

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, JUNE 18, 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**

Pg 1-4 - June 4, 2020 Regular Council Meeting

**4. APPOINTMENTS/PUBLIC HEARINGS – n/a**

**5. FINANCIAL REPORTS – n/a**

**6. POLICIES & BYLAWS**

- Pg 5-9
- a) **Bylaw 775-20 – Lot Consolidation Bylaw** - Cancellation of Lots 5 and 6, Block 10, Plan 802 0999 and establishment of Lot 5A, Block 6, Plan 802 0999. The applicants have requested that their two separate lots be established as a single lot and that the two separate lots be cancelled from the plan of subdivision of record at North Alberta Land Registration District. A report from Development Officer Tony Sonnleitner is attached. The addresses are 4719 and 4723 Miller Drive. The house was built across the property line, years ago. *(for all four readings at meeting time)*

- b) **Bylaw 776-20 – Subdivision 20SUB01-27 - 4804 51 Street** – further to Council Motion #069/20, that was passed at the Regular Council meeting of March 5, 2020, the next step in purchasing the additional 15' (feet) on the south side of the Administration Office is for Council to approve the subdivision (basically a lot line adjustment). Comments from the referrals will close on June 17, 2020, so additional information will be provided at meeting time, including the Bylaw. The subdivision authority for the Town is Council as a Whole (as per your organizational meeting). *(that the subdivision application be approved as presented or amended, or some other direction as given by Council at meeting time and all four readings at meeting time)*

## 7. ACTION ITEMS

- a) **Coronavirus Preparation/Update – Standing Item – Verbal update at meeting time.** *(for discussion and direction of Council at meeting time.)*

- Pg 10-18  
b) **Partners in Progress – please refer to the June 9, 2020 email from Richard Horncastle of Keystone Strategies showing revised Steering Committee Terms of Reference (TOR) as well as a list of action items.** The request is for Council's consideration to adopt the TOR's that were approved on June 9, 2020 by the Partnership Committee. *(for discussion and direction of Council at meeting time)*

- Pg 19  
c) **Elected Officials Education Program (EOEP) Course – Council's Role in Public Engagement – this is a four part course being offered by Alberta Urban Municipalities Association (AUMA) to elected officials that focuses on public engagement and community building.** This course is being held on June 25, July 2, 9 and 16 and the cost is \$200.00 per elected official. *(to authorize the attendance of Council)*

- Pg 20-21  
d) **Farmers' Market Sign Accommodation Request - please refer to the attached letter dated June 7, 2020 from Dwight Moskalyk, President of the Onoway and District Agricultural Society requesting permission to put a sign on municipal property to increase awareness of the Farmer's Market being held every Thursday from 5 p.m. to 8:00 p.m. at the Onoway Arena.** The desired location for the provided sign is on Lac Ste Anne Trail South near the west entrance to Onoway, and subject to site evaluation with the Public Works Manager. *(for discussion and direction of Council at meeting time)*

- Pg 22-23
- e) Onoway Grad Class of 2020 – please refer to the attached undated letter from Christy Travis forwarded to the Town by Janet Fluet, Onoway Chamber, that requests contributions towards gifts for the 92 graduates. The Town has made a donation as they do each year, and will purchase a banner acknowledging grad. *(to ratify the actions of Administration)*

- Pg 24-29
- f) Memorandum of Understanding (MOU) for Water Treatment, Water Distribution and Waste Water Treatment Operator Temporary Cover-Off – please refer to the attached draft MOU between the Town of Onoway and the Town of Mayerthorpe for the provision of temporary cover-off in the event of operators being unable to attend to their duties due to illness, vacation or training commitments *(that the Town of Onoway approve the MOU as per the terms provided)*

g)

h)

i)

## **8. COUNCIL, COMMITTEE & STAFF REPORTS**

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) CAO Report
  - Library update
  - Canada Day – spend \$700.00 grant
- e) Public Works Report

## 9. INFORMATION ITEMS

Pg 30-33 a) Alberta Municipal Affairs – June 15, 2020 letter from Deputy Minister Paul Wynnyk, advising of amendments to the regional services commission (RSC) framework that was developed as part of the Government's red tape reduction strategy

Pg 34-36 b) Town of Onoway Subdivision Authority Time Extension – June 15, 2020 letter from Development Officer Tony Sonnleitner advising Westporte Properties that their request for an extension for subdivision of 4602 – 47 Avenue is approved until June, 2021

c)

d)

e)

## 10. CLOSED SESSION – n/a

## 11. ADJOURNMENT

## 12. UPCOMING EVENTS:

- June 25, 2020 – EOEP Public Engagement Course 2:30 p.m.
- July 2, 2020 – Regular Council Meeting 9:30 a.m.
- July 2, 2020 – EOEP Public Engagement Course 2:30 p.m.
- July 9, 2020 – EOEP Public Engagement Course 2:30 p.m.
- July 16, 2020 – Regular Council Meeting 9:30 a.m.
- July 16, 2020 – EOEP Public Engagement Course 2:30 p.m.
- August 6, 2020 – Regular Council Meeting 9:30 a.m.
- August 20, 2020 – Regular Council Meeting 9:30 a.m.
- September 23-25, 2020 – AUMA Calgary

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, JUNE 4, 2020  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<b>PRESENT</b>	Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Lisa Johnson Councillor: Jeff Mickle Councillor: Pat St. Hilaire Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Public Works Manager Shelley Vaughan, Administrative Assistant Debbie Giroux, Recording Secretary
1.	<b>CALL TO ORDER</b>	Mayor Judy Tracy called the meeting to order at 2:00 p.m.
2.	<b>AGENDA Motion #157/20</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that Council adopt the agenda of the regular Council meeting of Thursday, June 4, 2020 with the following additions:  7c) Wild Water Open Houses June 22-23 7d) Beautification Committee 7e) Round Table Meetings 11. Closed Session  <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES Motion #158/20</b>	<b>MOVED</b> by Councillor Jeff Mickle that the minutes of the Thursday, May 21, 2020 regular Council meeting be adopted as presented.  <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	Deferred to later in the meeting.
5.	<b>FINANCIAL REPORTS Motion #159/20</b>	<b>MOVED</b> by Councillor Lisa Johnson that the May 31, 2020 Revenue and Expenses Report be adopted as presented.  <p style="text-align: right;"><b>CARRIED</b></p>
6.	<b>POLICIES &amp; BYLAW</b>	n/a
7.	<b>ACTION ITEMS Motion #160/20</b>	<b>MOVED</b> by Councillor Lisa Johnson that Council accept the discussion and updates on Covid-19 preparation for information, and that the Town continue to share information with Council and residents as necessary.  <p style="text-align: right;"><b>CARRIED</b></p> <p>At 2:10 p.m., Council had an appointment with a resident.</p>

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4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	<p>Brian Bourke, Onoway resident, attended the Council meeting at 2:10 p.m. to discuss:</p> <ul style="list-style-type: none"> <li>1) Noise concerns and signage</li> <li>2) Drainage issues on 51 Avenue across from his property</li> </ul> <p>Mr. Bourke left the meeting at 2:25 p.m.</p> <p><b>Motion #161/20</b> <b>MOVED</b> by Councillor Jeff Mickle that Council's discussion with Mr. Bourke be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>ACTION ITEMS</b>	<p>At 2:35 p.m. Shelley Vaughan joined the meeting for the FCSS agenda item.</p> <p><b>Motion #162/20</b> <b>MOVED</b> by Deputy Mayor Lynne Tonita that the discussion on FCSS allocations for 2020 be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Shelley Vaughan left the meeting at 3:15 p.m.</p> <p><b>Motion #163/20</b> <b>MOVED</b> by Deputy Mayor Lynne Tonita that the information regarding the West Inter Lake District (WILD) Regional Water Services Commission's Open Houses being hosted on June 22 and 23, 2020 be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #164/20</b> <b>MOVED</b> by Deputy Mayor Lynne Tonita that the discussion regarding the Beautification Committee be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #165/20</b> <b>MOVED</b> by Deputy Mayor Lynne Tonita that the discussion regarding Round Table Meetings be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<b>COUNCIL, COMMITTEE &amp; STAFF REPORTS</b>	<p><b>Motion #166/20</b> <b>MOVED</b> by Councillor Pat St. Hilaire 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.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 4:00 p.m. to 4:05 p.m.</p>

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THURSDAY, JUNE 4, 2020  
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<b>9.</b>	<b>INFORMATION ITEMS</b> <b>Motion #167/20</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Council accept the following items for information as presented:</p> <ul style="list-style-type: none"> <li>a) Alberta Municipal Affairs – May 19, 2020 letter from Honourable Kaycee Madu, Minister advising of the Municipal Sustainability Initiative (MSI) funding for 2020 - Capital allocation is \$301,921.00 and Operating allocation is \$45,209.00</li> <li>b) Community Futures Yellowhead East Regional Relief and Recovery Fund – May 25, 2020 email from Ellen Maccormac providing information about small business loan applications</li> <li>c) CN -Rail – May 19, 2020 email from Sean Finn, Executive Vice President, advising of the appointment of Fiona Murray, first female Chair of the Board of Directors of the Railway Association of Canada</li> <li>d) Alberta Municipal Affairs – June 1, 2020 letter from Paul Wynnyk, Deputy Minister, advising that the Town has received an extension to complete gaps identified in the 2019 Municipal Accountability Program (MAP) report until May 31, 2021 to address: one minimum tax is established in the property tax bylaw, and ensuring that the operating budget is passed prior to January 1, 2021</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
<b>10.</b>	<b>CLOSED SESSION</b> <b>Motion #168/20</b>	<p><b>MOVED</b> by Councillor Lisa Johnson that, pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 4:45 p.m. to discuss the following item:</p> <ul style="list-style-type: none"> <li>1. "Disclosure Harmful to Personal Privacy"</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 4:45 p.m. to 4:50 p.m.</p> <p><b>CLOSED SESSION:</b></p> <p>The following individuals were present for the Closed Session:          Mayor Judy Tracy          Deputy Mayor Lynne Tonita          Councillor Lisa Johnson          Councillor Jeff Mickle          Councillor Pat St. Hilaire</p>

TOWN OF ONOWAY  
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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<b>Motion #169/20</b>	<b>MOVED</b> by Councillor Jeff Mickle that Council move out of Closed Session at 5:30 p.m.  Council recessed from 5:30 p.m. to 5:35 p.m. The meeting reconvened at 5:35 p.m.	<b>CARRIED</b>
<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 5:35 p.m.	
<b>12.</b>	<b>UPCOMING EVENTS</b>	June 18, 2020 Regular Council Meeting 9:30 a.m. June 25, 2020 EOEP Public Engagement 2:30 p.m. July 2, 2020 Regular Council Meeting 9:30 a.m. July 2, 2020 EOEP Public Engagement 2:30 p.m. July 9, 2020 EOEP Public Engagement 2:30 p.m. July 16, 2020 Regular Council Meeting 9:30 a.m. July 16, 2020 EOEP Public Engagement 2:30 p.m. August 6, 2020 Regular Council Meeting 9:30 a.m. August 20, 2020 Regular Council Meeting 9:30 a.m. September 3, 2020 Regular Council Meeting 9:30 a.m. September 17, 2020 Regular Council Meeting 9:30 a.m. September 23-25, 2020 AUMA Convention Calgary	

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Mayor Judy Tracy

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Debbie Giroux  
Recording Secretary

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Municipal Government Act RSA 2000 Chapter M-26  
Section 658, Subdivision Cancellation

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**A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 802 0999**

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**WHEREAS** Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

**AND WHEREAS** the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

**AND WHEREAS** every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

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

1. IT IS HEREBY ORDERED that the lands described as Lots 5 and 6, Block 10, Plan 802 0999 are to be cancelled from the plan of subdivision of record which is registered in the Land Titles Office for the North Alberta Land Registration District.
2. IT IS FURTHER ORDERED the cancelled lands be established as a single new lot known as Lot 5A, Block 10, Plan 802 0999.
3. THIS ORDER shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of this Order.

THE REGISTRAR for North Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this Order; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in the connection with carrying out this Order shall be borne by the applicant.

**Bylaw No. 775-20**

**Municipal Government Act RSA 2000 Chapter M-26  
Section 658, Subdivision Cancellation**

Read a first time on this 18th day of June, AD 2020.

Read a second time on this 18<sup>th</sup> day of June, AD 2020.

Unanimous Consent to proceed to third reading on this 18th day of June, AD 2020.

Read a third and final time on this 18<sup>th</sup> day of June, AD 2020.

Signed this 18<sup>th</sup> day of June, AD 2020.

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Mayor Judy Tracy

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Chief Administrative Officer, Wendy Wildman

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**DEVELOPMENT OFFICER'S REPORT  
PLAN CANCELLATION BYLAW NO. 775-2020**

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**APPLICANTS / OWNERS:**

**DISTRICT:** R1 - Residential

**LEGAL DESCRIPTIONS:** Lots 5 & 6, Block 10, Plan 802 0999 – 4723 and 4719 Miller Drive (Town of Onoway)

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**PROPOSAL:**

To cancel, by Bylaw, a portion of Plan 802 0999 to allow for the consolidation of Lots 5 & 6, Block 10, Plan 802 0999 into one new lot entitled Lot 5A, Block 10, Plan 802 0999.

**REGULATIONS:**

**M.G.A.** Section 658                      Cancellation of plan of subdivision

**COMMENTS:**

The applicants have requested Her Worship Mayor and Council's favourable consideration of their application to cancel a portion of Plan 802 0999 to allow for the consolidation of the two lots that they own into one within the Town of Onoway. The subject lands are Plan 802 0999, Block 10, Lot 5 and Plan 802 0999, Block 10, Lot 6. Both Lots have frontage of 15.85 m (52.0 ft) on both the Municipal Laneway and the Municipal Roadway (Miller Drive), depth of 35.052 m (115.0 ft), and a lot area of approximately 555.6 sq. m (5980.0 sq. ft). The subject lots have been developed in a fashion such that building has occurred across the boundary between Lot 5 and Lot 6. The consolidation of the two lots will rationalize existing development upon the Lots.

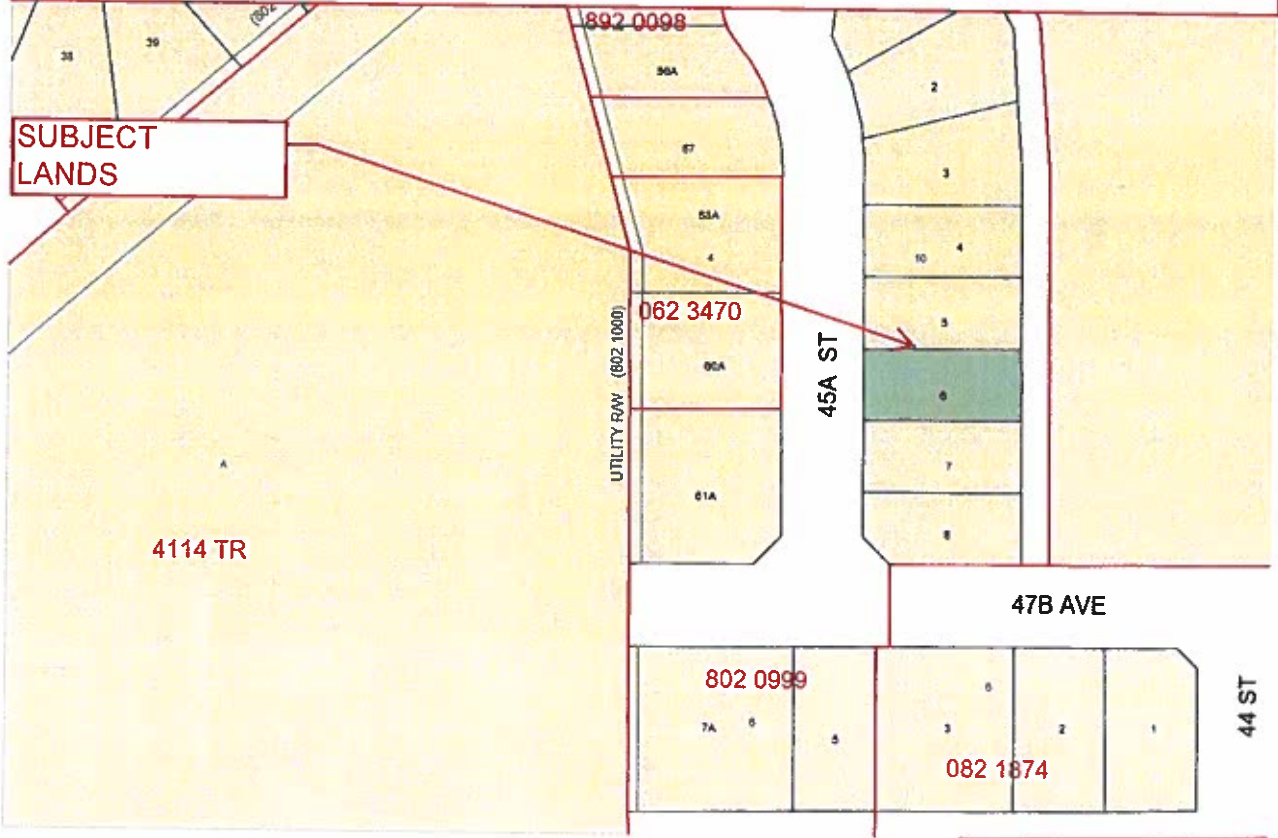
**RECOMMENDATIONS:**

It is the recommendation of the Development Officer that favourable consideration be granted to approve the Plan Cancellation Bylaw No. 775-2020, as requested, to allow for the consolidation of the subject two (2) lots, for the following reasons:

1. The proposal conforms to the requirements of the Land Use Bylaw and does not impinge upon the economic development of the Lands.
2. The proposal satisfies the requirements of *Municipal Government Act*, RSA 2000, Ch. M-26, Section 658.
3. It has been typical for His Worship & Council to look favourably upon such applications.

BYLAW 775-2020  
LOCATION MAP  
PLAN 802 0999, BLOCK 10, LOTS 5 & 6 : 4723 AND 4719 MILLER DRIVE

SUBJECT  
LANDS



## MGA Section 658

## Cancellation of plan of subdivision

### Cancellation of plan of subdivision

658(1) On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

(2) A council may pass a bylaw under subsection (1) only with the consent of

(a) the owners of the parcel of land in the plan of subdivision,

(b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and

(c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.

(3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

(3.1) If all of a plan is cancelled, deferred reserve caveats and environmental reserve easements are also cancelled.

(4) If all reserve land has been cancelled from a plan of subdivision, the resulting parcel of land, if it is subsequently subdivided, may be subject to the provisions of this Part respecting reserves.

(5) If a plan is cancelled in part, a deferred reserve caveat may be placed against the consolidated certificate of title reflecting any reserve land that was cancelled and that will be owing if the parcel is subsequently subdivided.

**debbie@onoway.ca**

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**From:** cao@onoway.ca  
**Sent:** June 9, 2020 4:04 PM  
**To:** 'Debbie Giroux'  
**Cc:** 'Judy Tracy'; 'Lynne Tonita'  
**Subject:** FW: Follow Up From Today's Partners in Progress Meeting  
**Attachments:** Lac Ste Anne Steering Committee Terms of Reference REVISED - Committee Approved.pdf

Deb 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](mailto:cao@onoway.ca)

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: [cao@onoway.ca](mailto:cao@onoway.ca)**

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**From:** Richard Horncastle, Ec.D. <Richard@keystonestrategies.ca>  
**Sent:** June 9, 2020 2:23 PM  
**To:** Cindy Suter <csuter@lsac.ca>; Wendy Wildman <cao@onoway.ca>  
**Cc:** Larry Horncastle, Ec.D. <Larry@keystonestrategies.ca>  
**Subject:** Follow Up From Today's Partners in Progress Meeting

Hi Cindy and Wendy,

As promised, here is the revised Steering Committee Terms of Reference as approved by the committee this morning. These are for your respective Councils to consider at their next meetings if possible.

I have also attached a list of action items arising from today's discussions.

#### ACTIONS

1. **Lorne moved the Committee recommend to both Councils that they support the extension of Keystone Strategies' contract to provide economic development concierge services to the Partnership.**
2. Nick will clarify with Tangent Civic who owns the ShoptheCounty.ca, CharttheCounty.ca and PartnersInProgress.ca assets.
3. Keystone Strategies will bring to the next Partnership meeting an action plan to achieve the recommendations discussed in today's progress report.
4. **A revised Terms of Reference for the Steering Committee was presented and Judy moved that each Council consider adopting the revised TOR.**

5. It was decided that a business licence would be required to have a business listed on [Open.ShoptheCounty.ca](http://Open.ShoptheCounty.ca) and [ShoptheCounty.ca](http://ShoptheCounty.ca).
6. Keystone Strategies will bring an organizational chart and roles and responsibilities outline to the next meeting.
7. The Committee agreed to let the local MLA add [ShoptheCounty.ca](http://ShoptheCounty.ca) to his web site. Cindy will follow up.
8. Keystone Strategies will work with Wendy on the application for the next round of funding from the ACP grant and bring back to the committee. (No timeline as intake is not currently open.)
9. Future meetings will have monthly financial reports along with background information including invoices.
10. Nick will follow up with Tangent Civic on the budget for the video shoots. The next shoot takes place in July. Keystone will forward to Tangent any names for interviews they receive.

Warm Regards,

Richard Horncastle, Ec.D.  
Strategy Builder  
[Keystone Strategies Inc.](http://KeystoneStrategiesInc.com)



**ONOWAY/LAC STE. ANNE PARTNERSHIP**

**OPERATING AS *PARTNERS IN PROGRESS***

**STEERING COMMITTEE**

**TERMS OF REFERENCE**

**REVISED MARCH 2020**

**Approved by Steering Committee**

**June 9, 2020**



The Onoway/Lac Ste. Anne Partnership (Partners in Progress) Steering Committee was initiated in 2016-2017 between the Town of Onoway and Lac Ste. Anne County to take advantage of working together to enhance economic development opportunities in the region.

In 2018, the two communities developed a Steering Committee and began the process of building a strong regional partnership to support business development within the region. The partnership understands that this is a first step, and with direction from the Steering Committee, the partnership foresees adding other municipal partners from within the Lac Ste. Anne region at some point in the future.

This Steering Committee is a first step in organizing a regional organization and was specially designed as a small, nimble committee to move forward on a larger regional collaboration project. This Steering Committee is a pilot project to understand the opportunities and challenges of forming a new collaborative entity and will entertain additional partners when the time is right.

The Steering Committee understands that this is a living document which will be reviewed and revised throughout 2018 - 2020.

The Steering Committee understands that disputes may arise throughout this process and will apply the values listed below in resolving any disputes.

## MISSION

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To build a foundation for establishing a regional economic development ~~organization~~ (collaboration)

## VALUES

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The Steering Committee will conduct its operations using the following values:

### Trust

*To be viable long-term, the Steering Committee will be built on trust, with all partners believing in the strength of working together for the common good.*

*Trust will be developed and maintained through open dialogue and communication.*

*The Steering Committee will develop specific goals and objectives, with measurements, and report on its activities to the respective Councils, stakeholders and residents. The Steering Committee will be realistic in its expectations and committed to the long-term. It will celebrate all wins, understanding local development benefits all of the partners.*

*The Steering Committee will work in the spirit of harmony by listening to and respecting those opinions which may be different than their own. All representatives,*

*councillors, administrative staff and consultants will be treated with respect, courtesy and responsiveness.*

**Transparency**

*The Steering Committee understands the need for transparency and fairness in all of its activities and recognizes the importance of keeping its members informed through transparent, regular reporting.*

*All partners are equal in the decision-making process.*

**Communication**

*The Steering Committee values honesty and openness in its communication.*

*The Steering Committee will communicate regularly with stakeholders, including respective Councils, businesses and residents.*

**Integrity**

*The Steering Committee realizes the need to be adaptable and determined to achieve maximum results and will develop and regularly evaluate its goals and policies.*

*Partners will consider all available information in making decisions, devote time and attention to the Steering Committee's decisions, and thereafter abide by and uphold the decisions of the Steering Committee.*

**Progressive**

*The Partners realize the importance of applying new, innovative approaches to regional collaboration and economic development best practices.*

**SECTION 1 MEMBERSHIP AND REPRESENTATION**

**1.1** Members of the Steering Committee are defined as:

- Town of Onoway
- Lac Ste. Anne County
- Other municipal partners that may be approved by the Steering Committee from time to time

**1.2** Member Council is defined as the duly elected Council of the Member.

**1.3** Steering Committee is defined as the body comprised of the Representatives appointed from each Member.

**1.4** Members will be represented by

- two (2) elected officials from Town of Onoway
- two (2) elected officials from Lac Ste. Anne County
- one (1) elected official from a Village within the Lac Ste. Anne boundary (if they request/apply to be a member)
- one (1) elected official from a Town within the Lac Ste Anne boundary (if they request/apply to be a member)

(hereinafter "Representatives"), appointed annually by the Member Council to the Steering Committee.

**1.4.1** Each Member Council will appoint one alternate elected official to the Steering Committee. The alternate may attend any and all meetings.

**1.4.2** Administrative staff from the Members may be appointed to attend the Steering Committee meetings from time to time to support specific actions or decisions as non-voting participants.

**1.4.3** The Chief Administrative Officer of each Member, or their designate, will be encouraged to attend Steering Committee meetings, and to assist with meeting logistics, minute taking, and follow up activities where needed.

**1.5** Vacant seats will remain vacant until an appointment is made by the respective Member. To the extent possible, all vacancies shall be filled as soon as possible.

**SECTION 2 PRINCIPLES OF AGREEMENT AND JOINT AUTHORITY**

**2.1** All Representatives are equal in the decision-making process and each has one (1) vote in all matters pertaining to the Steering Committee.

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- 2.2 **Member Councils** will approve a motion to give authority to the **Steering Committee** to act on behalf of the **Member**.
- 2.3 There are no conditions under which a decision of the **Steering Committee** shall bind any **Member**.
- 2.4 There is no expectation that any **Member** will provide goods or services to another **Member** at less than full cost.

### SECTION 3 FUNDING AND BUDGETS

- 3.1 **Members** will develop a fair and equitable funding model.
- 3.2 The **Steering Committee** will develop an annual operating plan, with a corresponding annual budget. The operational plan and annual budget of the **Steering Committee** are recommended to, and subject to approval by, each **Member**. On approval of the annual operating budget and plan, the **Steering Committee** may undertake expenditures within the approved budget without requiring **Member** approval for each expenditure.
- 3.3 The **Steering Committee** may disperse funds and pay invoices pertaining to grants and funds provided to the **Steering Committee** that are not part of the fees levied to **Members**, provided that a full accounting for the grants and funds received and expensed is provided to each **Member** on an annual basis.
- 3.4 The expenditure of funds or signing of contracts that were not part of the approved annual operating budget, or motions that will financially impact the operations of the **Steering Committee** shall be approved by each **Member Council**.
- 3.5 Where the **Steering Committee** undertakes specific projects not covered under grant funding, costs will be allocated separately from membership fees.
  - 3.5.1 All costs proposed by the **Steering Committee** (not considered under section 3.3) will require approval by each **Member**. Implementation and maintenance costs for each project will be the **Members'** responsibility and will be identified separately for each project undertaken.
- 3.6 In general, common project costs will be shared by all participating **Members** on an agreed-upon basis.
- 3.7 There are no decisions of the **Steering Committee** that can result in increased indebtedness of any **Member**.

**SECTION 4 MEETINGS AND SECRETARIAT FUNCTIONS**

- 4.1 Meetings of the **Steering Committee** shall be held, at minimum, four times annually.
- 4.2 Regular meeting dates shall be decided by the **Steering Committee** at the first meeting in the calendar year.
- 4.3 A quorum consists of 50% plus 1 of eligible **Representatives** present. In addition, a quorum will also require at least one (1) **Representative** from each The Town of Onoway and Lac Ste. Anne County.
- 4.5 **Representatives** of the **Steering Committee** shall annually elect a Chairperson, selected from the current **Representatives**. The Chair will be the official spokesperson on behalf of the **Steering Committee**
  - 4.5.1 The election of the Chair shall be held at the final meeting of the calendar year.
  - 4.5.2 Successful election of the Chair shall require a simple majority of affirmative votes from eligible **Representatives** present.
- 4.6 A General Meeting shall be held annually.
  - 4.6.1 All **Member Councils** shall be invited to the Annual General Meeting to receive information pertaining to the previous year's activities and results, and the presentation of next year's plans.
  - 4.6.2 The **Steering Committee** may invite dignitaries and special guests to the Annual General Meeting.
- 4.7 Proxy votes are expressly prohibited.

**SECTION 5 COMMUNICATIONS PROTOCOLS**

- 5.1 The **Steering Committee** will formally report to each **Member Council** on an annual basis (Annual General Meeting). **Representatives** will report to their respective Councils on a regular basis following the **Member Council's** format.
  - 5.1.1 Adopted minutes from the **Steering Committee** shall be distributed to each **Member Council** as information.
  - 5.1.2 **Member Councils** may request that the Chair, or in their absence, the Chair's designate attend regular or special **Member Council** meetings.
- 5.2 The designated spokesperson of the **Steering Committee** shall be the Chair. No other persons are authorized to speak publicly on behalf of the **Steering**

17

Committee without the approval of the Chair.

**SECTION 6 PRIORITY SETTING AND DECISION MAKING**

- 6.1** Priorities for the **Steering Committee** will be set at an annual planning meeting, along with associated budget requirements. These will be presented to the **Member Councils** for ratification.
- 6.2** All decisions shall be made by majority vote.
- 6.3** The **Steering Committee** may seek funding from other sources to pursue priority projects subject to Section 3.7.

**SECTION 7 DISPUTE RESOLUTION**

- 7.1** All **Members** agree to utilize all reasonable efforts to resolve any dispute promptly and in an amiable manner.
  - 7.1.1** The Values as adopted by the **Steering Committee** shall guide all decision making and dispute resolution efforts.
- 7.2** Unresolved disputes may be submitted for mediation to the **Member Councils**.

**From:** Dan Rude <[drude@auma.ca](mailto:drude@auma.ca)>  
**Date:** June 5, 2020 at 11:19:48 AM MDT  
**Subject:** Community engagement in the age of COVID-19

Hello Mayors & Councillors,

Our members have always incorporated citizen engagement in municipal governance, providing a means for incorporating community values, interests, and needs into decisions that affect lives. COVID-19 has only made this type of engagement more difficult.

To assist, the Elected Officials Education Program (EOEP) has worked hard to create a remote offering of our course: Council's Role in Public Engagement. It is designed to help municipalities overcome common barriers and risks associated with engagement and policy development. It focuses on the importance of meaningful citizen engagement in building strong, vibrant communities.

The course is offered through four (4) weekly online interactive sessions on **June 25 (2:30pm to 4:30pm), July 2 (2:30pm to 4:00pm), July 9 (2:30pm to 4:00pm), and July 16 (2:30pm to 4:00pm).**

To help with the pandemic conditions, **the fee for this course will be reduced from the standard EOEP course fee to \$200.**

I strongly encourage you to take this course. Click [here](#) to find out more information and to register.

Best regards,

  
Dan Rude, Executive Director  
Alberta Municipal Association

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D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)  
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)

  
<image003.png>

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<image005.jpg>  
**Council's Role in Public Engagement**  
June 25, July 2, July 9, July 16  
Online delivery | \$200

(19)



**ONOWAY & DISTRICT  
AGRICULTURAL SOCIETY**  
Onoway Arena 5004 53 Ave.



June 7<sup>th</sup>, 2020

Mayor Judy Tracy and Council  
P.O. Box 540  
Onoway, Alberta. T0E 1V0

Dear Mayor Tracy,

**Re: Farmers' Market Sign Accommodation Request (2020)**

In reference to the above, the Onoway and District Farmers' Market is reaching out to various organization, institutions, and property owners within our service area with the goal of procuring locations to site market advertising signs. Our signs are professionally finished, durable and conform to community standards (a picture is attached). The size of the signs are either 3'x4' (quantity of 2) or 4'x8' (quantity of 2) and our ask is to be granted permission to site a sign the within your community on municipal property, and specifically a spot with high visibility and traffic flow.

This year has been a seen a slow start for many community groups, including the Farmers' Market, but your kind consideration of this request will help propel us into our busy summer season. If you can provide a location, or you want to discuss this request further, please reach out to our Market Manager – Letitia Kulka – at 780-887-1034 for more information.

Also – Please help us spread the news: The Onoway and District Farmers' Market launched their 2020 season on June 4<sup>th</sup>, 2020, with a temporary location in the Onoway Arena. Markets run every Thursday from 5pm – 8pm for the remainder of the season.

Regards,

Dwight Darren Moskalyk  
President  
Onoway and District Agricultural Society

Cc: ODAS – Board of Directors  
Letitia Kulka – Market Manager

*Encl: Farmers' Market Sign Picture*

phone: 780-940-9716 | email: odasarena@gmail.com Box 458 Onoway, AB T0E 1V0





# ONOWAY FARMERS MARKET

**THURSDAYS**

**5-8PM**

**MAY - SEPTEMBER**

*at the*

**COMMUNITY HALL**

**Farmers'  
Market**

Signs donated by:



21

## *Onoway Class of 2020 Grad Send-off*

Together with Onoway Junior Senior High School, the Grad Parents Association is organizing an event in the afternoon on Friday, June 26, 2020.

With the end of school fast approaching we have been looking at ways we can acknowledge all of our graduates within the parameters set out by the province. As time is moving quickly and plans need to be made, we are reaching out to businesses and community members for help in making this an extra special day for these graduates. The impact of COVID-19 has been felt in all ages and all walks of life and our graduates have not been immune throughout this pandemic. As outdoor restrictions begin to lessen we have a plan to give these students a beautiful send-off. In order to make this happen we need to stay within the mandates set out by our chief medical officer. Families and community members will need to follow the distancing rules in place at the time of this event.

The first part of the afternoon will be for immediate families of graduates; organized through the school as a drive through format beginning at 12:00 noon. Students will be in their caps and gowns receiving certificates with a photo opportunity on stage. A formal Onoway Junior Senior High School commencement ceremony for these graduates is still being planned when indoor restrictions are lifted.

The second part of the afternoon will be organized through the Grad Parents Association. Families and community members are invited to meet at the arena at 2:30pm to form a line up for an established drive through route that will go around the school and end up at the bus loading area. The bus parking lot is where students will be standing in their caps and gowns spaced 6' apart. This gives people the opportunity to wave and cheer and show your support for these well-deserved students. Cars will then loop around the bus area and back out onto the road.

We are hoping to really showcase the area around the school and arena with decorations and signs. As well, we'd like to give this year's 92 graduates each a commemorative gift to take home at the end of all of this. If any businesses or anyone in the community would like to contribute to this day in any way please phone Christy Travis at (780)720-4793. Thank you to all of the support we've received for our graduates this year!!

**debbie@onoway.ca**

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**From:** cao@onoway.ca  
**Sent:** June 9, 2020 11:38 AM  
**To:** 'Penny Frizzell'; shelley@onoway.ca; debbie@onoway.ca  
**Subject:** FW: Onoway class of 2020  
**Attachments:** Onoway Class of 2020 Grad Send off letter.docx

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

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO:** [cao@onoway.ca](mailto:cao@onoway.ca)

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**From:** Onoway & District Chamber of Commerce <[janet@onowaychamber.ca](mailto:janet@onowaychamber.ca)>  
**Sent:** June 9, 2020 10:36 AM  
**To:** undisclosed-recipients:  
**Subject:** Onoway class of 2020

Hello Everyone;

As we all know during this time of Covid 19 many things have had to be cancelled or postponed. Well one of the very important things from our community that this has had a drastic effect on is the graduation of our highschool grads. So the Onoway Junior Senior High School and the Grad Parents Association is organizing a send off to the Class of 2020 on

**June 26, 2020.** As a community and town we have been asked to help make this happen and also to be a very special day for these hard working young adults. Please see the attached letter and if you can help out in anyway contact Christy Travis at (780)720-4793

Thank you in advance

Janet Fluet  
Onoway Chamber Administrator  
[janet@onowaychamber.ca](mailto:janet@onowaychamber.ca)  
(780)918-6847

(23)

**MEMORANDUM OF UNDERSTANDING**  
**WATER TREATMENT, WATER DISTRIBUTION, AND WASTEWATER TREATMENT**  
**OPERATOR TEMPORARY COVER-OFF**

ENTERED INTO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020

BETWEEN:

**TOWN OF ONOWAY**  
(hereinafter referred to as "Onoway")

- AND -

**TOWN OF MAYERTHORPE**  
(hereinafter referred to as "Mayerthorpe")

**WHEREAS**, the representatives of ONOWAY and MAYERTHORPE have agreed to the provision of temporary services for the operation of water treatment system, water distribution system, and wastewater treatment system to ensure the criteria specified with Operating Approvals are met;

**THEREFORE**, it is agreed by ONOWAY and MAYERTHORPE, as follows:

**PURPOSE:** The purpose of this Memorandum of Understanding (MOU) is to provide a basis for the municipalities to provide temporary cover-off for the operation of water treatment system, water distribution system and wastewater treatment system where the home certified operator is unable to operate the facilities due to long term sickness, vacation or commitment to training and development.

**DEFINITIONS:**

**Fee for Service** - shall be based on certified operator wage and benefit cost recovery plus mileage for travel to and from municipality.

**Home Operator** - Certified Water Treatment System, Water Distribution System, and Wastewater Collection Operator who operates his/her designated Utility System and does so for the majority of the year.

**Visiting Operator** - Certified Water Treatment, Water Distribution, and Wastewater Treatment Operator who has agreed to provide cover while the Home Operator is unable to operate their Utility System.

**Utility System** - includes water treatment system, water distribution, and wastewater collection system.

## **TERMS OF AGREEMENT**

### **Visiting Operator's Duties/Responsibilities**

The minimum tasks required to be performed by the Visiting Operator are:

1. The completion of a daily site visit and visual inspection of the Utility System.
2. The completion of the required daily water quality checks, which are to be recorded in the site records.
3. The completion of sampling within the Utility System for the purpose of off-site analysis as required.
4. The filling/topping-up of storage tanks containing chemicals used in the Utility System treatment processes.
5. The investigation of, and resolution of, alarms that may occur with regards to the Utility System.
6. The recording of any action taken and/or issues resolved with regard to the Utility System log books.
7. Verbal contact with a designated contact required in the event of Utility System non-compliance, equipment failure, emergency, and/or any other non-routine event.

### **Home Operator's Duties/Responsibilities**

Prior to each occasion where the Visiting Operator takes responsibility for the Home Operator's Utility System, the Home Operator and/or their municipality must provide the following:

1. An up to date SOP (Standard Operating Procedure) that is sensibly organized and truly represents the Utility System to be covered and the way in which it is operated.
2. Appropriate and timely on-site training for the Visiting Operator with emphasis on the Utility System.
3. Sufficient Utility System supplies and analysis chemicals, on site, to cover the anticipated leave of absence.
4. An up to date list of the names, roles and contact details of individuals who may need to be contacted during the leave of absence. This must include persons who are to be contacted in the event of an incident or emergency.

### **Requesting Cover**

When cover-off is required, the duration and details shall be worked out between the individual operators. It is understood that unless otherwise stated the individual operators have control over their daily time.

### **Operator Certification**

All operators shall annually provide a copy of their operator certification demonstrating that each have the appropriate level of certification and are qualified to operate the Utility System they are providing cover-off for.

### **Contact Details**

As part of the completion of this MOU, each municipality must complete the contact details sheet attached to this document so that individuals involved in this process are listed and can be contacted when necessary.

### **AMENDMENT OF MEMORANDUM OF UNDERSTANDING**

Any proposed changes to this MOU will be presented by the proposing party to the other party who will have the opportunity to provide input to the proposing party prior to implementation.

If an operator identified in Schedule B provides notice that he/she intends to leave the employment of a municipality, any other parities involved in any MOU where this operator was named as providing cover-off must be informed immediately. On the appointment of a new operator whose services may be available for cover-off, a new Schedule B must be created and attached to this MOU.

In the event that either municipality wishes to withdraw from this MOU, a minimum of 8 (eight) working weeks notice in writing must be provided.

Any changes to this MOU must be communicated to Alberta Environment in a timely fashion.

### **REIMBURSEMENT OF SERVICES**

As the complexity of each Utility System and the distances to be traveled will vary, the provision of these services will be reimbursed to the visiting operator's Municipality on the basis of Schedule A.

### **INDEMNITY**

The parties to the MOU shall indemnify and save harmless the Home Operator's municipality from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the Visiting Operator in pursuance or purported pursuance of this MOU.

**IN WITNESS WHEREOF** Onoway and Mayerthorpe have executed this MOU attested to by the signatures of its proper officers duly authorized in that behalf of the day and first above written.

We, the undersigned, agree to this MOU:

**TOWN OF ONOWAY**

\_\_\_\_\_  
Judy Tracy, Mayor

c/s

\_\_\_\_\_  
Wendy Wildman, CAO

**TOWN OF MAYERTHORPE**

\_\_\_\_\_  
Janet Jabush , Mayor

c/s

\_\_\_\_\_  
Karen St. Martin, CAO

DRAFT

(27)

## SCHEDULE A

### FEES AND PAYMENT SCHEDULE

The Municipalities shall be compensated in accordance with the following schedule:

1. Fee for service shall be based on a cost recovery basis:

#### **Town of Mayerthorpe**

Jim Barker, Water Treatment I, Water Distribution I, Wastewater Collection I	\$Actual/hr
Barry Gylander, Water Treatment II, Water Distribution II, Wastewater Collection II	\$Actual/hr
Mayerthorpe Vehicle Expense Rate	\$ CRA/km

#### **Town of Onoway**

Onoway Water Treatment III, Water Distribution III, Wastewater Collection III	\$Actual/hr
Onoway Mileage Rate	\$ CRA/km

Note: Hourly rates inclusive of Employer cost of benefits.  
Overtime hourly rates exclusive of Employer cost of benefits.

2. The municipalities shall provide an invoice inclusive of time allocation.
3. G.S.T. is not applicable under this MOU.



## SCHEDULE B

### CONTACT DETAILS

#### Town of Mayerthorpe

Barry Gylander, Water, Wastewater, Distribution Operator II  
780-786-2753 Public Works Shop  
780-305-4377 Cell  
[barrygy@mayerthorpe.ca](mailto:barrygy@mayerthorpe.ca)

Jim Barker, Water, Wastewater, Distribution Operator I  
780-786-2753 Public Works Shop  
780-305-9426 Cell  
[waterplant@mayerthorpe.ca](mailto:waterplant@mayerthorpe.ca)

Karen St. Martin, Chief Administrative Officer  
780-786-2416 Town Office  
780-305-3655 Cell  
[cao@mayerthorpe.ca](mailto:cao@mayerthorpe.ca)

#### Town of Onoway

Jason Madge, Water II, Distribution II, Wastewater I  
780-868-4467 Cell  
[jason@onoway.ca](mailto:jason@onoway.ca)

**debbie@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** June 15, 2020 1:00 PM  
**To:** debbie@onoway.ca  
**Subject:** FW: Legislative Changes for Regional Service Commissions  
**Attachments:** Attachment 1 Fact Sheet for RSCs.pdf

Deb – info for our next agenda.

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

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO:** [cao@onoway.ca](mailto:cao@onoway.ca)

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**From:** municipalservicesandlegislation@gov.ab.ca <municipalservicesandlegislation@gov.ab.ca>  
**Sent:** June 15, 2020 10:08 AM  
**To:** Wendy Wildman <cao@onoway.ca>  
**Subject:** Legislative Changes for Regional Service Commissions

AR101181

Dear Chief Administrative Officers and Regional Services Commission Managers:

I am writing to share information about proposed amendments to the regional services commission (RSC) framework within the *Municipal Government Act* that were recently introduced in the Legislative Assembly as part of the Government of Alberta's overall red tape reduction strategy.

The changes are intended to streamline the approval framework and will allow RSCs to provide services with greater flexibility. We expect these changes to have minimal substantive impact on the governance and day-to-day operations of Alberta's existing 75 RSCs.

Please find attached a fact sheet that outlines the proposed changes. If passed, the legislative amendments will come into effect on September 1, 2020.

Should you have questions about RSCs or the attached changes, I encourage you to contact a municipal advisor toll-free at 310-0000, then 780-427-2225.

Sincerely,

Paul Wynnyk  
Deputy Minister

Attachment: Fact Sheet: Regional Services Commissions – Streamlining Approvals

# Regional Services Commissions Streamlining Approvals

Amendments to Part 15.1 of the *Municipal Government Act (MGA)* related to regional services commissions (RSCs) will come into force on September 1, 2020.

## Why are changes being made to RSCs?

As part of the government's efforts to reduce red tape, the changes will reduce the required amount of provincial approvals for RSCs. The changes will ensure RSCs are accountable to their member municipal authorities and will operate in a more streamlined manner.

The operations of Alberta's existing 75 RSCs will continue with minimal impact and, going forward, will govern the services they provide without the need for additional provincial approvals.

## What are the key changes?

Provincial approval will no longer be required for:



- changes to RSC services;
- changes to board of director bylaws;
- addition and removal of members or non-member municipal authority customers;
- disposal of assets; and
- RSC disestablishment.

For the establishment of a new RSC, Provincial Cabinet approval, through an Order in Council, is also no longer required. However, the Minister must be notified within 60 days of municipal authorities passing resolutions to establish an RSC. The RSC is established once a Ministerial Order is issued listing the Commission.

To supplement the governance of RSCs, the *MGA* will provide a list of required bylaws RSCs must have.

## What is the legislative impact?

The changes will result in amendments to Part 15.1 of the *MGA*; however, much will remain the same in substance.

Eighty individual regulations, including the 75 existing establishing regulations, will be repealed as of September 1, 2020.

All existing RSCs will continue as though they were established under the new framework. This will be accomplished through a ministerial order that will be maintained by Municipal Affairs.

## How will the powers and duties of RSCs be affected?

The powers and duties of RSCs will **not** significantly change.

- RSCs will continue to have the legal status of a corporation.
- RSCs will continue to have natural person powers, except as limited by the *MGA* or an RSC's bylaws.
- RSCs will continue to be eligible for capital borrowing through the Alberta Capital Finance Authority.
- RSCs will continue to have the ability to acquire or expropriate land.
- Changes will have no resulting impact to existing RSC service areas, membership, or non-member customers.

## What are the governance implications for RSCs?

The members, board of directors, and chair of all existing commissions will continue according to the RSC's bylaws (or ministerial order in the cases of recently established regional services commissions still in transition).

RSCs will be subject to Sections 197 and 199 of the *MGA*, which govern meetings held by municipal councils (including electronic meetings). This change will provide greater clarity and consistency for meeting standards.



Existing RSC bylaws and resolutions will continue unless repealed, amended, or replaced by the board of directors. RSCs must ensure adopted bylaws address:

- the services provided;
- administration;
- the process for changing directors of the board and the chair, as well as determining the terms of office;
- the process for adding and removing members;
- the fees to be charged for services provided to its customers or to any class of its customers;
- the disposal of assets; and
- the terms for disestablishment, including the treatment of assets and liabilities.

RSCs should also ensure they obtain a copy of their establishing regulation (or other legislative documents of importance) prior to their repeal on September 1, 2020, to consider transferring important elements to their bylaws. All existing regulations can be found on the [Alberta Queen's Printer website](#) by browsing the catalogue through alphabetical search.

## What are the financial implications for RSCs?

There are minimal changes to the financial requirements of RSCs; those made intend to align the financial management of RSCs more closely with municipal financial processes.

Areas of alignment include:

- addressing financial shortfalls;
- requirements for capital budgets; and
- use of borrowed money.

Otherwise, financial provisions will remain generally the same, including, but not limited to, debt limit regulations, audited financial statements, and financial information returns.

RSCs will continue to be expected to operate on a non-profit, full cost-recovery basis. This means RSCs will continue to be prohibited from operating with the intention of making a profit or be able to distribute surplus funds to its members. If such factors exist within a regional service delivery model, other corporate structures, such as municipally controlled corporations, may be more appropriate.

## What will RSCs need to do to transition?

RSCs should review and update their bylaws to comply with the requirements within one year of the amendments coming into effect. It is the responsibility of RSCs to ensure compliance with new legislation. The required compliance date is **September 1, 2021**.

RSCs and municipal authorities are encouraged contact Municipal Affairs for advice and support. Training opportunities will be available beginning in fall 2020 (details to be announced).



### Additional Information

For questions about regional services commissions, please contact Municipal Services Division at [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca) or 780-427-2225 or toll-free by first dialing 310-0000.



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](mailto:pcm1@telusplanet.net)

June 15, 2020

File: 15SUB03-24

Westporte Properties Inc.  
Box 249  
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 – 47<sup>th</sup> Avenue  
Town of Onoway**

In response to your request of June 15, 2020, 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, 2021 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 Sonnleitner, Development Officer, Town of Onoway  
cc: C.A.O., Town of Onoway

**debbie@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** June 16, 2020 8:22 AM  
**To:** debbie@onoway.ca  
**Cc:** penny@onoway.ca  
**Subject:** FW: Onoway - RE: Subdivision File 15SUB03-24  
**Attachments:** 15SUB03-24 Time Extension to June 26, 2021.pdf

Deb – we should add this as info.

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

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**From:** pcm1@telusplanet.net <pcm1@telusplanet.net>  
**Sent:** June 15, 2020 6:36 PM  
**To:** 'Eric Sehn' <esehn@selecteng.ca>  
**Cc:** cao@onoway.ca  
**Subject:** Onoway - RE: Subdivision File 15SUB03-24

June 15, 2020

Dear Mr. Sehn:

Per your request, see attached Time Extension.

Regards,

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

35

---

**From:** Eric Sehn <[esehn@selecteng.ca](mailto:esehn@selecteng.ca)>  
**Sent:** June 15, 2020 2:18 PM  
**To:** [pcm1@telusplanet.net](mailto: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, 2021. 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,  
Planner  
D: 587 773 7639 E: [esehn@selecteng.ca](mailto: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](http://selecteng.ca)

(36)