

Town of Onoway

Background to CAO Wendy Wildman's position with the Town and specifically what CAO Wildman brings to the Town of Onoway

Presented at the December 16th, 2021 Council meeting

Back in 2008 and 2009, I did some interim work for the Town of Onoway providing CAO services to the Summer Villages who had contracts with the Town for the provision of administration services.

In April of 2011 I received a phone call from the Mayor asking if I can come in immediately and help them out with CAO services, as they had just terminated their previous CAO. The highest priority at the time was that the Town had very little available operating funds to continue to pay invoices and wages. The Town wasn't broke, but it was in a cash crisis. At the time, the Town was near its maximum limit of their operating line of credit with the bank, and the Town had about 1.8 Million in grant funds available to them for capital projects they had completed and paid for out of operating funds and reserve accounts but had failed to provide the paperwork to the Provincial Government to have these funds released to the Town. My current contract with the Town is attached.

On a phone call and subsequent hand shake, myself and one of my other team members came to work for the Town of Onoway. We dissected 3 years of prior payables related to capital projects making the appropriate grant applications, submitting final accounting etc. to ensure the Town received those funds associated with the capital costs expensed. We also had to have the Town's line of credit at the bank increased from \$300,000 to \$1,000,000 (to ensure we had cash available while we waited for this provincial money to be received). In support of the tremendous job completed by Heather Luhtala in getting these grant reports and funds straightened out, in the spring of 2012 when the Town's Auditor presented the Audited Financial Statements to Council he complimented Heather on the work she did and he in fact asked her in that meeting if he could give her contact information to other municipalities he works for because he had never seen such a meticulous and accurate set of grant reporting.

Some background, when the Mayor called me to come work, I had a full-time job providing administration services to several Summer Villages and a Water Commission from my home-based office west of Alberta Beach. Having regard to a past good working relationship with this Mayor and respect for him along with our fellow municipalities, Heather and I agreed to come to work for the Town on an interim basis to get things caught up. While the first couple of months were close to full-time hours, we then leveled off to a ½ time basis as that was all we could offer given our other prior administrative commitments. About 6 months into this arrangement, we proposed to the Town that they should advertise for a full-time CAO but they preferred to continue with an arrangement with Wildwillow and so we did. Over time, my position went from ½ time to ¾ time to full time in 2020. My commitment to Onoway required restructuring of my

existing summer village office and resulted in the need to hire additional staff there to cover my time at Onoway.

“What do I bring to the Town of Onoway?” This was a question asked directly of me by Mayor Kwasny during a November 23, 2021 discussion between Mayor Kwasny, Deputy Mayor Johnson and myself. Mayor Kwasny stated Council and the community want to know what I bring to the Town and what I bring to the community as I don't live in Town.

Although this is not a common question asked of a service provider, and it certainly is not one I would (or possibly even legally could) ask of an employee/prospective employee under my supervision, I do recognize that good service providers are also good leaders in social corporate governance and community involvement. Admittedly, the question was not expected but it has been an enlightening exercise to recount my professional and volunteer involvement in the community since my time began here in Onoway. I maintain that I am under no obligation to submit any formal response to this inquiry (certainly not as a defense, or condition of my professional relationship with the Town), but I am voluntarily submitting a response in the effort to continue to be as transparent as possible in all matters important to our community. It also happens to be a record that I, having taken a moment to reflect on more completely, am exceptionally proud to share. So, here is what I feel I bring to the Town:

Professional/Business background:

Moving my Business to Town – in 2013, the Town advertised for rent the space in the south side of the administration building (former library and youth centre site). Wildwillow Enterprises put in a bid and was successful in securing this rental area. To ensure integrity and transparency at the time, the Chief Financial Officer (CFO) was the Town representative who oversaw the advertising and receipt of tender submissions. These sealed tenders were opened by the Mayor in public during a Council meeting, and the follow-up correspondence was again handled by the CFO.

So, what has re-locating my business to Town meant for the Town of Onoway:

- Rental income of between \$8,400.00 in the first year to just shy of \$11,500.00 in 2021. This was new revenue to the Town, and in essence revenue equivalent to 1% of municipal tax dollars collected in a year. Compare this to a home in Onoway that pays \$2,900.00 in taxes of which \$2,100.00 is retained by the Town to cover the general municipal operations of the Town (the difference going to School and Seniors requisitions), and then add the average monthly utility charges at \$140.00 – this \$11,500.00 in revenue generation for the Town in 2021 is equivalent to me owning and paying taxes and utilities on 3 homes in Town. And this rental income and added revenue to the Town has come with very little Town investment to the space (changed the locks and put in security cameras, something that likely would have happened if the space was not rented out).

- In 2013, my son graduated from the U of A and began working for my businesses. Because my business was now located in Town, I helped my son purchase a house in Town in which he resided. I was on title of this home until 2016, and my son still owns, resides, and pays taxes to the Town of Onoway.
- Moving my business to Town has brought 5 employees to this Town who otherwise would not be here. These employees buy lunch or supper, pick up groceries or prescriptions, 2 go to the Doctor here, they get oil changes or new tires because it's convenient to drop their vehicle off while at work, they all buy fuel and wash their vehicles etc. here.
- Because this business provides municipal government administration services, they are very compatible to both being in the same building from security and confidentiality to assisting and sharing best practices or changes in procedures or processes, to teaching and sharing knowledge on the software system or Alberta land titles system that is beneficial to the Town staff and its very operation. And, on the rare occasion, summer village staff have covered the Town office when necessary (staff meeting for example). A couple examples of sharing best practices. One of our Summer Villages recently had an Assessment Audit completed by the Province and there were two items noted on the tax notice that needed to be adjusted. One was to state if the school taxes were being paid to the public or separate school district. In our area we don't have an option, we only have a public school system but in the larger areas parents have the choice to send their children to public or separate schools, and those parents as tax payers have the choice of sending their tax dollars to either that public or separate school district. The other item that was flagged was in relation to the land and improvement descriptions as noted on the tax notice. We are following up with the Province on this as the language in the audit report is unclear as to what exactly they are seeking. But what happened as a result of this audit report is we went to each of our municipalities, including Onoway, to review their tax notice and to ensure if a change or changes are required that we make that change for the 2022 tax year. Another good example of best practice sharing is the Municipal Accountability Program review, again completed by the Provincial Government (Municipal Affairs). In this review the municipal advisors review bylaws, policies, minutes, agendas, oath of office, election documentation, tax notices, assessment complaint forms, our software system, along with your storage and retention of records. Each time one of the municipalities we work for receives their review report we share those finding with the other communities, and thereby implement whatever changes or best practices that may be required.
- Since moving my summer village administration office to Onoway, I have encouraged those staff members to volunteer in Town and to help encourage that, I have allowed staff to spend a half day a month either working in the office on their volunteer stuff or attending meetings during work time with full pay and not requiring them to take vacation time or overtime to do it. My Wildwillow business also covers the cost of whatever office supplies they require to provide this volunteer support

Strong supporter of shopping local:

Since being hired at the Town, and moving my administration business to Town, this has become my full time work place and the local spin offs & benefits to the Town from this include:

- I moved both my personal and business banking from the Credit Union to ATB
- I moved my pharmacy from Alberta Beach to Onoway (December 4th alone, I spent over \$500 at the Pharmacy and one year I spent over \$1,000 on epi pens at this pharmacy)
- I moved my grocery store from Alberta Beach to Onoway for my daily and weekly needs. I don't have a Costco membership, you will see me once in awhile in Super Store or Walmart. (In 2020 and 2021 I purchased 40 Christmas turkeys and hams through Bigway for municipal staff, stakeholders and partners).
- I moved my vehicle registries from Wabamun to Onoway
- My mechanic is in Town for all my maintenance, repairs and tires for both my personal and company vehicles
- I purchase all of my vehicle windshields here for both my personal and company vehicles
- I purchase all my fuel in Town for both my personal and company vehicles
- I purchase all flowers arrangements here
- I purchased a \$4,000.00 round pen from Morands
- I have taken my dogs, cows and horses to the Onoway vet
- I purchase various livestock products (oats, salt, hay cubes, de-wormer, etc.) from Onoway Feed and Seed (my Dec. 11 pickup was \$340.00 in hay cubes)
- My hairdresser is in town
- I wash my vehicles in Onoway now as opposed to Alberta Beach
- I use the lawyers in Town for my personal needs (wills, land transactions, etc.)
- My doctor is now in Town as opposed to St. Albert
- I use the lab in Town as opposed to St. Albert
- I purchase my insurance in Onoway
- I purchased a \$3,000 shed, along with all sorts of lumber for work benches, chairs and benches at the fire pit, built cat houses, along with all the smaller items – extension cords, heat lamps, nuts, bolts, keys from TimBr Mart
- I buy lunches and take-home supper from Town
- my business is a member of the Onoway Chamber of Commerce

Has anyone on Council stopped in at our newest business, the saddle and leather shop? I stopped Friday and spent \$750.00 on Xmas gifts, and have one more item on order.

I have always been an advocate for shopping local, and leading by example, and I believe very much do my part here in Onoway.

My Volunteer contribution to the Town of Onoway:

-as most parents do, I have volunteered in all sorts of capacities on the various sports teams or other interests my kids were involved in

- I have served on the boards of the curling club, minor hockey and Ag. Society
- since 2013, I have been significantly involved in hosting 17 Adult Slo-pitch ball tournaments in Town. In preparing this report I have given some thought to the economic spinoff of what a tournament brings to a community, in consideration of the fuel, liquor, smokes, food (whether it be groceries or take out), ice, sunscreen and bug spray along with ointments and wraps and Tylenol, and then the funds retained by the hosting organization, I estimate approximately \$15,000 dollars per tournament is invested in the Town – that's a \$255,000 investment value! And we didn't host tournaments in 2020 or 2021 not because of COVID but because Northern Gateway wouldn't allow us on the diamonds – which is another passion of mine, to get public access for both youth and adults back on those diamonds.
- my business has signs hanging in both the curling rink and the arena
- my business has sponsored two sets of Onoway Minor Hockey jerseys and I am very proud to hang one of these jerseys in my office
- ABADASA is my main volunteer organization and since 2015 this very small group of volunteers have invested just shy of \$18,000.00, into groups like: Onoway Minor Hockey, Onoway & District Ag. Society, Swede Moren Ball Park, Onoway Curling Club, Onoway High School, Onoway Elementary School playground project, Onoway Legion, Onoway Dance, LSA East Food Bank, LSA Army Cadets to name a few.
- Wildwillow has sponsored or co-sponsored several Legion Friday night suppers,
- I volunteer for casinos for the various groups serving in and around Onoway

Like so many others, volunteering in the community runs deep in one's veins and back in 2005, I was awarded the Alberta Centennial Medal from our MLA in recognition of my volunteer efforts. And while I am very proud of this recognition and my continued volunteer efforts subsequent to this award, I am most proud of the fact all of my children have gotten the volunteer bug and they themselves have recognized what their communities have given to them and in the circle of life they now give back. Their volunteer efforts include sitting on various boards, sponsoring and cooking at legion dinners (my son has cooked many of those dinners and this past Friday my youngest daughter helped him all Friday with that dinner prep, serving and cleanup), coaching and assistant coaching (my daughters started coaching or assistant coaching in volleyball, baseball and now hockey since they were in Grad 8) (my youngest daughter while currently in post secondary and working two part time jobs is also assist coaching two girls hockey teams in Camrose U13 and U18 – thanks to Kelsey Snipes Grierson and Andy Fergel for fostering this desire), another volunteer passion of my girls are the various animal rescues, shelters, and spay and neuter task force events throughout the province.

Certainly, in this community, I am only one of many, many volunteers and I will never achieve the time investment that residents like Corinne, Terry, Yvonne, or Hazel have, but again, I believe I do my part and I would stack my time and investment against the majority.

Staff Resources/Multiple Hats:

It has been stated that residents and Council have concerns with the multi hats that both myself and Assistant CAO/Public Works Manager, Jason Madge, wear. I very much believe this is a benefit to the Town and not a hinderance. In large part, while I can state it is a benefit it is successful because both Jason and myself have a very good working relationship with other municipalities, stakeholders and contractors and because each of us are respected in our positions by our peers. Examples of this include:

Water Commission, both Jason and I work for this Commission and advantages of this for the Town of Onoway are:

- knowing and understanding the rates being charged, the capital investment requirements, and thereby debentures requirements, and understanding the annual operating costs

- the biggest single impact and financial benefit for the Town occurred when the regional water system tied into the distribution system of the Town in December of 2017. Because Jason was involved in the operations of the Water system, he was very aware of some problems that had arisen in another municipality's water treatment plant when the tie-in occurred. Because of this knowledge, he was able to confidently and with the best interests of Onoway in mind, negotiate specifically how the tie in to the Town's water treatment plant would occur and which entity would be covering which costs. When the dust settled, the Town of Onoway had a very smooth tie-in transition and subsequent operating costs and problems for the Town at this facility have been minimal and the Commission picked up in the neighbourhood of almost \$100,000.00 in tie in costs that in most other circumstances would have been borne by the Town. Also, with Jason being involved in the operation of the regional water system, he is aware sooner of any upcoming water restrictions and/or line breaks which thereby gives the Town the opportunity to be better prepared and react quicker, more proactively, and with less of a direct interruption to our community.

Sewer Services – the last few years have seen a great deal of activity in the preliminary discussions, engineering and development of regional sewer systems. Jason, as a certified operator in both water and wastewater, and wearing his multiple hats, has been an integral and respected seat at this table, and it is he who is requested by his peers to sit on these various technical committees. When the Town was approached by 2 Summer Villages to dispose of their sewer effluent in our lagoon while their lagoon was in crisis, it was Jason who had to do the leg work to propose a disposal rate that would capture all the costs to ensure these costs were borne by the Summer Villages and not Town tax base. After the initial shock (for lack of a better word) of what this rate realistically should be, the County and other Lagoon Commissions ended up increasing their rates recognizing the justification of these costs.

Other regional projects to which wearing multiple hats have been an advantage to the Town of Onoway:

Onoway Regional Medical Clinic – a regional initiative led by Lac Ste. Anne County with regional partners being the Town along with 4 Summer Villages. 2 of these Summer Villages are administered by Wildwillow Enterprises which has allowed direct and accurate information sharing of the benefits of this initiative (these 2 Summer Villages are geographically the furthest away yet see the benefits of participating).

Onoway Public Library (OPL) – in 2018, the Town took over the administration of the OPL and a new OPL Board was struck. At the time, the OPL had no money to continue with operations so many fundraising initiatives commenced. Prior to 2015, Summer Villages provided direct operating funds to the various local libraries throughout Lac Ste. Anne County and then this funding ceased. In 2019, we were successful in securing direct funding from the Summer Villages within the general service area of the OPL (annual investment now ranges from \$4,500.00 to \$5,500.00). This investment can be in part attributed to the fact that 3 of the 4 Summer Villages who now contribute to the OPL are administered by Wildwillow Enterprises. By wearing the multiple hat, I was able to provide accurate and up-to-date information about the library's operations, services and importance to the greater region, which was a significant, positive factor in being able to negotiate this financial reinvestment into our library by these summer villages.

Onoway Regional Fire Services (ORFS) – back in 2015 several communities including Onoway were facing a change in the provision of fire services, including additional costs because of a proposed new funding formula to longer response times as fire hall locations were changing. In the end, a group of municipalities got together and were able to form Onoway Regional Fire Services which contracts fire services from North West Fire Rescue. The formation of this new service ensured the Town's cost of service remained basically the same, and that the fire department would continue to operate out of the fire hall located within Town. Another positive outcome of this venture was that this new fire department would provide medical first responses at no additional cost. While today there are 10 municipal partners in ORFS, in the beginning there were only 6. 5 of those 6 municipal partners received their administration services from Wildwillow Enterprises, I believe you can see where this is going. This fire service was pulled together because of those multiple hats. Today, the provision of fire and emergency services within the east end of Lac Ste. Anne County, including Onoway, are stronger as a result of this initiative – this is a true success story.

Family & Community Support Services – in 2015 municipalities, including Onoway, were forced to find a new provider for the administration and distribution of FCSS funds. The Town stepped up and took on the big brother roll and began administering FCSS funds on behalf of 11 municipalities. Again, because of the multiple hats and respect amongst municipalities, the Town has been able to provide continued distribution of FCSS funding to community groups and programs ensuring those important services are still operating in our communities.

In compensation for administering both the ORFS and the FCSS, the Town of Onoway receives approximately \$30,000/year to offset wages for this additional workload.

Also, in this 2015 shake up in the provisions of municipal services, the Town led the bringing together of municipal partners in the provision on Community Peace Officers (CPO) services. It was the Town who pulled together the interests of their fellow municipalities and approached and negotiated with the Town of Mayerthorpe an agreement that would see CPO service to our communities continue.

As a result of the Town of Onoway stepping up as a leader in the municipal regional partnership landscape, we were recognized by our peers and municipal partners when in 2019, the Town of Onoway was nominated for the Minister's Awards of Municipal Excellence – in the Partnership category.

Waste/Recycling/Organics contracts – it was the group of municipalities being the Town and 5 Summer Villages who are administered by Wildwillow Enterprises that got together and put out a tender for this service. By coming together, we were able to provide a very attractive service opportunity and it is because of this attractive opportunity that we received very competitive pricing and were able to reduce our overall annual operating budget by almost 2%. This regional initiative fostered the return of a local business into the waste collection service industry.

Safety Codes – again, the group of municipalities administered by Wildwillow got together and put out a tender for safety code services. And while it was not a requirement for all municipalities to go with the same service provider (and they did not) this did again initiate a competitive process.

47th Avenue – we had received quotes for the overlay of 47th Avenue, with the numbers coming in around \$680,000. We had been approached by the County to consider a cost share of their Twp Rd. 544, from Rge Rd 21 to their east boundary. As a CAO with many hats, I have seen many successful regional road projects between Summer Villages and the County. I suggested this initiative would be more appealing if we could tie Rge. Rd. 21 into it, along with 47th Avenue. The quote that came in for 47th Ave from the County's contractor was \$430,000. That's a \$250,000 savings from our original quotes because the contractor was in the area and able to do a large project. And by completing all these roads as one large project, we now had a pristine alternate route for traffic coming to and from the Town of Onoway. The deal was struck to pay the County \$500,000 over 5 years (\$100,000/year) for the work completed on the County roads being Rge. Rd. 21 and Twp Rd. 544. As the Town was saving \$250,000 on the 47th Ave project from the original quotes, that \$500,000 now becomes \$250,000 and then in the spirit of cooperation and partnership the County turned around and gave the Town \$100,000 reducing this \$250,000 to \$150,000. Yes, your taxes reflect this \$100,000 annual fee, but what the

Town saved was \$350,000 in grant funds that could then be allocated to other capital projects. And what this deal did was open the door to good faith and other regional projects and positive negotiations with the County.

We have 2 great examples of this: the Onoway Regional Medical Clinic whereby the County purchased a building to ensure the Doctors office stayed in Town and was able to expand to ensure its longevity and viability in our community. Partners in Progress and Shop the County, an economic development initiative with Lac Ste. Anne County which has resulted in a great deal of promotion of our region (check out the websites).

Legal counsel representation – back in 2011, the Town started utilizing the services of our local law firm Patriot Law with respect to municipal matters. Because of strong advice and successful outcomes on the first few files brought to Patriot, we expanded our use of their services in our many municipalities. Over the years, Patriot Law's municipal clientele has expanded to municipalities beyond those who Wildwillow Enterprises provides services to. Providing legal services in the municipal world is a unique market and for the most part has been provided by 2 very large firms in Edmonton and Calgary. To receive sensible, comprehensive and high-quality legal advice from someone other than those 2 large firms is uncommon, and to receive that advice from someone who is a block down the road is quite simply.... priceless. In recognition of this remarkable service provided by a small firm in a little rural Alberta community, on behalf of the municipalities I represent I provided a letter of support for an application for Michelle Gallagher to be awarded a Queen's Counsel designation for the 2021/2022 selection year.

Onoway Chamber of Commerce – since its revitalization in 2012, the Town has been a very strong advocate and supporter of our Chamber.

Town of Onoway Accomplishments past and future:

Commercial/Industrial Expansion – during my time with Onoway, I am most proud of the expansion of one particular business and the role I played in this project. What started as a hand-shake deal between the Owner, the Mayor and myself ended up being the 2013 sale of 15.84 acres of land from the Town to this business and it is on this piece of land that a second large fabricating shop was built. Then, in 2015, this business purchased an additional 24 acres from the Town which has allowed them to continue to expand their operations and successfully bid and be awarded projects to which a large work area and site was a consideration in the selection and award criteria of these major contracts. Once the dust settled, the Town had approximately \$580,000.00 new money in its bank account, along with another \$60,000.00 earmarked specifically for recreational/park improvements along with additional tax revenue of about 12% or \$145,000.00/year.

Utility Rates Study – we brought in Wildwillow team member, Dwight Moskalyk, to perform an in-house review and working knowledge of utility rate modelling, budgeting and rate calculations. Initiated in the year prior to my arrival, this project was given a fresh perspective and relaunch. Under this project, Onoway has been able to more correctly account for utility operating costs, particularly for water and wastewater. This in turn allows the municipality to set correct rates for full cost recovery in their utility departments (avoiding subsidization through general municipal tax revenues). This is a modernization that few communities understand or undertake, and certainly one that even fewer municipalities can handle in house. This service remains accessible during our annual budget cycles to ensure consistent application of the new framework. To give some perspective in 2012 roughly 60% of the utility costs of the municipality were subsidized through tax revenues rather than user pay and we have steadily worked to break those functions apart so that now the model is based on full cost-recovery through utility rates and user-pay costing. Conceptually, this was a critical step in adding transparency to the financial framework of the municipality – we now know what departments account for what amount of the budget – and this allows us to have accurate, focused and meaningful discussions on policy internally and when recommending same to Council.

As a result of our last Municipal Accountability Program review, a major financial change occurred in the restructuring of our assessment bylaws and resulting tax rate bylaws. This is now part of our annual budget and tax review process and again promotes a higher level of compliance with the MGA and provincial regulations.

Our street light expansions on the easterly end of Lac Ste. Anne Trail North and 47th Avenue are a welcome addition to the safety of our pedestrian traffic. While we have seen some playground improvements over these last years, we will strive to continue with recreational improvements within our community as our budget allows.

LDS Church/13 lot residential development – with this redistricting and subdivision being approved, we look forward to this project becoming a reality and believe it will spur additional interest and a desire to move to our community and will showcase Onoway an exciting place to be.

Economic Development – I believe a very important consideration in the 2022 budget deliberations will be the Town hiring a part-time economic development officer, someone who has the background and the contacts to be able to attract new businesses, developers and families to our community. Because of prior successful partnerships and collaboration efforts, the Town has been contacted by a fellow municipality to cost share an ED position.

Ball diamonds – the Town needs to continue to work with Lac Ste. Anne County and Northern Gateway Public Schools to return public access to those diamonds for our youth and adults.

When looking through the public records from the period 2003 to 2011, it appears that during this 9-year period, the Town went through 6 individuals acting as CAO (whether it be permanent, interim or acting). In 2008, the Town spent \$147,673 on their CAO, and in 2009, they spent \$157,629 (attached are the 2008 and 2009 financial reports to support this) – 13 years later in 2021 the budget for the CAO is \$155,000. Of these 6 individuals acting in the capacity of CAO, I understand only 1 owned property in Town and 1 rented in Town for awhile (I remember a Council meeting where 5 Council members, 2 Engineers and the Public Works Supervisor waited almost 2 hours before this interim CAO showed up and they could start their meeting). One of these individuals actually performed their CAO duties and tasks from California, and one had a full-time job with the Town of Barrhead while working for the Town of Onoway. The attached 2020 salary comparison you will note what comparable municipalities pay for their CAO, with a low of \$89,472 to a high of \$450,587, with 7 receiving less pay than myself and 21 receiving more than me.

We all know that I, as your CAO, is the one employee that Council has and that it is Council who hires and fires their CAO. It certainly is in your privy to terminate the current contract for CAO services, but I encourage Council to ensure you have a succession plan in place. You just have to watch the AUMA and RMA websites to see the ever revolving door of CAO positions, and like any change you may upgrade, you may end up with a lateral move, or you may end up in a worse position.

In closing, because of some comments expressed at the Candidates Forum, in Council meetings, and apparently made throughout the community, I will again encourage Council to consider hiring a consultant to complete a forensic audit of the Town's financial and business affairs. I am very confident that no misappropriation of funds or unethical business transactions will be cited, and it would be my goal to finally put these unfounded accusations to rest. I do ponder as to why, if there is even the slightest merit to any accusations being made, why the accuser(s) have not sought a criminal investigation – I surmise we probably all know (or ought to know) the answer to that. I also suggest to Council that you consider hiring a consultant to do a cost benefit analysis of what I, as your CAO, bring to this Town as compared to previous CAO's, and/or other communities. I think this would be very beneficial information for Council, the Community and myself to have.

CONTRACT No. Onoway 2012

TO PROVIDE

MUNICIPAL CHIEF ADMINISTRATIVE OFFICER SERVICES

And

MUNICIPAL ADMINISTRATION SUPPORT SERVICES

**PREPARED BY
WILDWILLOW ENTERPRISES INC.**

**PREPARED FOR
TOWN OF ONOWAY**

THIS AGREEMENT made this 2nd day of February, 2012.

BETWEEN:

WILDWILLOW ENTERPRISES INC.

-and-

TOWN OF ONOWAY
(hereinafter called the "Municipality")

1.0 Background

1.1 Wildwillow Enterprises Inc. has been asked by the Municipality to provide the services of the Chief Administrative Officer for the Municipality, as well as Administration Support to the Municipality.

2.0 Description and Scope of Services

2.1 Wildwillow Enterprises Inc. will provide the services of the Chief Administrative Officer and Administration Support as set out in Schedule, "A" which is attached and forms part of this agreement.

3.0 Appointment of Chief Administrative Officer

3.1 For the purposes of this agreement Wendy Wildman, of Wildwillow Enterprises Inc., is designated as the Chief Administrative Officer for the Municipality, and Heather Luhtala will be providing additional Administration Support.

4.0 Term

4.1 This Agreement will come into effect 6th day of October 2011, regardless of the date of execution.

5.0 Fees, Expenses and Payments

5.1 The cost of the Chief Administrative Officer Services is \$65.00/hr and the cost for additional Administration Support is at \$50.00/hr. It is agreed that work will be performed both in the Municipality's office, as well as from the Wildwillow Enterprises Inc. Office(s), or other locations/events as agreed upon.

5.2 The fee for services will include a cost of living increase each year as granted to the Town Administration staff. Any additional fee increase will be reviewed on an annual basis, effective for the start of the 2013 year, and negotiation on potential increase should commence on or about November 1 of the previous year.

5.3 A travel allowance for mileage will be provided at the rate of \$0.55 per kilometre or as established by Council from time to time for the use of the CAO's personal vehicle for Municipality business.

5.4 The CAO will be reimbursed for approved expenses supported by invoices or receipts incurred on behalf of the Municipality for the purpose of Municipality business.

5.5 The Municipality will be invoiced on a monthly basis, and payment is due on receipt of invoice.

5.6 GST or any substitute for the GST shall be added to the cost of services.

6.0 Termination of Contract

6.1 Either party may terminate this Agreement at anytime upon the provision of 12 months written notice to the other party, or earlier as agreed upon by the two parties.

Signed as per resolution of Council the 2nd day of February, 2012.

WILDWILLOW ENTERPRISES INC.
Box 8, Alberta Beach, AB. T0E 0A0

Per: W. W. Edman, Director

Date: Feb 3 12

TOWN OF ONOWAY
Box 540, Onoway, AB. T0E 1V0

Per: Alan Kasnow, Mayor

Date: Feb 6/2012

SCHEDULE " A "

CHIEF ADMINISTRATIVE OFFICER SERVICES (Town of Onoway):

As set out in the Municipal Government Act:

- Directs all operations of the Town
- Council Meeting agenda preparation, attendance, and follow-up
- Recommends objectives, policies and programs to Council.
- Directs the implementation and monitors progress of policies and programs approved by Council, evaluates and recommends changes as required.
- Directs the development of budgets and establishment of financial controls.
- Ensures expenditures are within Council approved budget
- Co-ordinates the prompt and proper handling of all requests, inquiries or complaints by the public.
- Executes all documents, agreements or contracts approved by Council.
- Maintains appropriate records, including policies, procedures, bylaws, financial matters, Council discussions and communications, in a format suitable for ongoing and archival retrieval
- Other such duties that may from time to time be requested by the municipality and agreed to by the CAO.

ADMINISTRATION SUPPORT SERVICES

- Grant Reporting
- Other such duties that may from time to time be requested by the Municipality or CAO

TOWN OF ONOWAY

NOTES TO FINANCIAL STATEMENTS (CONT'D)

DECEMBER 31, 2008

11. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officers, and designated officers as required by Alberta Regulation 313/2000 is as follows:

	<u>Salary</u>	<u>2008 Benefits and Allowances</u>	<u>Total</u>	<u>2007 Total</u>
Town Council				
Jendyk (Mayor)	\$ 5,528	\$ -	\$ 5,528	\$ 1,592
Medori	2,940	-	2,940	2,600
Kwasny	2,280	-	2,280	1,995
Harrison	690	-	690	2,230
Yuill	160	-	160	5,028
Copeland	-	-	-	300
	<u>\$ 11,598</u>	<u>\$ -</u>	<u>\$ 11,598</u>	<u>\$ 13,745</u>
Chief Administrative Officers	\$ <u>142,797</u>	\$ <u>4,876</u>	\$ <u>147,673</u>	\$ <u>78,630</u>

Salary includes regular base pay, lump sum payments, gross honoraria and any other direct cash remuneration.

Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees, and the employer's share of the costs of any additional taxable benefits.

12. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits, as defined by Alberta Regulation 255/00, for the Town be disclosed as follows:

	<u>2008</u>	<u>2007</u>
Total debt limit	\$ 3,096,321	\$ 2,580,731
Total debt	<u>2,275,583</u>	<u>296,945</u>
Amount of debt limit unused	<u>\$ 820,738</u>	<u>\$ 2,283,786</u>
Service on debt limit	\$ 516,054	\$ 430,122
Service on debt	<u>174,136</u>	<u>124,116</u>
Amount of debt servicing limit unused	<u>\$ 341,918</u>	<u>\$ 306,006</u>

TOWN OF ONOWAY

NOTES TO FINANCIAL STATEMENTS (CONT'D)

DECEMBER 31, 2009

11. TRUST FUNDS

A summary of trust fund activities by the Town is as follows:

	<u>2009</u>	<u>2008</u>
Tax Sale Properties		
Balance, beginning of year	\$ 21,539	\$ 21,107
Interest income	<u>18</u>	<u>432</u>
Balance, end of year	\$ <u>21,557</u>	\$ <u>21,539</u>
Seniors' Housing		
Balance, beginning of year	\$ <u>1,000</u>	\$ <u>1,000</u>

12. CONTINGENCY

The Town has been named as a defendant in a lawsuit for alleged breach of contract. The plaintiff is seeking damages of approximately \$500,000. It is Town management's opinion that it is unlikely the plaintiff will be successful.

13. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officers, and designated officers as required by Alberta Regulation 313/2000 is as follows:

	<u>Salary</u>	<u>2009 Benefits and Allowances</u>	<u>Total</u>	<u>2008 Total</u>
Town Council				
Jendyk (Mayor)	\$ 6,871	\$ -	\$ 6,871	\$ 5,528
Yuill	2,770	-	2,770	160
Kwasny	2,210	-	2,210	2,280
Medori	1,770	-	1,770	2,940
Harrison	-	-	-	690
Gaskell	-	-	-	-
	<u>\$ 13,621</u>	<u>\$ -</u>	<u>\$ 13,621</u>	<u>\$ 11,598</u>
Chief Administrative Officers				
Griffiths	\$ 62,097	\$ 6,686	\$ 68,783	\$ -
Malley	<u>88,846</u>	-	<u>88,846</u>	<u>147,673</u>
	<u>150,943</u>	<u>\$ 6,686</u>	<u>\$ 157,629</u>	<u>\$ 147,673</u>

Salary includes regular base pay, lump sum payments, gross honoraria and any other direct cash remuneration.

Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees, and the employer's share of the costs of any additional payable benefits.

Council CAO Comparison 2020

1	A	B	C	D	E	F	G	H	I
2	Town	# Councillors	Population	Equalized Assessment	Education Tax	2019 Council Hon./Ben	CAO Salary/Benefits	Other Benefits	Additional Info
3	Onoway	5	1029	113,723,746	329,820	\$66,619	\$135,883	ipad (Town owns) \$20/mo data; Comm-\$400 & \$250/mo;	
4	Alberta Beach	5	1018	180,611,829	476,631	\$61,229	\$120,428	Travel Exp reimbursed; Mtgs \$25/hr to \$175/day	
5								Travel Exp reimbursed; Mtgs \$75 for 1/2 day; \$125/day	
6	Bashaw	5	830	75,969,923	212,021	\$22,843	\$121,853	\$50/mo cell phone; \$50/mo internet exp	
7	Bruderheim	7	1395	157,712,463	410,480	\$60,977	\$126,646	Travel Exp reimbursed; Monthly remun includes all mtgs	Paid semi-annually
8	Killam	5	989	97,974,979	278,550	\$48,456	\$130,926	Mtgs in town \$25; Mtgs out of town 1/2 day \$75; \$150/day	Strathcona County provides CAO
9	Thorsby	5	1015	97,589,208	266,335	\$73,922 (2018)	\$103,741 (2018)	Laptop/tablet (Town owned); Tuition for training/dev;	
10	Swan Hills	7	1301	123,543,605	356,103	\$132,535 (2014)	\$139,124 (2014)	Travel Exp reimb; Mtgs \$92 for 1/2 day; \$160/day	
11	Mayerthorpe	7	1320	108,274,344	306,163	\$71,564	\$204,289	Trav Ex reimb; Mtgs \$142 und 5hrs; \$228 over 5 hr; \$85/cte	
12	Legal	5	1345	130,864,064	345,039	\$59,599	\$151,177	Laptop/tablet (Town owns); \$100 for 1/2 day; \$200 day	Rotate AUMA attendance
13	Lamont	7	1774	179,180,595	492,563	\$75,000	\$158,392	Travel Exp and Conferences reimbursed	
14	Wabamun	5	682	87,143,139	247,992	\$46,447	\$152,187	Trav Exp Reimb; \$300&\$400/mo honorarium; Mtgs \$25/hr	
15								\$30/cell phone	
16									
17	Athabasca	7	2965	382,121,627	1,098,133	\$129,960	\$200,071	Trav Ex reimb; Mtgs \$120 1/2 day; \$240/8 hours; Comm \$75	
18	Barrhead	7	4579	515,026,334	1,460,676	\$187,872	\$200,548	Trav Exp reimb; Mtgs \$143 1/2 day; \$280/day	
19	Calmar	5	2228	264,370,163	724,935	\$72,990	\$156,539	Trav Exp reimb; Mtgs \$75/hr 1/2 day; \$175/day over 5 hrs	
20	Fairview	7	2998	301,314,089	859,668	\$84,507	\$160,990	Travel Exp; Cell calls w receipts; Mtgs \$25/h; 225/full day	
21	High Prairie	7	2564	301,312,870	801,608	\$78,942	\$154,433	Travel Exp; Mtgs \$100 for 1/2 day; \$200/day	
22	Hinton	7	9882	1,785,174,567	4,350,768	\$292,561	\$450,687	Travel Exp reimb; Mtgs \$125 for 1/2 day; \$250/day	FCM Mayor only; one time \$1500
23								Prof Devel \$3,000/yr/Councillor(self-dir wkshaps)	to buy or pay bills for technology
24	Morinville	7	9893	1,334,491,347	3,599,882	\$295,679	\$244,055	Travel Exp reimb; One time Tablet or \$2000; \$500/yr for	
25								internet and cell; Mtgs \$50(2hrs); \$100/1/2 day; \$200/day	
26	Gibbons (FOM)	7	3159	383,101,606	1,012,199	\$149,453	\$207,956	Trav Exp reimb; Mtgs \$40/2 hrs; \$90 1/2 day; \$180/day	
27	Rimbey	5	2567	316,094,425	902,389	\$133,895	\$178,968	Travel Exp reimb; Cell \$92.30/mo; group accident insur;	\$300/mo health spending acct
28								Mtgs \$41/hr; \$418/day max	Rotate FCM attendance
29	Westlock	7	5101	633,600,444	1,837,697	\$234,385	\$258,733	Travel Exp; \$151.80 for 1/2 day; \$202.40 for full day;	Rotate FCM attendance
30									
31	Others to check as per policy (added to list Nov. 1'21):								
32	Bon Accord	5	1529	151,045,136	392,268	\$68,754	\$138,869		
33	Millet	7	1945	223,564,237	602,596	\$88,190 (2018)	\$158,759 (2018)		
34	Mundare	5	852	99,850,090	266,168	\$39,729	\$89,472		
35	Red Water	7	2053	327,459,944	905,488	\$191,036	\$159,601		
36	Smoky Lake	5	964	92,386,018	259,812	\$96,496	\$141,683		
37	Tofield	5	2081	249,765,389	699,470	\$61,985	\$169,739		
38	Two Hills	5	1443	82,145,031	225,577	\$81,915	\$170,482		
39	Vegreville	7	5708	752,037,505	2,163,457	\$262,406	\$190,145 plus 3 Managers at \$154,771 each		