunities.

This project will take place in the 2018-2020 fiscal years.

Digital Connectivity

With the Northern Alberta Broadband Study completed and distributed to the Board of Directors, discussion now must surround next steps and the role GROWTH Alberta can play in improving digital connectivity in the region.

With over 90% of the regional Municipalities not meeting the newly mandated guidelines of 50Mbps download



and 10Mbps upload and the 2020 deadline for compliance of 90% of Canada,

collaborative strategies and expectations have to be defined in order to advance specific strategies.

GROWTH Alberta is welcoming ATCO to discuss their business model for laying fibre in communities at the January regular Board meeting. They are aggressively entering the market offering to lay fibre in both rural urban and county regions. Essentially, they would like to sign long term (10-15 year) agreements with communities where they would install the fibre, pay a franchise fee to the Municipality, and provide open access to service providers who would then



pay ATCO for the access thereby offsetting ATCO's infrastructure costs. Two pilot communities have already been chosen in

northeastern Alberta the the franchise agreements being developed and negotiated. GROWTH Alberta has begun discussions to integrate some communities in its region as ATCO is looking at 15 communities by March of 2019. Administration will continue to apprise the Board of ongoing discussions and potential community partners and fibre deployment.

GROWTH Alberta administration will also keep up to date on recently announced Federal broadband strategy, the Provincial strategy that is to be released in the new year as well as any funding opportunities that become apparent..

Industrial Hemp

GROWTH Alberta will continue to leverage collaboration in the Hemp Alberta Northern Advantage (HANA) that



is currently working as a liaison between potential industrial hemp businesses looking to relocate or expand into Northern Alberta.

A transportation study has been finalized and is available for review. An overarching feasibility study is also being developed and will include the GROWTH region.

There are synergies that can arise from our introduction to them and their presence in the Province (Example: Construction material group looking to establish market and production in synergy with forestry as they require paper covering on hemp & lime-based plasterboard).

Other activity has seen the introduction of mobile decortication units, investment presence by companies out of Kentucky, integration into industrial hemp by companies already involved in medical and recreational marijuana, etc. GROWTH Alberta will continue to leverage these introductions in exploring investment potential and possible partnerships with current industry in the region.



GROWTH Alberta
Your Business. Our Future.

*Bryan
Kueh
ATCO Telcom*

Fibre Deployment Discussion Leader

Rationale

Digital connectivity is paramount for industry attraction, retention, expansion and entrepreneurial growth. While urban centers are planning smart cities and airports and utilizing block chain as a global access to markets, rural Alberta is still trying to figure out how to connect. Digital access to high speed internet impacts all facets of life including social, economic, education and health and is no longer a luxury but an essential need.

A recent study by GROWTH Alberta showed 92% of regional communities were under the CRTC connectivity guideline of 15mb/s up and 50mb/s down. Having witnessed the challenges of business and industry that lack connectivity to the successes and innovative growth of those who possess it, those examples are just a snap shot of what challenges rural Alberta and its ability to attract and retain business and industry.

Private industry has chosen the communities in which they want to connect based on a profitability and business models but as a secondary impact have in fact manufactured a fractured digital eco-system by omitting smaller and rural communities in favor of larger rural-urbans that fit their business case. One community may have access to high speed internet but upon leaving the corporate limits, internet connectivity falls exponentially.

Impacts of low connectivity in rural Alberta are tangible including industry leakage as they move toward the connectivity to growth their business, education curriculums are migrating the internet which leaves a significant number of students unable to complete assignments and research requirements due to low connectivity at home, ability of seniors to remain at home is decreased as access to digital health is limited, business growth is stunted because of low connectivity, ability to incubate home based business and migrate them to bricks & mortar is limited, etc.

Potential Business Model

As part of recent intelligence gathering, GROWTH Alberta met with senior staff from a utility provider who now has a Telcom division that is looking to deploy community fibre in Alberta. The company is looking at fibre deployment the same as other utility infrastructure such as power, gas and water. They are currently using the Town of Vermillion as a fibre deployment pilot community and negotiating a franchise agreement which they will use as a template for other communities moving forward. The business model would see the company sign a negotiated franchise agreement (15-20 Years), deploy the fibre within a community and provide an open access network for internet service providers (ISP's) to utilize at a fee to the company for return on investment. It is noted that this model is open to hamlets, villages and smaller communities (and potentially County towers dependent on proximity) as-long-as they meet minimum criteria of 100 dwellings and Supernet point of presence.

Recognizing this utility business model is in its infancy and that the company is seeking 15 more Alberta pilot communities by the end of March, 2019 and potentially 75 by September of the same year, GROWTH Alberta will work to promote its member communities to the company for fibre deployment.

Requirements are simplistic in that the community must have a minimum of 100 dwellings and access to a Supernet point of presence (POP). Based on the regional Supernet map contained in the GROWTH Alberta study, there is potential for a regional approach along the backbone to assist smaller rural communities in connecting to fibre based internet speeds.

GROWTH Alberta is developing a business case for that utility provider to deploy fibre regionally to ensure all member communities are connected or at least experience significant improvement. We are hoping to build an "out-of-the-box" model where some hamlets that ay not have 100 dwellings can partner with neighboring communities as a collective to meet their criteria.



Figure 1 shows the deployment routes in the region and potential communities for fibre deployment by ATCO. To ensure that all membership receives value, a regional deployment strategy is warranted. GROWTH Alberta administration will work with its membership to ascertain dwelling numbers along the route, develop models and discuss with ATCO to ensure the value of deployment is recognized, and potential deployment is discussed and negotiated to seek means to improve digital connectivity in the region within the next year.



Figure 1 – Supernet Deployment Map

LAC STE. ANNE
EAST END BUS SOCIETY

**2019 NOTICE OF ANNUAL
MEETING**

**** Monday, March 11, 2019 ****

A notice convening the Annual Meeting of Lac Ste. Anne East End Bus Society to be held at the Civic Center, 4812 51 ST, Onoway, Alberta T0E 1V0 on Monday, March 11, 2019 at 11:00 am.

Please RSVP to Lorna Porter at eastendbus@gmail.com by Monday, March 04, 2019 if you are attending.

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: January 24, 2019 9:51 AM
To: 'Debbie Giroux'
Subject: FW: EEB - Annual Meeting
Attachments: scan0008.pdf

Flag Status: Flagged

Deb – for our next agenda.

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

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

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From: lorna porter <eastendbus@gmail.com>
Sent: January 24, 2019 9:22 AM
To: undisclosed-recipients:
Subject: EEB - Annual Meeting

Hello,

Please find attached the notice of Annual Meeting for Lac Ste. Anne East End Bus Society.

At the meeting, directors share the societies insights with stakeholders about the past year's performance, strategies and outlook going forward. This will allow interested parties to higher gains by staying invested in the operations of Lac Ste. Anne East End Bus Society in the following year.

--
Lorna Porter
Event Coordinator



SUBDIVISION & DEVELOPMENT APPEAL BOARD TRAINING WORKSHOP

CALGARY WEDNESDAY FEB. 6, 2019 The Best Western Premier Calgary Plaza Hotel	EDMONTON WEDNESDAY FEB. 13, 2019 Delta Edmonton South Hotel
--	--

INDIVIDUAL REGISTRATION: \$399 + GST

PLEASE USE THE LINKS BELOW TO REGISTER

www.brownleelaw.com

Calgary:

The Best Western Premier Calgary Plaza Hotel
1316 33 St NE, Calgary
Registration & Continental Breakfast at 8:00am-9:00am

→ Registration for February 6, 2019: <https://2019-sdab-training-february6-yyc.eventbrite.ca>

Edmonton:

Delta Edmonton South Conference Centre
4404 Gateway Boulevard NW, Edmonton
Registration & Continental Breakfast at 8:00am-9:00am

→ Registration for February 13, 2019: <https://2019-sdab-training-february13-yeg.eventbrite.ca>

A Full Day Workshop with Continental Breakfast and Lunch Included. Individual Registration: \$399 + GST.

The *Municipal Government Act* requires Subdivision and Development Appeal Board (SDAB) members and clerks to participate in mandatory training based on a standard program approved by Alberta Municipal Affairs. Brownlee LLP will be offering one-day workshops for SDAB members and clerks which meet the legislative requirements and include a mandatory assessment of learning to certify participation.

****Please note:** We will be presenting information from the *Subdivision and Development Appeal Board Manual 2018* (published by Alberta Municipal Affairs) throughout the Training Workshop. Manuals will not be provided at the Training Workshop but we recommend downloading a Manual in advance from this link:

<https://open.alberta.ca/dataset/75cd7ff7-410f-4619-bc65-40d2f00bc52c/resource/55c717ae-2400-42fc-98ef-33f8d86dbecc/download/sdab-training-guidebook-version-7-2018.pdf>

For more information, please contact Prescilla Thompson at: pthompson@brownleelaw.com.



PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP
MARKETING

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Wendy Wildman

From: Debbie Giroux <debbie@onoway.ca>
Sent: January 29, 2019 3:27 PM
To: Wendy Wildman
Cc: Robin Murray; Penny Frizzell; Shelley Vaughan
Subject: Municipal Census - Anything you ever wanted to know!
Attachments: DOC043.pdf; DOC044.pdf

CAO
report

Wendy and Staff: Further to the Municipal Census Training Session I attended on 28 Jan, 2019, attached is the session outline. Also attached is the City of Airdrie's Table of Contents of a flashdrive they provided to all participants.

The flashdrive contains 2019 census task lists and timelines, as well as examples of all documents to assist municipalities in conducting a census. Some examples of these documents are: scripts to use at the doors, recruiting and interview information, communications materials, enumerator offer letter, training, doorknockers and lots of other material. The flashdrive and a more detailed powerpoint of the Airdrie census steps is in a file in my cabinet, should anyone be interested in perusing the material.

A couple of interesting "tidbits": City of Edmonton counts tents as dwellings (i.e. homeless in river valley); Airdrie "shames" neighbourhoods into higher participation by putting portable signs at the entrances that say something like: "Only 43% of your neighbourhood has replied to the online census compared to our average response rate of 75%". Said this gets the response rates raised in low participating neighbourhoods.

Debbie Giroux
Administrative Assistant
Town of Onoway
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Census Training Flash Drive Table of Contents

1. Timelines, Tasks & Important Info

- 2019 Census Task List
- 2019 Census Timelines
- 2019 Per Capita Grant Calculations
- Census Budget 2019
- Census Communications Plan
- Door to Door Collection Period - FAQ's
- General Census Info for Legislative Services Staff
- GP Prize Winner Letter – sample
- GP Prizes Photo Release Form
- Letter for Properties Where No Contact Made
- Phone Call Instruction Sheet
- Phone Call Log Legislative Services Staff
- Quality Assurance Script
- Questions - Even Years - housing and people
- Legislative Services Call Log

2. Spreading the Word

- Census Poster - Count Yourself In
- Census Poster - Door to door collection
- Census Poster - Have You Completed Your Census
- Census Begins April 1 - News Release
- Census Started April 1 - Website
- Electronic Message Board & Magnetic Signs 2019
- Magnet Roving Sign – sample
- Getting the word out for Online Census – samples

3. Census Information Session

- 2019 Task List - Census Information Session
- Ad - Cityview - Info Session info & registration
- AD - 2019 Info Session - Poster
- Registration & received email sample
- Sign in Sheet - Census Information Session
- 2019 Census Information Session Presentation

4. Recruiting & Interviews

- 2019 Census Enumerators Needed – website
- 2019 Enumerator returning query - sample email
- Census Enumerator Application 2019
- Census Worker Skills Assessment
- Interview Guide

27



5. Census Enumerator welcome package

- Offer Letter 2019
- Acceptance of Offer
- Statement of Census Enumerator 2019
- Criminal Records Check Statutory Declaration
- Census Worker Supply Checklist
- Computer Use Policy for Census
- Enumerator Intro Letter
- Thank You Letter
- Enumerator Feedback Form 2019

6. Enumerator Manual & Training

- Census Training Session - Task List
- 2018 Census Manual
- 2019 Training Presentation - New Enumerators
- 2019 Training Presentation - Returning Enumerators – shorter
- FAQ - Call-Backs

7. iPad Training

- 2019 iPad Training Session
- 2019 iPad Step by Step Manual
- Interviewing Practice Template
- iPad Training - Practice Situations

8. Injury Folder Documents

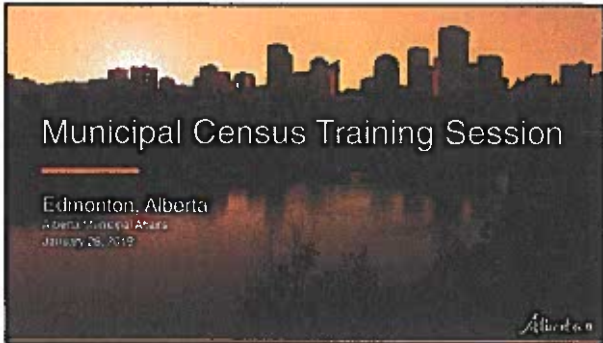
- Injury Folder Index
- HSM-F-014 Census Incident report &/or WCB
- HSM-F-002 Incident Report
- Incident Report Census Sample
- WCB Workers Report
- WCB Workers Report – sample
- Occupational Injury Service (OIS) Clinics

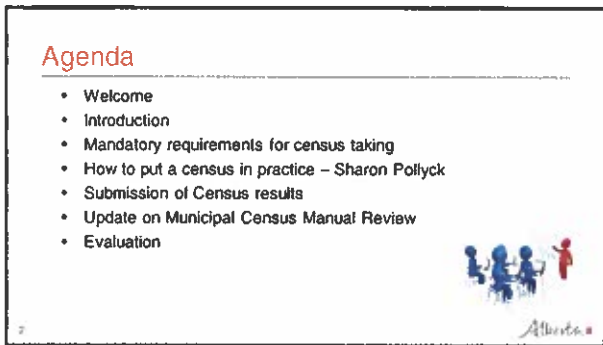
9. Council Reports & Presentations

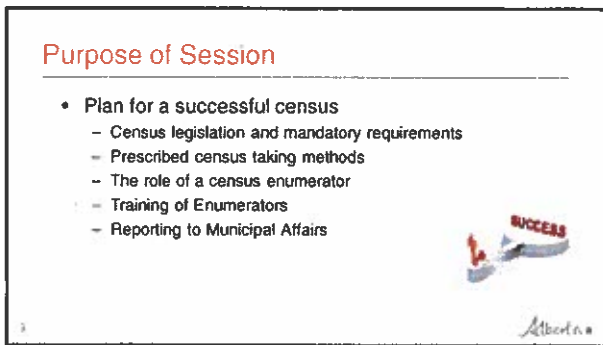
- 2018 Results for Council with charts
- Agenda Report - 2018 Municipal Census
- Agenda Report - 2018 Census results
- Census Results 2018 - News Release

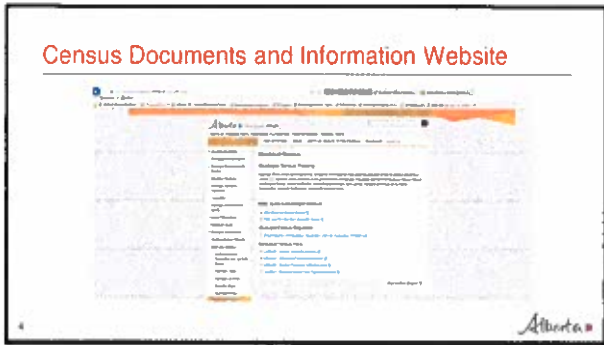
10. Door Knockers & Labels

- 2019 PIN Door Hanger
- Knock Knock Call Back Door Hanger
- Label Master - Call or Go Online Today
- Merge and Print Labels Instructions
- Sample 2011 Census PIN Letter

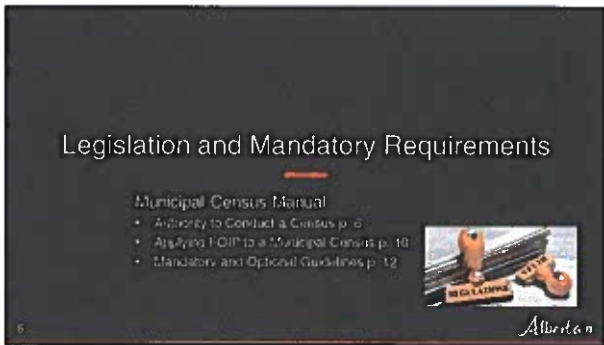


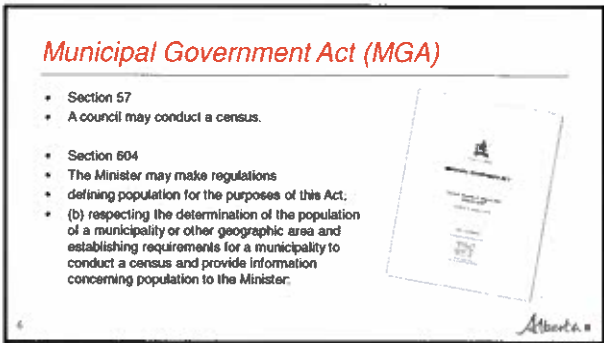






Google
MUN CENSUS - AB






Determination of Population Regulation Definitions

Terms	Definition
Municipal Census Section 1(1)	✓ A population count of individuals whose usual residence is in the municipality
Usual Residence Section 1(2)	✓ A person can have one place of usual residence ✓ Place where the person lives and sleeps most of the time
Shadow Population Section 1(4)	✓ Temporary residents of a municipality ✓ Employed by an industrial or commercial establishment for a minimum of 30 days

Municipal Census Manual, p. 2-4



Alberta


* most signif _____

 where they spend most time _____
 Pg 56 of Census Manual _____

Determination of Population Regulation Definitions

Term	Definition
Private Dwelling	✓ a self-contained unit of accommodation used by one or more households as a home, such as a house, apartment, mobile home, houseboat or other 'substantial' structure
Refusal	✓ When a household refuses to participate in a census.
Non-contacted dwelling	✓ A dwelling where a census worker has been able to make contact with a household, and the census worker believes that the household was occupied by usual residents on census day.

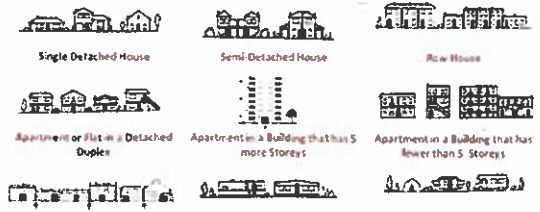
Municipal Census Manual, p. 2-3



Alberta

neighbour count is permitted _____

Private Dwelling




Single Detached House Semi-Detached House Row House

Apartment or flat in a Detached Duplex Apartment in a Building that has 5 more Stores Apartment in a Building that has fewer than 5 Stores

Other Single Attached House Mobile Homes Other Moveable Dwelling

Teat _____



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Determination of Population Regulation Mandatory Requirements

Section	Requirement
When a census should be conducted Section 3(1)	<ul style="list-style-type: none"> ✓ April 1 to June 30 ✓ Exception federal census year (March 1 to May 31, May 1 to July 31)
How to Conduct a Census Section 3.1(1)	<ul style="list-style-type: none"> ✓ Municipal Census Manual
Municipal Census Date	<ul style="list-style-type: none"> ✓ The date which enumeration begins or a date prior to enumeration
Oaths Section 3.2	<ul style="list-style-type: none"> ✓ All census workers must sign an oath or statement ✓ Oaths are good for life
Duty of Submit	<ul style="list-style-type: none"> ✓ To Municipal Affairs before September 1 of the municipal census year
Deviations from regulation	<ul style="list-style-type: none"> ✓ Obtain written approval by the Minister prior to undertaking a census

Municipal Census Manual, p. 12

Alberta

-approvals delayed 2019 due to Prov. election.

Determination of Population Regulation Mandatory Requirements – Shadow Population

Section	Requirement
Include shadow population Section 2.1(1)	<ul style="list-style-type: none"> ✓ Apply to Minister prior to undertaking a census
Shadow population size Section 2.1(1)	<ul style="list-style-type: none"> ✓ Great than 1,000 persons; or ✓ Less than 3,000 but greater than 10% of the usual resident count
Frequency Section 2.1(1)	<ul style="list-style-type: none"> ✓ Must be verified every 3 years
Submission Section 2.1(5)	<ul style="list-style-type: none"> ✓ Use the Shadow Population Verification Form ✓ Submit by September 1
Include shadow population Section 2.1(1)	<ul style="list-style-type: none"> ✓ Apply to Minister prior to undertaking a census
Shadow population size Section 2.1(1)	<ul style="list-style-type: none"> ✓ Great than 1,000 persons; or ✓ Less than 3,000 but greater than 10% of the usual resident count

Municipal Census Manual, p. 4

Alberta

Municipal Census Manual Mandatory Requirements

Section	Requirement
Comply with FOIP Municipal Census Manual p. 9 and 89	<ul style="list-style-type: none"> ✓ Collect info only if you need and use it ✓ Use and disclose info for purpose it was collected ✓ Safeguard the information
Use prescribed census taking methodologies Municipal Census Manual p. 13	<ul style="list-style-type: none"> ✓ Paper based ✓ Electronic census – wireless ✓ Electronic census – online ✓ Hybrid – combination of methods
Quality Assurance Municipal Census p. 31	<ul style="list-style-type: none"> ✓ Call back 10% or 1,000 residents (not required for online census)
Deviations from Manual Section 3.1(2)	<ul style="list-style-type: none"> ✓ Obtain written approval by the Minister prior to undertaking a census

Municipal Census Manual, p. 12

Alberta

-read pg 10 = FOIP info sheet

Optional Guidelines

- Ask additional census questions
- Design their own census material
- Optional reporting to the public
- Census management

Exercises

Should the following persons be enumerated?

1. Two Japanese students who study in Japan but are visiting for their summer holidays, and staying at a friend's home **N**
2. A resident in the Armed Forces who is away on tour in Iraq for over a year **Y**
3. A person who is temporarily living with friends on census day but lost his house due to financial difficulties and has no place to live. **Y**
4. Infants born after census day **N**
5. An elderly Canadian who passes away on census day **Y**

Exercises

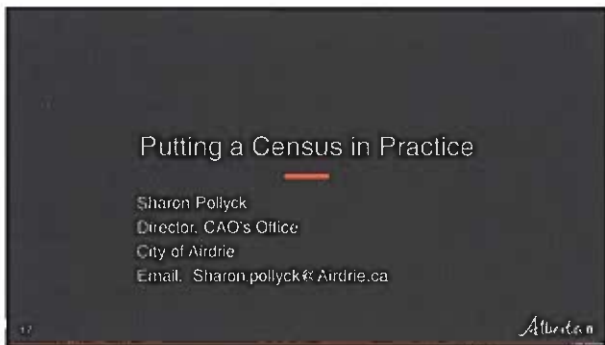
Where should the following persons be enumerated?
Assume they are usual residents.

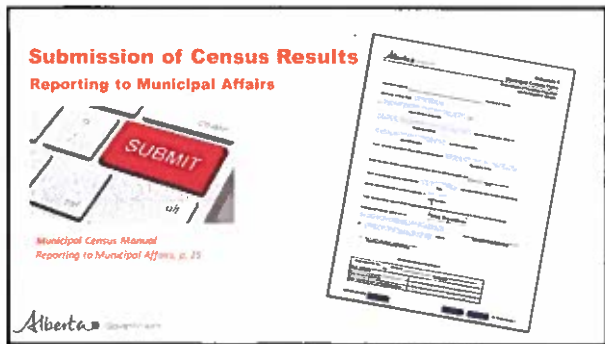
1. A Canadian student studying in Edmonton who lives in student housing throughout the year, and will return to his family home in Airdrie during the summer months and holidays. **Airdrie**
2. An international student studying on a student permit in Calgary, who lives in student housing throughout the year, and returns home to her country for summer months. **At housing**
3. A family informs you that even though they spent census day at this address, they are staying here on vacation, and have another house where they usually live throughout the year. **At usual home**

Fe

Includes students + foreign workers with PERMITS







(34)

Completed by CAO or designate

Municipal office address and not residential address

Signed by: Commissioner of Oaths

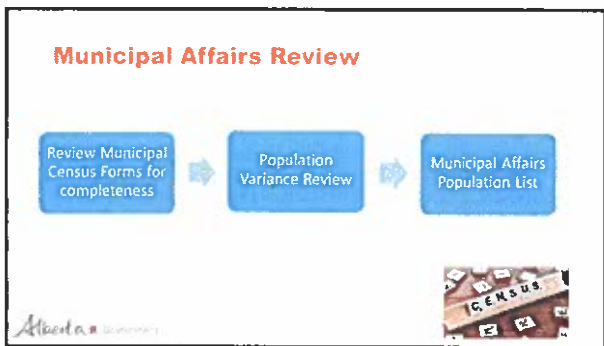
Field Report (Private dwellings, non-contacted dwellings and refusals)

Submitting Census Form

Scan and fax: Lps.update@gov.ab.ca

Fax: 780-420-1016

Mail: Information Services
Strategic Policy and Planning
Alberta Municipal Affairs
17th floor, Commerce Place
10155 - 109 Street
Edmonton, Alberta
T5J 4L4



Muni Affairs checks
- Signatures on
docs submitted

Muni Affairs questions
variations.

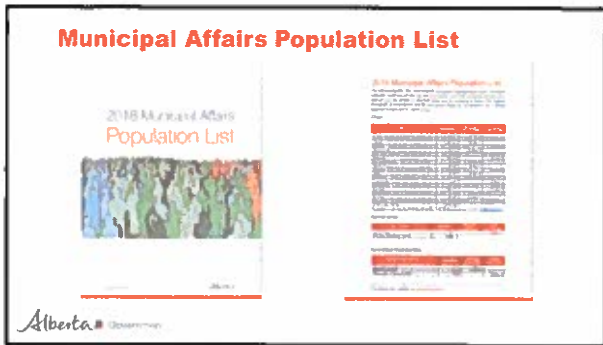
ATTENDEES:

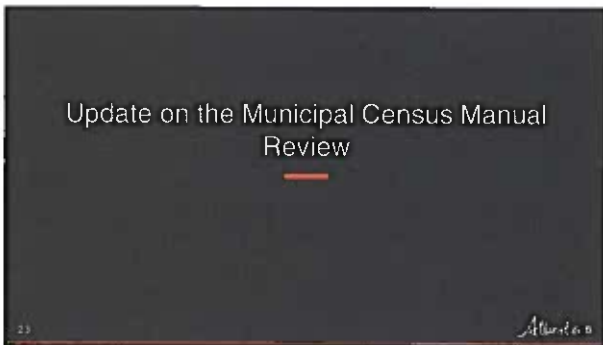
Veg
Stony
Red Deer
Morinville
Storg City

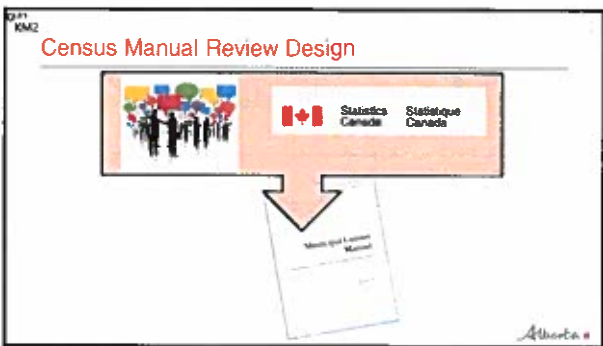
Edm.
Lethbr.
Airdrie
Onoway

tony

35







Technical Review of the Census Manual

Key updates include:

- Standardizing terms and definitions
- Aligning methodologies for data collection
- Revising quality assurance standards
- Creating new forms and templates

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Stakeholder Feedback

- Online survey (posted for 37 days)
- Technical Committee Review of document
- Information Sessions for municipal stakeholders
 - Edmonton (December 14)
 - Airdrie (December 17)

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Results

- Most supportive of manual
 - Readability (94%)
 - Terms and Definitions consistent with Stat Can (56%)
 - Members on Leave Form for Metis Settlements (78%)
 - Mail-out surveys (88%)
 - Telephone Interviews (94%)
 - Usability of Reference Material (100%)
 - Collective Dwellings (81%)
 - Quality Assurance (75%)
 - Statistical Extrapolation (81%)

Alberta

(37)

Suggested Changes

- Extrapolation for non-contacted dwellings for refusals
- Removing requirement for business reply envelopes
- Census Committee with representation from federal, provincial and municipal governments
- Minor editorial changes to ensure information is presented clearly and consistently



Where We Are

- What We Heard document will be posted on website
- Ministerial approval required for manual
- Use 2018 Census Manual for this year
- Shadow Population and Statistical Extrapolation will be considered in 2019



Banff - 5M visitors

Purpose of Session

- Plan for a successful census
 - Census legislation and mandatory requirements
 - Prescribed census taking methods
 - The role of a census enumerator
 - Training of Enumerators
 - Reporting to Municipal Affairs



38

Contact Information

Kim Moore Municipal Information Advisor
Email: LGS.Update@gov.ab.ca

Telephone: Toll Free: 310-0000 and
 enter 780-427-2225

Fax: 780-420-1016

Mail: Municipal Affairs
 17th Floor
 10155 102 Street
 Edmonton, Alberta T5J 4L4

Alberta

Questions?



Alberta

(39)

Wendy Wildman

From: Heather Luhtala <thdos@hotmail.com>
Sent: January 31, 2019 9:21 AM
To: CAO Onoway; Robin Murray
Subject: Fw: Department of Canadian Heritage – Funding Decision (Ref: 1321175)
Attachments: CelCan-TOWN OF ONOWAY-AL.pdf

CAO
report

Celebrate Canada Funding - Approved for \$700 for 2019!

Heather Luhtala,
Municipal Administration Services
Grant Funding Coordination Services
Ph: 587-873-5765 / 780-918-3620

From: Canada 5k / Canada 5k (PCH) <pch.canada5k-canada5k.pch@canada.ca>
Sent: January 31, 2019 6:41 AM
To: thdos@hotmail.com
Subject: Department of Canadian Heritage – Funding Decision (Ref: 1321175)

I am pleased to inform you that your organization will receive financial support from the Department of Canadian Heritage. Attached, you will find a letter explaining the details of the funding.

Canadian Heritage is proud to promote our rich linguistic and cultural diversity, as well as our country's arts and heritage sectors. I would like to thank you for helping share our stories and continuing to build a strong and inclusive Canada.

I offer you my best wishes for success.

Emmanuelle Sajous
Director General
Major Events, Commemorations and Capital Experience
Canadian Heritage

This is to certify that

Penny Frizzell

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

This is to certify that

Dan Giesbrecht

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
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This is to certify that

Deb Giroux

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*Mark Pickford
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Soren Johnson

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COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

This is to certify that

Pat St.Hilaire

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

This is to certify that

Rob Sutherland

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

This is to certify that

Lynne Tonita

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

This is to certify that

Judy Tracy

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



Mark Pickford
Instructor

This is to certify that

Shelley Vaughan

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

This is to certify that

Wendy Wildman

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

Certificate of Completion

This is to certify that

Penny Frizzell

has successfully completed

I-100 Introduction to Incident Command System

23rd of November, 2018 in Alberta



A blue ink handwritten signature, likely of Mark Pickford, written over a horizontal line.



Mark Pickford
Lead ICS Instructor

Certificate of Completion

This is to certify that

Dan Giesbrecht

has successfully completed

**I-100 Introduction to
Incident Command System**

23rd of November, 2018 in Alberta



A blue ink signature of Mark Pickford, consisting of several loops and a horizontal line at the end.

Mark Pickford
Lead ICS Instructor



Certificate of Completion

This is to certify that

Deb Giroux

has successfully completed

I-100 Introduction to Incident Command System

23rd of November, 2018 in Alberta



A blue ink signature of Mark Pickford, consisting of several loops and a horizontal line.



Mark Pickford
Lead ICS Instructor

Certificate of Completion

This is to certify that

Soren Johnson

has successfully completed

I-100 Introduction to Incident Command System

23rd of November, 2018 in Alberta



A blue ink handwritten signature, likely of Mark Pickford, written over a horizontal line.

Mark Pickford
Lead ICS Instructor



Certificate of Completion

This is to certify that

Patricia St.Hilaire

has successfully completed

**I-100 Introduction to
Incident Command System**

23rd of November, 2018 in Alberta



A blue ink signature of Mark Pickford, consisting of several loops and a horizontal line.



Mark Pickford
Lead ICS Instructor

Certificate of Completion

This is to certify that

Rob Sutherland

has successfully completed

I-100 Introduction to Incident Command System

23rd of November, 2018 in Alberta



A blue ink handwritten signature, likely of Mark Pickford, written over a horizontal line.

Mark Pickford
Lead ICS Instructor



Certificate of Completion

This is to certify that

Lynne Tonita

has successfully completed

I-100 Introduction to Incident Command System

23rd of November, 2018 in Alberta



A blue ink handwritten signature, likely of Mark Pickford, written over a horizontal line.

Mark Pickford
Lead ICS Instructor



Certificate of Completion

This is to certify that

Judy Tracy

has successfully completed

I-100 Introduction to Incident Command System

23rd of November, 2018 in Alberta



A blue ink signature of Mark Pickford, consisting of several loops and a horizontal line.



Mark Pickford
Lead ICS Instructor

Certificate of Completion

This is to certify that

Shelley Vaughan

has successfully completed

**I-100 Introduction to
Incident Command System**

23rd of November, 2018 in Alberta



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Mark Pickford
Lead ICS Instructor



Certificate of Completion

This is to certify that

Wendy Wildman

has successfully completed

**I-100 Introduction to
Incident Command System**

23rd of November, 2018 in Alberta



A blue ink handwritten signature, which appears to be "Mark Pickford", written over a horizontal line.

Mark Pickford
Lead ICS Instructor

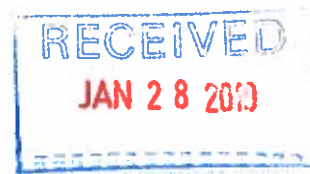


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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*



AR96248

JAN 22 2019

Her Worship Judith Tracy
Mayor
Town of Onoway
PO Box 540
Onoway AB T0E 1V0

Dear Mayor Tracy and Council,

Thank you for your letter of December 28, 2018 requesting my ministry conduct a Municipal Corporate Review (MCR) of the Town of Onoway. I commend you and council for considering this path for improving municipal practices following the recent preliminary review.

Once the 2019 Municipal Accountability Program (MAP) review for the Town of Onoway is complete, Municipal Affairs would be pleased to conduct an MCR in your municipality. The onsite portion of the MAP review is scheduled for February 7, 2019, after which ministry staff will initiate and coordinate the MCR.

The MCR includes interviews with council and administration, and a review of municipal documents, processes, and practices to identify strengths and areas where improvements may be made. The MCR process also focuses on financial management and municipal legislation, as well as the practices of council and administration.

After the MCR is complete, we will send a report to your municipality with observations gleaned from the review. The report may contain recommendations for improvement for the consideration of council.

Should you have any further questions, please contact Coral Murphy, Manager, Municipal Advisory at coral.murphy@gov.ab.ca or toll-free at 310-0000, then 780-422-8452.

.../2

(61)

Thank you again for writing.

Sincerely,

A handwritten signature in cursive script that reads "Shaye Anderson". The signature is written in dark ink and is positioned above the typed name.

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Wendy Wildman, Chief Administrative Officer, Town of Onoway
Coral Murphy, Manager, Municipal Advisory, Municipal Affairs

(62)

Wendy Wildman

From: Klay Dyer <dyereducational@gmail.com>
Sent: January 2, 2019 8:01 AM
To: Dyer Educational
Subject: Grant Update: First Spark Initiative

Canada Cultural Investment Fund: The First Spark Initiative

Overview: The Strategic Initiatives component of the Canada Cultural Investment Fund has launched The First Spark Initiative. Arts and heritage organizations may apply for up to \$5,000 to organize a collaborative problem-solving activity which seeks to address a common business challenge.

By using creative approaches to collaborative problem solving, partnerships and knowledge exchange with industry experts and consultants from the cultural, corporate and/or academic fields, the expected results of The First Spark Initiative are innovative business solutions for participating cultural organizations.

Deadline: This is a time-limited initiative. Applications will be accepted on a continuous basis from November 15, 2018, to November 15, 2019

Eligible projects

To be eligible for funding from The First Spark Initiative, your organization must have identified:

- a business challenge you share with other organizations, such as:
 - technology issues
 - data management and discoverability
 - digital transformation
 - marketing and audience development
 - revenue diversification and fundraising
 - governance issues
- a participatory activity you will organize to address the business challenge, such as:
 - design jam
 - design-thinking workshop
 - experimentation with and mastery of new tools or technology
 - hackathon
 - ideation workshop
- the type of expertise you will involve to explore possible solutions, such as:
 - academic research
 - audience development
 - board and/or organizational governance
 - data management and discoverability
 - design thinking/innovation
 - digital transformation
 - finance
 - fundraising and development
 - information technology (IT)
 - marketing and communications
 - operational research
 - workshop facilitator

Link: <https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund/strategic-initiatives/first-spark-initiative.html>

(63)

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Klay Dyer, PhD
Dyer Educational & Research Consultants Inc.
E; dyereducational@gmail.com
P: 587-930-5881