

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, JUNE 20, 2019 IN THE COUNCIL CHAMBERS
OF THE ONOWAY CIVIC OFFICE AT 7:00 P.M.**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

- as is, or with additions or deletions

3. APPROVAL OF MINUTES

Pg 1-3 - June 5, 2019 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

Pg 4-5 **5. FINANCE – Revenue & Expense Report dated June 14, 2019**

6. POLICIES & BYLAWS

– Bylaw 757-19 – Bylaw to Prohibit other persons from providing electric distribution services within Onoway

Pg 7-9 Further to the discussion at the June 5, 2019 Council meeting, for many years now the Town of Onoway has had a franchise agreement with FortisAlberta. This franchise Agreement gives FortisAlberta exclusive rights to provide electrical service to all properties within the Town of Onoway. There have been eight properties within the Town that, prior to the original franchise agreement being signed, were being serviced by EQUUS. These properties have remained EQUUS customers, but now there is an Alberta Utilities Commission ruling that these services must be transferred to Fortis. The Town will need to pass a bylaw to this extent. Some of these 8 residents may not agree with being forced to change, but I do not believe we have a choice. *(give all four readings to the bylaw)*

- Bylaw 758-19 – Bylaw to Borrow to meet current Operating expenditures and obligations for the Town of Onoway

Pg 10-11

At the request of Alberta Treasury Branch (ATB), attached is the Town's borrowing bylaw. ATB has requested a new borrowing bylaw be signed and dated by Council annually. *(give all four readings to the bylaw)*

7. ACTION ITEMS

a) Lac Ste. Anne County Agreement with the Town of Onoway for Enforcement Services - please refer to the attached agreement which has already been approved and executed by Lac Ste. Anne County. Note: there is no defined term as the Agreement is in effect until one or both parties terminates the Agreement by giving 60 days notice; 60 hours of service will be provided at a cost of \$62.50 per hour, \$45,000.00 annually *(to approve and execute the agreement)*

Pg 12-19

b) Vision Statement for the Town of Onoway – further to the discussion at the June 5, 2019 meeting, Council was to give thought to a new Vision for the Town of Onoway and Vision Statements from other municipalities in Alberta were distributed to Council (attached). *(for discussion and direction as given by Council at meeting time)*

Pg 20-22

c) Alberta Health Services request for Members - Tamarack Health Advisory Council (HAC) – please refer to the June 4, 2019 email from Reaghan Gamble asking the Town to assist in generating awareness of the need for volunteer members *(for discussion and direction as given by Council at meeting time)*

Pg 23-24

d) National Drowning Prevention Week (NDPW) July 21-27, 2019 – please refer to the June 4, 2019 request from Julianna Matson of the Lifesaving Society Alberta and Northwest Territories requesting the Town proclaim the week of July 21-27 as National Drowning Prevention Week *(for discussion to proclaim July 21-27 as NDPW)*

Pg 25-27

e) Onoway Junior Senior High School Graduation – please refer to the May 31, 2019 letter from John Lobo, Principal of Onoway Junior Senior High School, inviting Mayor Tracy to attend the Graduation ceremony on June 28, 2019 at 2:30 p.m. *(to authorize attendance)*

Pg 28

Pg 29-38
f) Alberta Blue Cross Healthy Communities Grant Program – please refer to the June 17, 2019 email from Dyer Educational providing information about the Blue Cross Healthy Communities Grant Program which provides a one-time \$50,000.00 grant for infrastructure projects that create free, publicly accessible spaces to encourage families to be active. Application deadline is August 31, 2019. *(for discussion and direction as given by Council at meeting time)*

Pg 39-43
g) Lac Ste. Anne County Space Camp 2018 – please refer to the June 17, 2019 email from Lac Ste. Anne County inviting the Town to participate with the County in sponsoring a student to attend a 1 week Cosmodome Space Camp in Laval Quebec. We have denied sponsorship of this request in the past, but in the spirit of our renewed regional cooperation this is worthy of further discussion. We did not build funds into our 2019 budget for this, but we certainly can look for ways to cover funding if Council deemed this something they wished to partner in for 2019. *(deny sponsorship request, approve sponsorship request (determine amount and/or conditions), or request additional information, or some other direction as given by Council at meeting time)*

h)

i)

j)

8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 3)

d) CAO Report

Pg 44-49 - Minister Kaycee Madu (Minister of Municipal Affairs) June 14, 2019 letter regarding key priorities and specific information on liquor consumption in municipal parks

- Canada Day celebrations

- Bretzlaff Park Committee update

e) Public Works Report

9. INFORMATION ITEMS

- Pg 50-54 a) CPO Report for the month of May, 2019
- Pg 55-58 b) June 6, 2019 - CN Celebrates Its 100th Anniversary
- Pg 59-61 c) March 27, 2019 Lac Ste. Anne Foundation Board Meeting Minutes
- Pg 62-80 d) Onoway Public Library Board 2019 Budget submission to the Government of Alberta dated June 10, 2019
- Pg 81 e) Alberta Beach Ag Society – Thank you note for donation to “What Women Want” fundraiser which was held in May, 2019
- Pg 82-84 f) June 17, 2019 letter from Tony Sonnleitner, Development Officer, granting a Time Extension until June 26, 2020 for the final plan to be endorsed by the Subdivision Authority, for property located at 4602 – 47 Avenue
- Pg 85-88 g) June 14, 2019 letter from Marianne Ryan, Alberta Ombudsman, with information about their services and requesting information be displayed in a public area
- h)
- i)
- j)

10. CLOSED SESSION – n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- July 4, 2019 – Regular Council Meeting 9:30 a.m.
- July 18, 2019 – Regular Council Meeting 7:00 p.m.
- August 1, 2019 – Regular Council Meeting 9:30 a.m.
- August 15, 2019 – Regular Council Meeting 7:00 p.m.
- September 5, 2019 – Regular Council Meeting 9:30 a.m.
- September 19, 2019 – Regular Council Meeting 7:00 p.m.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 5, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Public Works Manager Debbie Giroux, Recording Secretary</p>
	ABSENT	<p>Councillor: Jeff Mickle Councillor: Wade Neilson</p>
1.	CALL TO ORDER	<p>Mayor Judy Tracy called the meeting to order at 9:32 a.m.</p> <p>Lac Ste. Anne County Community Peace Officer (CPO), Supervisor of Enforcement, Dallas Choma was in attendance.</p>
2.	AGENDA Motion #145/19	<p>MOVED by Councillor Pat St. Hilaire that Council approve the agenda of the regular Council meeting of Wednesday, June 5, 2019 with the following additions:</p> <p>4. Appointments and Public Hearings – Lac Ste. Anne County Community Peace Officer, Supervisor of Enforcement, Dallas Choma</p> <p>7g) Heritage Days Parade 2020</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #146/19	<p>MOVED by Deputy Mayor Lynne Tonita that the minutes of the Thursday, May 16, 2019 regular Council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS Motion #147/19	<p>Lac Ste. Anne County Community Peace Officer, Supervisor of Enforcement Dallas Choma attended the Council meeting from 9:35 a.m. to 10:15 a.m. for an introductory visit with Council and for input for the new CPO's services.</p> <p>Officer Choma left the meeting at 10:15 a.m.</p> <p>MOVED by Councillor Pat St. Hilaire that the report from the CPO Supervisor of Enforcement Choma be accepted for information.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 5, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

5.	FINANCE	n/a
6.	POLICIES & BYLAWS	n/a
7.	ACTION ITEMS	
	Motion #148/19	<p>MOVED by Councillor Pat St. Hilaire that the February 7, 2019 Town of Onoway 2019 Municipal Accountability Program Review (MAP) Report and the accompanying letter dated May 16, 2019 from Meryl Whittaker, Deputy Minister of Municipal Affairs be accepted for information and that the Town proceed with addressing the legislative gaps noted in the Report, and further that the Report be posted on the Town of Onoway's website.</p> <p style="text-align: right;">CARRIED</p>
	Motion #149/19	<p>MOVED by Deputy Mayor Lynne Tonita that Council accept the May 14, 2019 background information from Fortis Alberta regarding their request for a bylaw to prohibit other persons from providing electric distribution service within the legal boundaries of the municipality of Onoway and have Administration prepare the noted bylaw for Council to consider at their meeting of June 20, 2019.</p> <p style="text-align: right;">CARRIED</p>
	Motion #150/19	<p>MOVED by Deputy Mayor Lynne Tonita that the May 22, 2019 letter from Honourable Josephine Pon, Minister of Seniors and Housing, regarding Seniors Week 2019 be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
	Motion #151/19	<p>MOVED by Deputy Mayor Lynne Tonita that Council approve the request for a reduction of \$600.00 of the minimum tax collected for Tax Roll 543000 for the 2019 taxation year.</p> <p style="text-align: right;">CARRIED</p>
	Motion #152/19	<p>MOVED by Councillor Pat St. Hilaire that Council accept the May 23, 2019 invitation from the Alberta Recreation and Parks Association (ARPA) to their 2019 Annual Conference and Energize Workshop "Growing Recreation Together" in Jasper in October, 2019 for information.</p> <p style="text-align: right;">CARRIED</p>
	Motion #153/19	<p>MOVED by Deputy Mayor Lynne Tonita that the request from the property owners of 4720 – 48 Street for a special permit for ditch and curb notch be denied, and further that the Town offer to cost share 50/50 the repairs to this area to bring the property back to its original state.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 5, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #154/19	MOVED by Deputy Mayor Lynne Tonita that the Town investigate options for the creation of a permanent float for the Spring of 2020 and that this be discussed further at a Council meeting in the Fall of 2019. Council recessed from 10:15 to 10:25 a.m.	CARRIED
8.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #155/19	MOVED by Deputy Mayor Lynne Tonita that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer and Public Works Manager be accepted for information as presented.	CARRIED
9.	INFORMATION ITEMS Motion #156/19	MOVED by Deputy Mayor Lynne Tonita that Council accept the following items for information as presented: a) YRL Board Executive Committee Highlights – May 13, 2019 b) Onoway Junior Senior High School Legion Poster Contest Winners – May 28, 2019	CARRIED
10.	CLOSED SESSION	n/a	
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 11:50 a.m.	
12.	UPCOMING EVENTS	June 20, 2019 Regular Council Meeting 7:00 p.m. July 4, 2019 Regular Council Meeting 9:30 a.m. July 18, 2019 Regular Council Meeting 7:00 p.m. August 1, 2019 Regular Council Meeting 9:30 a.m. August 15, 2019 Regular Council Meeting 7:00 p.m. September 5, 2019 Regular Council Meeting 9:30 a.m. September 19, 2019 Regular Council Meeting 7:00 p.m.	

Mayor Judy Tracy

Debbie Giroux
Recording Secretary

POLICING SURPLUS/DEFICIT		14,492.05	35,000.00
TOTAL PW REVENUE		0.00	0.00
TOTAL PW EXPENSE		94,360.42	185,570.00
PW SURPLUS/DEFICIT		94,360.42	185,570.00
TOTAL ROADS REVENUE		(3,080.00)	(46,560.00)
TOTAL ROAD EXPENSE		138,131.04	410,174.00
ROADS SURPLUS/DEFICIT		135,051.04	363,614.00
TOTAL STORM SEWER REVENUE		0.00	0.00
TOTAL STORM SEWER EXPENSE		0.00	2,020.00
STORM SEWER SURPLUS/DEFICIT		0.00	2,020.00
TOTAL WATER REVENUE		(231,575.73)	(574,000.00)
TOTAL WATER EXPENSE		239,768.53	562,052.00
WATER SURPLUS/DEFICIT		8,192.80	(11,948.00)
TOTAL SEWER REVENUE		(86,996.39)	(217,666.00)
TOTAL SEWER EXPENSE		139,258.04	232,334.00
SEWER SURPLUS/DEFICIT		52,261.65	14,668.00
TOTAL WASTE COLLECTION REV		(51,870.26)	(128,000.00)
TOTAL WASTE COLLECT EXP		43,409.97	109,981.00
WASTE COLLECT SURPLUS/DEF		(8,460.29)	(18,019.00)
TOTAL FCSS REVENUE		(102,918.00)	(116,312.00)
TOTAL FCSS EXPENSE		87,584.70	105,798.00
FCSS SURPLUS/DEFICIT		(15,333.30)	(10,514.00)
TOTAL PLAN REVENUE		(1,202.80)	(6,400.00)
TOTAL PLANNING EXPENSE		6,357.88	21,170.00
PLANNING SURPLUS/DEFICIT		5,155.08	14,770.00
TOTAL LAND REVENUE		0.00	0.00
TOTAL LAND EXPENSE		0.00	2,040.00
LAND SURPLUS/DEFICIT		0.00	2,040.00
TOTAL EDC REVENUE		0.00	(100,000.00)
TOTAL EDC EXPENSE		31,310.64	100,714.00
EDC SURPLUS/DEFICIT		31,310.64	714.00
TOTAL REC PROGRAM REVENUE		0.00	0.00

(5)

TOTAL REC PROGRAM EXPENSE		4,397.39	32,079.00	
REC PROGRAM SURPLUS/DEFICIT		4,397.39	32,079.00	
TOTAL PARKS REVENUE		(253.25)	(12,125.00)	
TOTAL PARKS EXPENSE		42,509.89	132,105.00	
PARKS SURPLUS/DEFICIT		42,256.64	119,980.00	
TOTAL CULTURE EXPENSE		13,654.79	13,060.00	
CULTURE SURPLUS/DEFICIT		13,654.79	13,060.00	
TOTAL MISC EXPENSE		720.75	14,170.00	
MISC SURPLUS/DEFICIT		720.75	14,170.00	
TOTAL SURPLUS/DEFICIT		(905,552.58)	0.00	
			*** End of Report ***	

6

**BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO
PROHIBIT OTHER PERSONS FROM PROVIDING ELECTRIC DISTRIBUTION
SERVICE WITHIN THE LEGAL BOUNDARIES OF THE MUNICIPALITY**

WHEREAS pursuant to section 45 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "**Municipal Government Act**"), and as authorized by Municipal Bylaw 710-13, the Town of Onoway (the "**Municipality**") has entered into an Electric Distribution Franchise Agreement with FortisAlberta Inc. (the "**Franchise Agreement**");

WHEREAS, pursuant to the terms of the Franchise Agreement, FortisAlberta Inc. (such party and its successors and permitted assigns hereinafter referred to as "**FortisAlberta**") has been granted the exclusive right to provide electric distribution service within the legal boundaries of the Municipality as altered from time to time (the "**Municipal Franchise Area**") for the term of such agreement;

WHEREAS, the Municipality may, upon the expiration of the Franchise Agreement and subject to the terms of the *Municipal Government Act*, enter into a subsequent or replacement agreement with FortisAlberta or a third party (either such party the "**Subsequent Franchisee**") which grants such Subsequent Franchisee the exclusive right to provide electric distribution service within the Municipal Franchise Area for the term of such agreement (any such agreement or replacement thereof a "**Subsequent Franchise Agreement**");

WHEREAS, the legal boundaries of the Municipality may be altered from time to time after the date this Bylaw is passed, due to municipal annexations or for other reasons;

AND WHEREAS, pursuant to Section 46 of the *Municipal Government Act*, and for the duration of any Franchise Agreement or Subsequent Franchise Agreement (any such agreement an "**Exclusive Franchise Agreement**"), the Municipality wishes to prohibit any person other than FortisAlberta or the Subsequent Franchisee, as the case may be (such party the "**Exclusive Franchisee**"), from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area;

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

Short Title

1. This Bylaw may be referred to as the "**Prohibiting Other Persons From Providing Electric Distribution Services within Municipal Franchise Area Bylaw**".

Prohibiting Other Persons

2. For the duration of any Exclusive Franchise Agreement, any person other than the Exclusive Franchisee shall be prohibited from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area.

BYLAW NO. 757-19
Municipal Government Act RSA 2000 Chapter M-26
Section 45

3. If, prior to the date that this Bylaw is passed:
- a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurred and resulted in the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
 - b) the service area of such rural electrification association was subsequently altered by Decision 22164-D01-2018 or any other decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area;

then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90th) day following the date that this Bylaw is passed.

4. If:
- a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurs after (or occurred prior to) the date that this Bylaw is passed and results in (or resulted in) the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
 - b) the service area of such rural electrification association is subsequently altered by any decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area (any such alteration, a "**Service Area Alteration**");

then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90th) day following the date of such Service Area Alteration.

BYLAW NO. 757-19
Municipal Government Act RSA 2000 Chapter M-26
Section 45

5. **THAT** this BYLAW shall come into force and effect on the date of the third and final reading.

READ a first time on this 20th day of June, 2019.

READ a second time on this 20th day of June, 2019.

Unanimous Consent to proceed to third reading on this 20th day of June, 2019.

READ a third and final time on this 20th day of June, 2019.

Signed the on the 20th day of June, 2019.

Mayor, Judy Tracy

Chief Administrative Officer, Wendy Wildman

**TOWN OF ONOWAY
By-Law 758-19**

A BYLAW TO BORROW TO MEET CURRENT OPERATING EXPENDITURES AND OBLIGATIONS FOR THE TOWN OF ONOWAY.

WHEREAS the Council of the Town of Onoway (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Operating Loan for \$1,000,000.00 – from ATB
Business Mastercard for \$30,000.00 – from ATB

WHEREAS the Town of Onoway estimates the amount of taxes to be raised in 2019 will be **\$1,200,444.00;**

NOW THEREFORE pursuant to the provisions of the Municipal Government Act the Council of the Corporation deems it necessary to borrow from time to time (on a revolving basis) during the said year a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore as aforesaid can be collected; and

WHEREAS, after the borrowing during the said year of the amount hereby authorized to be borrowed, the total loans outstanding at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year will not exceed the amount of taxes levied or estimated to be levied for the said year by the Corporation;

NOW THEREFORE, under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, the Council of the Town of Onoway enacts as follows:

1. That the Council of the Corporation do borrow from time to time (on a revolving basis) during the said year from ATB (the “Bank”), a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time which the Council deems necessary to expend to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.”
2. That the \$1,030,000.00 in authorized borrowing from ATB (the “Bank”), is to include a sum or sums not exceeding the maximum principal amount of **Thirty Thousand Dollars (\$30,000.00)** for a Business Mastercard account that the Council of the Corporation deems necessary to expend to meet current operating expenditures and obligations of the Corporation.

3. That the sum or sums so borrowed may be evidenced and secured by a promissory note or notes or similar forms of obligation executed by the Mayor and Assistant Chief Administrative Officer/Chief Financial Officer on behalf of the Corporation and the same Mayor and Assistant Chief Administrative Officer/Chief Financial Officer are hereby authorized and empowered to execute and give such promissory note or notes or similar forms of obligation on behalf of the Corporation as may be required by the Bank and to determine and agree upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.
4. That the Council of the Corporation do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, the whole of the unpaid taxes and penalties on taxes assessed and/or levied by the Corporation in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or levied or to be levied for the said year, and the Corporation shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenue for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenue can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
5. That nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.
6. That Bylaws 733-17 and 742-18 are hereby rescinded on the passing of this bylaw.
7. That Bylaw 758-19 comes into full force and effect upon third reading.

Read a first time this 20th day of June, 2019.

Read a second time this 20th day of June, 2019.

Unanimous consent to proceed to third reading this 20th, day of June, 2019.

Read a third time and passed this 20th, day of June, 2019.

Mayor

Chief Administrative Officer

(11)

THIS AGREEMENT made effective the 1st day of June 2019

BETWEEN:

LAC STE. ANNE COUNTY
(the "County")

AND

TOWN OF ONOWAY
(the "Town")

ENFORCEMENT SERVICES AGREEMENT

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

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

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

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

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

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

ARTICLE 1

1.1 Definitions

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

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

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

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

xii) Trespass to Premises Act;

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

ARTICLE 2

2.1 Engagement

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

2.2 Term

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

ARTICLE 3

3.1 Enforcement Revenue

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

ARTICLE 4

4.1 Covenants of the County

The County will:

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

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

ARTICLE 5

5.1 Fee for Service

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

ARTICLE 6

6.1 Complaints

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

6.2 Peace Officer Discipline

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

ARTICLE 7

7.1 Termination Upon Notice

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

7.2 Automatic Termination

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

ARTICLE 8

8.1 Insurance

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

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

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

ARTICLE 9

9.1 Indemnity

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

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

9.2 Waiver

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

9.3 Unenforceability

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

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

9.4 Entire Agreement

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

9.5 Amendments

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

9.6 Further Assistance

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

9.7 Relationship Between the Parties

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

9.8 Notices

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

- a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. A personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- b) by telecopier, email, or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - i. upon transmission with answer back confirmation, or email receipt confirmation, as the case may be, if received within the normal working hours of the business day; or
 - ii. at the commencement of the next business day following transmission with answer back confirmation thereof; or

- c) by mailing via first class registered post, postage prepaid, to the party to whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.
- d) Except as herein otherwise provided, Notice required to be given pursuant to the Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, of five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:

i. the County

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

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

Attention: County Manager

ii. the Town

Town of Onoway
Box 540
Onoway, AB T0E 1V0

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

Attention: Chief Administrative Officer

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

9.9 Headings

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

9.10 Singular, Plural and Gender

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

party.

9.11 Assignment

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

9.12 Enurement

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

9.13 Governing Law and Submission to Jurisdiction

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

9.14 Survival

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

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

Lac Ste. Anne County

Per: _____

Per: _____

Town of Onoway

Per: _____

Per: _____

The Road Ahead:

A Vision for Onoway's Future

"Onoway is a community where educational opportunities, economic prosperity and an ethic of cooperation and community involvement are pursued within the context of economic and ecological resilience and regional self-sufficiency.

Situated in the Lac Ste. Anne region, at the hub of major transportation routes, Onoway strives for balanced business development, environmentally sustainable industry, and ample recreational opportunities, while maintaining our friendly, respectful small town atmosphere.

Onoway honours our community's history, supports our youth, and is committed to partnership building."

(Town of Onoway Vision Statement approved by Town Council, December 16, 2010)

VISION STATEMENTS

MAYERTHORPE

Mayerthorpe will adapt and evolve to celebrate its history while growing its future.

COUNTY OF BARRHEAD

To foster a strong, healthy, and proud rural community

TOWN OF BARRHEAD

Live. Play. Thrive.

TOWN OF MORINVILLE

Embracing our past; building pride in our future

BRAZEAU COUNTY

Brazeau County fosters RURAL VALUES, INNOVATION, CREATIVITY, LEADERSHIP and is a place where a DIVERSE ECONOMY offers QUALITY OF LIFE for our citizens.

TOWN OF STONY PLAIN

"A strong, vibrant community where we respect our heritage, embrace the present, and are excited about our future."

CITY OF SPRUCE GROVE

The City of Spruce Grove is the best place to live, to experience community and to grow a strong, successful business.

YELLOWHEAD COUNTY

Recognized as a place of choice for those who want to be where great things happen.

BROOKS ALBERTA

Brooks. A community that people are proud to call home.

CLARESHOLM, ALBERTA

"Claresholm, a thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking."

EDSON

A healthy, thriving, engaged community.

HINTON, ALBERTA

Respectful of our past, creating our future, Hinton is a community of opportunity – as an active, culturally rich, safe environment in which to grow.

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: June 4, 2019 4:06 PM
To: 'Debbie Giroux'
Subject: FW: Health Advisory Council Recruitment

Deb – for our next Council meeting

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

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: Reaghan Gamble <Reaghan.Gamble@albertahealthservices.ca> **On Behalf Of** Community Engagement
Sent: June 4, 2019 3:32 PM
To: 'cao@onoway.ca' <cao@onoway.ca>
Subject: Health Advisory Council Recruitment

Good afternoon Wendy,

The Alberta Health Services' Tamarack Health Advisory Council (HAC) is recruiting new volunteer members from your community. HACs are volunteer-based groups that represent communities within a geographic area; bringing a community perspective to AHS. The Tamarack HAC represents the area from Jasper to Westlock in the North Zone.

At this time, we only have one member from the Onoway community, and we want to be sure the perspectives and needs of Onoway are represented in the Council's work. In the past we have had success recruiting when we partner with towns and organizations that have a connection to the people that live, work and play in the community. We would therefore appreciate if you would share some information about our recruitment campaign on your social media channels, and encourage community members to apply.

Please direct this email to the individual who manages your social media channels, and anyone else in your community who may be able to assist us in generating interest in the Tamarack HAC. Please cc me when you pass this email on so I can add those individuals to our list of community partners.

The content below has been drafted for social media posts. Please do not hesitate to reach out with any questions.

"Passionate about healthcare? Interested in engaging local residents to share input with AHS about health service delivery? If this sounds like you or someone you know, the Alberta Health Services Tamarack Health Advisory Council would like to hear from you! The Health Advisory Council is now accepting applications for new volunteer members. For

more information visit AHS online at AHS.ca/advisorycouncils, where you will find a link to the application form. Please submit your application by June 28."

On behalf of AHS and the Tamarack HAC, thank you in advance for your time and support.

Kind regards,

Reaghan

Reaghan Gamble

Administrative Assistant | Janine Sakatch, Exec. Dir., Community & External Relations

Community Engagement & Communications

Southport Tower, Calgary

Mobile: 403.312.1523 | reaghan.gamble@ahs.ca

Alberta Health Services

www.ahs.ca

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

From: Julianna Matson <JuliannaM@lifesaving.org>

Sent: June 4, 2019 2:56 PM

To: info@onoway.ca

Subject: NDPW Proclamation

Dear Her Worship Judith Tracy,

On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 21-27, 2019 as NATIONAL DROWNING PREVENTION WEEK in your Municipality.

The Lifesaving Society designates the third week in July as National Drowning Prevention Week (NDPW) to focus community and media attention on the drowning problem and drowning prevention.

Here is a link to the [proclamation template](#) as well as a [supporting letter](#) for your reference.

We would be truly grateful for your support in this important national education initiative.

If you have any questions, please don't hesitate to call me directly.

Warmest regards,

Julianna Matson, BSc
Drowning Prevention Coordinator
Lifesaving Society Alberta and Northwest Territories

13123-156 Street | Edmonton, AB | T5V 1V2 | Canada
Tel: 780 415 1755 | Fax: 780 427 9334
E-mail: juliannam@lifesaving.org | Web: www.lifesaving.org

Canada's Drowning Prevention Charity



Confidentiality Notice: The information in this email or in any file attached thereto is confidential and is intended solely for the addressee. If this email is mistakenly sent to you or if you are not the intended recipient, you are hereby advised that any use, copying, or distribution of any information contained in this message is strictly forbidden and you are requested to inform the sender of such error and to destroy this message.



LIFESAVING SOCIETY®

The Lifeguarding Experts

Alberta and Northwest
Territories Branch

June 4, 2019

Dear Mayors and Reeves of Alberta,

Canada faces a major problem – and a preventable one: Almost 500 people die every year from drowning. On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 21-27, 2019 as NATIONAL DROWNING PREVENTION WEEK in your Municipality.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada’s National Lifeguards.

National Drowning Prevention Week is one of the Society’s leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from drinking alcoholic beverages while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada’s drowning rate.

A proclamation from you would give greater exposure to our lifesaving efforts to residents of your Municipality. I hope you will consider our request.

If you have any questions, please contact me at the Lifesaving Society Alberta and Northwest Territories Branch at (780) 415-1755 or experts@lifesaving.org.

Sincerely,

Mr. Kelly Carter
Executive Director

Reg. Charity No. 11912 9021 RR0001
13123 – 156 Street
Edmonton, Alberta T5V 1V2 Canada



T: 780-415-1755
F: 780-427-9334
experts@lifesaving.org
www.lifesaving.org

26

NATIONAL DROWNING PREVENTION WEEK PROCLAMATION

WHEREAS the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in [province/territory] is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of [city/municipality/province] to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a Personal Flotation Device or lifejacket at all times when boating; and

WHEREAS the Lifesaving Society Canada has declared July 21-27, 2019 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, [Name and Title] do hereby proclaim July 21-27, 2019 **NATIONAL DROWNING PREVENTION WEEK** in [city/municipality/province] and do commend its thoughtful recognition to all citizens of our [city/municipality/province].

(27)



May 31, 2019

Mrs. Judy Tracy
Town of Onoway

Dear Judy,

The Onoway Junior Senior High School Graduating Class of 2019 would like to invite you attend the Graduating Commencement Ceremony of 2019. The Commencement Ceremony will take place on June 28, 2019 in the Onoway Junior Senior High School Gymnasium starting at 2:30pm.

The Graduating Class of 2019 sincerely hopes that you will be able to attend and help celebrate their educational milestone. You are welcome to bring a guest. Please confirm your attendance with Ms. Lind at 780 967 2271 or carla.lind@ngps.ca by June 15, 2019.

Respectfully,

Mr. John Lobo
Principal
Onoway Junior Senior High School

JL/cl

Box 340, Onoway, T0E 1V0
780.967.2271
onowayhigh.ca



28

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: June 17, 2019 9:59 AM
To: 'Shelley Vaughan'; 'Debbie Giroux'
Subject: FW: Update: Grant Opportunities (July-August)

Shel – for sharing.

Deb – let's put the Blue Cross grant on our next agenda if you can print the background and application. I am wondering about our various rec opportunities.

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

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: Klay Dyer <dyleducational@gmail.com>
Sent: June 17, 2019 8:02 AM
To: Dyer Educational <dyleducational@gmail.com>
Subject: Update: Grant Opportunities (July-August)

July deadlines

Communities at Risk: Security Infrastructure Program supports the implementation of projects to help communities with a demonstrated history of being victimized by hate-motivated crime through the enhancement of their security infrastructure. Approved projects may receive up to 50% of total project costs to a maximum Public Safety Canada contribution of \$100,000 per project.

Link: <https://www.publicsafety.gc.ca/cnt/cntrng-crm/crm-prvntn/fndng-prgrms/scrt-nfrstrctr-prgrm-en.aspx>

Deadline: July 31

The TD Friends of the Environment Foundation (TD-FEF) supports a wide range of environmental initiatives across Canada, with a primary focus on environmental education and urban greening.

Link: <https://www.td.com/corporate-responsibility/fef-grant.jsp>

Deadline: July 15

August deadlines

(29)

Alberta Law Foundation Project and Operating Grants support legal reform, law libraries and research, and legal education and assistance in Alberta.

Link: <http://www.albertalawfoundation.org/how-to-apply>

Deadline: August 22

Alberta Blue Cross Healthy Communities Grant Program seeks to support community amenities and facilities that promote active living across Alberta.

Link: <https://www.ab.bluecross.ca/aboutus/healthy-communities-details.php>

Deadline: August 31

Rolling deadlines

Canadian Experiences Fund (CEF) supports communities across Canada as they create and enhance tourism products, facilities and experiences This two-year Fund helps Canada's tourism sector innovate and grow by providing targeted investments based on regional priorities. Investments made through the CEF in western Canada will be made through Western Economic Diversification (WED) and focus on supporting:

- winter and shoulder-season;
- Indigenous;
- inclusiveness, especially for the LGBTQ2 community;
- rural and remote communities; and
- farm-to-table, also known as culinary tourism

Link: https://www.ic.gc.ca/eic/site/134.nsf/eng/h_00002.html

Sustainable Development Goals Funding Program is currently accepting applications, on an ongoing basis, from organizations interested in receiving up to \$100,000 in grant funding for projects that are up to 12 months in duration. The focus of funded projects will focus on 1 or more of the 17 identified goals

(<https://sustainabledevelopment.un.org/?menu=1300>)

Link: <https://www.canada.ca/en/employment-social-development/services/funding/sustainable-development-goals.html>

Best,

--

Klay Dyer, PhD

Dyer Educational & Research Consultants Inc.

E; dyereducational@gmail.com

P: 587-930-5881

30



Healthy Communities Grant Program

Apply for your grant now

Building spaces for Active Living

The Healthy Communities Grant program was created to help Albertans build spaces for active living in their community. Whether it be a skate park, playground, outdoor gym or arena, we're helping Albertans, young and old get and stay healthy.

What do we fund?

The Healthy Communities Grant program is designed to fund infrastructure projects that foster active living. Eligible projects include but are not limited to

(31)

- outdoor adult gyms,
- cycling paths,
- construction or replacement of playgrounds,
- skate parks, and
- outdoor rinks.

Programs must be publicly accessible and free of membership charge.

Who can apply?

Community leagues, school councils, municipalities or other non-profit community groups or organizations with new projects in need of funding are eligible to apply.

Organizations must provide services without regard to race, religion, creed, gender or sexual orientation.

Priority will be given to projects that reflect our Healthy Communities mandate of promoting active living and wellness at a grassroots community level, with an emphasis on children.

To ensure province-wide representation, grants are split annually with one for Edmonton, one for Calgary, one for secondary communities and one for rural communities with a focus on ensuring grants are equitably distributed on a regional basis over the life of the program.

The following types of organizations are not eligible for funding

- religious or sectarian organizations,
- political organizations,
- competitive sports teams or private clubs, and
- contract fundraisers or lobbyists

Apply today

Applications close August 31, 2019.


Apply now (<https://www.ab.bluecross.ca/pdfs/Healthy-communities-grant-program-application-package.pdf>)

32

- About us (<https://www.ab.bluecross.ca/aboutus/about.php>) |
 - Careers (<https://www.ab.bluecross.ca/careers/index.php>) |
 - Contact us (<https://www.ab.bluecross.ca/contact-us.php>) |
 - Blog (<https://blog.ab.bluecross.ca>) |
 - Workplace Wellness (<https://www.workplacewellnessonline.ca/>) |
 - Sitemap (<https://www.ab.bluecross.ca/sitemap.php>) |
 - Terms of use (<https://www.ab.bluecross.ca/aboutus/web-site-policy.php>)
- Connect with us  (<https://www.facebook.com/AlbertaBlueCross?sk=wall>)

 (<https://twitter.com/ABBluecross>)  (<https://www.instagram.com/albertabluecross/>)

© Copyright 2018 ABC Benefits Corporation. All rights reserved. ®* The Blue Cross symbol and name are registered marks of the Canadian Association of Blue Cross Plans, an association of independent Blue Cross plans, licensed to ABC Benefits Corporation for use in operating the Alberta Blue Cross Plan. ®† Blue Shield is a registered trade-mark of the Blue Cross Blue Shield Association.

 (<https://www.linkedin.com/company/alberta-blue-cross/>)

 (<https://vimeo.com/albertabluecross>)



(33)



HEALTHY COMMUNITIES GRANT PROGRAM

APPLICATION PACKAGE



PROGRAM AND ELIGIBILITY

PURPOSE

The Healthy Communities Grant Program provides funding to infrastructure projects that support active living through a one-time \$50,000 grant. Alberta Blue Cross funds projects that create free, publicly accessible spaces that encourage families to play, walk, run, bike, skate and generally be active. Six grants are awarded each year and are split by region (Edmonton, Calgary, secondary cities, rural and indigenous communities).

WHO IS ELIGIBLE?

Any Alberta-based and operated community group or organization that is supporting publicly accessible community amenities that promote active living. This can include community leagues, school councils, municipalities and other non-profit organizations.

WHO IS INELIGIBLE?

- A project that has already received funding through a Healthy Communities Grant.
- Religious or sectarian organizations.
- Organizations based or operating outside of Alberta.
- Projects that are programming and not infrastructure specific.
- Political organizations.
- Competitive sports teams and private clubs.
- Contract fundraisers or lobbyists.
- Organizations seeking funding for infrastructure projects not open to the public.
- Infrastructure that requires a fee to access.



FILLING OUT YOUR APPLICATION

WHAT TO INCLUDE IN YOUR APPLICATION?

1. A comprehensive project plan

Comprehensive project plans should include as much background information as possible. The following should be included in your application:

- An explanation of why your group is applying.
- An explanation of how your proposed project will support active living.
- Expected outcomes of this project and how you will measure its success.
- The need for the proposed infrastructure.
- Relevant research
- Information on who is anticipated to use the infrastructure.
- Realistic project timelines.
- Three to five pictures of space where infrastructure is being proposed.
- Blueprints and or pictures of proposed project or suggested equipment (optional, three to five picture maximum).

2. Demographics information (only applicable for projects located in Edmonton or Calgary)

Please provide a screenshot of the neighbourhood demographic information in which your project would be located.

- For Edmonton-based projects— please use overview from www.yegishome.ca/communities?&sort=random. Instructions for how to include this in your application can be found www.ab.bluecross.ca/pdfs/demographic-edmonton.pdf
- For Calgary-based projects— please use overview from www.calgary.ca/CSPS/CNS/Pages/Research-and-strategy/Community-profiles/Community-Profiles.aspx. Instructions for how to include this in your application can be found www.ab.bluecross.ca/pdfs/demographic-calgary.pdf.

3. Project financials

- Project budget.
- Quotes from builders (if available).
- A current listing of funds raised to date (if available).
- List of pending grants (if available).

4. Three letters of reference

The key purpose of the letters of reference are to attest to the role of your organization in the community, the intent of the project and how it will support active living in your community.

We encourage the submission of letters from people who have a direct connection to your project. This could include, but is not limited to, parents, community members, teachers, principals, police officers and any person directly involved in the community. Consider adding a fourth letter from a child or youth in your community who will benefit from the project.

APPLICATION DEADLINE

The final day to submit your application is August 31, 2019, at 11:59 p.m.

SUBMITTING YOUR APPLICATION

Applications should be submitted via email to healthycommunities@ab.bluecross.ca If you do not have access to email, mail applications to

**Alberta Blue Cross
Corporate Relations**
10009 108 Street
Edmonton, Alberta
T5J 3C5

WHEN WILL SUCCESSFUL APPLICANTS BE NOTIFIED?

Successful applicants will be notified by December 31, 2019.



APPLICATION FORM

ORGANIZATION NAME

--

CONTACT DETAILS

Contact person	Contact title	Phone	Email	
Address		City	Province	Postal code

PROJECT DETAILS

Name of project				
Address of proposed location				
City	Province	Postal code	Expected start date (YYYY-MM-DD)	Expected completion date (YYYY-MM-DD)
Are you affiliated with a religious or political organization? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you spoken to anyone at Alberta Blue Cross about this application? <input type="checkbox"/> Yes, if so, please provide name _____ <input type="checkbox"/> No				
Where did you hear about the Healthy Communities Grant Program?				
Have you applied for this grant before? <input type="checkbox"/> Yes, if so, please provide year and the project name of project if different _____ <input type="checkbox"/> No				
If your group were to receive a Healthy Communities Grant of \$50,000, what additional funding would be required to begin building your project?				
Is your group or organization active on social media? If so, please provide handles and platforms you are active on (for example, Instagram—@AlbertaBlueCross).				
If you are successful in receiving a Healthy Communities grant, are you willing to provide recognition and permanent acknowledgement to Alberta Blue Cross? <input type="checkbox"/> Yes <input type="checkbox"/> No				

IS YOUR APPLICATION COMPLETE?

BEFORE YPU SUBMIT, PLEASE ENSURE YOUR APPLICATION IS COMPLETE WITH THE ITEMS LISTED BELOW.

1. A comprehensive project plan

Comprehensive project plans should include as much background information as possible on your project. The following should be included in your application:

- An explanation of why your group is applying.
- An explanation of how your proposed project will support active living.
- Expected outcomes of this project and how you will measure its success.
- The need for the proposed infrastructure.
- Relevant research.
- Information on who is anticipated to use the infrastructure.
- Realistic project timelines.
- Three to five pictures of space where infrastructure is being proposed.
- Blueprints and or pictures of proposed project or suggested equipment (optional, three to five picture maximum).

2. For Calgary and Edmonton applicants only:

Please provide demographic information

Please provide a screenshot of the neighborhood demographic information in which your project would/is located.

- For Edmonton-based projects— please use overview from www.yegishome.ca/communities?&sort=random. Instructions for how to include this in your application can be found at www.ab.bluecross.ca/pdfs/demographic-edmonton.pdf.
- For Calgary-based projects— please use overview from www.calgary.ca/CSPS/CNS/Pages/Research-and-strategy/Community-profiles/Community-Profiles.aspx Instructions for how to include this in your application can be found at www.ab.bluecross.ca/pdfs/demographic-calgary.pdf.

3. Project financials

- Total project budget.
- Quotes from builders (if available).
- A current listing of funds raised to date (if available).

4. Three letters of reference

DECLARATION OF APPLICANT

I confirm that this application in its entirety is truthful to the best of my knowledge.

Name of applicant _____

Signature of applicant _____

Date (YYYY-MM-DD) _____

**The Blue Cross symbol and name are registered marks of the Canadian Association of Blue Cross Plans, an association of independent Blue Cross plans. Licensed to ABC Benefits Corporation for use in operating the Alberta Blue Cross Plan. *† Blue Shield is a registered trade-mark of the Blue Cross Blue Shield Association. ABC B3100 2019/05



Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: June 17, 2019 12:39 PM
To: 'Debbie Giroux'
Subject: FW: 2019 Space Camp
Attachments: Space Camp Application (Final).pdf; 20190529Space_Camp_Poster_052919.pdf

Deb – action for next meeting.

We have been asked in the past, but we have not previously supported.

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

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: Taryn Monteith <tmonteith@lsac.ca>
Sent: June 17, 2019 11:56 AM
Subject: 2019 Space Camp

Good morning,

I'm passing on information regarding a terrific opportunity;

One lucky youth between the ages of 12 and 15 from the Lac Ste. Anne region (this includes residents of Lac Ste. Anne County, Town of Onoway, Town of Mayerthorpe, Alberta Beach and any Summer Villages within Lac Ste. Anne County's borders), will be chosen to attend **Cosmodome Space Camp** in Laval, Quebec from August 12-15.

Be sure to submit your application for this exciting opportunity soon, as the deadline is Friday, June 21st.

Please see the attached email for more information and application.

Taryn Monteith

Community Services Coordinator
Lac Ste. Anne County (www.LSAC.ca)
Box 219 Sangudo, AB T0E 2A0

1-780-785-3411 ext. 3683

1-866-880-5722 ext. 3683

tmonteith@lsac.ca



LAC STE. ANNE COUNTY

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 strict 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.

EMAILED REGISTRATIONS: *Please note that the personal information provided by email will be used to register you in a Lac Ste. Anne County program or activity and is collected under the authority of Section 33(c), of the "Freedom of Information and Protection of Privacy (FOIP) Act". The information collected on such emails will only be used for the provision of the program you have registered. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator, Stacey Wagner, at 1-866-880-5722, Box 219, 56521 RR 65, Sangudo, AB, T0E 2A0.*

SPACE CAMP



Lac Ste. Anne County is sending one local youth to the Cosmodome Space Camp this summer.
Will it be you?

THE MISSION: GET SELECTED FOR SPACE CAMP

This summer, one lucky youth will be chosen to attend **Cosmodome Space Camp** in Laval, Quebec from August 12 - 15. If selected for this unique adventure, you'll experience real-life astronaut training through scientific workshops that let you resolve engineering problems, build space capsules, test prototypes, experience training simulators, and even participate in a simulated space mission aboard a replica of the space shuttle Endeavor!

THE CRITERIA: BE THE BEST CANDIDATE

- 01:** You must reside in the Lac Ste. Anne County region (this includes residents of Lac Ste. Anne County, Town of Onoway, Town of Mayerthorpe, Alberta Beach, and any Summer Villages within the County's boundaries)
- 02:** You must be between 12 and 15 (at least 12 as of August 1, and under 16 as of August 30).
- 03:** You must submit an application form signed by a parent and/or guardian, and include a copy of your most recent report card in the 2018/19 School Year.
- 04:** You must get a letter of reference from a school representative – your teacher, principal, guidance counselor or school board trustee.
- 05:** You must write a 250-500 word essay on how this experience will affect your future.

Application deadline:

FRIDAY, JUNE 21 | 4:00 PM

* Late/incomplete application packages not accepted.



Application forms are available at LSAC.ca/SpaceCamp, at the County Administration office located 1km East of Sangudo off Hwy 43, or at the main office of the following schools: Darwell School, Grasmere School, Mayerthorpe Jr./Sr. High School, Onoway Elementary School, Onoway Jr./Sr. High School, Rich Valley School and Sangudo Community School. For more information contact Community Services Coordinator Taryn Monteith at 780.785.3411 ext. 3683 or tmonteith@lsac.ca.

Visit cosmodome.org/en for full details on this amazing summer space camp.

The Space Camp program is funded by Lac Ste. Anne County.

THE SELECTION PROCESS: ON WEIGHTED CRITERIA AS FOLLOWS:

- 20%** LETTER OF REFERENCE
- 40%** COMMUNITY/SCHOOL INVOLVEMENT
- 40%** ESSAY

It is anticipated the Selection Committee will consist of five (5) individuals, two (2) Lac Ste. Anne County Elected Officials, one (1) Northern Gateway School Representative, one (1) public member and one (1) County Administrative Staff.

Members will consider each application on an anonymous basis, based on the weighting criteria noted above, and provide a score based on these measures. The five (5) Committee Member scores will be compiled and the average will be given as the final mark on each application. The selected recipient will be the application with the highest mark after the weighting process.

Completed applications along with a letter of reference from a school representative and a 250-500 word essay, handwritten or typed, relating to how an experience at Space Camp would affect your future (e.g.: What you expect to gain from this experience and how it will be a benefit to your future plans) will be accepted until **4:00 pm, Friday, June 21, 2019** at the County office in Sangudo, Alberta.

Late and/or incomplete applications will **NOT** be accepted or considered.

Applications can be mailed to:

SPACE CAMP PROGRAM | Lac Ste. Anne County | Box 219 | Sangudo, AB | T0E 2A0
Attention: Taryn Monteith

OR hand delivered to: Lac Ste. Anne County Administration office | 56521 Range Road 65
Sangudo, AB

OR submitted by email to: tmonteith@LSAC.ca

Please be advised that if applications are submitted by email, a confirmation email will be sent back to the submitting email address.

Lac Ste. Anne County reserves the right to accept or reject any or all applications and to waive irregularities and informalities at its discretion. If no suitable applications are received, Lac Ste. Anne County reserves the right to not provide this opportunity.

Children of elected officials and employees of Lac Ste. Anne County or the Selection Committee, and members of the immediate family of any such persons are not eligible to enter this application process. The term "immediate family" includes spouses, siblings, parents, children, grandparents, and grandchildren, whether as "in-laws," or by current or past marriage(s), remarriage(s), adoption, co-habitation or other family extension, and any other persons residing at the same household whether or not related.

The Space Camp program is funded by Lac Ste. Anne County.

SPACE CAMP

THE SELECTION PROCESS: COMPLETE/PROVIDE THE FOLLOWING:

Student Name: _____

Mailing Address: _____

Rural Address/Legal Land Description: _____ Municipality: _____

Phone Number: _____ Birthdate: _____

Parent/Guardian Name: _____ Signature: _____

Parent/Guardian Name: _____ Signature: _____

School Attending: _____ Grade: _____

Student is able to attend camp August 11 – 16, 2019: Yes _____ (parent/guardian initial)

Deadline for application: June 21, 2019

1) Community/School Involvement: _____

2) Copy of your last report card handed out during the 2018/19 School Year.

3) Letter of Reference from School representative (Principal, Guidance Counselor, Teacher, or School Board Trustee).

4) A 250-500 word essay (handwritten or typed) relating to how an experience at Space Camp would affect your future (e.g.: What you expect to gain from this experience, how it will be a benefit to your future plans).

5) The successful applicant will be responsible to supply a photo, and understands that their name and photo will be made public on the County website, publications and in local advertising. By submission of this application, the applicant and their guardian understand and accept this clause.

_____ (applicant initial) _____ (parent/guardian initial)

Applications can be mailed to:

SPACE CAMP PROGRAM | Lac Ste. Anne County | Box 219 | Sangudo, AB | T0E 2A0
Attention: Taryn Monteith

OR hand delivered to: Lac Ste. Anne County Administration office | 56521 Range Road 65
Sangudo, AB

OR submitted by email to: tmonteith@LSAC.ca

Please be advised that if applications are submitted by email, a confirmation email will be sent back to the submitting email address.

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: June 14, 2019 11:40 AM
To: 'Debbie Giroux'
Subject: FW: Minister of Municipal Affairs Letter on Key Priorities & Liquor Consumption in Municipal Parks
Attachments: Attachment 1_News Release_ Liquor Rules Relaxed.pdf; Attachment 2_Regulations on Liquor Consumption in Municipal Parks.pdf; Letter from Minister Madu - June 14 2019.pdf

For our next mtg.

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

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: municipalservicesandlegislation@gov.ab.ca <municipalservicesandlegislation@gov.ab.ca>
Sent: June 14, 2019 8:59 AM
To: Wendy Wildman <cao@onoway.ca>
Subject: Minister of Municipal Affairs Letter on Key Priorities & Liquor Consumption in Municipal Parks

Sending on behalf of Minister of Municipal Affairs Kaycee Madu

Please find enclosed a letter with attachments from Minister Madu on key priorities and commitments, including specific information on liquor consumption in municipal parks.

No hard copy to follow.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR97300

June 14, 2019

TO ALL ALBERTA MAYORS, REEVES AND COUNCILS:

Within the past several weeks, I have been blessed with two tremendously important honours. Firstly, on April 16, the people of Edmonton-South West entrusted me to represent them in the Legislative Assembly for the next four years as the MLA for Edmonton-South West. Secondly, on April 30, Premier Kenney appointed me as the Minister of Municipal Affairs, with a mandate to work with all of you in returning jobs and prosperity to our great province.

I am humbled and honoured by these opportunities, and I am looking forward to meeting many of you over the coming months, hearing about what matters to you and your communities, and working with you to achieve our shared objectives.

You will likely understand that much of my focus, and that of my Cabinet colleagues, will be on delivering the many important commitments we have made to Albertans during the recent election campaign. As Minister of Municipal Affairs, some of my key priorities will include:

- Working with the Minister of Finance to deliver on the municipal funding amounts promised for this year, and to work with your municipal associations to develop a long-term municipal funding program;
- Working with the Solicitor General to engage municipalities in discussions on the province's funding formula for police services, including any burden imposed on local law enforcement resulting from the federal legalization of cannabis;
- Cutting provincial regulation and paperwork for Alberta municipalities, so you can pass those savings on to your local taxpayers; and

.../2

- Working with municipalities to attract investment and create jobs through measures such as facilitating pre-approved industrial zones and enabling municipal property tax incentives.

There are a number of other priorities we will be working on over the coming months, but this gives you a sense of the work I expect to do in partnership with you.

Before I close, I want to draw to your attention recent action the Government of Alberta has taken to make it easier for responsible adults to drink alcohol in provincial parks. These changes came into effect just in time for the recent May long weekend, and the feedback received so far has been overwhelmingly positive.

I would like to encourage you as municipal leaders to follow the province's lead in reducing unnecessary regulation in your own municipal parks. Through your local bylaws, you already have authority under the *Gaming, Liquor and Cannabis Act* to enable responsible alcohol consumption within your parks. More detail on this initiative is available in the documents attached to this letter.

As we move forward, we have much work ahead of us. I am excited about the opportunities for us to work together to restore jobs and prosperity to Alberta, and I am genuinely looking forward to meeting and working with all of you.

Sincerely,



Kaycee Madu
Minister

Attachments:

1. Copy of GOA News Release on Liquor Rules
2. Additional Information for Alberta Municipalities

Liquor ban quashed and rules relaxed

May 16, 2019 [Media inquiries](#)

Liquor constraints will be relaxed in Alberta starting this May long weekend.

Premier Jason Kenney and Environment and Parks Minister Jason Nixon are pushing back against the excesses of the nanny state and the 'War on Fun.' Beginning this May long weekend, the liquor ban imposed on eight remaining provincial parks will be lifted. Moving forward, this government is committed to remove unnecessary red tape for festival organizers hosting events in municipalities and provincial parks. Relaxed liquor regulations will also extend to select provincial park day use area picnic sites later this summer.

"It's time to lift prohibition-era restrictions around liquor consumption in Alberta and give responsible adults the freedom to act responsibly. This is part of our plan to take bold, decisive steps to reduce regulatory burden on business and not-for-profit festival organizations. We will take Alberta from being the most over-regulated to the freest economy in Canada."

Jason Kenney, Premier

Alberta Gaming, Liquor and Cannabis regulations have been clarified to allow event organizers the flexibility to serve drinks where they see fit on festival grounds. Albertans will be able to responsibly enjoy the environment festival organizers wish to create. The same strategy is being applied to festivals and events in provincial parks by making approvals for liquor licences less restrictive.

This May long weekend, the liquor ban will be lifted at Aspen Beach, Miquelon Lake, Garner Lake, Dillberry Lake, Pigeon Lake, Whitney Lakes, Jarvis Bay and Wabamun provincial parks. There is no ban in place in Alberta Parks' other

provincial campgrounds.

Historically, there has been a liquor ban only over the May long weekend and only in select provincial parks.

“The vast majority of Albertans who enjoy our provincial parks do so responsibly. We should not punish the majority of responsible campers through liquor bans because of the past behaviour of a few bad characters.”

Jason Nixon, Minister of Environment and Parks

Rules and regulations around quiet times, excessive noise and appropriate behaviour continue to be in place and will be enforced as they are in Alberta Parks' other campgrounds. Enforcement staff will shift their focus from enforcing the previous liquor ban to addressing negative behaviour. Liquor consumption in provincial campgrounds is restricted to adults and in campsites only.

Relaxing liquor constraints in municipalities and provincial parks is a commitment under government's Red Tape Reduction strategy and a change to make the lives of Albertans better.

Regulations on liquor consumption in Municipal parks

Additional information for Alberta municipalities

Overview

Alberta's *Gaming, Liquor and Cannabis Act* provides park owners, including municipalities, with the flexibility to enable public consumption of alcohol under certain conditions. In essence, these conditions enable a municipality to designate picnic areas where alcohol and food can be consumed together.

Provisions of the Act

The specific provisions in the Act are set out below:

Public place

- 89 (1) Except as provided in this Act, no person may use or consume liquor in a public place or any place other than a residence, temporary residence, licensed premises or a place or class of place prescribed in the regulations where liquor may be used or consumed.
- (2) Despite subsection (1), a person may consume liquor with food in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that
- (a) states that a person may consume liquor with food in the designated picnic area,
 - (b) sets out the designated picnic area, and
 - (c) sets out the hours when liquor may be consumed with food.
- (3) A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated or is not consuming food while consuming liquor in a designated picnic area and the peace officer.

Most municipalities address these situations within local bylaws governing municipal parks. The Government of Alberta encourages all municipalities to evaluate whether more relaxed provisions regarding alcohol consumption in municipal parks make sense for your community, and if so to consider making changes to your policies and bylaws to implement these changes.



Town of Mayerthorpe

Report Range : 2019/05/01 0000 to 2019/05/31 2359 Report Title : ONOWAY DAILY EVENTS

5/3/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/03 0730 DAWN, DWIGHT
 2019/05/03 1330
 TOWN OF MAYERTHORPE

GENERAL PATROL
 ONOWAY
 TOWN-OFFICE

PATROL SCHOOL ZONE IN A.M. RUSH AND ISSUED TICKET. MONITOR 4 WAY STOP, WARNING GIVEN, INITIALLY A VERY HEAVY WET SNOW DAY AND TRAFFIC QUIET FOR A BIT, TOOK PICS OF WALL RESIDENCE AND EVERYTHING WAS CLEANED UP, STOPPED AT OFFICE TO SPEAK WITH WENDY BUT SHE WAS AT REGIONAL MEETING, SPOKE WITH STAFF ABOUT WALL FILE, SENT OUT EMAIL TO SHELLEY AND WENDY. RADAR ON 47 AVE, ALSO MONITOR STOP SIGN AT 47 AVE AND 52 ST. RADAR ON STE ANNE TR ACROSS FROM CARWASH

5/7/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/07 1130 DAWN, DWIGHT
 2019/05/07 1300
 TOWN OF MAYERTHORPE

GENERAL PATROL
 ONOWAY
 TOWN

PATROL TOWN AT LUNCH MONITORING HIGH SCHOOL KIDS, THAT WERE BEHAVING TODAY. CHECKED ON PREVIOUS COMPLAINT FOR VEHICLE BLOCKING VIEW AT INTERSECTION, AND THEY APPEAR TO BE COMPLYING WITH REQUEST TO NOT PARK AT CORNER. PATROL TOWN

2019/05/07 1430 DAWN, DWIGHT
 2019/05/07 1630
 TOWN OF MAYERTHORPE

GENERAL PATROL
 ONOWAY
 TOWN

PATROL AFTER SCHOOL RUSH HOUR, GOT APPROACHED ON SOME TRAFFIC QUESTIONS, MONITORED 4 WAY STOP

50

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/10 0730 DAWN, DWIGHT

2019/05/10 1200
 TOWN OF MAYERTHORPE

GENERAL PATROL
 ONOWAY
 TOWN

PATROL SCHOOL ZONE, TICKET ISSUED FOR SPEEDING SCHOOL ZONE, RADAR ON 47 AVE, SPEEDS GOOD.
 RADAR ON STE ANNE TR WEST SIDE BY CARWASH.

2019/05/10 0941 MCDOWELL, MADDY

2019/05/10 0944
 TOWN OF MAYERTHORPE

REPORT WRITING (CITATIONREPORT)

ONOWAY
 STE ANNE TR IN SCHOOL ZONE, SUBJECT PASSED W/B STE ANNE TR
 Working on a Citation Report # A91249443R

2019/05/10 0949 MCDOWELL, MADDY

2019/05/10 0952
 TOWN OF MAYERTHORPE

REPORT WRITING (CITATIONREPORT)

ONOWAY
 SE CORNER AT 4WAY STOP AT 50 AVE AND 49 ST FACING INTERSECTION
 Working on a Citation Report # A91249454R

2019/05/10 0955 MCDOWELL, MADDY

2019/05/10 0957
 TOWN OF MAYERTHORPE

REPORT WRITING (CITATIONREPORT)

ONOWAY
 STE ANNE TR, FACING WB JUST EAST OF INDUSTRIAL AVE
 Working on a Citation Report # A91249465R

2019/05/10 1001 MCDOWELL, MADDY

2019/05/10 1004
 TOWN OF MAYERTHORPE

REPORT WRITING (CITATIONREPORT)

ONOWAY
 PARKED IN SCHOOL ZONE, JUST EAST OF ELEMENTARY SCHOOL
 Working on a Citation Report # A91249476R

2019/05/10 1035 MCDOWELL, MADDY

2019/05/10 1037
 TOWN OF MAYERTHORPE

REPORT WRITING (CITATIONREPORT)

ONOWAY

51

5/17/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/17 1500 DAWN, DWIGHT

2019/05/17 1630
 TOWN OF MAYERTHORPE

GENERAL PATROL
ONOWAY
TOWN

PATROLLED TOWN, LOTS OF TRAFFIC AROUND BUT NO ONE SPEEDING AND BECAUSE OF VOLUME OF TRAFFIC,
EVERYONE STOPPING AT 4 WAY

5/18/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/18 1630 DAWN, DWIGHT

2019/05/18 1800
 TOWN OF MAYERTHORPE

GENERAL PATROL
ONOWAY
TOWN

PATROLLED TOWN ROADS MOSTLY, A BIT OF TRAFFIC RUNNING AROUND WHILE STORES STILL OPEN, BUT
EVERYONE FOLLOWING TRAFFIC REGS.

5/22/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/22 0730 DAWN, DWIGHT

2019/05/22 0930

5a

TOWN OF MAYERTHORPE

GENERAL PATROL

ONOWAY

TOWN

PATROL SCHOOL ZONE TILL 9, THEN STOP AT OFFICE TILL 930.

5/24/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/24 0800 DAWN, DWIGHT

2019/05/24 1030
 TOWN OF MAYERTHORPE

GENERAL PATROL

ONOWAY

TOWN

PATROL TOWN THEN SCHOOL ZONE FOR RADAR. DID STOP A SCHOOL BUS AND SPEAK WITH THE DRIVER FOR DRIVING 45/30. STOPPED AT OFFICE THEN MONITOR STOP SIGN AND RADAR ON STE ANNE WEST SIDE BY CARWASH. ALL SPEEDS ON OR BELOW 50.

2019/05/24 1200 DAWN, DWIGHT

2019/05/24 1430
 TOWN OF MAYERTHORPE

GENERAL PATROL

ONOWAY

TOWN

SHORTLY AFTER ARRIVING BACK TO TOWN, I WAS DOING RADAR ON WEST END OF 48 AVE AT 49 ST AND STOPPED VEHICLE FOR 60/40, TURNED INTO A BIT OF A LENGTHY INVESTIGATION ABOUT INSURANCE AND SUSPENDED ALONG WITH BEING REGISTERED TO SUPPOSED WIFE. VEHICLE TOWED AND DRIVED CHARGED FOR DRIVING WHILE SUSPENDED

5/28/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/28 0730 DAWN, DWIGHT

2019/05/28 1100
 TOWN OF MAYERTHORPE

GENERAL PATROL

ONOWAY

TOWN-OFFICE

53

patrol town school zone, ticket issued in school zone. RECEIVED COMPLAINT YESTERDAY ABOUT TRAFFIC SPEEDING ON 48 AVE, SO MONITORED TRAFFIC FOR ONE HR WHILE HIDDEN. EVERYONE 40 KMS OR UNDER, AND EVERYONE STOPPED AT STOP SIGN AT 49ST. STOPPED AT OFFICE FOR UPDATE, THEN SOME QUICK RADAR ON STE ANNE TR ON THE WEST SIDE

5/30/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/30 0730 DAWN, DWIGHT
2019/05/30 1045 TOWN OF MAYERTHORPE

GENERAL PATROL
ONOWAY
TOWN-OFFICE

RADAR IN SCHOOL ZONE, TICKET ISSUED, RADAR ON 48 AVE, VEHICLE STOPPED NOT FOR SPEED ON 48TH BUT RUNNING STOP SIGN AT 49 ST. SPEEDS WERE REALLY GOOD AGAIN TODAY. STOPPED AT OFFICE TO CHECK IN ON ITEMS.

2019/05/30 1530 DAWN, DWIGHT
2019/05/30 1600 TOWN OF MAYERTHORPE

ADMIN-FIELD
ONOWAY
LAC STE ANNE COUNTY
WORK ON NOTES FOR TICKETS

5/31/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/31 1130 DAWN, DWIGHT
2019/05/31 1330 TOWN OF MAYERTHORPE

GENERAL PATROL
ONOWAY
TOWN

WATCHED SPEEDS IN SCHOOL ZONE AT LUNCH, CAUGHT ONE YOUTH SPINNING GRAVEL IN MUSEUM PARKING LOT, NO PLAYGROUP KIDS TODAY, YOUTH WAS DEALT WITH THOUGH. STOPPED AT OFFICE TO SAY MY GOODBYES, SORT OF, TO THE STAFF, AFTER 13 YEARS OF PATROLLING ONOWAY A TRADITION ENDS, I WILL MISS WORKING THERE, AND IT IS A SAD DAY FOR ME TODAY. I WISH ONOWAY COUNCIL ALL THE BEST IN THE FUTURE. CHEERS EVERYONE.

54

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: June 6, 2019 9:14 PM
To: 'Debbie Giroux'
Subject: FW: CN celebrates 100 years - June 6, 2019
Attachments: CN Day-En.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Deb – info for our next meeting

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

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: Sean Finn <sean.finn@cn.ca>
Sent: June 6, 2019 8:36 AM
To: cao@onoway.ca
Subject: CN celebrates 100 years - June 6, 2019

Dear Director Wildman:

Today CN proudly marks its 100th anniversary. CN was created by an Act of Parliament in Canada on June 6, 1919 and has since contributed continuously to North America's economy and prosperity.

To mark CN's 100th anniversary and, more importantly, to demonstrate CN's commitment to having a positive impact in every community where our employees and retirees live and work, every June 6 going forward will be referred to as CN in Your Community Day.

On that day, CN employees, retirees, and their families, along with our customers and partners, will be encouraged to donate time to any organization that has a direct and tangible impact in their community.

To learn more about CN's 100th anniversary, I would like to share with you the attached press release.

Sincerely,

(55)

Sean



Sean Finn

VP exécutif, Services corporatifs et chef de la direction des Affaires juridiques
Executive VP Corporate Services and Chief Legal Officer
T: 514-399-8100



Celebrating 100 years

NEWS RELEASE

June 6, 2019 - CN Celebrates 100 Years

OTTAWA, June 6, 2019 —CN (TSX: CNR) (NYSE: CNI) proudly marks its 100th anniversary today. CN was created by an Act of Parliament in Canada on June 6, 1919, and has since contributed continuously to Canada’s economy and prosperity. CN’s anniversary will be marked today in the Parliament of Canada through member statements in the House of Commons and in the Senate. CN also hosted a Gala for stakeholders in Ottawa featuring the Confederation Players, a Prince Edward Island-based troupe of costumed, young, bilingual Canadian actors trained to re-enact the Fathers and Ladies of Confederation.

Through its evolution over the years — from a Federal Crown Corporation for 75 years to its privatization in 1995 — CN is the railway that uniquely spans North America from Eastern Canada to Western Canada to the Gulf of Mexico. For 100 years, CN has been serving Canada’s economy, from building the country to now moving over \$250 billion worth of its customers’ goods annually. If you eat it, use it or drive it, chances are that CN moves it.

A hundred years ago, railroads like CN were at the forefront of pioneering changes to transportation to the benefit of the country. That pioneer spirit continues as CN railroaders constantly seek to innovate in how to move goods across North America more efficiently using new technologies.

“We are proud of what we have accomplished at CN over the past 100 years. On this very historic day, we think back to what our predecessors accomplished for CN and for their communities, and we look confidently to the future where CN will continue to be a leader in safety and technology and by transporting the goods the world needs and consumes more efficiently through our world-class supply chains,” said JJ Ruest, president and chief executive officer of CN. “We encourage our employees, retirees and their families to mark our anniversary in the best way possible—by giving their time to a worthy organization in their community. We would like to take this opportunity to thank our CN employees and retirees for all their efforts over the years in getting us to where we are today.”

CN also announced a new program targeted at fostering employee civic engagement. In addition to the existing Railroader in Your Community Program, where CN donates up to \$1000 to organizations in the names of every CN employee or retiree that does volunteer work, CN employees and retirees, and their families, along with CN customers and partners, will be encouraged to donate time to an organization of their choice that has a direct and tangible impact in their community. This initiative will take place as the *CN in Your Community Day* every June 6 going forward—not only to mark the company’s anniversary, but more importantly, to demonstrate CN’s commitment to have a positive impact in every community where its employees and retirees live and work.

“CN’s history is closely tied to Canada’s economic and social development, and now to that of North America,” said Robert Pace, chairman of CN’s board of directors. “I am pleased that CN continues its efforts to play an important and positive role in our communities with safety at the

heart of its values. It's great to see what CN's employees and retirees have accomplished in the last 100 years and what they will continue to do as they continue to innovate in the future."

As 2019 marks the 75th anniversary of D-Day and as CN played an important role in moving Canadian troops and military equipment in our war efforts, CN's first targeted volunteer event during CN in Your Community Day will be to support Canada's veterans. Many Canadian soldiers traveled on CN trains on their way for overseas deployment. CN employees will be visiting 250 veterans at the Perley & Rideau Veterans Health Center in Ottawa.

For CN's 100th anniversary, the Company will tour parts of North America with *CN 100: A Moving Celebration*. The moving interactive container village celebrates the people, history and future of CN along with the communities along CN's network. In each city where the festivities will occur, CN will also create a Community Board of community leaders to guide its Stronger Communities Fund decisions and strengthen community partnerships. The Company will also plant commemorative forests of 100 mature trees as a legacy gift for the host cities. To find out more about the CN 100 celebrations, please visit www.CN100.ca.

- 30 -

Contacts:

Media

Jonathan Abecassis
Senior Manager
Media Relations, CN
514-399-7956

Investors

Paul Butcher
Vice-President
Investor Relations, CN
514-399-0052

**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
March 27, 2019
Pleasant View, Mayerthorpe, AB
1:00 p.m.**

1. Call to Order- 12:59 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Pat St. Hilaire, Daryl Weber, and Sylvia Bonnett.

Absent: Ray Hilts, Bernie Poulin, & Ann Morrison.

Staff: Dena Krysik –CAO, Betty Gale –Recording Secretary

Guests: Tom Gee, Rae-Lee Doll - RSM Canada (Formerly Collins Barrow)

2. Approval of Agenda

Board Member Pat St. Hilaire moves:

**Motion #19-021: To approve the Agenda as amended.
9b. Alberta Health Services**

Carried

3. Minutes

Board Member Sylvia Bonnett moves:

Motion #19-022: The Board approves the February 27, 2019 Board meeting minutes as amended.

Carried

4. Financial Reports

Board Member Sylvia Bonnett moves:

Motion #19-023: The Board approves the Financial Report at January 31, 2019 as presented.

Carried

Board Member Daryl Weber moves:

Motion #19-024: The Board approves a 1% Cost of Living Adjustment for all Lac Ste. Anne Foundation Employees effective April 1, 2019.

Carried

5. New/Other Business

Board Member Sandy Morton moves:

Motion #19-025: The Board accepts the 2018 External Certificate of Recognition (COR) Action Plan as presented.

Carried

Board Member Sandy Morton moves:

Motion #19-026 The Board directs Chief Administration Officer to apply to the Toronto Dominion Bank to increase the amortization period our current loans 880249T and 903785T by 10 years pending input from Board members not currently present.

Carried

6. Policy Review

Board Member Pat St. Hilaire moves:

Motion #19-027: The Board approves the Joint Health & Safety Committee Terms of Reference as presented and that Health and Safety committees in each Lodge Site be established immediately.

Carried

7. Year End Audit Presentation – RSM Canada (Formerly Collins Barrow)

Board Member Daryl Weber moves:

Motion #19-028: The Board approves the 2018 draft Year End Audit Report pending changes for the Foundation and Management Agency as presented by Audit team from RSM Canada.

Carried

6. Policy Review- Con'd

Board Member Pat St. Hilaire moves:

Motion #19-029: The Board approves the Employer Commitment Letter to the Lac Ste. Anne Foundation Health & Safety Program as presented.

Carried

Board Member Sylvia Bonnett moves:

Motion #19-030: The Board has reviewed and approved the LSAF Emergency Response Plan as presented.

Carried

8. Information Items

Board Member Daryl Weber moves:

Motion #19-031: The Board accepts agenda items 8a to 8d. for the March 27, 2019 meeting as information.

Carried

9. In Camera

Board Member Pat St. Hilaire moves:

Motion #19-032: The Board moves to go in camera at 4:03 p.m...

Carried

Board Member Daryl Weber moves:

Motion #19-033: The Board moves to come out of camera at 4:38 p.m...

Carried

10. Date, Place & Time of Next Meeting

All Board Members moves:

Motion #19-034: The Board moves that the next board meeting will be held on April 24, 2019 at Spruce View Lodge in Whitecourt at 1:00 p.m.

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 4:40 p.m.

Chairperson

Date

Chief Administrator Officer

Date



This form is to be submitted by municipal and intermunicipal library boards serving fewer than 10,000 people. Boards serving more than 10,000 people may submit this form or their own budget document.

Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements (or your financial report) from the previous year and your signed grant application form by mail, fax or email to:

Alberta Municipal Affairs
Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594
mari.scott@gov.ab.ca

Budget requirements are set out in Section 8 of the *Libraries Act*:
http://www.municipalaffairs.alberta.ca/public_library_legislation.cfm

2019 Budget

Budget approved by library board as authorized by:

Legal name of library board: ONOWAY LIBRARY BOARD

Print name: LORNE OLSVIK Position: CHAIR

Signature: 

Date budget approved by board: MAY 27, 2019

Original, emailed or faxed copies are accepted

(62)

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2019
Projected cash balance at beginning of year, January 1		
01	Cash on hand	\$130.00
02	Total in current bank accounts	\$2,929.66
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)	\$3,059.66
Government contributions		
07	Local appropriation (contribution from your council to the operation of library)	\$10,000.00
08	Provincial library operating grant	\$8,500.00
Other government contributions		
09	Directly from neighbouring municipality (e.g. village, town, county, municipal district)	\$45,590.00
10	Directly from Improvement District/Summer Village	\$5,100.00
11	Cash transfer from another municipal library board	\$16,550.00
12	Cash transfer from library system (do not include system book allotment)	
13	School board, FCSS	\$3,800.00
14	Employment programs (e.g. STEP, Canada Summer Jobs)	
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	\$5,400.00
15a		
15b		
15c		
Other revenue		
16	Book sales	
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$7,000.00
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	\$3,000.00
18b	Fines	\$1,000.00
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	\$3,000.00
22	GST refund	
23	Interest	
24	Transfers from reserve accounts	
25	Other income (please list)	
25a		
25b		
25c		
26	TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)	\$108,940.00
27	TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$111,999.66

ESTIMATE OF EXPENDITURE		Budget 2019
Staff		
28	Salaries, wages and benefits	\$51,500.00
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	\$1,200.00
32	Travel and hospitality (staff)	\$1,000.00
33	TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 32)	\$53,700.00
Library resources		
34	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on line 59)	
35	Periodicals and newspapers	\$500.00
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	
38	TOTAL PROJECTED LIBRARY RESOURCES (add lines 34 to 37)	\$500.00
Administration		
39	Audit and/or annual financial review	\$750.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	
41	Equipment rentals and maintenance	\$3,500.00
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$100.00
44	Library supplies (incl. binding & repair)	
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	\$290.00
46	Postage and box rental	
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	
48	General office supplies (incl. stationery, printing and copier supplies)	\$1,500.00
49	Telephone and telecommunications (incl. internet connections)	
50	Program expenses	\$11,000.00
51	Other expenses	\$5,400.00
52	TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 39 to 51)	\$22,540.00

ESTIMATE OF EXPENDITURE (cont'd)	Budget 2019
Building costs	
53 Insurance	\$2,200.00
54 Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$3,700.00
55 Utilities	\$2,100.00
56 Occupancy costs (e.g. share of building costs in joint-use buildings)	
57 Rent	\$19,200.00
58 TOTAL PROJECTED BUILDING EXPENSES (add lines 53 to 57)	\$27,200.00
Transfer payments	
59 Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.)	
59a	
59b	
59c	
59d	
59e	
59f	
60 Contract payments to library societies (please list)	
60a	
60b	
60c	
60d	
61 TOTAL PROJECTED TRANSFER PAYMENTS (add lines 59 and 60)	
62 TOTAL PROJECTED OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$103,940.00
63 Loan interest and payments	
64 Transfer to other accounts (i.e., capital, operating reserves)	\$5,000.00
Capital expenditures	
65 Building repairs and renovations (e.g., roof, carpet, partitions)	
66 Furniture and equipment (incl. computer hardware)	
67 Other (please list)	
67a	
67b	
68 TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 65 to 67)	
69 TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 62, 63, 64, 68)	\$108,940.00

Projected cash balance at end of reporting year	
70 Cash on hand	
71 Total in current bank accounts	
72 Total in savings accounts	
73 Term deposits	
74 Other committed funds (e.g. trusts and bequests, reserves, capital)	
75 TOTAL PROJECTED CASH ON HAND (add lines 70 to 74)	
76 TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 69 and 75)	\$108,940.00

Please continue on to page 5 if your municipality will make any payments on behalf of the library board.
Please have the Municipal Administrator fill out page 5.

Direct Payments - Budget

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is anticipated to be paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's budget. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2019
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
c. Insurance	
d. Utilities	
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a. to g.)	\$ -
Other expenditures to be paid by municipality	
i. Debenture interest and principal	
j. Capital or special grants (one-time grants)	
k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	\$10,000.00
L. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to k.)	\$ 10,000.00

I, Wendy Wildman, Administrator

of Town of Onoway
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

Onoway Public Library
(legal name of library board)

Print Name: Wendy Wildman

Signed: [Signature]

Date: June 10, 2019

66



This form is to be submitted by municipal and intermunicipal library boards serving fewer than 10,000 people. Boards serving more than 10,000 people may submit this form or their own financial review.

Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail, fax or email to:

**Alberta Municipal Affairs
Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594
mari.scott@gov.ab.ca**

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

http://www.municipalaffairs.alberta.ca/public_library_legislation.cfm

2018 Statement of Receipts and Disbursements

Original, emailed or faxed copies are accepted

67

Financial Review

TOWN OF ONOWAY LIBRARY BOARD
Legal name of Library Board*

*The name must match the legal Library Board name on the grant application form

Completed by Financial Reviewer:

Print Name: Robin Murray

Signature: *R Murray*

Date: June 10, 2019

Signature of person/firm approved as Financial Reviewer as per Section 9 of the *Libraries Act*

RECEIPTS FOR YEAR		Reporting Period 2018
Cash balance at beginning of year, January 1		
01	Cash on hand	\$130.00
02	Total in current bank accounts	\$2,468.67
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$2,598.67
Government contributions		
07	Local appropriation (contribution from your council to the operation of library)	\$5,000.00
08	Provincial library operating grant	\$8,503.00
Other government contributions		
09	Directly from neighbouring municipality (e.g. village, town, county, municipal district)	\$43,088.51
10	Directly from Improvement District/Summer Village	\$1,393.30
11	Cash transfer from another municipal library board	\$18,543.50
12	Cash transfer from library system (do not include system book allotment)	
13	School board, FCSS	
14	Employment programs (e.g. STEP, Canada Summer Jobs)	
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a	<u>FCSS</u>	\$7,090.15
15b	<u>Friends of Library</u>	\$7,000.00
15c	<u>Alexis Reserve Grant</u>	\$408.00
Other revenue		
16	Book sales	\$2,693.82
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	\$3,129.00
18b	Fines	\$766.60
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	\$2,839.17
22	GST refund	\$185.38
23	Interest	
24	Transfers from reserve accounts	
25	Other income (please list)	
25a	<u>Lac Ste Anne County Purchase of Projector</u>	\$1,250.00
25b	<u>YRL</u>	\$2,845.39
25c		
26	TOTAL CASH RECEIPTS (add lines 07 to 25)	\$104,735.82
27	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$107,334.49

(69)

CASH DISBURSEMENTS FOR YEAR		Reporting Period 2018
Staff		
28	Salaries, wages and benefits	\$72,487.24
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	\$1,170.54
32	Travel and hospitality (staff)	\$903.47
33	TOTAL STAFF EXPENSE (add lines 28 to 32)	\$74,561.25
Library resources		
34	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on line 59)	\$3,351.04
35	Periodicals and newspapers	
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	
38	TOTAL LIBRARY RESOURCES (add lines 34 to 37)	\$3,351.04
Administration		
39	Audit and/or annual financial review	\$205.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	
41	Equipment rentals and maintenance	\$3,123.00
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$92.72
44	Library supplies (incl. binding & repair)	
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	\$302.75
46	Postage and box rental	
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$10,715.94
48	General office supplies (incl. stationery, printing and copier supplies)	\$4,262.72
49	Telephone and telecommunications (incl. internet connections)	
50	Other materials and supplies	
51	Other expenses	\$521.50
52	TOTAL ADMINISTRATION EXPENSE (add lines 39 to 51)	\$19,223.63

70

CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2018
Building costs		
53	Insurance	\$1,488.94
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$3,697.50
55	Utilities	\$2,069.62
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	
57	Rent	\$19,200.00
58	TOTAL BUILDING EXPENSE (add lines 53 to 57)	\$26,456.06
Transfer payments		
59	Transfer to other library boards (please specify boards : may include municipal or library system boards for membership fees, etc.)	
59a		
59b		
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
61	TOTAL TRANSFER PAYMENTS (add lines 59 and 60)	
62	TOTAL OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$123,591.98
63	Loan interest and payments	
64	Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures		
65	Building repairs and renovations (e.g., roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)	
67	Other (please list)	
67a		
67b		
68	TOTAL CAPITAL EXPENDITURE (add lines 65 to 67)	
69	TOTAL CASH DISBURSEMENTS (add lines 62, 63, 64, 68)	\$123,591.98

Cash balance at end of reporting year		
70	Cash on hand	
71	Total in current bank accounts	\$2,929.66
72	Total in savings accounts	
73	Term deposits	
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	
75	TOTAL CASH ON HAND (add lines 70 to 74)	\$2,929.66
76	TOTAL CASH ACCOUNTED FOR (add lines 69 and 75)	\$126,521.64

Summary of cash receipts and disbursements statement

For the year ended December 31, 2018

	Reporting Period 2018
Total cash receipts for the year (from line 26)	\$104,735.82
SUBTRACT Total cash disbursements for the year (from line 69)	\$123,591.98
Net cash increase or (decrease) from operations	(\$18,856.16)
ADD Total opening cash on hand and in bank (from line 6)	\$2,598.67
TOTAL CLOSING CASH ON HAND IN BANK (from line 75)	(\$16,257.49)

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2018
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
c. Insurance	
d. Utilities	
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)	\$ -
Other expenditures paid by municipality	
i. Debenture interest and principal	
j. Capital or special grants (one-time grants)	
k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	
L. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to k.)	\$ 5,000.00

I, WENDY WILDMAN, Administrator
of TOWN OF ONOWAY (name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the
ONOWAY PUBLIC LIBRARY (legal name of library board)

Print name: Wendy Wildman

Signed: [Signature]

Date: Nov 10, 2019

LINDGREN'S BOOKKEEPING & TAX SERVICES
P.O. BOX 1431
ONOWAY, ALBERTA, T0E 1V0
780-238-6568

NOTICE TO READER

I have compiled the Balance Sheet of The Onoway Library Board as at December 31, 2018, and the Statement of Income and Earnings for the period of January 1, 2018 to December 31, 2018, from information provided by management. I have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

Wendy Lindgren

THE ONOWAY LIBRARY BOARD

**FINANCIAL STATEMENTS
(unaudited)**

FOR THE YEAR ENDED DECEMBER 31, 2018

CONTENTS

	Page
Balance Sheet	1
Schedule of Property and Equipment	2
Statement of Income and Retained Earnings	3 - 4

THE ONOWAY LIBRARY BOARD

FINANICAL STATEMENTS

(unaudited)

FOR THE YEAR ENDED DECEMBER 31, 2018

**PREPARED BY 590575 ALBERTA LTD.
OPERATING AS LINDGREN'S BOOKKEEPING & TAX SERVICES
P.O. BOX 1431
ONOWAY, ALBERTA
T0E 1V0
780-238-6568**

THE ONOWAY LIBRARY BOARD

1

BALANCE SHEET
(unaudited)

AS AT DECEMBER 31, 2018

ASSETS

	<u>2018</u>
Current Assets	
Cash	\$ 3,059.66
GST Receivable	<u>\$ 557.14</u>
Total Current Assets	\$ 3,616.80
Capital Assets	
Equipment	<u>\$ 41,655.63</u>
Total Capital Assets	\$ 41,655.63
TOTAL ASSETS	\$ 45,272.43

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 2,969.83
Loan Payable	<u>\$ 12,000.00</u>
Total Current Liabilities	\$ 14,969.83
TOTAL LIABILITIES	\$ 14,969.83

EQUITY

Equity	
Opening Balance Equity	\$ 44,856.08
Retained Earnings - Previous Year	\$ 4,488.26
Current Earnings	<u>\$ -19,041.74</u>
TOTAL EQUITY	\$ 30,302.60
TOTAL LIABILITIES & EQUITY	\$ 45,272.43

(77)

THE ONOWAY LIBRARY BOARD
SCHEDULE OF PROPERTY & EQUIPMENT
(unaudited)

As At December 31, 2018

Property and Equipment

Equipment 20%

2018

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>
Equipment	<u>\$ 53,147.31</u>	<u>\$ 11,491.68</u>	<u>\$ 41,655.63</u>
	<u>\$ 53,147.31</u>	<u>\$ 11,491.68</u>	<u>\$ 41,655.63</u>

THE ONOWAY LIBRARY BOARD

INCOME STATEMENT
(unaudited)

JANUARY 01, 2018 to DECEMBER 31, 2018

INCOME

	<u>2018</u>
#3 Grant - LSAC Lib. Municipal	\$ 16,543.50
#4 Grant - LSAC Library Grant	2,000.00
#5 Grant - LSAC Operating	43,088.51
#6 Grant OPL Municipal Affairs	8,503.00
#7 Grant Town of Onoway	5,000.00
Book Fines	766.60
Cardholder Fees	3,129.00
Donations	1,918.82
Grant - FCSS	7,090.15
Grant - Miscellaneous	4,503.39
Grant - S.V. Service Grant	1,393.30
Office Services	2,839.17
Miscellaneous Income	<u>7,775.00</u>
TOTAL INCOME	\$104,550.44

EXPENSES

Advertising	\$ 521.50
Bad Debts Expense	0.20
Bank Charges & Interest	6.69
Building Maintenance/Cleaning	3,697.50
Collection	3,351.04
Computer/Copier	5,780.60
Conferences & Workshops	1,170.54
GST Expense	371.76
Insurance	1,368.67
Interest Expense	86.03
Membership/Licenses	302.75
Office Expenses	1,605.12
Professional Fees - Accounting	205.00
Program Expenses	
Grant Expenditure - Alexis Rese	396.01
Grant Expenditure - FCSS	6,393.47
Grant Expenditure - LSA	1,737.91
Other Program Expenses	1,816.79
Rent	19,200.00
Telephone/Internet	2,069.62
Travel	903.47

(79)

Wages	65,927.01
Wage Source Deductions	3,577.63
Wages - AMSC Benefits	2,982.60
WCB Expense	<u>120.27</u>

TOTAL EXPENSES \$123,592.18

NET INCOME \$ - 19,041.74

Thank you very much for your support of our "What Women Want" fundraisers. It is through donations like yours that made it a success!

Albertha Beach AG Society



Development Services
for
TOWN OF ONOWAY

Box 2945, Stony Plain, AB., T7Z 1Y4
Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

June 17, 2019

File: 15SUB03-24

Box
Onoway, Alberta
T0E 1V0

Select Engineering Consultants
Suite 100, 17413 – 107 Ave NW
Edmonton, Alberta
T5S 1E5

**Re: Request for subdivision time extension
Plan 4114 TR, Block A : 4602 – 47th Avenue
Town of Onoway**

In response to your request of June 17, 2019, the Subdivision Authority for the Town of Onoway has reviewed your request for a Time Extension and has approved the request. You will now have until June 26, 2020 to meet the conditions of approval, have the final plan endorsed by the Subdivision Authority, and have the plan registered at the Land Titles Office for Alberta North.

Please Note:

- This Extension does not change any of the condition of the original approval. (Please see original approval for conditions)
- This Extension does not guarantee the approval of any further Extension requests.

If you have any questions or concerns, please feel free to contact the Development Officer at (780) 718-5479.

Sincerely,

Tony Sonleitner, Development Officer, Town of Onoway
cc: C.A.O., Town of Onoway

Wendy Wildman

From: pcm1@telusplanet.net
Sent: June 17, 2019 10:16 AM
To: 'Eric Sehn'
Cc: 'Wendy Wildman'
Subject: RE: Subdivision File 15SUB03-24
Attachments: 15SUB03-24 Time Extension to June 26, 2020.pdf

June 17, 2019

Select Engineering Consultants
Suite 100, 17413 – 107 Avenue NW
Edmonton AB T5S 1E5
Attention: Eric Sehn, Planner

Dear Mr. Sehn:

Find attached your requested time extension for Subdivision Approval 15SUB03-24. You now have until June 26, 2020 to complete the conditions of approval of that Subdivision Approval.

Regards,

Tony Sonnleitner, Development Officer, Town of Onoway
(780) 718-5479

CC. Wendy Wildman, CAO

From: Eric Sehn <esehn@selecteng.ca>
Sent: June 17, 2019 9:28 AM
To: pcm1@telusplanet.net
Subject: Subdivision File 15SUB03-24

Hi Tony,

Subdivision file 15SUB03-24, within Block A, Plan 4114 TR (Westporte Properties) was approved on June 26, 2015. A time extension will be required to extend this subdivision to June 26, 2020. Please let me know if there is any fee and/or an application to submit to the Town of Onoway.

Should you have any questions please let me know

Thanks

Eric Sehn,

83

Planner

D: 587 773 7639 E: esehn@selecteng.ca

Select Engineering Consultants

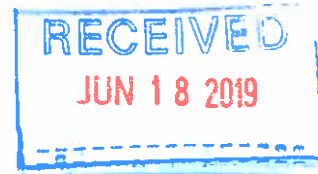
Suite 100, 17413 – 107 Avenue NW, Edmonton AB T5S 1E5

T: 780 651 5777 F: 780 651 5757 selecteng.ca

Info
- put on
website
now on
board

June 14, 2019

Ms. Wendy Wildman
Chief Administrative Officer
Town of Onoway
PO Box 540
Onoway, AB T0E 1V0



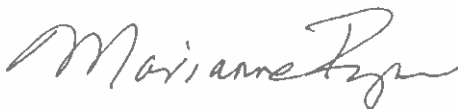
Dear Ms. Wildman:

As you may know, the Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*. It is our aim to promote fairness through education and awareness, and by fostering collaborative working relationships with local governments and the people affected by its decisions.

We have revised our printed media and we would like to keep you informed. The information may be of assistance to you and your staff in referring individuals to our office.

Enclosed are copies of our brochures and a poster. It would be appreciated if you would display these items in a public area to provide an awareness of our services. Should you require additional brochures or posters, please email us at info@ombudsman.ab.ca.

Sincerely,



Marianne Ryan
Alberta Ombudsman

Note: Any materials prepared as a result of a complaint submitted to the Ombudsman, including the complaint itself, and any material produced by the Ombudsman, such as this letter, cannot be used in any other proceedings, including before a board or court. This applies whether you or the Ombudsman have possession of any of these materials.

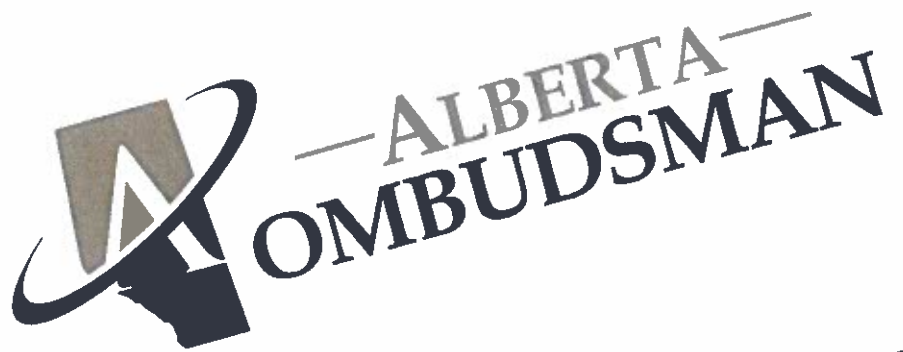
ACH/lja
Enclosures

www.ombudsman.ab.ca

Calgary: 801 - 6 Avenue SW, Suite 2560 Calgary, AB T2P 3W2 | P: 403.297.6185 F: 403.297.5121
Edmonton: 9925 - 109 Street NW, Suite 700 Edmonton, AB T5K 2J8 | P: 780.427.2756 F: 780.427.2759
Toll free: 1.888.455.2756 | Email: info@ombudsman.ab.ca

85

We are here to help.



The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

 Your voice
of fairness.

Integrity. Respect. Accountability. Independence.

We can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

If you have a complaint about an administrative decision that you feel is unfair and you have exhausted all available avenues of review or appeal, contact us.

www.ombudsman.ab.ca

Email: info@ombudsman.ab.ca
Twitter: @AB_Ombudsman
Toll Free: 1.888.455.2756

Edmonton
9925 - 109 Street NW, Suite 700
Edmonton, Alberta T5K 2J8
Phone: 780.427.2756

Calgary
801 - 6 Avenue SW, Suite 2560
Calgary, Alberta T2P 3W2
Phone: 403.297.6185

(86)

Our Mission

The Alberta Ombudsman provides oversight to ensure fair treatment through independent investigations, recommendations and education for all Albertans.

Our Values

Integrity. Respect. Accountability. Independence.

We also value a working environment that embraces diversity, fosters personal and professional growth, collaboration and innovation.

Our Role

The Ombudsman:

- Is an independent Officer of the Legislative Assembly
- Does not report to any Minister, Executive Council or other individual
- Provides impartial and objective, third-party oversight
- Makes recommendations to improve decisions and/or decision-making processes



Get in Touch

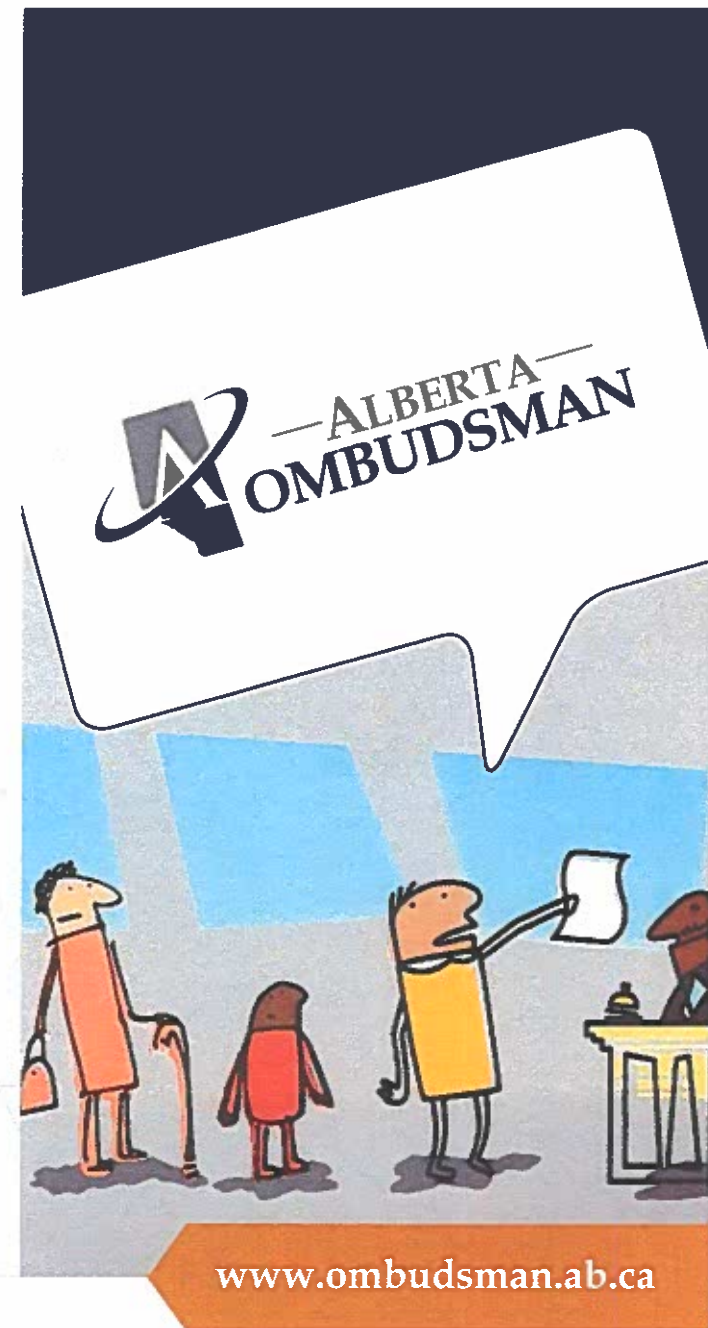
Edmonton Office:

9925 - 109 Street NW, Suite 700
Edmonton, Alberta T5K 2J8
Phone: 780.427.2756
Fax: 780.427.2759

Calgary Office:

801 - 6 Avenue SW, Suite 2560
Calgary, Alberta T2P 3W2
Phone: 403.297.6185
Fax: 403.297.5121

Toll free: 1.888.455.2756
Email: info@ombudsman.ab.ca
Website: www.ombudsman.ab.ca
Follow us on Twitter: @AB_Ombudsman



Your voice
of fairness.
(87)

The Alberta Ombudsman is the office of last resort. If you have completed all available appeals and exhausted all available reviews, you may register a complaint with our office.

www.ombudsman.ab.ca

Our Jurisdiction

The Ombudsman can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

The Ombudsman cannot investigate:

- Decisions made by the Federal government
- Members of the Legislative Assembly
- Federal or municipal police forces
- Decisions made by universities or schools
- Decisions made by the courts
- Private businesses or private matters

Making a Complaint

HERE'S HOW

- 1 Complete our online complaint form at www.ombudsman.ab.ca or submit your complaint in writing should you not have access to the internet
- 2 Provide specific information about your complaint, your name and contact information (address, telephone number, email, etc.)
- 3 Identify in your complaint the name of the department, agency or organization you are complaining about; include names and titles of the individuals you have dealt with
- 4 Explain what you have done to resolve the problem and why you feel you were treated unfairly
- 5 Describe the result or outcome that you seek
- 6 Provide a copy of the final decision or latest correspondence you received to help us understand your complaint

Complaint Received

Once the complaint has been received, the Ombudsman will review the information and determine if an investigation is warranted.

If your complaint is accepted, we will:

- Contact you and discuss your complaint
- Contact the department, agency, or designated professional organization and provide them an opportunity to respond
- Advise of the outcome of any investigation to the appropriate department, agency, or designated professional organization involved and
- Provide you with a letter explaining the final outcome of our investigation

The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

If you are unsure if your complaint falls within the Ombudsman's jurisdiction, please contact us for further information. The Ombudsman is open, approachable and responsive to questions and concerns of Albertans seeking our assistance.

