

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, APRIL 16, 2020 IN THE COUNCIL CHAMBERS
OF THE ONOWAY CIVIC OFFICE AT 9:30 A.M.**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- as is, or with additions or deletions

3. ADOPTION OF MINUTES – n/a

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS – n/a

7. ACTION ITEMS

- Pg 1
- a) Coronavirus Preparation/Update – Standing item - further to the March 16, 2020 Special Council meeting, Council did support: closure of the administration office to the general public until further notice 1) March 31, 2020 letter from Honourable Lois Mitchell, Lieutenant Governor, expressing gratitude to municipalities for response during the COVID-19 crisis. (*for discussion and direction of Council at meeting time*)

Pg 2-7

b) Tax Collection Structure for 2020 – Further to the previous conversation at the March 19 and April 2, 2020 meetings, Administration asks that Council confirm the tax due date and penalty structure: The Alberta Municipal Affairs Spring 2020 Report on Non-Residential Property Tax Deferral Guidelines is attached.

1. Tax due date (currently scheduled for June 30, 2020; change to September 30), and:

2. Tax Penalty structure which currently is: July 1– 10% current levy; August 1 – 2% current levy; September 1 – 2% current levy; October 1 – 2% current levy; November 1 – 2% current levy; December 1 – 2% current levy; January 1 – 15% all outstanding taxes. Do we make it 16% on October 1 if Council approves the September 30 deadline? *(for discussion and direction of Council at meeting time)*

c) Draft Operating and Capital Budgets for 2020 – Administration is finalizing the draft capital and operating budgets and additional information will be provided at meeting time. *(for discussion and direction of Council at meeting time)*

d) Sturgeon River Watershed Management Plan 2020 – The Plan is a separate attachment to the Council Package. Participating municipalities are being asked by the Sturgeon River Watershed Alliance (SRWA) to review the Plan. *(to accept for information; resolve to work collaboratively with other municipalities and SRWA to implement the Plan)*

e)

f)

g)

8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

- c) Councillor's Reports (x 3)
- d) CAO Report
 - Agricultural Society – Water Consumption
 - Alberta Municipal Affairs – Shovel Ready Projects
- e) Public Works Report

9. INFORMATION ITEMS

Pg 8-9a) Community Futures Yellowhead East – April 14, 2020 email regarding free coaching they are providing for businesses to navigate COVID 19

Pg 10-12 b) Pitch In Week – No date will be set for 2020. Our supplies have arrived and if an opportunity doesn't arise to use them this year, the Town is asked to keep those supplies on hand for next year

Pg 13-14 c) Towns West Alberta Urban Municipalities Association (AUMA) Update – April 9, 2020 email from Fayrell Wheeler, Councillor, Town of Drayton Valley

Pg 15 d) Alberta First Responders Radio Communications System (AFRRCS) – April 7, 2020 letter from Karen St. Martin, Chief Administrative Officer, Town of Mayerthorpe, advising that the Third Party Agreement between Mayerthorpe and the Town of Onoway is terminated immediately as Third Party Agreements are not permitted

e)

f)

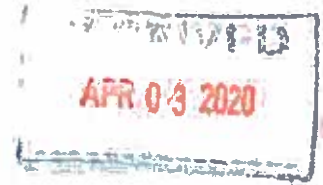
g)

10. CLOSED SESSION – n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|---|-----------|
| - May 7, 2020 – Regular Council Meeting | 9:30 a.m. |
| - May 21, 2020 – Regular Council Meeting | 9:30 a.m. |
| - June 4, 2020 – Regular Council Meeting | 9:30 a.m. |
| - June 18, 2020 – Regular Council Meeting | 9:30 a.m. |
| - July 2, 2020 – Regular Council Meeting | 9:30 a.m. |
| - July 16, 2020 – Regular Council Meeting | 9:30 a.m. |



Office of the Lieutenant Governor of Alberta
3rd Floor, Legislature Building
10800 - 97 Avenue
Edmonton, Alberta, Canada T5K 2B6

March 31, 2020

Dan Rude
Chief Executive Officer
Alberta Municipal Place
300, 8616 - 51 Avenue
Edmonton, AB
T6E 6E6

Dear Dan:

As Her Majesty the Queen's representative in Alberta, I would like to offer my sincere gratitude to the dedicated municipal leaders who are working hard across our province to respond to the COVID-19 pandemic. If possible, I would ask that you please share this message with your members.

I have nothing but respect for the elected officials and municipal government workers who are on the front lines of this emergency in communities across Alberta. I know that everyone is contributing the best of their energy, innovation and collaborative spirit to this crucial work. I also know that those great Albertan traits will carry us successfully through this challenging time. Your fellow Albertans truly appreciate the long hours, stresses and personal sacrifices that come with your duties. I ask that you please take time to care for yourselves as you work to ensure that we are all safe and well cared for.

Again, please accept my heartfelt thanks for your inspiring service and your essential contributions to our province.

Sincerely yours,

Lois E. Mitchell, CM, AOE, LLD
Lieutenant Governor of Alberta

Non-Residential Property Tax Deferral Guidelines

Spring 2020



Non-Residential Property Tax Deferral Guidelines
Municipal Affairs
Spring 2020
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Non-Residential Property Tax Deferral

Program Purpose

In order to alleviate acute liquidity concerns anticipated as a result of COVID-19, government has asked municipalities to provide a six month deferral of non-residential education property tax or a combined municipal and education property tax deferral that is effectively equivalent to a six month deferral of education property tax. Creating liquidity for non-residential property owners will help keep more businesses viable, able to meet payroll obligations, and to continue to employ as many Albertans as possible.

Municipalities are encouraged to consider similar programs to defer the municipal portion of business property taxes to further support local businesses. The combined effort would mean businesses are able to retain the cash normally used to pay property taxes to assist in maintaining liquidity in these difficult economic times.

How will it work?

There are two acceptable approaches to implementing the property tax deferral:

Approach 1: Defer six-months' worth of education property tax.

The required payment of the education portion of non-residential property tax is deferred for six-month period, from April 1 to September 30. Municipalities are not obligated to defer any municipal property tax.

Approach 2: Implement a combined municipal and education property tax deferral that is effectively equivalent to deferring six months' worth of property tax.

The required payment of the total non-residential property tax, both the education and municipal portion, is deferred beyond the tax penalty date to provide an immediate deferral of all property taxes in lieu of a full six month deferral of only the education portion.

Education Property Tax - Collection

Municipalities are strongly encouraged to implement flexible payment plans for non-residential property owners unable to pay fully in 2020. At the same time, those businesses in a strong financial position that are capable of paying their taxes in full are strongly encouraged to do so to minimize the cash flow challenges facing municipalities.

Acknowledging that the challenging economy means that some municipalities may not be able to collect education property tax from all non-residential property taxpayers by the end of the year, the province will consider whether a broader education tax deferral or forgiveness program, similar to the Provincial Education Requisition Credit program, is required.

Education Property Tax – Invoicing

The province will maintain the non-residential education tax requisition amount for each municipality, but will defer invoicing of the non-residential portion to the December 2020 invoice. No amount will be included for the non-residential education property tax requisition on the June and September 2020 invoices. Therefore, the December 2020 invoice will be comprised of the June, September, and December non-residential invoice amount. Municipalities who believe they may be unable to remit the full amount on the December 2020 invoice should contact Municipal Affairs to discuss.

Municipal Tax Deferral

Municipal councils are responsible for determining the parameters of any tax deferral programs respecting municipal property taxes including what classes of assessment are included, what portion of the tax levy is deferred and the timelines for the deferral. Municipalities have existing authority under the *MGA* to defer the collection of property taxes.

Municipal tax due dates are determined by setting the day on which penalties are imposed for non-payment of property taxes. Therefore, municipalities implement tax deferrals by delaying imposing penalties on property taxes. In this way, those that can afford to pay the outstanding taxes can do so any time after the tax notice is received, but have the flexibility of not incurring additional costs due to penalties for non-payment over an extended period of time.

Tax deferral decisions may also impact the collection of seniors' housing requisitions and the designated industrial property requisition. The seniors' housing requisition is due to be paid to the housing management body 90 days after the invoice from the housing management body is mailed, and the designated industrial property requisition is due to be paid to the province 30 days after the municipal tax due date.

Municipal Bylaws

Property tax penalty dates are generally approved by council in one of two ways, through a specific penalties bylaw, or directly in the annual property tax bylaw. To implement tax deferrals, those municipalities with penalties outlined in the annual tax rate bylaw will set the penalty dates in the bylaw in line with the tax deferral program approved by council and one of the options outlined in this document.

For those municipalities with specific tax penalty bylaws, it is recommended that an amending bylaw to the tax penalty bylaw be drafted and approved by council. The amending bylaw would stipulate the deferred tax penalty dates for the 2020 tax year only, again in line with the tax deferral program approved by council and one of the options outlined in this document.

Communications

Municipalities are required to include government messaging as an insert to their tax notice, to inform property taxpayers of their approach to education property tax deferral. This communication will help to assure taxpayers the municipal approach is consistent with the government direction to property tax deferral.

This messaging is available at <https://www.alberta.ca/education-property-tax.aspx>

Municipal Implementation Actions

Municipal Action 1: Amend the relevant municipal bylaw, which imposes penalties on unpaid tax amounts in accordance with council direction, in line with one of the options listed in this document.

Municipal Action 2: Communicate the changes to ratepayers.

Municipal Action 3: Include the provided messaging from the provincial government as an insert or addendum to the property tax notice.

Municipal Action 4: Consider the development of flexible payment plans for non-residential property taxes for those ratepayers unable to make full payment in 2020.

Examples

The following examples would be an acceptable implementation of the program.

The individual taxpayer in these examples is a commercial property owner, holding a property with an assessed value of \$1,200,000. The municipal non-residential property tax rate is \$7.50 per \$1,000 of assessment, and the education non-residential property tax rate is \$3.75 per \$1,000 of assessment. The taxpayer's annual bill is \$13,500, comprised of \$9,000 in municipal taxes and \$4,500 in education taxes.

This taxpayer recognized the current economic situation and cancelled their monthly payment plan, and plans to pay annually.

The municipality's due date deadline is usually set at June 30.

Approach 1: Education Property Tax Deferral Only

- Provides education property tax deferral to September 30.
- Continues to require municipal non-residential property tax to be paid by June 30.
- Provides flexible payment plans for education property taxes not paid by September 30.
- Cumulative deferral is \$4,500 x 3 months = \$13,500.

Sample Taxpayer Implications

Month	April	May	June	July	August	September
Municipal	\$0	\$0	\$9,000	\$0	\$0	\$0
Education	\$0	\$0	\$0	\$0	\$0	\$4,500
Total	\$0	\$0	\$9,000	\$0	\$0	\$4,500

Approach 2: Equivalent Education Property Tax Deferral

- Provides municipal and education property tax deferral to July 30 – a deferral period of 1 month.
- Provides flexible payment plans for education property taxes not paid by July 30.
- Cumulative deferral is \$13,500 x 1 month = \$13,500.
- Because the \$13,500 cumulative deferral of both municipal and education property tax for an additional month past the due date effectively is the same as the deferral of only education property tax for 3 months in Approach 1, Approach 2 is considered equivalent.

Sample Taxpayer Implications

Month	April	May	June	July	August	September
Municipal	\$0	\$0	\$0	\$9,000	\$0	\$0
Education	\$0	\$0	\$0	\$4,500	\$0	\$0
Total	\$0	\$0	\$0	\$13,500	\$0	\$0

Key Contacts

For further information, please contact a Municipal Affairs program advisor toll-free by dialling 310-0000, then 780-422-7125, or by email at taxprogramdelivery@gov.ab.ca.



business coaching training lending



**HAVING TROUBLE
NAVIGATING YOUR WAY?**

Staff are here to help daily, and are familiar with the many **financial supports** becoming available to small & medium-size business, due to COVID-19.

BOOK YOUR FREE COACHING SESSION

Let us help you with strategy

Please Contact Us

780-778-0977

mjones@albertacf.com

yellowheadeast.albertacf.com

Debbie Giroux

From: Ellen Maccormac <emaccormac@albertacf.com>
Sent: April 14, 2020 10:23 AM
To: Ellen Maccormac
Subject: CFYE Coaching
Attachments: Coaching 04.02.20.jpg

Good morning,

As our Community Futures office is readily available to assist business owners through the current economic conditions, attached is an ad we are currently running on social media. We would be so pleased if you could share this with all of your businesses, and online networks.

**LET US HELP YOU WITH STRATEGY
LEARN WAYS TO PIVOT THROUGH COVID-19
RE-DEVELOP YOUR BUSINESS PLAN**

Staff are here to help, and are familiar with the many financial supports becoming available to small & medium-size business, due to COVID-19.

BOOK YOUR FREE COACHING SESSION

Please Contact Us
780-778-0977
mjones@albertacf.com
yellowheadeast.albertacf.com

Many thanks and have a great week,
Ellen

Community Economic Development (CED) Coordinator
Community Futures Yellowhead East
www.yellowheadeast.albertacf.com
W 780.706.3500 C 780.779.8722

Debbie Giroux

From: PITCH-IN Canada <pitch-in@pitch-in.ca>
Sent: April 9, 2020 5:21 PM
To: debbie@onoway.ca
Subject: PITCH-IN Week Postponed due to COVID-19



Dear Volunteers,

First our thoughts are with all those families affected by the COVID-19 pandemic. An immediate thank you to all of you whom are first responders and healthcare workers on the front line diligently working to keep Canadians safe and healthy!

We are experiencing like you an unprecedented situation we have never been in before. While we have experienced PITCH-IN Week delays due to weather disruptions in the past, we have not had to deal with this level of community health crisis as a barrier to our program.

We are therefore asking that all volunteers hold their community based clean up at a date and time that is safe for your community.

There will be no set date for PITCH-IN Week in 2020, and if a time does not arise to participate this year, please feel free to store your materials for next year.

Please do not return any materials to PITCH-IN as our shipping warehouse is closed and unable to accept packages at this time. We have shipped all registered packages as of March 11. However, a few packages were attempted to be delivered by Canada Post but were unable due to COVID-19 closures. Those packages are now being held by Canada Post, notices of delivery have

been given, and we will work with you to track those packages.

For all registrations after March 11, we will not be making any further shipments at this time due to disruptions in our supply chain and the safety and health of our PITCH-IN Team.

All volunteers *waiting to receive biodegradable and compostable clean up bags*, unfortunately we will not be shipping them due to the aforementioned disruptions in our supply chain, and will ship them once restrictions have been lifted.

We are going to monitor the situation and will reconsider opening shipping in August to support Fall clean ups.

If you have any questions please email us at pitch-in@pitch-in.ca or message us through our Facebook page. Our national office is now closed, and we are not monitoring the telephone line at this time.

We want to thank our Sponsor [Tim Hortons](#) for their incredible support of our campaign and volunteers, and for continuing to support Canadian communities and front line health workers.

A huge thank you to all volunteers, coordinators, and organizations during this time for your understanding and patience we wish you health and wellness, and look forwards to working with you in the Fall!

**Stay Safe, all the Best,
The PITCH-IN Team**

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Our mailing address is:
#1-964 Shoppers Row

Campbell River, B.C.

V9W 3Y5

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Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: April 9, 2020 8:25 AM
To: 'Judy Tracy'; 'Lynne Tonita'; 'Pat St.Hilaire'; 'Jeff Mickle'; 'Lisa Johnson'; 'Jason Madge'; 'Penny Frizzell'; 'Shelley Vaughan'; 'Debbie Giroux'
Subject: FW: Towns West AUMA Update

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

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

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From: Fayrell Wheeler <fwheeler@draytonvalley.ca>
Sent: April 8, 2020 8:01 PM
To: 'admin@rainowlake.ca'; 'admin@wembley.ca'; 'ageorget@council.tosr.ca'; 'aparker@falher.ca'; 'bill@townofswanhills.com'; 'bowdenmayor@gmail.com'; 'brian@slavelake.ca'; 'cao@fairview.ca'; 'cao@grimshaw.ca'; 'cao@highprairie.ca'; 'cao@manning.ca'; 'cao@mayerthorpe.ca'; 'cao@mclennan.ca'; 'cao@onoway.ca'; 'cao@town.bowden.ab.ca'; 'cao@townofspiriteriver.ca'; 'cburke@thorsby.ca'; 'cmcateer@highlevel.ca'; 'cparker@peacriver.ca'; 'craigwilson@townofswanhills.com'; 'denise.thompson@grandecache.ca'; 'dkrause@rockymtnhouse.com'; 'dmckenzie@barrhead.ca'; 'donna.buchinski@falher.ca'; 'grathjen@bentleycouncil.ca'; 'grycroft@beaverlodge.ca'; 'helen@eckville.com'; 'info@manning.ca'; 'info@onoway.ca'; 'jackramsden@eckville.com'; 'jim.h@foxcreek.ca'; 'krodberg@calmar.ca'; 'liz.bentley@telus.net'; 'lori@rimbey.com'; 'maryannchichak@whitecourt.ca'; Mayor Kate Potter <mayorpotter@sexsmith.ca>; 'mayor@devon.ca'; 'mayor@edson.ca'; 'mayor@highprairie.ca'; 'mayor@hinton.ca'; 'mayor@valleyview.ca'; 'mayorturnmire@wembley.ca'; 'mfercho@town.jasper.ab.ca'; Michael Doerksen <mayor@draytonvalley.ca>; 'miked@edson.ca'; 'mkoziol@hinton.ca'; 'mtaylor@barrhead.ca'; 'myargeau@townofpenhold.ca'; 'operations@foxcreek.ca'; 'petersmyl@whitecourt.ca'; 'rbinnendyk@townofpenhold.ca'; 'rcard@rainowlake.ca'; 'rick.pankiw@rimbey.com'; 'rireland@town.jasper.ab.ca'; 'rlriger@westlock.ca'; 'rodraymond@thorsby.ca'; 'sandys10@telus.net'; 'smcintyre@sylvanlake.ca'; 'staylor@valleyview.ca'; 't.goulden@stonyplain.com'; 'tburke@rockymtnhouse.com'; 'tkulbisky@devon.ca'; 'tletendre@beaverlodge.ca'; 'tosadmin@sexsmith.ca'; 'ttarpey@peacriver.ca'; 'tyler@slavelake.ca'; 'w.choy@stonyplain.com'; Westlock CAO- Simone <swiley@westlock.ca>; 'wferris@sylvanlake.ca'; Winston Rossouw <wrossouw@draytonvalley.ca>; 'wyachimetz@calmar.ca'
Cc: Tanya Thorn <tthorn@okotoks.ca>; Trina Jones <tjones@legal.ca>
Subject: Towns West AUMA Update

Good Evening Everyone,

I hope this email finds you and your loved ones well! I know everyone's lives feel a bit upside down right now, so I hope you aren't experiencing significant hardships in either your business or personal lives. Albertans, especially those from communities like ours, are a resourceful and resilient people. I believe that by working hard and standing together, we will get through this crisis and come out stronger on the other side.

So far in here in Drayton Valley we've closed our recreation facilities, and then closed public access to playgrounds and the Town office. We've talked with the union about how we can handle this situation and, if things get worse, what our plans are for staffing. We've looked at how we can keep employees on benefits during this difficult period, even if they are not working full time. We recently had our recycling collection company change its policy. It is now diverting all recycling to the landfill. In light of that we paused the collection service in the hopes that people will take their own recycling to the sorting centers that are still open in town. We've temporarily removed everyone's recycling fee on their utility bills. We are about to start into budget and I know things will need to be changed and adjustments will need to be made.

I'm sure your municipality is facing the same challenges. It's important to know that you are not facing this alone. AUMA staff and board have been working hard to identify the best way to serve our members during a global pandemic. As you know, the situation has been changing day by day and it can be hard to keep track. I'd recommend that you follow the updates from President Barry Morishita and in the weekly digest. If you're looking for more Covid-19 information please check the website here: <https://www.auma.ca/covid19>

Convention Resolutions: We've had many responses from government on our AUMA resolutions. Make sure you check the website for updates, which are posted as they become available. If you're considering submitting a resolution for our next convention, the [About Resolutions Page](#) page has the information you need to know. The deadline for submitting a resolution for AUMA's next Convention is May 31.

Summer Municipal Leaders Caucus: If you're interested in hosting the summer Municipal Leaders Caucus submit your expression of interest to AUMA by April 9th. *If you did submit a proposal to host please let me know* as the board will be discussing this at our April 23rd meeting and there will be changes.

I don't want to over burden people with emails, especially at such a busy time, so as always, if you have any questions or concerns please do not hesitate to contact me.

Stay Strong,
Fayrell Wheeler

Fayrell Wheeler
Councillor
Town of Drayton Valley
5120-52 Street, Box 6837 Drayton Valley, AB T7A 1A1
P: 780-898-3655 | F: 780-542-5753
E: fwheeler@draytonvalley.ca

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(14)



Mayerthorpe

April 7, 2020

Wendy Wildman, CAO
Town of Onoway
Box 540
Onoway Alberta T0E 1V0



Dear Wendy Wildman, CAO

Re: AFRRCS Third Party Agreement with Town of Mayerthorpe

In accordance with the terms of the Alberta Emergency Management Agency Alberta First Responders Radio Communications System (AFRRCS) Access Agreement with Her Majesty the Queen in the Right of Alberta represented by the Minister of Justice and the Solicitor General and the Town of Mayerthorpe the above noted Third Party Agreement with your municipality is terminated immediately. Contrary to original advice received, the Town of Mayerthorpe has been advised that the Third Party Agreements between the Town of Mayerthorpe and applicable municipalities are not permitted.

Should your municipality wish to remain on AFRRCS, you will need to enter into an agreement with the province directly. To commence this process, please contact Brian Saunders, Business Relationship Coordinator, AFRRCS, by calling 780-901-8459 or e-mailing brian.saunders@gov.ab.ca

If you have any questions or require clarification, please feel free to contact the undersigned or Dwight Dawn, Community Peace Officer at 780-786-2416.

Yours truly,

for, Karen St. Martin
Chief Administrative Officer

/krs

cc. Gordon J. Beagle, Operations Manager, Ministry of Municipal Affairs, Alberta Emergency Management Agency, AFRRCS

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