

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, JANUARY 10, 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
Pg 6-8

- December 20, 2018 Regular Council Meeting

- December 19, 2018 Regular Council Policies Review Meeting

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCE – n/a

6. POLICIES & BYLAWS

Pg 9-13

a) Tendering Policy – further to direction at the December 19, 2018 Policies Review meeting, attached is a revised Tendering policy, with the additions highlighted. Jason will be present at meeting time to discuss this in more detail. *(to approve as is or with changes or some other direction as given by Council at meeting time)*

7. ACTION ITEMS

Pg 14-15

a) Subdivision and Development Appeal Board (SDAB) – further to previous meetings, attached is an email with the names of the Clerks and Board members that need to be approved for the SDAB. Council has approved the SDAB Bylaw and agreement with Emily House and Milestone Municipal Services, and this will be the final step needed to get this Board up and running. *(to approve 2 Clerks and 4 Board members for appointment to the Subdivision and Development Appeal Board (SDAB))*

b) 2019 Interim Operating Budget – at the very first meeting of each new fiscal year Council needs to pass an Interim Operating Budget so that we may continue to process the financial affairs of the Town; recommendation motion is the same as previous years. *(that Council approve a 2019 Interim Operating Budget at ½ of the 2018 Approved Operating Budget, and that this 2019 Interim Operating Budget cease to have any effect once the 2019 Operating Budget is approved)*

Pg 16-24
c) Highway Signage - further to the attached November 27, 2018 email, hopefully Council had an opportunity to check out the website and options available. *(for discussion and direction as given by Council at meeting time)*

Pg 25-42
d) Town of Onoway New Logo – further to the discussion at the December 6, 2018 Council meeting, attached is one quote from Rdecagroup with respect to a new logo. This is the company who worked with Lac Ste. Anne County on their new logo, and is currently working with the Waste Commission on a new logo. *(for discussion and direction as given by Council at meeting time)*

Pg 43-49
e) Town of Onoway Agreement with WiBand Communications Corp – attached is a December 13, 2018 Agreement for installation of communication equipment on our roof to service Academy Fabricators. *(to approve the agreement and ratify execution of same)*

f) Wildwillow Enterprises Inc. – Office Rent. Since 2013 Wildwillow Enterprises has been renting space on the south side of the Administration Building. The monthly charge is \$700.00, and prior to Wildwillow this area was being utilized by the youth group free of charge. The Town has treated this renter similar to the Fire Department and Ambulance renters in that there has not been a rent increase. I am suggesting the rent for Wildwillow should increase to \$750.00 per month effective January 1st, 2019 and I am requesting a Council motion to that effect *(that the office rent charged to Wildwillow Enterprises Inc., for rent of the south portion of the Administration Office, be increased from \$700.00/month to \$750.00/month effective January 1st, 2019, or to _____, or some other direction as given by Council at meeting time).*

Pg 50-51
g) City of Spruce Grove Council Social - please refer to the January 4, 2019 email from the City of Spruce Grove inviting the Mayor to attend their Saturday, January 26, 2019 Social Evening being held at the Spruce Grove Elks Hall from 5:00 pm to 8:00 p.m..
(to accept for information or authorize attendance)

h) Regional Recreation Board Meeting – further to discussion at the October 16, 2018 Regional Municipalities Meeting, the County is organizing a meeting to discuss the potential formation of a regional recreation board. The first meeting is scheduled for January 11, 2019 at 2:00 p.m. at the County office. I am suggesting Onoway set up a Committee with representation of 2 Council members, 1 alternate and 1 administration. (that the Town of Onoway establish a Regional Recreation Committee appointing _____ and _____ as an alternate, along with CAO Wildman)

Pg 52-61
i) Ministers Seniors Service Awards – please refer to the January 3, 2019 letter from Honourable Lori Sigurdson, Alberta Minister of Seniors and Housing, requesting nominations of community volunteers for the Award. The deadline for nominations is February 28, 2019. (for discussion regarding a nominee or to accept for information)

k)

l)

m)

8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 3)

d) CAO Report

Pg 62 - .5 acre Town parcel on southside of 47th Avenue
- Onoway Public Library Update

e) Public Works Report

- Sidewalk Clearing Update

Pg 63 - Water and Wastewater Operator Certification – new Attendance Guideline

9. INFORMATION ITEMS

- Pg 64 a) Onoway Chamber of Commerce - Thank you postcard re support of the Chamber Winter Gala
- Pg 65-67 b) Yellowhead Regional Library Board Executive Committee Highlights – December 10, 2018
- c)
- d)
- e)

10. CLOSED SESSION – Pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP) – Third Party Personal Privacy (Legal and Personnel)

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|--|-----------|
| -January 24, 2019 – Regular Council Meeting | 7:00 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 (Location 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. |
| - April 29, 2019 – May 1, 2019 – Community
Planning Ass'n Conf – Red Deer | |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 20, 2018
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 Debbie Giroux, Recording Secretary</p> <p>Absent: Jason Madge, Public Works Manager</p>
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 7:01 p.m.
2.	AGENDA Motion #478/18	<p>MOVED by Councillor Pat St. Hilaire that Council approve the agenda of the regular meeting of Thursday, December 20, 2018 with the following additions: Action Items 7g) Subdivision and Development Appeal Board (SDAB) Memorandum of Agreement; 7h) Metrix Audit Engagement Letter</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #479/18	<p>MOVED by Councillor Jeff Mickle that the minutes of the Thursday, December 6, 2018 Regular Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCE Motion #480/18	<p>MOVED by Councillor Wade Neilson that the December 17, 2018 Operating Revenue and Expense Report be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
6.	POLICIES & BYLAWS Motion #481/18	<p>MOVED by Councillor Jeff Mickle that Bylaw 751-18, a Bylaw to establish a Municipal Library Bylaw for the Town of Onoway, be given first reading.</p> <p style="text-align: right;">CARRIED</p>
	Motion #482/18	<p>MOVED by Deputy Mayor Lynne Tonita that Bylaw 751-18 be given second reading.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 20, 2018
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #483/18	MOVED by Councillor Pat St. Hilaire that Bylaw 751-18 be considered for third reading. CARRIED UNANIMOUSLY
	Motion #484/18	MOVED by Councillor Wade Neilson that Bylaw 751-18 be given third and final reading. CARRIED
	Motion #485/18	MOVED by Councillor Wade Neilson that Bylaw 752-18, a bylaw to establish a Subdivision and Development Appeal Board (SDAB), be given first reading. CARRIED
	Motion #486/18	MOVED by Councillor Pat St. Hilaire that Bylaw 752-18 be given second reading. CARRIED
	Motion #487/18	MOVED by Deputy Mayor Lynne Tonita that Bylaw 752-18 be considered for third reading. CARRIED UNANIMOUSLY
	Motion #488/18	MOVED by Councillor Jeff Mickle that Bylaw 752-18 be given third and final reading. CARRIED
	Motion #489/18	MOVED by Councillor Jeff Mickle that Bylaw 753-18, a Bylaw to establish fees and charges for the provision of goods and services, be given first reading. CARRIED
	Motion #490/18	MOVED by Councillor Pat St. Hilaire that Bylaw 753-18 be given second reading. CARRIED
	Motion #491/18	MOVED by Deputy Mayor Lynne Tonita that Bylaw 753-18 be considered for third reading. CARRIED UNANIMOUSLY
	Motion #492/18	MOVED by Councillor Wade Neilson that Bylaw 753-18 be given third and final reading. CARRIED
7.	ACTION ITEMS Motion #493/18	MOVED by Deputy Mayor Lynne Tonita that, further to the December 4, 2018 letter from Alberta Municipal Affairs, Council request Alberta Municipal Affairs to conduct a voluntary Municipal Corporate Review (MCR). CARRIED

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 20, 2018
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<p>Motion #494/18</p> <p>Motion #495/18</p> <p>Motion #496/18</p> <p>Motion #497/18</p> <p>Motion #498/17</p> <p>Motion #499/17</p> <p>Motion #500/17</p>	<p>MOVED by Deputy Mayor Lynne Tonita that one member of Council be authorized to attend the Alberta Rural Education Symposium "Schools and Communities: Partners in Action" being held in Edmonton at a cost of \$400.00 for registration and the Conference hotel rate of \$164.00 per night for 2 nights, as per the invitation from Northern Gateway Public School Board Chair Judy Muir.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that the invitation from Brownlee LLP inviting Council and Administration to attend their 2019 Emerging Trends in Municipal Law Seminar on Thursday, February 14, 2019, be accepted for information.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that Administration offer to assist the Heritage Society in applying for a Community Facility Enhancement Program (CFEP) grant to provide upgraded playground equipment in Town Parks.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that Council establish the community-driven Bretzlaff Park Revitalization Committee with membership as follows: Councillor Wade Neilson (Town Liaison), Jody Galliford, David Hogg, Charissa Morrill and Cindy Smith.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Jeff Mickle that the January Council meetings, currently scheduled for January 3 and January 17, 2019 be moved to January 10, 2019 and January 24, 2019.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that Council approve the Memorandum of Agreement with Emily House / Milestone Municipal Services for the provision of Subdivision and Development Appeal Board services and authorize execution of same.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Wade Neilson that Metrix Group, Chartered Professional Accountants, be approved as the Auditor for the Town of Onoway as per the December 20, 2018 letter from Philip J. Dirks, DPA, CA, and the engagement letter be approved and executed.</p> <p style="text-align:right">CARRIED</p>
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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 20, 2018
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

8.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #501/18	MOVED by Councillor Wade Neilson that the verbal Council reports and the written and verbal report from the Chief Administrative Officer be accepted for information as presented. <p style="text-align: right;">CARRIED</p>
9.	INFORMATION ITEMS Motion #502/18	MOVED by Councillor Pat St. Hilaire that Council accept the following items for information as presented: <ul style="list-style-type: none"> a) Alberta Health Services – November 20, 2018 letter from Dr. Verna Yiu, President and Chief Executive Officer enclosing article entitled “One province, one healthcare system: A decade of healthcare transformation in Alberta b) Community Police Officer Report – November, 2018 c) Lac Ste. Anne Foundation – Board Meeting Minutes from October 24, 2018 d) Alberta Urban Municipalities Association (AUMA) – November 29, 2018 letter from the President of the AUMA regarding Bill 32, The City Charters Fiscal Framework Act <p style="text-align: right;">CARRIED</p>
10.	CLOSED SESSION Motion #503/18	CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Judy Tracy Deputy Mayor Lynne Tonita Councillor Jeff Mickle Councillor Wade Neilson Councillor Pat St. Hilaire Chief Administrative Officer Wendy Wildman MOVED by Councillor Wade Neilson that, pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move to a Closed Session at 8:20 p.m. to discuss the following item: <ul style="list-style-type: none"> 1. “Legal and Personnel” <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 20, 2018
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<p>Council recessed from 8:20 p.m. to 8:25 p.m.</p> <p>The Recording Secretary left the meeting at 8:20 p.m.</p> <p>Motion #504/18 MOVED by Councillor Pat St. Hilaire that Council move out of Closed Session at 8:30 p.m.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 8:30 p.m. to 8:35 p.m.</p> <p>The meeting reconvened at 8:35 p.m.</p>																											
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 8:35 p.m.																											
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Mayor Judy Tracy

Debbie Giroux
Recording Secretary

TOWN OF ONOWAY
REGULAR COUNCIL POLICIES REVIEW MEETING MINUTES
WEDNESDAY, DECEMBER 19, 2018
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 Debbie Giroux, Recording Secretary</p> <p>Absent: Jason Madge, Public Works Manager</p>
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:35 a.m.
2.	AGENDA Motion #471/18	<p>MOVED by Councillor Pat St. Hilaire that Council approve the agenda of the regular policies review meeting of Wednesday, December 19, 2018 as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	POLICIES REVIEW Motion #472/18	<p>MOVED by Councillor Jeff Mickle that Council approve all the existing Town policies presented, with the exception of the Human Resources Code of Conduct, Recruitment policy and the Tendering policy. These approved existing policies are:</p> <p>A-ADM-FAX-1 Fax and Photocopier Use Requests A-ADM-INF-1 Dissemination of Information to the Public A-FIN-TAX-2 Tax Roll Name Change A-FIN-TRF-1 Tax Recovery Fees A-PW-PRIV-1 Work on Private Property A-TRA-PET-1 Animals in Town-Owned Vehicles A-WS-SEW-1 Sanitary Sewer Lines – Blockages C-CAO-PER-1 Chief Administrative Officer Performance Evaluation C-COM-PRE-1 Special Event Presentations C-COU-CHA-1 Use of Council Chambers C-COU-MTG-1 Notification of Council and Committee Mtgs C-COU-PAR-1 Public Participation C-COU-REM-1 Council Remuneration & Exp Reimbursement C-FIN-DCA-1 Disposal of Capital Assets C-FIN-PUR-1 Purchasing Policy C-TRA-ROA-1 Street Cleaning and Sanding A-ENV-SEW-1 Sewage Lagoon Access C-FIN-DON-1 Donation Requests C-FIN-TEN-1 Partial Plan Cancellation C-TRA-ROA-2 Road Closure Requests A-PRO-BYL-1 Bylaw Enforcement A-TRA-INSP-1 Road Inspection and Maintenance</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL POLICIES REVIEW MEETING MINUTES
WEDNESDAY, DECEMBER 19, 2018
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #473/18	<p>MOVED by Councillor Wade Neilson that Council approve the Human Resources Code of Conduct, Recruitment policy with the following changes (in bold):</p> <p>Human Resources Code of Conduct - 2.1 Employee Hiring: Relatives of Employees, CAO or Council may be considered for temporary employment with the Town.</p> <p>Recruitment Policy – Policy Statement – 7. Probationary Period</p> <p>All permanent and temporary positions (REMOVE: of three months duration or longer) will have a probationary period set at six months.</p> <p style="text-align: right;">CARRIED</p>																				
	Motion #474/18	<p>MOVED by Councillor Wade Neilson that the Tendering Policy be deferred to a future Council meeting allowing Administration the opportunity to review same with the Public Works Manager as discussed at meeting time.</p> <p style="text-align: right;">CARRIED</p>																				
	Motion #475/18	<p>MOVED by Deputy Mayor Lynne Tonika that Council approve the new Town policies presented, with the exception of the Contractor policy and the Expenditures not included in Annual Budgets policy. These approved new policies are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">A-PRO-FIRE-1</td> <td>Fire Ban Declaration</td> </tr> <tr> <td>C-COU-POL-1</td> <td>Council and Administrative Policy Development</td> </tr> <tr> <td>C-FIN-AMO-1</td> <td>Useful Life and Amortization Thresholds</td> </tr> <tr> <td>A-COM-DIS-1</td> <td>Landowner Disputes Resolution</td> </tr> <tr> <td>A-ENV-COMP-1</td> <td>Compost Collection Site</td> </tr> <tr> <td>A-FIN-CAP-1</td> <td>Tangible Capital Assets</td> </tr> <tr> <td>A-REC-PLAY1</td> <td>Playground Equipment</td> </tr> <tr> <td>C-PLA-CONS-1</td> <td>Consent Agreements</td> </tr> <tr> <td>C-ENV-CUL-1</td> <td>Culvert</td> </tr> <tr> <td>C-FIN-RES-1</td> <td>Restricted Surplus & Reserves</td> </tr> </table> <p style="text-align: right;">CARRIED</p>	A-PRO-FIRE-1	Fire Ban Declaration	C-COU-POL-1	Council and Administrative Policy Development	C-FIN-AMO-1	Useful Life and Amortization Thresholds	A-COM-DIS-1	Landowner Disputes Resolution	A-ENV-COMP-1	Compost Collection Site	A-FIN-CAP-1	Tangible Capital Assets	A-REC-PLAY1	Playground Equipment	C-PLA-CONS-1	Consent Agreements	C-ENV-CUL-1	Culvert	C-FIN-RES-1	Restricted Surplus & Reserves
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C-FIN-RES-1	Restricted Surplus & Reserves																					
	Motion #476/18	<p>MOVED by Councillor Jeff Mickle that the new Contractor policy be approved with the following change (in bold):</p> <p>Principles: 2.1 Contractor Hiring – 6. Contractor Agreement Contractors will be required to complete the attached contractor agreement form prior to work commencing for non-emergency work.</p> <p style="text-align: right;">CARRIED</p>																				

TOWN OF ONOWAY
REGULAR COUNCIL POLICIES REVIEW MEETING MINUTES
WEDNESDAY, DECEMBER 19, 2018
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #477/18	<p>Councillor Jeff Mickle left the meeting from 10:55 to 11:00 a.m.</p> <p>MOVED by Councilor Pat St. Hilaire that the new Expenditures not included in Annual Budgets policy be approved with the following changes (in bold):</p> <p>Standards</p> <ol style="list-style-type: none"> 1. Expenditures that are not approved in the operating budget, interim budgets, or capital budget, (REMOVE: that are of an emergent matter) deemed by Council to be important and timely for the community, or are legally required to be paid, must be presented to Council and approved for payment by Council. 2. (ADD: Expenditures of an emergent nature will be shown to Council afterwards.) <p style="text-align: right;">CARRIED</p>
4.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 11:15 a.m.

Mayor Judy Tracy

Debbie Giroux
Recording Secretary



Town of Onoway

Council Policy

Number	Title		
C-FIN-TEN-1 (2.7)	Tendering Policy		
Approval	Originally Approved		Last Revised
(CAO Initials)	Resolution No:		Resolution No:
	Date:	February 14, 2000	Date:

Purpose

To provide clarity and direction for the procurement of goods and services, giving consideration to inhouse expertise and fiscal constraints under which the municipality must operate. This policy will apply to purchases of a non-emergent nature.

Policy Statement

1. The Town recognizes the need to obtain the best service for the best value, as it relates to best practices within the Community. The Town may utilize a tender process (open or invitational), a request for proposal (RFP) (open or invitational), or a request for quote (RFQ) (open or invitational), for capital or operating projects depending on the project scope and as agreed by Council, the Chief Administrative Officer, or both.
2. If the project that is to be tendered, proposed or quoted is of a significant dollar value, the Town may contract outside sources to prepare, evaluate and provide a recommendation(s) (Engineers on water, wastewater projects for example).
3. For projects estimated to be over \$75,000.00 in value, Council will direct Administration as to which tender process will be followed, and whether outside sources will be contracted to prepare, evaluate and recommend on the project.
4. When a tender, RFP or RFQ is requested, the tender, RFP or RFQ is to be received at the Town municipal office location in a sealed envelope and will remain sealed until the end of the period set out for receipt of documents.
5. Once the period for submission is closed, the Chief Administrative Officer will open all tenders in the presence of at least one other person – administrative staff, Public Works Foreman and/or a member of Council.
6. For submission to Council, the Chief Administrative Officer will present the information from the tender, proposal or quote documents in a spread sheet format which will provide the following information:



Town of Onoway

Council Policy

- Name of firm submitting tender
- Value of the tender by the submitting firm
- Any comments or conditions noted in the submission.

The original documents will be made available at the Council meeting should Council feel that they require additional information.

7. A decision shall be made by Council or the Chief Administrative Officer (however directed by Council) based on the information provided – spread sheet document and review of the original documents if necessary. Evaluation of the bids may consider the submitted price, delivery, servicing, the capacity of the supplier to meet the requirements of the project and any other criteria relevant to the project. No questions should be asked of those who submitted tenders if they are present.

Legal References: MGA 208(i) & 248(1) & Agreement on International Trade (AIT)

Cross References:

Revisions:

Resolution Number	MM/DD/YY

ADMINISTRATIVE

2.7 TENDERING POLICY

Authorization: Council Resolution – February 14, 2000

Date Effective: Same

Policy:

1. When the Town of Onoway has a project estimated to be of a value larger than \$7,500 (but less than \$250,000*) to be contracted, the project must be tendered to offer all possible contractors an opportunity to bid on the project. This tendering process will be advertised for two consecutive weeks in locally circulating newspapers. The advertisement will provide:
 - a brief description of the project contemplated,
 - the place where a person may obtain further information and tender documents,
 - any conditions for obtaining the tender documents,
 - the place where the tenders are to be sent,
 - the date and time limit for submitting tenders, and
 - the time and place of the opening of the tenders in the event of a public opening.

2. The Administration Office will prepare a formal "Tender Document". The document will give a specific outline of the project to be completed, in as much detail as is possible. The document will require that those bidding on the project provide a detailed outline of what services are to be provided, what equipment is to be utilized. The tender document must clearly identify the requirements of the project, the criteria that will be used in the evaluation of bids and the methods of weighting and evaluating the criteria.

3. The tender document shall contain a privilege clause in a format similar to the following:

"The Municipality reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipality to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipality may consider any other factor besides price and capability to

perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following: [list of criteria]."

4. The form will outline a financial format in which the tender document/bid is to be submitted. (see attached sample)
5. As the norm, tenders are to be received at the Town of Onoway in sealed envelopes and will remain sealed until the end of the period of time set out for receipt of tender documents. In specific cases of urgency or short time frame, as determined by the Chief Administrative Officer, tenders may be accepted by fax.
6. Once the period for submission of tenders is closed, the Chief Administrative Officer will open all tenders in the presence of **at least** one other person – administrative staff, Public Works Foreman and/or a member of Council. All present will initial the tender documents to signify that the documents were reviewed in their presence.
7. For submission to Council, the Chief Administrative Officer will present the information from the tender documents in a spread sheet format which will provide the following information:
 - Name of firm submitting tender
 - Itemized details which are required by Council
 - Financial information based on the format approved

The original tender documents will be made available at the Council meeting should Council feel that they require additional information.

8. A decision shall be made by Council based on the information provided – spread sheet document and review of the original form if necessary. Evaluation of the bids may take into account the submitted price, delivery, servicing, the capacity of the supplier to meet the requirements of the project and any other criteria relevant to the project. No questions should be asked of those who submitted tenders if they are present.
9. Where only one supplier is available to meet the requirements, the rules of the tendering policy do not have to be followed, however, Council must be notified of this situation.

* (If the value of the project exceeds \$250,000, the municipality will follow the regulations set out in the Agreement on International Trade (AIT) and utilize the MERX internet system for posting the project.)

Background:

Council wishes to ensure that all local contractors are given an equal opportunity to provide services to the municipality. A formal Tendering Policy will ensure that all tenders are received in similar formats to better enable Council to make an informed decision.

Wendy Wildman

From: Emily House <emily@springlakealberta.com>
Sent: December 28, 2018 12:27 PM
To: 'Wendy Wildman'
Subject: RE: town of Onoway - SDAB agreement

Hi Wendy.

Thank you so much.

I am away until January 10th so I will forward a fully executed copy for your records along with an invoice for the annual fee.

The pool that I currently have is:

Clerks
Emily House
Cathy McCartney

Board Members
Denis Meier
Rainbow Williams
Don Dobing
John Roznicki

I have four people taking the Board Member Course in January so I will forward their names as soon as I receive their certificates.

Thanks so much. Happy New Year.

-Emily

Emily House
Chief Administrative Officer

Phone: (780) 963-4211
Fax: (780) 963-4620
www.springlakealberta.com

From: Wendy Wildman <cao@onoway.ca>
Sent: December 28, 2018 12:10 PM
To: 'Emily HOUSE' <emily@milestonemunicipalservices.ca>; emily@springlakealberta.com
Cc: 'Debbie Giroux' <debbie@onoway.ca>; administration@wildwillowenterprises.com
Subject: town of Onoway - SDAB agreement

Emily – attached is the noted agreement, which was approved at our Dec. 20 Council meeting.

Please return one fully executed copy for our records.

I think the only missing piece now is a list of board members that our respective Councils can approve. Silver Sands has two Council members who recently took the SDAB training, and as soon as we receive their certificates we will forward them to you or consideration of adding them to your pool.

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Thx

W

Wendy Wildman

CAO

Town of Onoway

Box 540

Onoway, AB. T0E 1V0

780-967-5338 Fax: 780-967-3226

cao@onoway.ca

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

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Wendy Wildman

From: Wendy Wildman <cao@onoway.ca>
Sent: November 27, 2018 3:41 PM
To: 'Judy Tracy'; 'Lynne Tonita'; 'Patricia St.Hilaire'; 'Jeffery Mickle'; 'Wade Neilson'; 'Jason Madge'; 'Robin Murray'; 'Debbie Giroux'
Cc: 'Shelley Vaughn'; 'Penny Frizzell'
Subject: Highway signage

Hi everyone – at our last meeting Jeff mentioned checking into highway signage for essentials services, tourism, businesses etc.

So I went on AT website and there appears to be several options, all with some costs.

- a) We can have the blue sign that simply shows the various attractions (food, lodging, campground, golf, etc).
- b) We can have a couple signs that could actually have business logos on it. But we are limited to the number of these we can have. And again comes with a cost.

If we go with option a) then I think we will work on this inhouse. If we are looking at option b) then my question is should the Town be leading this initiative or should the Chamber of Commerce?

If you want to go on the website and check it out, please do.

If we go with option a) what all do we need to include: (food, lodging, gas, tourist info?, museum?,)

Let me know your thoughts please.

thanks

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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- Apply Now
- Contact Us

Location: Alberta Government Home > Sign Up Alberta > Permit Fees

[→ Program Overview](#)
 [→ Essential Services Signs](#)
 [→ Attractions Signs](#)

home news & publications FAQs contact

[→ Tell us what you think](#)
[→ Apply Now](#)

TODS (Tourist Oriented Directional Signs) - 2018 / 2019 Pricings (permit fee for first five-year term)

Important Program Notes:

This program is being managed on a 'cost-neutral' basis - permit costs for signs are deposited into a "revolving fund" to support and sustain the program

Permit fees will vary and are governed by attraction type, highway type, visitation numbers, number of signs, etc..., as determined by eligibility and placement criteria.

All permit fees are set by Alberta Transportation and are current for 2018 / 2019. However, program costs will be reviewed and adjustments made on an annual basis

Permit fees are for a five (5) year term and include all costs - design, manufacture, installation and maintenance, (maintenance includes unlimited coverage and protection for repair / replacement against your program signs) for the five year term.


Permit Renewal Fees, which will apply at the end of the first five (5) year term, have been determined for TODS, please [click here](#) for these fees. The Renewal Fee cover routine maintenance activities for a further five (5) years.

Permit Renewal Fees for TODS will apply for LOGOS also however, an exact fee has yet to be determined. This will be a nominal fee, (approximately \$200 - \$300 per panel) to cover routine maintenance for a further five (5) years.


[Download Permit Fees PDF](#)



[Download Subsidies PDF](#)

Tourist Oriented Directional - Type 'A' Sign			
Multi-Lane Highway	Conventional Highway	Tourism Highway Signage Incentive Program	
		Alberta Transportation is providing a one-time incentive and rebate to tourism attraction operators to assist them with sign installation for their facility.	Alberta Tourism, Parks and Recreation is assisting tourism attraction operators by waiving the renewal fee.
Size: 300cm x 210cm (on steel structure)	Size: 240cm x 180cm (on wood structure)		
Permit Fee: \$5,320 Permit Renewal Fee: \$350	Permit Fee: \$1,800 Permit Renewal Fee: \$350	\$400/sign up to maximum \$800 (2 signs)	\$350 (covered by Alberta Tourism, Parks and Recreation)

Tourist Oriented Directional—Type 'B' Sign		
Multi Lane Highway	Conventional Highway	Tourism Highway Signage Incentive Program
		



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	Alberta Transportation is providing a one-time incentive and rebate to tourism attraction operators to assist them with sign installation for their facility.	Alberta Tourism, Parks and Recreation is assisting tourism attraction operators by waiving the renewal fee.
Size: 300cm x 60cm (on steel structure)	Size: 240cm x 60cm (on wood structure)	
Permit Fee: \$1,000 Renewal Fee: \$300	Permit Fee: \$720 Renewal Fee: \$300	\$400/sign up to maximum \$800 (2 signs)
		\$300 (covered by Alberta Tourism, Parks and Recreation)


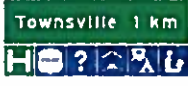
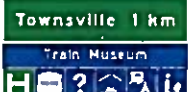
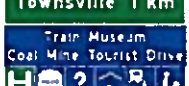

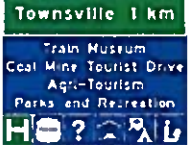
Tourist Oriented Directional—Type 'C' Sign			
Multi-Lane Highway	Conventional Highway	Tourism Highway Signage Incentive Program	
		Alberta Transportation is providing a one-time incentive and rebate to tourism attraction operators to assist them with sign installation for their facility.	Alberta Tourism, Parks and Recreation is assisting tourism attraction operators by waiving the renewal fee.
Size: 180cm x 75cm (on wood structure)	Size: 165cm x 60cm (on wood structure)		
Permit Fee: \$560 Renewal Fee: \$250	Permit Fee: \$500 Renewal Fee: \$250	\$400/sign up to maximum \$800 (2 signs)	\$250 (covered by Alberta Tourism, Parks and Recreation)

Tourist Area Boundary Sign
All Highways

Size: 320cm x 180cm (on steel structure)
Permit Fee: \$5,210

Destination Area/Resort/Attraction Sign	
Multi-Lane Highway (on steel structure)	Conventional Highway (on steel structure)
	
Size: 300cm x 270cm	Size: 240cm x 210cm
Permit Fee: \$5,880	Permit Fee: \$5,200

**Community Attraction Facility Signs - 2018 / 2019 Pricings
(permit fees for first five-year term)**

Community Attraction Facility Sign			
All Highway (on steel structure)			
All Services / Facilities	1 or 2 Attraction Names	3 Attraction Names	4 Attraction Names
 	 		
Size: 360cm x 180cm Size: 360cm x 150cm	Size: 360cm x 210cm Size: 360cm x 240cm	Size: 360cm x 270cm	Size: 360cm x 300cm
All Services Panel - No Cost IC Symbols - No Cost	Attraction Panel: \$760 Permit Renewal Fee: \$300 IC Symbols - No Cost	Attraction Panel: \$1,520 Permit Renewal Fee: \$300 IC Symbols - No Cost	Attraction Panel: \$1,830 Permit Renewal Fee: \$300 IC Symbols - No Cost
Tourism Highway Signage Incentive Program			
Alberta Transportation is providing a one-time incentive and rebate to tourism attraction operators to assist them with sign installation for their facility.		Alberta Tourism, Parks and Recreation is assisting tourism attraction operators by waiving the renewal fee.	
\$400/sign up to maximum \$800 (2 signs)		\$250 (covered by Alberta Tourism, Parks and Recreation)	



Important Note: For all signs, the following will be supplied by Alberta Infrastructure & Transportation, at no cost, to the applicant (community) for Community Attraction and Facility Signs:



- Green town name panel
- Hospital and Police symbols
- Sign structure (posts)



**Logo Signs - 2018 / 2019 Pricings
(permit fees for first five-year term)**

Important Program Notes:

Logo Sign fees may vary in Municipalities that choose to administer logo signs within their community.

Logo Sign - Gas, Food, Lodging, and Other Businesses	
2 Panel	4 Panel
	
6 Panel	9 Panel

	
<p>Panel Size: 80cm x 120cm (on steel structure) \$2,250 per logo panel</p>	

<p>Logo - 4 Panel Combination</p> 	<p>Logo - Ramp Sign</p> 
<p>Panel Size: 80cm x 120cm (on steel structure) \$2,250 per logo panel</p>	<p>Panel Size: 40 cm x 60cm \$570 per logo panel (wood structure) \$2,060 per logo panel (on steel structure) (steel structure required for a 6 panel sign)</p>

Logo Panel Replacement Fees

Existing Permit Holders that require brand revision to their existing logo panels can have their existing panel updated for the following fees:

<p>Panel Size: 80 x 120 cm - \$650 per sign panel</p>
<p>Panel Size: 40 x 60 cm - \$350 per sign panel</p>





Miscellaneous Logo Panel Fees




Existing Permit Holders that require their panels to be removed and/or relocated can submit the request for the following fees:




<p>Remove & Relocate an existing logo panel - \$300 per sign panel</p>
<p>Remove existing logo panel - \$150 per sign panel</p>

Rural Service Centre Signs	
Conventional Highway	Multi Lane Highway

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Size: 60cm x 90cm (on wood post)	Size: 60cm x 150cm (on wood post)	Size: 75cm x 105cm (on wood post)	Size: 75cm x 180cm (on wood post)
Permit Fee: \$350	Permit Fee: \$440	Permit Fee: \$390	Permit Fee: \$560

Rural Service Centre Signs		
Conventional Highway		
		
Access Road Sign	Advance Sign	Exit Ramp Sign
Size: 180cm x 120cm (on double wood post)		
Permit Fee: \$1,200		

Rural Service Centre Signs		
Multi Lane Highway		
		
Access Road Sign	Advance Sign	Exit Ramp Sign
Sign Up Alberta Home Search Contact Site Map The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement. Size: 225cm x 150cm (on double wood post)		
© 2016 Government of Alberta Permit Fee: \$1,500		






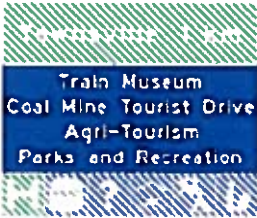
→ [Download PDF](#)

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**Tourism Highway Signing Program 2018/2019 Permit
Renewal Fees (Renewal Fee are for the second 5-Year Term)**

Important Program Notes:



- This program is being managed on a 'cost-neutral' basis - permit costs for signs are deposited into a "revolving fund" to support and sustain the program.
- Permit Renewal fees vary by sign and type.
- All permit fees are set by Alberta Transportation and are for the current year. However, program costs will be reviewed and adjustments made on an annual basis.
- Permit Renewal fees are for a further five (5) year term and include the following; administration fees, replacement, washing, straightening and any post replacement should that be necessary.




Type 'A' Sign	Type 'B' Sign
	
Permit Renewal Fee: \$350	Permit Renewal Fee: \$300
Type 'C' Sign	Destination Area / Resort / Attraction Sign
	
Permit Renewal Fee: \$250	Permit Renewal Fee: \$350
Tourist Area Boundary Sign	Middle Attraction Panel only Community Attraction Facility Sign
	
Permit Renewal Fee: \$350	Permit Renewal Fee: \$300

Tourism Highway Signage Program Fee Table and Incentives

Tourist Oriented Directional—Type 'A' Sign			
Multi Lane Highway	Conventional Highway	Tourism Highway Signage Incentive Program	
		Alberta Transportation is providing a one-time incentive and rebate to tourism attraction operators to assist them with sign installation for their facility.	Alberta Tourism, Parks and Recreation is assisting tourism attraction operators by waiving the renewal fee.
Size: 300cm x 210cm (on steel structure)	Size: 240cm x 180 cm (on wood structure)		
Permit Fee: \$5,320 Permit Renewal Fee: \$350	Permit Fee: \$1,800 Permit Renewal Fee: \$350	\$400/sign up to maximum \$800 (2 signs)	\$350 (covered by Alberta Tourism, Parks and Recreation)

Tourist Oriented Directional—Type 'B' Sign			
Multi Lane Highway (low speed, 70 km/h or less)	Conventional Highway (low speed, 70 km/h or less)	Tourism Highway Signage Incentive Program	
		Alberta Transportation is providing a one-time incentive and rebate to tourism attraction operators to assist them with sign installation for their facility.	Alberta Tourism, Parks and Recreation is assisting tourism attraction operators by waiving the renewal fee.
Size: 300cm x 60cm (on steel structure)	Size: 240cm x 60 cm (on wood structure)		
Permit Fee: \$1,000 Permit Renewal Fee: \$300	Permit Fee: \$720 Permit Renewal Fee: \$300	\$400/sign up to maximum \$800 (2 signs)	\$300 (covered by Alberta Tourism, Parks and Recreation)

Tourist Oriented Directional—Type 'C' Sign			
Multi Lane Highway (low speed, 70 km/h or less)	Conventional Highway (low speed, 70 km/h or less)	Tourism Highway Signage Incentive Program	
		Alberta Transportation is providing a one-time incentive and rebate to tourism attraction operators to assist them with sign installation for their facility.	Alberta Tourism, Parks and Recreation is assisting tourism attraction operators by waiving the renewal fee.
Size: 300cm x 210cm (on steel structure)	Size: 240cm x 180 cm (on wood structure)		
Permit Fee: \$560 Permit Renewal Fee: \$250	Permit Fee: \$500 Permit Renewal Fee: \$250	\$400/sign up to maximum \$800 (2 signs)	\$250 (covered by Alberta Tourism, Parks and Recreation)

Community Attraction Facility Sign				
All Highways (on steel structure)				
2 Attraction Names	3 Attraction Names	4 Attraction Names	Tourism Highway Signage Incentive Program	
			Alberta Transportation is providing a one-time incentive and rebate to tourism attraction operators to assist them with sign installation for their facility.	Alberta Tourism, Parks and Recreation is assisting tourism attraction operators and communities by waiving the renewal fee.
Size: 360cm x 240cm	Size: 360cm x 270cm	Size: 360cm x 300cm		
Attraction Panel: \$760 Permit Renewal Fee: \$300	Attraction Panel: \$1,520 Permit Renewal Fee: \$300	Attraction Panel: \$1,830 Permit Renewal Fee: \$300	\$400/sign up to maximum \$800 (2 signs)	\$300 (covered by Alberta Tourism, Parks and Recreation)

Secure Your Highway Advertising Space

■ Alberta's new tourism highway signage program helping to inform travelers about services in local communities

The Alberta Government is currently implementing Phase 2 of the new Tourism Highway Signing Program, and if you want to inform travelers of the services available within your community, the time to act is now.

New format

Tourism, along with rural businesses, are major economic drivers in this province. The Alberta government is responding with a highway signing program designed to better identify tourism operations as well as gas stations, food establishments, hotels and motels, (considered "essential traveler services") and general businesses in rural communities. The old Community Business Sign Program was terminated in March 2006, and the new logo signs and format, are putting a fresh, bright face on tourism and tourism services in Alberta. Commenced in June 2004 and being managed by Guide Sign Industries Ltd., (the contracted Program Administrator), the Tourism Highway Signing Program is changing the landscape of signs across the province. The five-year mark sees the conversion of all provincial parks and provincial recreation areas, along with approx 75% percent of private attractions province-wide.

The aim of the program is to better align the essential traveler services signs with tourism signs. Logo signs are already in place in over 20 states in the United States. With consistent tourism travel coming across the border, the signs will create a consistency of design which ultimately makes it easier for the travelling public to recognize these services.

Effective

In order to eliminate clutter and enhance safety, the government has decided to place up to four sign structures only, one to two kilometres out from town limits, in the following categories: Gas, Food, Lodging, Other Businesses and Services. There is room for a maximum of six logo panels promoting Gas, Food and Lodging as well as nine logo panels on the Other Business sign.

"It is on a first-come, first-serve basis," Fox said. "Once they fill up, they are gone. With the maximum four structures, there will only be allowed 2 panels per business." Businesses must meet certain program requirements of eligibility to be able to sign under these categories and they must also be physically located within the corporate limits or town boundaries of the relevant community.

Approximately 90 communities have already had new Logo signs installed including: Whitecourt, Drumheller, Camrose, High River, Brooks, Pincher Creek, Ponoka, Rocky Mountain House, Valleyview, Vermillion, Peace River, Sylvan Lake, Cochrane, Lacombe, Fort Saskatchewan, Innisfail, Strathmore, Hinton and Three Hills. The remainder of approximately 270 eligible communities will follow over the course of the next year, or as enough businesses step forward to express interest.

Logos on display

Space is limited so any Alberta business in any of the eligible categories is encouraged to contact Guide Sign Industries as soon as possible to secure a space for the first five years and have the opportunity to extend the contract for a further five years. Each logo panel is \$2,250 for five years. All permit fees are paid up front which includes all design, manufacture, maintenance and repair for the five-year period. A permit renewal fee of approximately \$300 to \$500 will then be charged for the second five-year term. There is also an option of paying half at permit signing and being billed the remainder the following year."

Options

The logo signs are only being introduced into communities with populations of 25,000 or less. Therefore, the major city areas of Edmonton, Calgary, Red Deer, Grande Prairie, Lethbridge, Medicine Hat and Fort McMurray are not eligible to participate. Communities with less than 25,000 populations have three options for taking part. Option one - they can decide to have no signs and not participate with Logos, Option two - they can elect to have Guide Sign Industries market and manage signs on their behalf or, Option three - the chamber or town can administer the signs themselves and use it as a revenue-generation program, but in option three the community must still come through the Program Administrator - Guide Signs Industries.

Call now

For further information on the new Logo Signs and to secure your place on them, please visit the program's website at www.signupalberta.com or contact Guide Sign Industries toll-free: 1-866-560 SIGN (7446) or, 1-780-438 6817.



Food Logo Sign



Gas Logo Sign



Lodging Logo Sign



Other Business Logo Sign

Sign up

signup.alberta.com

Wendy Wildman

From: seanm@rdecagroup.com
Sent: January 2, 2019 8:20 AM
To: 'Wendy Wildman'
Subject: RE: Communications Firm - New Logo
Attachments: Proposal_Onoway_010119.pdf

Good morning Wendy,

Happy new year! As requested, please find attached my recommendations and budget estimate for rebranding the Town of Onoway. I look forward to discussing this project with you further.

Thank you again for the opportunity to present our proposal, and I hope to chat with you soon.

Best Regards,

Sean Mellis
President, Chief Creative Officer

rdecagroup.

STRATEGIC COMMUNICATION MANAGEMENT
ENGAGE | INFORM | EMERGE

2319A Richmond Road SW | Calgary AB Canada T2T 5E3
Telephone 403.286.2104 | Mobile 403 613.9871

seanm@rdecagroup.com www.rdecagroup.com



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From: Wendy Wildman <cao@onoway.ca>
Sent: December 17, 2018 8:07 AM
To: seanm@rdecagroup.com
Subject: FW: Communications Firm - New Logo

Good morning Sean. I got your contact info from Lac Ste. Anne County.

Would like to have a conversation about you designing a new logo for the Town of Onoway.

Look forward to starting the conversation!

W

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

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rdecagroup.

Logo Redesign & Brand Management Support Proposal

Submitted in confidence to:

Wendy Wildman
Chief Administrative Officer
Town of Onoway
cao@onoway.ca

January 1, 2019

Rdeca Group Inc.
1025 10 Street SE
Calgary, Alberta T2G 3E1
Tel.: 403.286.2104
Fax: 403.206.7061
Email: seanm@rdecagroup.com

Logo Redesign & Brand Management Support Proposal

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Response to Requirements

BACKGROUND

The Town of Onoway is contemplating a refinement of its legacy brand, beginning with a redesigned logo. In this document we have provided a set of recommendations and associated fees for the design and deployment of a new branding program, including consideration for designing some initial brand assets such as stationery, business collateral, fleet decals, or other touchpoints the Town deems important.

Please note that some of the cost assumptions herein are subject to a better understanding of project scope. Further dialogue is required in order to determine specific parameters for elements such as sub-brands, touchpoints and overall brand strategy. However, this document provides a baseline for how we would undertake a municipal rebranding project such as this.

PROJECT METHODOLOGY

We propose the following methodology for the design and deployment of a new brand program for the Town of Onoway. Three sets of deliverables have been identified in order to achieve project success:

1. Current State Research

- Audit and evaluation of legacy brand identity and brand touchpoints; and
- Distillation of research into an actionable set of recommendations

We will provide seasoned, non-judgmental assessment of the legacy Onoway brand and associated touchpoints. The outcome of our research and recommendations will provide a baseline for the Town's brand strategy.

2. Creative Development

- Creation of the Town of Onoway brand identity and design system

We will work with the Client to design a new logo and develop the visual language for the Town of Onoway brand family. Deliverables in this phase include, but are not limited to, logo design; and design of key brand touchpoints such as stationery, business collateral and other brand assets (to be explored further).

3. Brand Management

- Development of brand guidelines; and
- Post-launch design recommendations and support

We will work with the Client to create a framework for ongoing brand management. Deliverables include development of brand usage specifications (the brand bible); and the short-term provision of post-launch branding recommendations and support.

ESTIMATED BUDGET

Our objective is to create a brand foundation that will empower the Town of Onoway to communicate with greater professionalism, consistency and impact. We aim to achieve this result by providing common sense brand strategy; professional logo design; brand management tools and procedures; and related design support services. An itemized cost analysis for the deliverables outlined in this document is indicated below.

These costs do not include heretofore unforeseen hard costs for ancillary goods or services that may be required. These costs will be explored with the Client, and will be itemized separately in our accounts.

Current State Research

Strategy session(s), brand audit and touchpoint audit 2,250

Creative Development

Logo and brand system design 7,500

Design of initial branded materials (5 touchpoints) 4,000

Brand Management

Development of brand usage guidelines 3,000

Post-launch communications support (10 hrs.) 1,100

Total Estimated Budget Before Tax 17,850

Corporate Profile

ABOUT RDECA GROUP

Rdeca Group helps local governments develop communications programs that are resourceful, professional and designed to deliver measurable value. From brand management, web development and content creation to public engagement, crisis communications and more, we deliver a spectrum of media solutions designed to help the public sector prosper.

Under the leadership of Sean Mellis, Rdeca Group's hybrid team of media professionals helps a variety of western Canadian clients navigate the ever-shifting waters of civic branding, communications and stakeholder relations. We leverage our services and technologies to maintain the highest standards of excellence and efficiency for progressive organizations seeking to do more to engage ratepayers, employees and municipal partners. Our commitment to setting the standard in civic communications is evident in every client engagement we hold.

- **More than 20 years of progressive experience in visual identity design and brand management**
- **Considerable dedicated expertise with municipal branding and communication design**
- **A proven ability to design and produce consistent and professional branded touchpoints**
- **A keen understanding of the importance of strict adherence to brand standards**
- **Considerable dedicated expertise in developing, launching and maintaining brand strategies**

HELPING THE TOWN OF ONOWAY THROUGH INSIGHT & EXPERTISE

We're confident in the significant value we can bring to the Town of Onoway. First and foremost, our firm has a lengthy and successful track record of providing exceptional service to municipalities across western Canada through brand management, strategic marketing, and communication design.

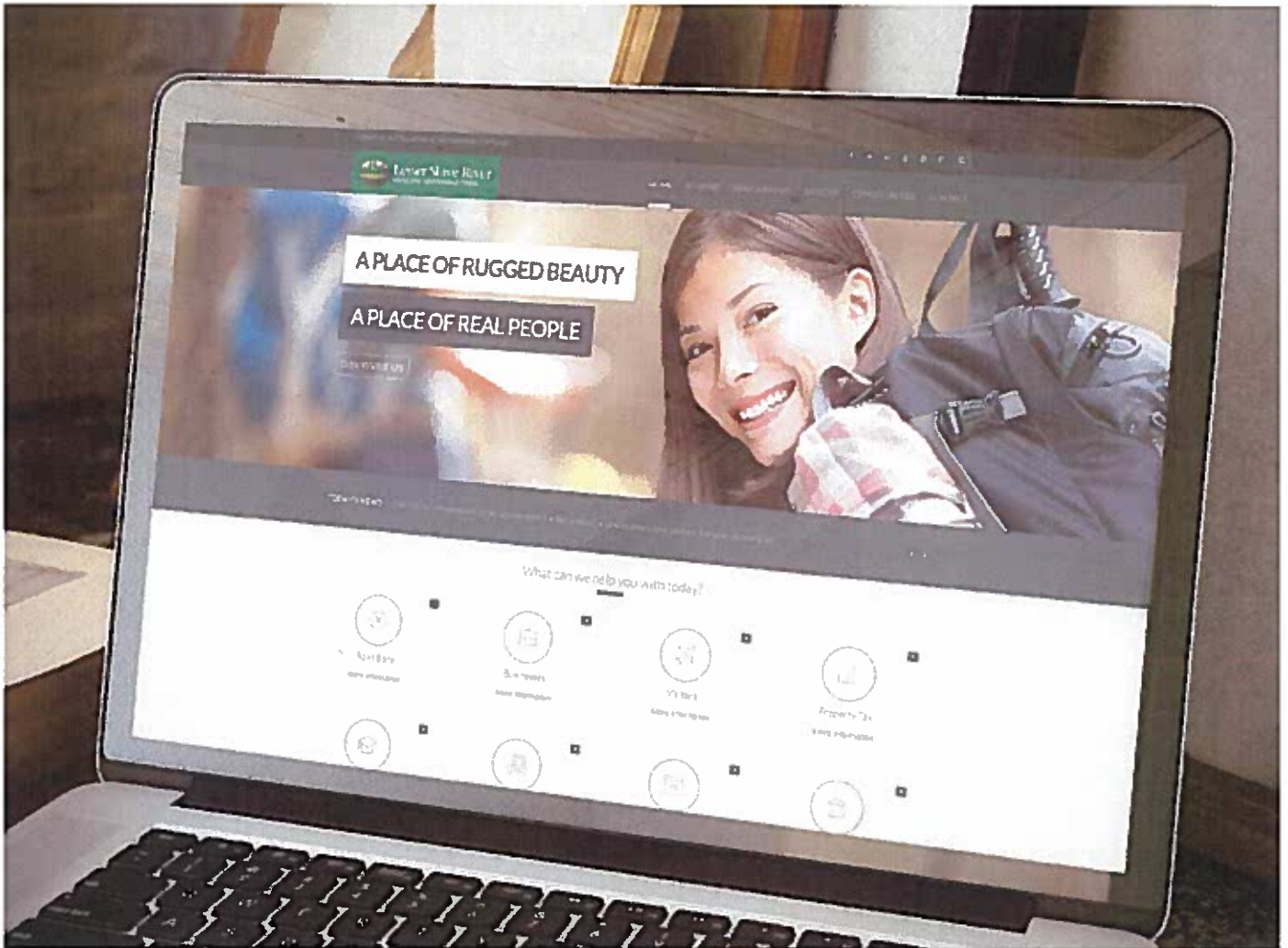
Our expertise in helping our municipal clients position themselves properly and communicate professionally is evident in our work for municipal organizations such as Rocky View County, the MD of Lesser Slave River, Lac Ste. Anne County, Gitksan First Nation, the RM of Wilton and the Town of Slave Lake.

Relevant Experience

CASE STUDY 1: MUNICIPAL DISTRICT OF LESSER SLAVE RIVER

ENGAGEMENT PERIOD: 2011 - Present
WEBSITE: www.mdlsr.ca

In the early spring of 2011, Rdeca Group had begun talks with Lesser Slave River to develop a strategic, professional and consistent communications plan for the northern Alberta municipality. Following the mid-May wildfires that ravaged the Lesser Slave region, the role of communicating more effectively with residents, internal stakeholders and neighbouring municipalities became exponentially more critical.



We were given the ambitious task of branding a client who was still reeling from one of the worst natural disasters in Canadian history; a client who arguably had issues that trumped Pantone values or typographic standards. Following visits to the region and strategy sessions with the Lesser Slave team, Rdeca Group's recommendation was to evolve and realign a brand that, while flawed and fragmented, had achieved iconic status worldwide as a result of the tragedy.

At the core of the new Lesser Slave River communications strategy is an expansive website that engages locals in an authentic two-way conversation; that promotes the unique region to travelers and career-seekers; and that accurately and respectfully recounts the May 2011 wildfires.

CASE STUDY 1: MUNICIPAL DISTRICT OF LESSER SLAVE RIVER (CONT.)

The Lesser Slave brand identity was evolved in tandem with the main deliverables of its communications program. While retaining the same graphic features and highly apropos “Rugged and Real” tagline, the new identity addresses fundamental deficiencies inherent in the legacy brand. Reworked with graphic coherence, typographic specs and a standardized colour palette, the massaged Lesser Slave River brand identity stands shoulder-to-shoulder with any progressive county or municipal district in North America.



Whether you're planning your next holiday or considering a more permanent move, Lesser Slave River has an abundance of natural beauty and man-made opportunity to offer anyone with an open mind and an adventurous spirit.

Participation is the cornerstone of a thriving community. Volunteer, become a board or committee member, join our team of dedicated staff or lend your voice to a community planning initiative. However you choose to contribute, your hard work can have a direct, positive impact on the quality of life in your community.

[Become a Volunteer](#)

Lesser Slave River employees are a passionate group of individuals who provide a variety of programs and services to the community at large. If you've got a solid work ethic and want to help make our rugged-and-real region an even better place in which to live, work and play, consider a career at the MSD.

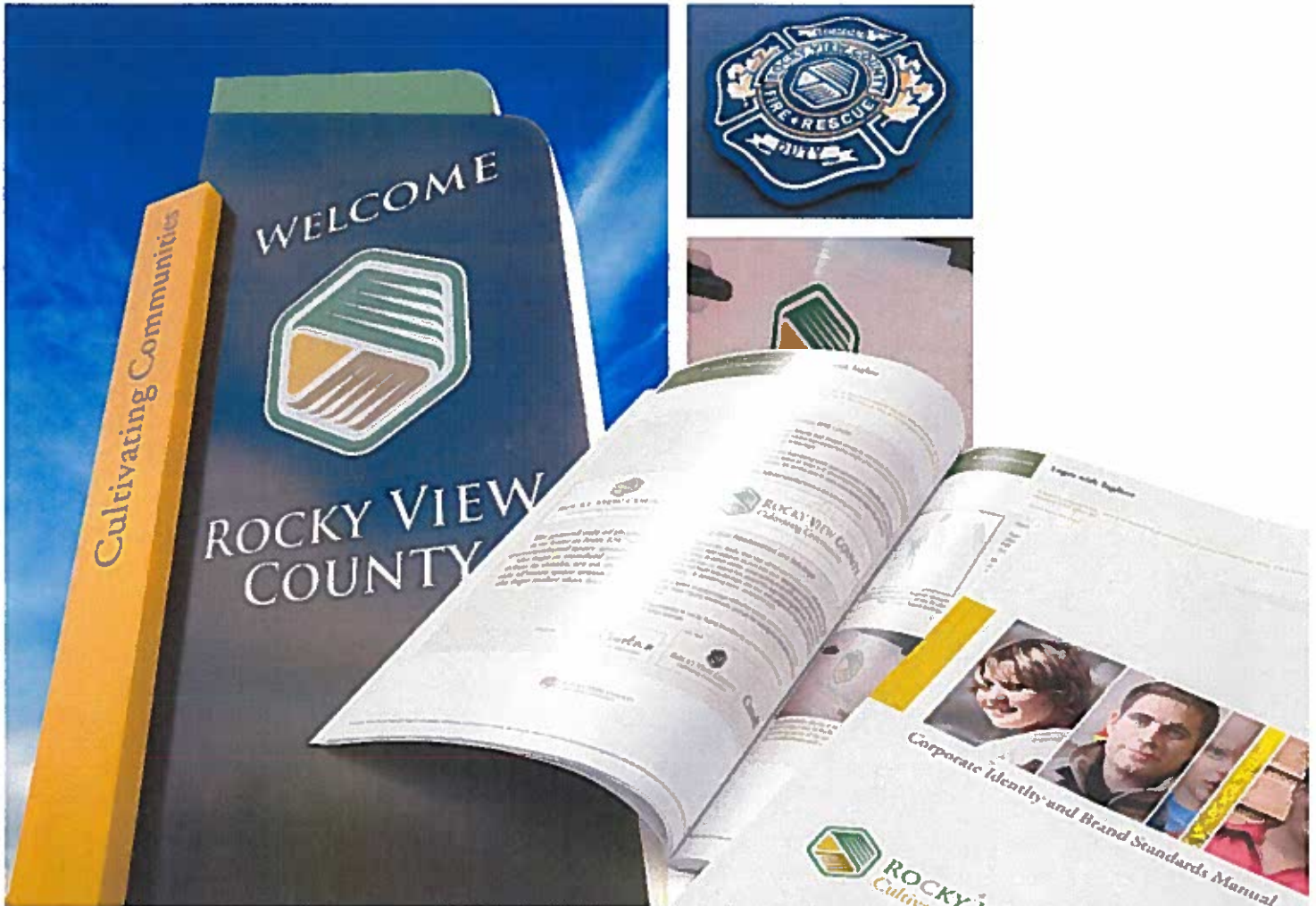
[Get your Dream Job](#)

KEY DELIVERABLES

- Stakeholder Engagement*
- Brand Identity Redesign*
- Website / CMS Development*
- Content Management*
- Brand Standards Development*
- Brand Management Consultation*
- Proprietary Photography / Videography*
- Marketing Communications*
- Social Media Management*

CASE STUDY 2: ROCKY VIEW COUNTY

ENGAGEMENT PERIOD: 2009 - 2013
WEBSITE: www.rockyview.ca



Several factors — including a change in designation from Municipal District to County; increasing pressure to engage a rapidly growing constituency; and a progressive management team that recognized the value of clarity and consistency — fueled Rocky View County's strategic communications program.

The client required a comprehensive, professionally executed strategy that would resonate with the various segments of its audience, that would align internal stakeholders, and that would position the million-acre municipality shoulder to shoulder with its regional partners. Following extensive research, stakeholder counsel and public engagement, we crafted a visual language that connotes agriculture, tradition and collaboration, and that also pays homage to the geography that provide the county's namesake.

CASE STUDY 2: ROCKY VIEW COUNTY (CONT.)

The brand strategy for Rocky View County extends far beyond a logo and tagline. Rdeca Group designed touchpoints that span stationery, fleet graphics, trade show displays, apparel, marketing communications templates, brand movie, and countless other applications. Wherever possible, proprietary photography was used to further pin the new brand to the those who live and work within the county's borders.

A comprehensive brand standards manual was developed to ensure consistent identity management throughout the organization and across all touchpoints.



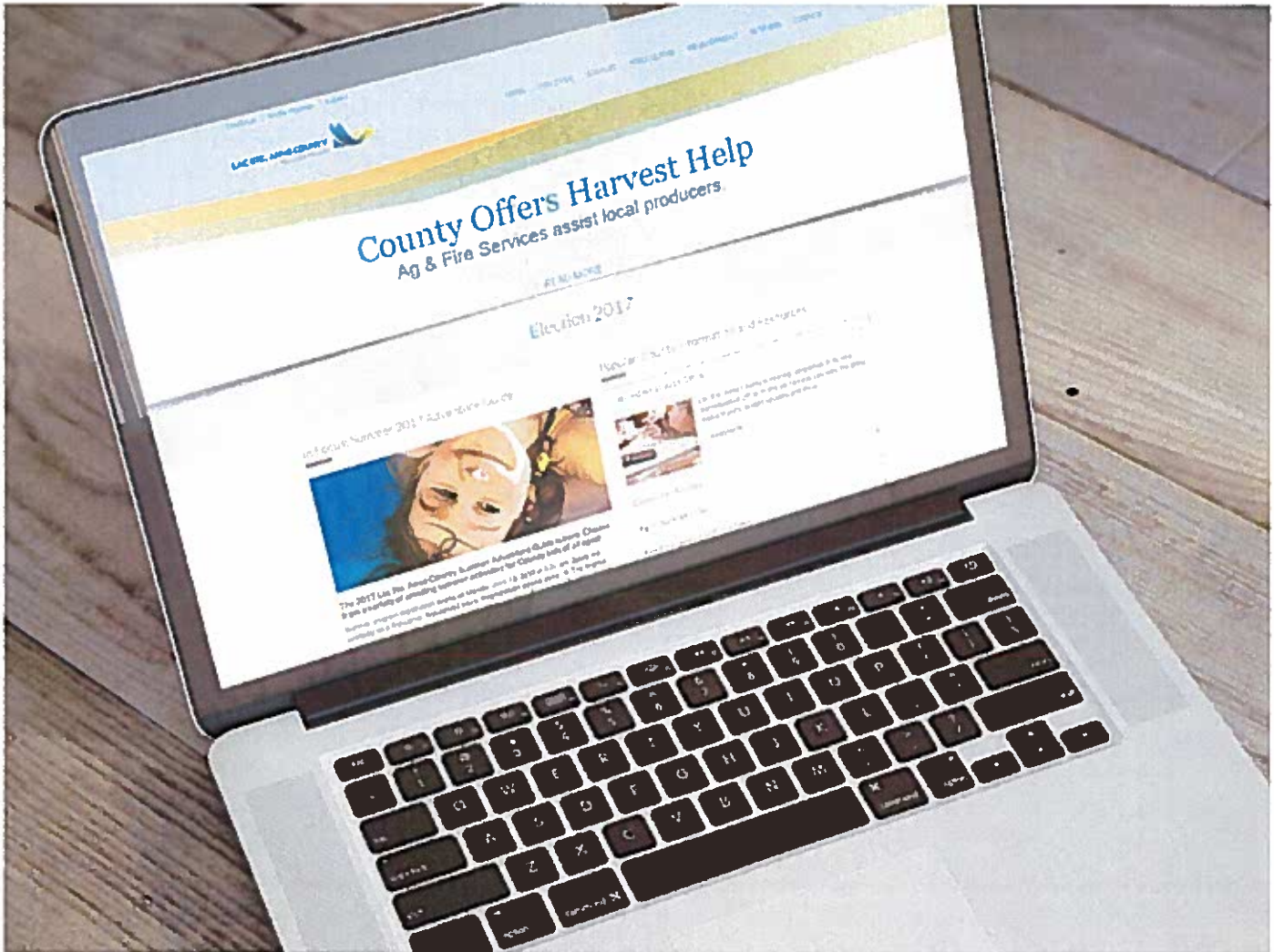
KEY DELIVERABLES

- Stakeholder Engagement*
- Brand Identity Redesign*
- Sub-branding System Design*
- Brand Standards Development*
- Brand Management Consultation*
- Marketing Communications*
- Media Relations*

CASE STUDY 3: LAC STE. ANNE COUNTY

ENGAGEMENT PERIOD: 2015 - Present
WEBSITE: www.lacsa.ca

Lac Ste. Anne County is a rural municipality located about an hour due west of Edmonton, Alberta. Like many rural municipalities in Western Canada, they consistently strive to do more with less in many areas, including business development and stakeholder engagement. Faced with evolving communications needs and lacking the in-house resources to achieve their goals, the County reached out to Rdeca Group.

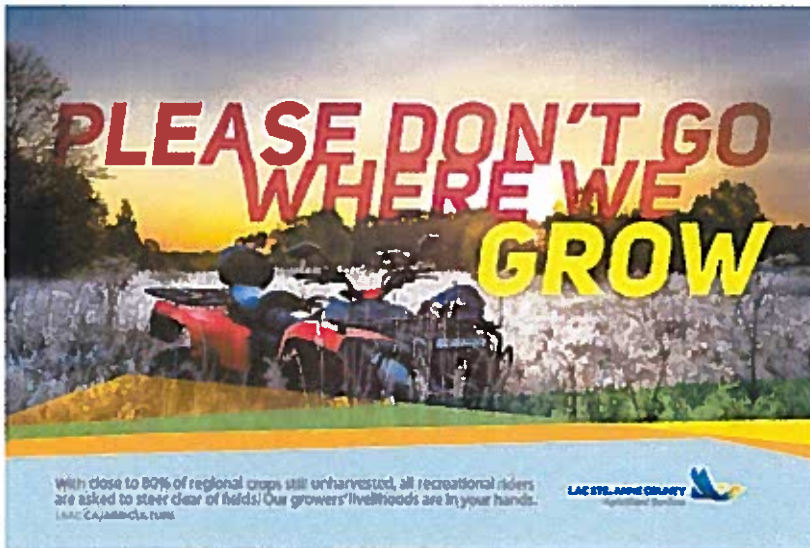


The overarching objective of our engagement with Lac Ste. Anne County was to help the client grow a sensible, manageable and scalable communications program with a redesigned County website at its core. We began by meeting with the County's management team to take an inventory of wants, needs and must-haves for the new website. These initial strategy sessions helped us develop a practical informational hierarchy - a vital foundation to support the breadth and depth of any municipal website.

CASE STUDY 3: LAC STE. ANNE COUNTY (CONT.)

We worked with the client on evolving the Lac Ste. Anne County brand in tandem with the website redesign project. While this additional requirement added time and complexity to the initial stages of the engagement, it also provided the client with a more professional and engaging user experience that continues to pay dividends in terms of professionalism and overall goodwill.

By employing best-practices branding and professional communication design, and by implementing a powerful database-driven CMS and intuitive client-side editing tools, Rdeca Group has helped the client to engage and inform its constituency like never before possible.



KEY DELIVERABLES

- Brand Identity Redesign*
- Brand Management*
- Website / CMS Development*
- Content Management*
- Proprietary Database Development*
- Marketing Communications*
- Publication Design*
- Copywriting*

Professional References

“From managing the media and mentoring our in-house resources to providing hands-on assistance during critical events, Rdeca Group helps the MD of Lesser Slave River with all aspects of its branding and communications programs. Enhanced professionalism, efficiencies and community engagement abilities are all by-products of their ongoing involvement with our municipality.”

ALLAN WINARSKI
Chief Administrative Officer
Municipal District of Lesser Slave River no.124

“Since 2015, Rdeca Group has managed our regional branding and communications initiatives with exceptional breadth, skill and attention to detail. From rebranding the County to providing day-to-day strategic and tactical communications support, their work is executed to the highest standards. I wouldn’t hesitate to recommend Rdeca Group to any municipal organization in need of creative excellence.”

MIKE PRIMEAU
County Manager
Lac Ste. Anne County

“Rdeca Group expertly guided our branding and media relations in perfect alignment with our strategic goals. I’m happy to endorse Sean and his team for their professional and effective management of our strategic communications initiatives.”

ROB COON
Former Chief Administrative Officer
Rocky View County

We look forward
to helping you tell your story
to the world.

THIS AGREEMENT made the 13 day of Dec, 2018.

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");

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;

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") on the Building roof and within the Building or, if applicable, otherwise on or about the Structure, 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.
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.

INITIALS

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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 Facilities shall always remain the personal property of the Licensee.
8. 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.
9. 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.
10. 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

11. 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.
12. 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

13. 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.
14. 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 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

15. 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 the roof of the Building or otherwise access the Structure for the purpose of servicing the Facilities, subject to the Licensor's Safety Policies, if any.
16. The Licensor agrees that it shall not interfere or cause or permit interference with the operation of the Facilities.
17. 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, the Licensor agrees not to allow the entry onto the Building of additional radio equipment not operated by the Licensee.

Covenants of Licensee

18. The Licensee agrees to pay all amounts due and do all things required under this Agreement, when due or required.
19. 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.
20. 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.
21. 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.
22. 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.

Handwritten initials and a circled number 45.

23. 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.
24. 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.
25. 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.
26. Survival. Paragraphs 7, 13 and 14 shall survive the termination of this Agreement and shall continue thereafter in full force and effect.
27. 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

28. 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 Mosienko – 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

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

- 29. 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.
- 30. The invalidity of any provision of this Agreement shall not affect the validity of any other provision.
- 31. This Agreement shall be interpreted in accordance with the laws of the Province of Alberta.
- 32. Time shall, in all respects, be of the essence of this Agreement.
- 33. This Agreement shall enure to the benefit and be binding upon the parties hereto, their successors, assigns, heirs and personal representatives.
- 34. 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.
- 35. 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

INITIALS  


SCHEDULE "A"

Permitted Equipment

The Licensee's equipment will include various radios, antennas, ancillary cabinets, uninterruptible power supplies, routers and switches. All equipment, including any towers mounted on the Building or Structure will be and will remain the property of WiBand. 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.

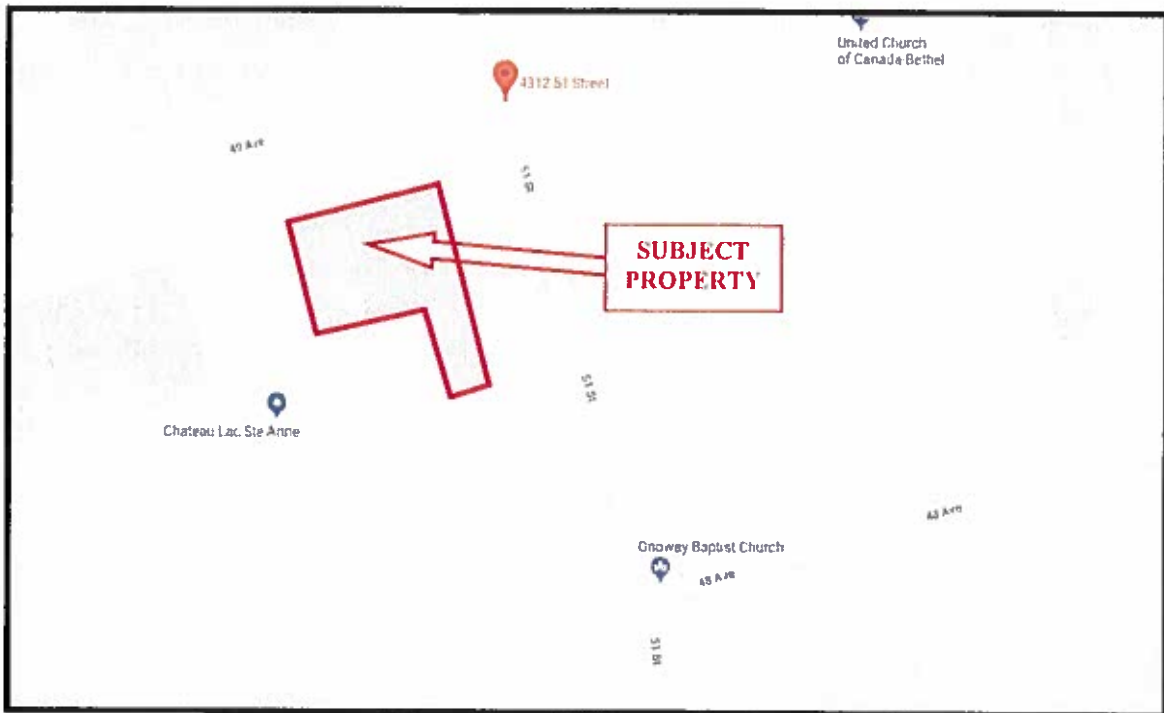
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(48)

SCHEDULE "B"

LEGAL DESCRIPTION

Lot: 7, Block 7, Plan 8123046, also known as:
4812 - 51 Street, in the Town of Onoway, Province of Alberta



INITIALS FF / CE
(49)

Wendy Wildman

From: Penny Frizzell <penny@onoway.ca>
Sent: January 4, 2019 9:25 AM
To: 'Wendy Wildman'
Cc: JUDY TRACY
Subject: FW: City of Spruce Grove Council Social - January 26th
Attachments: COSG_CouncilSocial_Invite.pdf

Penny Frizzell

ATTENTION: Our E-MAIL ADDRESSES FOR THE Town of Onoway have changed from .com to .ca, please make the change effective immediately

penny@onoway.ca

Municipal Clerk & Records Management
Town of Onoway
Box 540
Onoway AB
T0E 1V0
780-967-5338

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

From: Sheryl Kapy <skapy@sprucegrove.org>
Sent: January 4, 2019 9:21 AM
To: 'info@onoway.ca' <info@onoway.ca>
Subject: City of Spruce Grove Council Social - January 26th

Please provide the attached invitation for the January 26th City of Spruce Grove Council Social to your Mayor.

We are requesting that the RSVP be received by no later than January 17th.

Thank you,

Sheryl Kapy | Executive Assistant | Office of the Mayor, Council & City Manager
City of Spruce Grove | 315 Jespersen Avenue | Spruce Grove, AB | T7X 3E8
Tel: 780.962.7604 | Fax 780.962.0149 | www.sprucegrove.org

Find us on [facebook](#) and [twitter](#)

YOU ARE INVITED!

City of Spruce Grove Mayor and Council would like to invite you to a

SOCIAL EVENING

Saturday, January 26, 2019
5-8 p.m.

No minors.

Elks Hall, 400 Diamond Avenue

Appetizers and refreshments will be served.



RSVP required by January 17, 2019, to skpty@sprucegrove.org

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ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*



AR 46366

January 3, 2019

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors and our communities in Alberta each year. To date, the awards program has honoured 145 recipients.

Enclosed is a poster and nomination booklet for the 2019 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help promote the awards by displaying the poster and spreading the word. The deadline for nominations is February 28, 2019.

Nominees will be recognized at community celebrations taking place across Alberta in the summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry's website at www.alberta.ca/ministry-seniors-housing.aspx or email seniorsinformation@gov.ab.ca for more information.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Enclosure

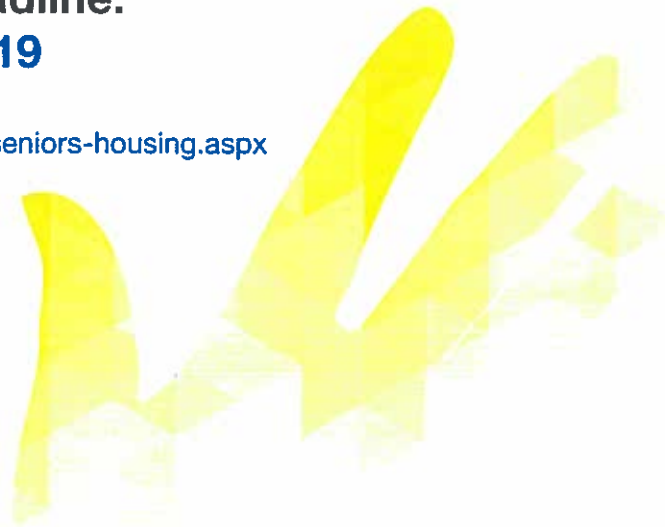
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2019 MINISTER'S SENIORS SERVICE AWARDS

Recognizing people
who make a positive
difference in the lives
of Alberta's seniors

Nomination Deadline:
February 28, 2019

www.alberta.ca/ministry-seniors-housing.aspx



2019 Minister's Seniors Service Awards



Message from the Honourable Lori Sigurdson Minister of Seniors and Housing

It is my great pleasure to welcome nominations for the 2019 Minister's Seniors Service Awards.

For more than two decades, these awards have recognized individuals and organizations that volunteer time and energy to support seniors and communities.

These exceptional Albertans volunteer countless hours to take on big projects and little tasks to support seniors. Each one means so much, from completing tax returns or teaching computer skills to seniors. It's making the extra effort to ensure a room is decorated just so for a big birthday party or getting up extra early to whip up a hearty breakfast for dozens – or hundreds – of hungry folks.

All of these thoughtful gestures and kind acts matter in building a community. It is important for us to recognize and say thank you to those who dedicate their time and talents to improve the lives of seniors.

In 2017, we introduced the Alice Modin Award. Alice Modin started a campaign to launch seniors' day in Strathcona County about 30 years ago. This paved the way for a province-wide Seniors' Week. The Award honours a senior who has provided long-term volunteer service to their community, promotes volunteerism, or whose volunteer efforts have had a provincial impact.

Please take the time to nominate a person or organization for the Minister's Seniors Service Awards. Nominees will be recognized at community celebrations held all over the province in the summer. We will recognize the award recipients at a special awards ceremony in the fall.

Thank you to all volunteers who help seniors. You make a difference in the lives of seniors.

Lori Sigurdson
Minister, Seniors and Housing
MLA, Edmonton-Riverview

2019 Minister's Seniors Service Awards

General Information:

The Minister's Seniors Service Awards recognize individuals and organizations who volunteer to support seniors in Alberta.

There are three award categories:

1. Individual
2. Organization
3. Alice Modin Award

Please review the criteria under each category, complete the appropriate form and provide it along with the rest of your nomination package.

Please note the following:

- Only one nomination form is required per nominee;
- The nominee **must** sign the nomination form. Without consent, the nominee cannot be considered for this award;
- Nominations may include photographs, newsletters, certificates and other supporting materials. Any materials provided will become the property of Alberta Seniors and Housing and will not be returned; and
- All supporting documents should be provided in English or provide an English translation.



Seniors and Housing Minister Lori Sigurdson, Alice Modin Award recipient Mr. Gregory Steiner and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.

1. Individual Nomination

Criteria

The nominee must be an Alberta resident of any age, including those 65 years or older, who provides volunteer services to seniors in Alberta. Couples may be nominated in the individual category.

Summary of Volunteer Activities

Provide a summary of volunteer activities to capture all of the volunteer work the nominee does with seniors. Please include:

- Where the individual volunteers;
- The type of volunteer work (e.g. driving, home maintenance services, entertainment, etc.);
- The number of volunteer hours (can be weekly, monthly or yearly);
- Who has benefited from the service (e.g. individual seniors, the community, dementia patients, etc.);
- The number of seniors served through the volunteer service (if applicable); and

- Additional information or details such as descriptions of the work and any other relevant information.

Please consider providing this information in a table format, like the one below as an example.

Letters of Support

(Two to five letters are recommended)

Letters of support are the best way to demonstrate the impact of the volunteer's work with seniors.

These letters should:

- Be written by those benefiting directly from the volunteer service provided by the nominee, or written by someone with detailed knowledge of the nominee's volunteer service;
- Provide details of the volunteer service and include, if possible, how often the volunteer provides this service (if not already included in a summary of volunteer activities); and
- Outline how seniors benefit from the service provided.

SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Volunteer service provided	Where	Service provided to	Number of seniors served	Number of volunteer hours	Additional information/details
<i>Bingo caller</i>	<i>Seniors Center</i>	<i>Members at centre</i>	<i>30</i>	<i>3 hours/week. Total of 468 hours since 2014</i>	
<i>Drive seniors to medical appointments</i>		<i>Seniors</i>	<i>4</i>	<i>20 hours/month since 1998</i>	

2. Organization Nomination

Criteria

An Alberta organization that:

- Is not for profit; and
- Relies on volunteers to support seniors.

Nominations must include a summary of organization information, letters of support, and a nomination form signed by the board chair, executive director, or president.

Summary of Organization Information

To ensure your nomination is as detailed as possible, include a summary with the following information (if applicable):

- Date (year) the organization was established;
- Organization purpose or mission statement;
- Number of staff;
- Number of volunteers;
- How volunteers within the organization support seniors;
- The number of seniors that benefit from the services the organization provides;
- List of services/programs/events provided by the organization, including a description of each, frequency, and how long the service has been provided; and
- Special initiatives or projects, including a description.

Letters of Support

(Two to five letters are recommended)

Letters of support are the best way to demonstrate the impact of the organization's service to seniors.

Letters of support should be written by someone with detailed knowledge of the organization's programs and services or someone benefiting from the services. Letters of support can include information outlined in the organization summary.



Seniors and Housing Minister Lori Sigurdson, Kathleen Nakagawa, Betty Sewall and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.

3. The Alice Modin Award

In 1985, Strathcona County resident, Alice Modin, lobbied county council to declare an annual seniors' day. Alice's work was pivotal in creating a week-long celebration, first recognized as Seniors' Week by the Government of Alberta in 1986.

Alice was a strong advocate for seniors, passionate about local history, and a consummate community volunteer. She volunteered at the Mannville Five Point Women's Institute and the Sherwood Oaks Senior Citizens' Association. Alice's hard-working nature was an asset for soldiers during the second world war, when she and other women prepared gift boxes to send to local soldiers.

In 1999, Alice received the Minister's Seniors Service Award in recognition of her outstanding volunteer service in support of seniors. In 2011, she was recognized by the International Women's Day committee in Strathcona County for making a difference in her community.

Alice passed away in 2014. In recognition of Alice's contributions to Alberta through the establishment of Seniors' Week, and her long-standing volunteer and charitable efforts in her community, the Alice Modin Award was introduced as a new category of the Minister's Seniors Service Awards in 2017.

Criteria

An individual Albertan or couple who:

- Is 65 years of age or older and has been volunteering in their community for 20 or more years;
- Actively promotes volunteerism amongst seniors; and/or
- Has had a provincial impact on seniors through their volunteer efforts.

Summary of Volunteer Activities

Provide a summary of volunteer activities to capture all of the community volunteer work of the nominee. Please include:

- Where the individual volunteers;
- The type of volunteer work (e.g. meal delivery, music lessons);
- How long they have been volunteering; and
- Who has benefited from the service (e.g. seniors, youth, the community).

SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Volunteer service provided and where	Service provided to	Number of years volunteering	Additional information
<i>Coordinate seniors to volunteer at boys and girls club</i>	<i>Community at large, youth</i>	<i>Since 1978</i>	

Letters of Support

Letters of support are the best way to demonstrate the impact of the volunteer's work. These letters should:

- Be written by those who benefited directly from the volunteer service or someone with detailed knowledge of the volunteer service; and
- Provide details of the volunteer service and the positive impact on the community.

2019 Minister's Seniors Service Awards

Nomination Form

Individual Organization Alice Modin

Mr. Ms. Mrs. _____ Other _____ Organization: _____

First: _____ Last: _____

Home Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

The personal information collected on this form is collected under s. 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will only be used and disclosed to determine the Nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If I am selected for an award, I hereby freely consent to the disclosure, as the Ministry deems appropriate, of my name, address, phone number, and any information provided as part of this nomination package, to interested parties including the media for interviews, stories and follow up.

I hereby give permission to the Government of Alberta to use my material (photograph, video, name or quotation) without any compensation to me. I understand this material will be used in communication and materials about Government of Alberta programs and services and they will be distributed to the public through a variety of means, including printed and electronic communications. All government communications where this material will appear shall constitute the property of the Government of Alberta, solely and completely.

I understand that the material may be used by or licensed to other public bodies and private companies for use in materials in promoting the province of Alberta.

I waive all moral rights, claims, and objections arising from the use of this material, worldwide and in perpetuity, in favour of the Government of Alberta, its agents, employees, and contractors.

If I have questions regarding my consent or the use of my information, I can contact Communications with Alberta Seniors and Housing by phone at, 780-644-5678, or by mail at 44 Capital Blvd, Third Floor, Edmonton, AB T5J 3S7.

Alberta Seniors and Housing collects personal information about the Minister's Seniors Service Award nominees pursuant to section 33(c) of the FOIP Act. The information collected will be used for the purposes of administering the Minister's Seniors Service Awards program and promoting the program and its related events. The information may be disclosed to MLAs, and the media. Questions regarding the collection and use of personal information for the 2019 Minister's Seniors Service Awards Program may be addressed to the Director of Communications by telephone at 780-644-5678 or by mail at Communications Director, Communications, Seniors and Housing, 3rd Floor 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.

I consent to this nomination, and authorize the collection and use of personal information about me that may be submitted from individual nominators and meet all the requirements listed under "Eligibility". I further understand that by consenting to the nomination, my personal information may be used by Alberta Seniors and Housing for promoting the Minister's Seniors Services Awards Program as outlined above.

Signature _____ Date _____

Nomination Deadline: February 28, 2019
Please ensure consent box is checked prior to submitting form.

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2019 Minister's Seniors Service Awards

Checklist

Please ensure that your nomination package is complete.

The nomination:

- Demonstrates how the nominee provides volunteer service for the benefit of seniors.
- Includes a summary of volunteer activities.
- Includes letters of support (two to five are recommended).
- Is legible in English, or has English translation provided.
- Includes a completed Nominee Form that provides the name and address of the nominee, a checked consent box and is signed by the nominee.
- Includes a completed and signed Nominator Form.

Submissions

Forward complete nomination packages to:

By mail or courier:

Minister's Seniors Service Awards
Alberta Seniors and Housing
6th floor
Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 3S2

Questions?

Email your questions to
seniorsinformation@gov.ab.ca

Deadline

To be considered, a complete nomination package must be received by **February 28, 2019**.



Seniors and Housing Minister Lori Sigurdson, Individual Award recipient Waqar Manzoor and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.



Seniors and Housing Minister Lori Sigurdson, Individual Award recipient Mr. James Swift and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.



January 4, 2019

RE: Update to Attendance Guideline for Waterworks Systems

Alberta Environment and Parks has updated the *Water and Wastewater Operator Certification Guidelines* (January 2019 version) which now also includes a new *Attendance Guideline for Waterworks Systems* in the section entitled Certified Operator Responsibilities for waterworks systems. Note that this new version of the *Attendance Guideline* replaces the former standalone document.

The waterworks attendance requirements serve to clarify operator attendance requirements for those systems with remote monitoring and/or remote process control capabilities. Waterworks systems still have to meet their requirements under an EPEA Approval or Code of Practice to have a *Certified Operator in Charge* certified to the appropriate facility Class level.

Under the new *Attendance Guideline*, the *Attending Operator* at a system with remote monitoring and/or remote process control is now required to be at least Small Systems certified, unless:

- o the EPEA Approval requires a higher level of *Attending Operator* certification on shifts; or
- o the facility has a Small System classification, in which case the *Attending Operator* can be uncertified.

Furthermore, the *Guideline* requires that the *Certified Operator in Charge* and the *Attending Operator* must both be on-site together at least once per week at the waterworks system.

Should you have any questions or if you require more information regarding the revised *Attendance Guideline*, please contact your regional (DWOS) Drinking Water Operations Specialist at Alberta Environment and Parks. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Gyurek".

Lyndon Gyurek, Ph.D., P.Eng.
Director, Drinking Water and Wastewater/Stormwater
Provincial Programs | Operations Division
Alberta Environment and Parks

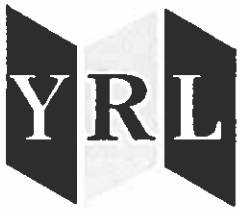
MERRY CHRISTMAS & Thank You!

Thank you very much for your support of the Chamber Winter Gala, Hillbilly Edition. It was barrels of fun, and we couldn't have done it without y'all!



Ashley, Chantelle
& Valere
2013 GALA COMMITTEE





YRL Board Executive Committee Highlights

December 10, 2018

2019 YRL Board Executive Committee Meeting Dates

- Mondays from 10:00 a.m. to 1:00 p.m. at YRL in Spruce Grove.
 - February 11
 - April 8
 - May 13
 - August 26
 - September 9
 - December 16

2019-2021 Plan of Service

- The Executive Committee approved the 2019-2021 Plan of Service.
 - A copy will be filed with Municipal Affairs Public Library Services Branch (PLSB).
- The three strategic priorities are:
 - Provide quality services that support the priorities of and challenges faced by member libraries.
 - Strengthen organizational capacity.
 - Demonstrate the value of YRL to its stakeholders.
 - Each priority has two to three goals as well as two to three corresponding objectives to meet each goal.
- The 2019-2021 Plan of Service will be distributed to all stakeholders in 2019.

Renovations Celebration

- With construction taking longer than originally planned, the celebration discussion was deferred to the February meeting.

2018 Audit

- Preliminary documentation was provided to a Grant Thornton LLP representative in November and the official on-site audit will be conducted the second week of January.
- The auditors will present the draft 2018 audit to the Executive Committee in February and to the Board for approval on March 4.

2016-2018 Plan of Service Progress Report

- The report outlined the progress/completion of goals and strategies during 2018.

Financial Statements

- The third quarter financial statements were reviewed; there were no anomalies.

Infrastructure Grant Update

- Construction in the shipping, receiving and sorting areas continues.
 - The new interior walls are painted.
 - A double-wide overhead door is installed.
 - Finishing layers are being put on the dock concrete.
 - Staff workstations will be moved in the new year after the new shelves are assembled and the current shelves moved.
- The washroom floors will be redone during the end of year break.
- During 2019, the windows will be replaced and the parking lot paved.

Alberta Library Conference

- April 25-28 at The Fairmont Jasper Park Lodge.
- The budget allows for up to 12 trustees to attend this [annual conference](#).
 - As per YRL policy, Executive Committee members have first right of refusal.
 - After the Executive Committee members respond, the remaining spots are offered to all trustees and awarded by lottery.

Chair's Report – Hank Smit

- Thanked the staff and Executive Committee members for helping him learn about the YRL Board Chair position.
- Attended two PLSB-organized meetings with the Director:
 - Provincial Public Library Network Nodes meeting comprised of CEOs/Directors and Board Chairs from 16 libraries/library systems.
 - Provincial Regional Library Systems meeting comprised of Directors and Chairs from the seven systems.
 - Included a presentation from the National Network for Equitable Library Service (NNELS) about books available through interlibrary loan in various accessible formats for those with print disabilities.

Director's Report – Kevin Dodds

- Attended two PLSB-organized meetings with the Chair:
 - The Network Nodes meeting consisted of updates only (no decision items).
 - Two RFPs will be published soon: one for an eAudiobook eResource and one for interlibrary loan software.
 - The Systems meeting included a review of the legislation including compliance.
- A notice on the Town of Grande Cache website announced that as of January 1 it will become the Hamlet of Grande Cache in the Municipal District of Greenview No. 16.
 - Grande Cache will become a member of Peace Library System (PLS) upon the establishment of a library board by the Municipal District of Greenview.
- Contact [Laurie](#) to book a presentation by the new director to your municipal council and/or library board about YRL membership, governance, services and collections.

Assistant Director's Report – Wendy Sears Ilnicki

- Annual interlibrary loan counts were done last month and are up 10% from 2017.

Client Services Manager's Report – Stephanie Thero

- Working with PLS staff to transition Grande Cache Municipal Library to them within the Polaris system (i.e. patrons, items, settings, etc.).

YRL Public Libraries' Council (PLC) – Robert McClure

- PLC Executive Committee members were each assigned YRL member libraries to maintain contact with throughout the year.
- Three PLC Executive Committee members will attend the 2018-2019 YRL Board Executive Committee meetings.
 - Chair Robert McClure, Yellowhead County Library Board
 - Vice Chair Lisa Old, Westlock Municipal Library
 - Doug Whistance-Smith, Drayton Valley Municipal Library

Presentation

- On behalf of the YRL Board, Vice Chair Derril Butler expressed his gratitude to Kevin Dodds for 29 years of service at YRL, congratulated him on his success during the last ten years as Director and wished him well in his retirement.

KEY DATES

Trustee Orientation (<i>for YRL Trustees/Alternates</i>).....	Monday, January 21, 9:30 a.m. to 2:00 p.m.
YRL Board Executive Committee Meeting	Monday, February 11, 10:00 a.m. to 1:00 p.m.
YRL Board Meeting.....	Monday, March 4, 10:00 a.m. to 1:00 p.m.
