

**ADDITIONS AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, APRIL 14, 2022 IN THE COUNCIL CHAMBERS OF THE  
ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM  
COMMENCING AT 9:30 A.M.  
MEETING IS BEING AUDIO/VIDEO RECORDED**

**4. APPOINTMENTS/PUBLIC HEARINGS**

*Pg 1-22* a) Phil Dirks – Metrix Group – attached are the 2021 draft financial statements being presented to Council at this meeting

*Pg 23-26* b) Onoway Chamber of Commerce – April 12, 2022 letter to Onoway businesses

**7. ACTION ITEMS**

*Pg 27-28* a) Onoway 2022 Tenders – Sewer Main Flushing – attached is a submission received April 13, 2022 from Standstone Waste and Water Service (missed the deadline). Does Council wish to consider this tender?

*Separate* k) Draft 2022 Operating Budget – attached are 2022 Draft Budget Summary Notes (#5) and the draft 2022 Budget as well as the 2022 Draft Capital Budget (separate attachment).

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

*Pg 29-30* c) Councillor Winterford's written report

**9. INFORMATION ITEMS**

*Pg 31-32* l) Bill 52 – April 8, 2022 letter of Intent for petition to recall Council members from Christy McInnes

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DRAFT

**TOWN OF ONOWAY**

**Financial Statements**

**For The Year Ended December 31, 2021**

## **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

To the Mayor and Council of the Town of Onoway

Management of the Town of Onoway is responsible for the accompanying financial statements. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

To assist in meeting its responsibility, management maintains appropriate systems of control and administrative controls designed to provide reasonable assurance that transactions are appropriately authorized and accurately recorded, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

The preparation of financial statements necessarily includes some amounts which are based on best estimates and judgments of management.

The financial statements have been audited by Metrix Group LLP, Chartered Professional Accountants. Their report to the Mayor and Town Council, stating the scope of their examination and opinion on the financial statements follows.

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Wendy Wildman  
Chief Administrative Officer

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Town of Onoway

### *Opinion*

We have audited the financial statements of the Town of Onoway, which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net debt, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town of Onoway as at December 31, 2021, and the results of its operations, changes in net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance (Council) are responsible for overseeing the Town's financial reporting process.

### *Auditors' Responsibility for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
April 14, 2022

**TOWN OF ONOWAY**  
**Statement of Financial Position**  
**As at December 31, 2021**

	2021	2020
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 2)	984,129	518,733
Receivables (Note 3)	303,216	585,119
Land held for resale	203,385	203,385
	<u>1,490,730</u>	<u>1,307,237</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 4)	401,409	379,303
Deferred revenue (Note 5)	137,602	280,035
Long-term debt (Note 6)	1,398,161	1,483,350
	<u>1,937,172</u>	<u>2,142,688</u>
<b>NET DEBT</b>	<u>(446,442)</u>	<u>(835,451)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 7)	11,642,015	11,502,359
Prepaid expenses	5,341	12,782
	<u>11,647,356</u>	<u>11,515,141</u>
<b>ACCUMULATED SURPLUS (Note 8)</b>	<u>\$ 11,200,914</u>	<u>\$ 10,679,690</u>

**ON BEHALF OF THE TOWN COUNCIL:**

\_\_\_\_\_ Mayor

\_\_\_\_\_ Councillor



**TOWN OF ONOWAY**  
**Statement of Operations and Changes in Accumulated Surplus**  
**For The Year Ended December 31, 2021**

	2021 (Budget) (Note 15)	2021 (Actual)	2020 (Actual)
<b>REVENUE</b>			
Net taxes available for municipal purposes (Schedule 2)	1,291,063	1,289,621	1,242,051
Sales and user charges (Schedule 4)	975,526	1,058,882	1,001,162
Sales to other governments	411,690	449,929	351,611
Government transfers for operating (Schedule 3)	417,382	619,370	346,206
Franchise fees (Note 13)	98,433	115,956	86,802
Other	22,168	32,445	16,668
Rentals	38,400	38,800	37,200
Penalties and costs on taxes	15,000	24,365	21,769
Licenses and permits	4,000	10,769	4,921
Fines	6,500	9,695	2,598
Interest	8,000	7,305	8,468
	<u>3,288,162</u>	<u>3,657,137</u>	<u>3,119,456</u>
<b>EXPENSES</b>			
General administration	608,925	645,600	670,000
Water supply and distribution	484,626	529,553	493,622
Fire	391,124	421,792	360,470
Wastewater treatment and disposal	267,499	371,406	174,019
Roads, streets, walks, lighting	362,830	277,076	310,769
Common and equipment pool	215,900	229,060	241,317
Police	166,338	196,513	91,653
Family and community support services	121,759	121,759	85,836
Council and other legislative	125,325	112,676	107,832
Parks and recreation	111,500	110,065	134,072
Waste management	84,978	81,000	104,785
Other planning and development	160,700	52,451	153,686
Culture: libraries, museums, halls	34,700	35,646	20,762
Recreation board and other services	18,150	18,995	7,000
Land use planning, zoning and development	15,500	14,435	12,304
Subdivision land and development	6,000	8,305	3,522
Disaster and emergency services	22,500	7,730	24,701
Bylaws enforcement	1,000	4,000	1,012
Other	3,500	155	3,274
Amortization	69,674	456,335	435,713
	<u>3,272,528</u>	<u>3,694,552</u>	<u>3,436,349</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE</b>	<u>15,634</u>	<u>(37,415)</u>	<u>(316,893)</u>
<b>OTHER REVENUE</b>			
Government transfers for capital (Schedule 3)	852,776	558,639	164,826
Gain on disposal of tangible capital assets	-	-	(7,908)
	<u>852,776</u>	<u>558,639</u>	<u>156,918</u>
<b>ANNUAL SURPLUS</b>	<u>868,410</u>	<u>521,224</u>	<u>(159,975)</u>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>10,679,690</u>	<u>10,679,690</u>	<u>10,839,665</u>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u>\$ 11,548,100</u>	<u>\$ 11,200,914</u>	<u>\$ 10,679,690</u>

The accompanying notes are an integral part of these financial statements.



**TOWN OF ONOWAY**  
**Statement of Changes in Net Debt**  
**For The Year Ended December 31, 2021**

	2021 (Budget) (Note 15)	2021 (Actual)	2020 (Actual)
<b>ANNUAL SURPLUS</b>	<b>\$ 868,410</b>	<b>\$ 521,224</b>	<b>\$ (159,975)</b>
Purchase of tangible capital assets	(782,000)	(595,991)	(90,777)
Proceeds on disposal of tangible capital assets	-	-	3,710
Amortization of tangible capital assets	69,674	456,335	435,713
Loss (gain) on disposal of tangible capital assets	-	-	7,908
	<u>(712,326)</u>	<u>(139,656)</u>	<u>356,554</u>
Acquisition (use) of prepaid expenses	-	7,441	6,641
<b>INCREASE (DECREASE) IN NET DEBT</b>	<b>156,084</b>	<b>389,009</b>	<b>203,220</b>
<b>NET DEBT, BEGINNING OF YEAR</b>	<b>(835,451)</b>	<b>(835,451)</b>	<b>(1,038,671)</b>
<b>NET DEBT, END OF YEAR</b>	<b>\$ (679,367)</b>	<b>\$ (446,442)</b>	<b>\$ (835,451)</b>

The accompanying notes are an integral part of these financial statements.



**TOWN OF ONOWAY**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2021**

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Cash from operations		
Annual surplus	\$ 521,224	\$ (159,975)
Non-cash items included in excess of revenues over expenses:		
Amortization	456,335	435,713
Gain (loss) on disposal of tangible capital assets	-	7,908
	<u>977,559</u>	<u>283,646</u>
Change in non-cash working capital balances related to operations:		
Prepaid expenses	7,441	6,641
Receivables	281,903	(242,190)
Accounts payable and accrued liabilities	22,106	(128,449)
Deferred revenue	<u>(142,433)</u>	<u>214,142</u>
	<u>1,146,576</u>	<u>133,790</u>
<b>FINANCING ACTIVITIES</b>		
Repayment of long-term debt	<u>(85,189)</u>	<u>(81,341)</u>
<b>CAPITAL ACTIVITIES</b>		
Proceeds on disposal of tangible capital assets	-	3,710
Purchase of tangible capital assets	<u>(595,991)</u>	<u>(90,777)</u>
	<u>(595,991)</u>	<u>(87,067)</u>
<b>CHANGE IN CASH CASH EQUIVALENTS DURING THE YEAR</b>	<b>465,396</b>	<b>(34,618)</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>518,733</b>	<b>553,351</b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>\$ 984,129</b>	<b>\$ 518,733</b>

The accompanying notes are an integral part of these financial statements.

**TOWN OF ONOWAY**  
**Schedule of Equity in Tangible Capital Assets**  
**For The Year Ended December 31, 2021**

**Schedule 1**

	2021	2020
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ 10,019,009</b>	<b>\$ 10,294,222</b>
Purchase of Tangible Capital Assets	595,991	90,777
Amortization of Tangible Capital Assets	(456,335)	(435,713)
Net Book Value of Tangible Capital Assets Disposed of	-	(11,618)
Repayment of Capital Long-Term Debt	85,189	81,341
<b>BALANCE, END OF YEAR</b>	<b>\$ 10,243,854</b>	<b>\$ 10,019,009</b>

Equity in Tangible Capital Assets is Comprised of the Following:

Tangible Capital Assets (Note 7)	\$ 11,642,015	\$ 11,502,359
Long-term Debt (Note 6)	(1,398,161)	(1,483,350)
	<b>\$ 10,243,854</b>	<b>\$ 10,019,009</b>

The accompanying notes are an integral part of these financial statements.

**TOWN OF ONOWAY**  
**Schedule of Property Taxes Levied**  
**For The Year Ended December 31, 2021**

**Schedule 2**

	2021 (Budget) (Note 15)	2021 (Actual)	2020 (Actual)
<b>TAXATION</b>			
Real property taxes	\$ 1,569,305	\$ 1,573,218	\$ 1,536,219
Linear property taxes	69,715	64,090	67,771
	<u>1,639,020</u>	<u>1,637,308</u>	<u>1,603,990</u>
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	323,535	323,535	336,793
Lac Ste. Anne Foundation	24,422	24,152	25,146
	<u>347,957</u>	<u>347,687</u>	<u>361,939</u>
<b>NET MUNICIPAL TAXES</b>	<u>\$ 1,291,063</u>	<u>\$ 1,289,621</u>	<u>\$ 1,242,051</u>

The accompanying notes are an integral part of these financial statements.

**TOWN OF ONOWAY**  
**Schedule of Government Transfers**  
**For The Year Ended December 31, 2021**

**Schedule 3**

	2021 (Budget) (Note 15)	2021 (Actual)	2020 (Actual)
<b>TRANSFERS FOR OPERATING</b>			
Provincial government	333,236	535,224	291,663
Local governments	84,146	84,146	54,543
	<u>417,382</u>	<u>619,370</u>	<u>346,206</u>
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government	852,776	558,639	164,826
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>\$ 1,270,158</u>	<u>\$ 1,178,009</u>	<u>\$ 511,032</u>

The accompanying notes are an integral part of these financial statements.

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**TOWN OF ONOWAY**  
**Schedule of Segmented Information**  
**For The Year Ended December 31, 2021**

*Schedule 4*

	General Administration	Protective Services	Public Works	Roads Streets, Walks and Lighting	Utilities	All Other	Total
<b>REVENUE</b>							
Taxation	484,254	60,441	229,060	370,885	-	144,981	1,289,621
Sales and user charges	2,205	71,118	-	-	940,208	45,351	1,058,882
Other	49,674	473,971	-	6,191	-	159,428	689,264
Government transfers	109,467	-	-	-	284,403	225,500	619,370
	645,600	605,530	229,060	377,076	1,224,611	575,260	3,657,137
<b>EXPENSES</b>							
Contracted and general services	338,676	476,622	63,843	24,827	584,451	82,709	1,571,128
Salaries, wages, and benefits	226,294	120,249	92,422	124,243	119,952	152,503	835,663
Materials, goods, and supplies	36,623	4,448	56,577	52,138	176,983	175,874	502,643
Utilities	20,508	2,467	8,790	74,828	23,792	13,943	144,328
Interest on long-term debt	-	-	-	-	67,209	-	67,209
Other	-	-	-	-	-	66,667	66,667
Insurance	23,499	1,744	7,428	1,040	9,571	7,297	50,579
	645,600	605,530	229,060	277,076	981,958	498,993	3,238,217
<b>NET REVENUE BEFORE AMORTIZATION</b>	-	-	-	100,000	242,653	76,267	418,920
Amortization	25,244	11,139	64,973	119,208	224,960	10,811	456,335
<b>NET REVENUE (DEFICIT)</b>	<b>\$ (25,244)</b>	<b>\$ (11,139)</b>	<b>\$ (64,973)</b>	<b>\$ (19,208)</b>	<b>\$ 17,693</b>	<b>\$ 65,456</b>	<b>\$ (37,415)</b>

The accompanying notes are an integral part of these financial statements.

**TOWN OF ONOWAY**  
**Schedule of Segmented Information**  
**For The Year Ended December 31, 2020**

**Schedule 4**

	General Administration	Protective Services	Public Works	Roads Streets, Walks and Lighting	Utilities	All Other	Total
<b>REVENUE</b>							
Taxation	537,531	58,964	241,317	404,658	-	(419)	1,242,051
Sales and user charges	2,299	36,258	-	-	953,395	9,210	1,001,162
Other	37,960	350,719	-	6,110	-	135,248	530,037
Government transfers	92,209	-	-	-	-	253,997	346,206
	669,999	445,941	241,317	410,768	953,395	398,036	3,119,456
<b>EXPENSES</b>							
Contracted and general services	264,619	348,849	114,518	45,282	414,723	78,181	1,266,172
Salaries, wages, and benefits	344,104	85,765	63,927	169,754	79,173	184,979	927,702
Materials, goods, and supplies	19,536	6,519	47,594	33,621	166,075	120,752	394,097
Other	-	-	-	-	-	170,581	170,581
Utilities	15,711	3,047	8,444	61,148	22,702	4,188	115,240
Interest on long-term debt	873	-	-	-	71,110	-	71,983
Insurance	25,156	1,761	6,834	963	18,642	1,505	54,861
	669,999	445,941	241,317	310,768	772,425	560,186	3,000,636
<b>NET REVENUE BEFORE AMORTIZATION</b>	-	-	-	100,000	180,970	(162,150)	118,820
Amortization	25,244	10,299	61,070	109,971	220,656	8,473	435,713
<b>NET REVENUE (DEFICIT)</b>	<b>\$ (25,244)</b>	<b>\$ (10,299)</b>	<b>\$ (61,070)</b>	<b>\$ (9,971)</b>	<b>\$ (39,686)</b>	<b>\$ (170,623)</b>	<b>\$ (316,893)</b>

The accompanying notes are an integral part of these financial statements.

(13)



**1. SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Town are the representations of management prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

**(a) Reporting Entity**

The financial statements reflect assets, liabilities, revenue and expenses and changes in fund balances and changes in financial position of the Town. This is comprised of the municipal operations plus all of the organizations that are owned or accountable to the Town Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

**(b) Basis of Accounting**

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenue in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

**(c) Cash and Cash Equivalents**

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less at acquisition.

**(d) Land Held for Resale**

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

**(e) Use of Estimates**

The preparation of financial statements in conformity with the accounting principles for local governments established by the Public Sector Accounting Board requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

**TOWN OF ONOWAY**  
**Notes to Financial Statements**  
**For The Year Ended December 31, 2021**

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**1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

*(f) Tax Revenue*

Property taxes are recognized as revenue in the year they are levied.

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowing. These levies are collectable from property owners for work performed by the Town and are recognized as revenue in the year the tax is levied.

*(g) Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Engineered structures	
Water systems	45 - 75 years
Wastewater systems	75 years
Roadways	10 - 20 years
Storm systems	75 years
Buildings	25 & 50 years
Machinery and equipment	5 - 33 years
Vehicles	10 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

*(h) Contaminated Sites*

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

*(i) Under-Levies and Over-Levies*

Under-levies and over-levies arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned.

In situations where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and reflected as property taxes. If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced.

Requisition tax rates in the subsequent year are adjusted for any under-levies or over-levies of the prior year.

*(j) New Accounting Standards not yet Adopted*

Effective for fiscal years beginning on or after April 1, 2022, *PS 3280 Asset Retirement Obligations* provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, *PS 3400 Revenue* provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

**TOWN OF ONOWAY**  
**Notes to Financial Statements**  
**For The Year Ended December 31, 2021**

**2. CASH AND CASH EQUIVALENTS**

	<u>2021</u>	<u>2020</u>
Deposit account with financial institution	\$ 983,529	\$ 518,133
Cash on hand	600	600
	<u>\$ 984,129</u>	<u>\$ 518,733</u>

**3. RECEIVABLES**

	<u>2021</u>	<u>2020</u>
Trade and other	\$ 66,776	\$ 345,485
Taxes and grants in place of taxes	126,153	143,664
Utilities	76,533	84,394
Goods and Services Tax	55,495	33,317
	<u>324,957</u>	<u>606,860</u>
Less: Allowance for doubtful accounts	<u>(21,741)</u>	<u>(21,741)</u>
	<u>\$ 303,216</u>	<u>\$ 585,119</u>

Taxes and grants in place of taxes include arrears taxes in the amount of \$84,288 (2020 - \$69,931).

**4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	<u>2021</u>	<u>2020</u>
Trade payables	\$ 282,243	\$ 158,970
Lac Ste. Anne County	100,000	200,000
Accrued interest on long-term debt	19,166	20,333
	<u>\$ 401,409</u>	<u>\$ 379,303</u>

During 2018, the Town entered into a cost participation agreement with Lac Ste. Anne County for improvements to Township Road 544 from RR 11 east to RR 21 and RR 21 from Township Road 544 north to Township Road 545. Under the terms of the agreement, the Town agreed to reimburse the County for \$500,000 of the total costs of the project repayable in annual instalments of \$100,000 from 2018 - 2022.

**TOWN OF ONOWAY**  
**Notes to Financial Statements**  
**For The Year Ended December 31, 2021**

**5. DEFERRED REVENUE**

Deferred revenue consists of externally restricted unspent funds received which relate to costs of future periods.

	2020	Received	Used	2021
Municipal Sustainability Initiative	200,470	352,774	(485,435)	67,809
Other	77,625	6,892	(14,803)	69,714
Municipal Operating Support Transfer	62,195	-	(62,195)	-
Canada Community-Building Fund	(60,255)	295,624	(235,290)	79
	<u>\$ 280,035</u>	<u>\$ 655,290</u>	<u>\$ (797,723)</u>	<u>\$ 137,602</u>

**6. LONG-TERM DEBT**

	2021	2020
Government of Alberta debenture, repayable in bi-annual instalments of \$76,783 including interest at a fixed rate of 4.676%, due September 15, 2033. Debenture debt is issued on the credit and security of Town at large.	<u>\$ 1,398,161</u>	<u>\$ 1,483,350</u>

Principal and interest payments are as follows:

	Principal	Interest	Total
2022	\$ 89,219	\$ 64,347	\$ 153,566
2023	93,439	59,126	152,565
2024	97,859	55,706	153,565
2025	102,489	51,077	153,566
2026	107,337	46,228	153,565
Thereafter	907,818	167,143	1,074,961
	<u>\$ 1,398,161</u>	<u>\$ 443,627</u>	<u>\$ 1,841,788</u>

The Town's cash payments for interest in 2021 were \$68,377 (2020 - \$72,225).

**TOWN OF ONOWAY**  
**Notes to Financial Statements**  
**For The Year Ended December 31, 2021**

**7. TANGIBLE CAPITAL ASSETS**

	<b>2021</b>	<b>2020</b>
Engineered structures		
Water systems	4,011,852	4,135,399
Wastewater systems	4,200,814	4,145,956
Roadways	1,741,537	1,482,299
Storm systems	581,646	590,594
	<b>10,535,849</b>	<b>10,354,248</b>
Machinery, equipment, and furnishings	489,487	563,915
Buildings	313,023	296,139
Land	196,380	196,380
Vehicles	107,276	91,677
	<b>\$ 11,642,015</b>	<b>\$ 11,502,359</b>

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	3,713,865	369,498	-	-	4,083,363
Water systems	7,018,810	-	-	-	7,018,810
Wastewater systems	5,061,499	127,550	-	-	5,189,049
Storm systems	671,119	-	-	-	671,119
	16,465,293	497,048	-	-	16,962,341
Land	196,380	-	-	-	196,380
Buildings	1,280,827	43,477	-	-	1,324,304
Machinery, equipment, and furnishings	1,362,137	16,150	-	-	1,378,287
Vehicles	352,367	39,316	-	-	391,683
	<b>\$ 19,657,004</b>	<b>\$ 595,991</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,252,995</b>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	2,231,566	110,260	-	-	2,341,826
Water systems	2,883,411	123,547	-	-	3,006,958
Wastewater systems	915,543	72,692	-	-	988,235
Storm systems	80,525	8,948	-	-	89,473
	6,111,045	315,447	-	-	6,426,492
Buildings	984,688	26,593	-	-	1,011,281
Machinery, equipment, and furnishings	798,222	90,578	-	-	888,800
Vehicles	260,690	23,717	-	-	284,407
	<b>\$ 8,154,645</b>	<b>\$ 456,335</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,610,980</b>



**TOWN OF ONOWAY**  
**Notes to Financial Statements**  
**For The Year Ended December 31, 2021**

**8. ACCUMULATED SURPLUS**

	2021	2020
Unrestricted surplus (deficit)	(82,232)	(200,000)
Restricted surplus		
Operating reserves (Note 9)	590,427	483,073
Capital reserves (Note 9)	448,865	377,608
Equity in tangible capital assets (Schedule 1)	10,243,854	10,019,009
	<b>\$ 11,200,914</b>	<b>\$ 10,679,690</b>

**9. RESERVES**

	2021	2020
<b>Operating Reserves</b>		
Lagoon	215,773	154,107
Roads and streets	163,130	160,988
Future development	112,359	79,211
Tax stabilization	44,783	34,783
Water upgrades	34,840	34,840
Special projects	16,000	16,000
Recreation	3,542	1,104
Election	-	2,040
	<b>\$ 590,427</b>	<b>\$ 483,073</b>
<b>Capital Reserves</b>		
Utilities	157,647	119,767
Machinery and equipment	76,165	69,025
Recreation venue / opportunity	60,000	60,000
Building - administration	39,851	29,750
Parks, recreation and playgrounds	32,195	32,195
Parks improvements - Fortis	28,711	28,711
Vehicle - public works	17,991	11,870
Onoway Regional Fire Services	17,124	9,761
Building - public works	7,509	5,877
Culture and hall	5,940	4,920
Parks beautification	4,130	4,130
Fire	1,602	1,602
	<b>\$ 448,865</b>	<b>\$ 377,608</b>



**TOWN OF ONOWAY**  
**Notes to Financial Statements**  
**For The Year Ended December 31, 2021**

**10. TRUST FUNDS**

The Town administers the following trusts on behalf of third parties. As related trust assets are not owned by the Town, the trusts have been excluded from the financial statements. The following table provides a summary of the transactions within these trusts during the year:

	Opening	Receipts	Disbursements	Ending
Tax sale property funds	\$ 74,430	\$ 2,210	\$ -	\$ 76,640
Collaboration Program Grants	2,002	97,425	(49,949)	49,478
Seniors Housing	1,000	-	-	1,000
	<u>\$ 77,432</u>	<u>\$ 99,635</u>	<u>\$ (49,949)</u>	<u>\$ 127,118</u>

**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:

	2021		2020	
	Salary	Benefits and Allowances	Total	Total
Town Council				
Kwasny (Mayor) (Oct - Dec)	1,600	516	2,116	-
Tracy (Mayor) (Dec - Sep)	8,825	4,928	13,753	20,631
Johnson	10,700	5,919	16,619	16,657
Tonita	8,425	4,906	13,331	17,395
St. Hilaire	7,625	1,945	9,570	12,406
Mickle	3,100	4,629	7,729	8,046
Coninx	2,250	551	2,801	-
Murray	1,850	529	2,379	-
Winterford	1,525	361	1,886	-
	<u>\$ 45,900</u>	<u>\$ 24,284</u>	<u>\$ 70,184</u>	<u>\$ 75,135</u>
Chief Administrative Officer				
Wildman	\$ 153,925	\$ -	\$ 153,925	\$ 135,425
Designated Officers	<u>\$ 12,394</u>	<u>\$ -</u>	<u>\$ 12,394</u>	<u>\$ 11,923</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.

**TOWN OF ONOWAY**  
**Notes to Financial Statements**  
**For The Year Ended December 31, 2021**

**12. CONTRACTUAL OBLIGATIONS**

*(a) Emergency Services*

The Town has entered into an agreement for the provision of emergency first response, fire suppression, and emergency rescue services for the period January 1, 2021 - December 31, 2025. The basic annual fee for these services is approximately \$260,000 annually.

*(b) Waste Collection*

The Town has entered into an agreement for waste collection services for the period January 1, 2021 - December 31, 2025. Estimated annual charges for \$65,000 annually.

**13. UTILITY FRANCHISE AGREEMENTS**

Disclosure of utility franchise agreement annual revenues as required by Alberta Regulation 313/2000 is as follows:

	<u>2021</u>	<u>2020</u>
Fortis Alberta Inc.	\$ 84,459	\$ 62,130
Atco Gas	<u>31,497</u>	<u>24,672</u>
	<b>\$ 115,956</b>	<b>\$ 86,802</b>

**14. FINANCIAL INSTRUMENTS**

The Town's financial instruments consist of cash and cash equivalents, receivables, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

The Town is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Town's credit risk.

**15. BUDGET**

The 2021 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on April 22, 2021. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	<u>2021 (Budget)</u>	<u>2021 (Actual)</u>
Annual surplus	868,410	521,224
Add back:		
Amortization expense	-	456,335
Net transfers from (to) reserves	(5,431)	(178,611)
Deduct:		
Principal debt repayments	(80,979)	(85,189)
Purchase of tangible capital assets	(782,000)	(595,991)
	<u>\$ -</u>	<u>\$ 117,768</u>

**TOWN OF ONOWAY**  
**Notes to Financial Statements**  
**For The Year Ended December 31, 2021**

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**16. 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>2021</u>	<u>2020</u>
Total debt limit	<b>\$ 5,485,706</b>	\$ 4,679,184
Total debt	<b>(1,398,161)</b>	(1,483,350)
Amount of debt limit unused	<b>\$ 4,087,545</b>	\$ 3,195,834
Service on debt limit	<b>\$ 914,284</b>	\$ 779,864
Service on debt	<b>(153,566)</b>	(153,565)
Amount of debt servicing limit unused	<b>\$ 760,718</b>	\$ 626,299

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**17. APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council and administration.

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**debbie@onoway.ca**

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**From:** cao@onoway.ca  
**Sent:** April 12, 2022 7:22 PM  
**To:** debbie@onoway.ca  
**Subject:** FW: Possible Tax Increase from recent changes in Onoway Town Council

**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:** Danielle Jakielaszek <chamberonoway@gmail.com>  
**Sent:** April 12, 2022 6:04 PM  
**To:** cao@onoway.ca  
**Subject:** Possible Tax Increase from recent changes in Onoway Town Council

Hello Onoway & District Chamber Members,

The Onoway & District Chamber of Commerce is dedicated to the growth and prosperity of local businesses through advocacy, education and networking. Our vision is to build and sustain a vibrant business community. We value Inclusiveness, Integrity and Innovation.

When a forward direction for our members and community ceases, intervention is required. We have been approached by concerned members about decisions that affect all businesses and Taxpayers in Onoway. It is important to inform all people of possible outcomes of decisions made.

The next town Council meeting is April 14, 2022 at 9:30 in person in the Town Office Chambers. The Chamber is scheduled to present a question to Council at 10:30 AM. Attendance from our membership will show support for our community. We encourage all businesses and taxpayers to attend this very important meeting.

We have attached some information about the leadup to our current situation.

Thank You,

Grant Johnson

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President of Onoway & District Chamber of Commerce

Letter to Members

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This email was sent on behalf of Onoway & District Chamber of Commerce PO Box 723 Onoway, AB T0E 1V0. To unsubscribe [click here](#). If you have questions or comments concerning this email or services in general, please contact us by email at [info@onowaychamber.ca](mailto:info@onowaychamber.ca)

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**Onoway and District Chamber of Commerce**  
P.O. Box 723  
Onoway, Alberta T0E 1V0

April 12, 2022

**Attention: Business' Of Onoway**

The Chamber of Commerce, as an organization, advocates for our local business sector by supporting developing enterprises and ensuring our local economy is welcoming and accessible to new markets, producers, suppliers, and consumers.

We are here to help our members negotiate deals and navigate the uncertainty and opportunities of tomorrow, foster relationships, find solutions, and build a sustainable foundation on which our community can thrive.

Our role is why we are reaching out to our stakeholders at such a critical time, listening to your concerns. A consistent theme found in our outreach to members is the general concern they have – and which we as an organization share – regarding an unprecedented misalignment between our goals and the emerging priorities of our local elected town council.

While not a wholly new revelation, our members are concerned with the recent undertakings of this current Town of Onoway Town Council, we require answers.

The division between the town council grows each day, with no unity in sight.

As the overarching umbrella for local governance, the municipality should stand front and center in the discussions on promoting new development, supporting growth and connecting with new markets, new ideas and emerging trends.

Municipalities help us build and maintain our relationships based on trust, respect, consensus, and sound principles.

Our current town council has not wholly prioritized this.

There is an immense emerging market post-covid, an abundance of new energy, ideas, and opportunities for intergovernmental investments and public-private partnerships, which we should be exploring.

Today, this time is when our council is needed most.



Instead of supporting community needs by shifting their focus, our council has remained inwardly focused and disengaged in the very relationships they should be building.

In the six months since their election, the town council has moved to dismantle the relationships within our community and external stakeholders, burning bridges to protect their island.

The council has offered no solutions, long-term vision, strategy, and leadership, yet cites addressing resident concerns as their top priority.

This tactic is their attempt to rationalize the fulfillment of personal vendettas for themselves, their friends and inner circles. It is sad – and it is scary. The wasted time and money are irreplaceable, of which, the responsibility of recouping the cost will fall on us.

Our members are some of the brightest business-oriented individuals in the community.

So far, we have seen nothing resembling good corporate governance from this council. We have witnessed nothing but intensified division and the fanning of the flames of unsubstantiated backroom gossip. We have experienced knee-jerk reactions to vengeful rumors and lies and the unapologetic drying of the crocodile tears of thin-skinned meddlers with nothing positive to add to this community.

The Town Council is at risk of tearing our town apart – economically, financially, socially, politically.

As your Chamber of Commerce, we wish to inform you, our community, that we have arranged an appointment with our town council on April 14 to address your concerns. We all want answers to important questions that impact our business and community.

The council must justify its actions and work to restore public confidence in its decisions before it is too late.

If you are interested in joining us for the meeting, sharing your perspective or concern, or arranging your appointment to address the council, please reach out to the undersigned for more information.

If there should be any further information you need, please let me know.

Yours truly,

Grant Johnson  
President  
president@onowaychamber.ca

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**From:** Lisa Standeven  
**Sent:** April 13, 2022 11:48 AM  
**To:** cao@onoway.ca  
**Subject:** Sewer Flushing  
**Attachments:** Onoway Sewer Flushing Bid.pdf

Hello Wendy,  
Thank you for your phone call to clarify some concerns I had.

- 1) Sewer Flushing contract. While this was indeed put to bid, we did not see the RFP in the standard places. This absolutely falls on us, for our lack of attention to the current local news. We were surprised that now one at The Town, reached out when our package was not present as closing neared. Since Standstone has been doing this work for 2 years, we assumed The Town would still be interested in employing a local company. It is my understanding that Council recently decided to have all contracted work put out to RFP, RFQ or Tender. While I can appreciate this, in concept, I also believe The Town would benefit from supporting a local business that support the Town in several ways (taxes, utilities, employment, community support). In hindsight, a courtesy call might have been made. Again, this falls to us to research and we do appreciate the opportunity to address our concerns in writing. Please find attached a proposal for your consideration, should this work still be available.
- 2) Onoway Lagoon use and implications made by Mike Hudson of Hennig Septic: Again, we feel our "local" status should come into consideration. While this lagoon is owned and operated by the Town, for the benefit of town ratepayers, Standstone has conducted its business in professional manner, keeping close account of all loads hauled. The suggestion that the Onoway Lagoon is operated on an honour system and that Standstone is hauling from outside the County into Onoway Lagoon, and not recording all loads is false. While we are not perfect, we record every load and log these records in a detailed spreadsheet, which is then cross referenced with gate code reports from Onoway. While Council cannot control what others say in Chambers, I would ask that they halt accusations until such a time as we might be available to respond to such comments. I would like to thank you and all those Councillors, who spoke up in our defense, as much as possible, given the circumstances. Standstone has operated ethically for the past 3 years, adhering to the Lagoon Use Agreement and taking care to respect the Town of Onoway and their infrastructure. Standstone has adopted rate increases over these years and taken significant pressure from customers about increases. We weather these pressures with integrity and professionalism while doing our best to keep prices low for customers. At this stage, raising disposal prices or welcoming additional haulers into the Onoway Lagoon, would have a devastating effect on our business. While this is not a concern of Council, it may have an impact, if yet another business leaves our community.

As always, we work hard to build positive relationships with The Town and local ratepayers (including businesses). While we work hard to build a thriving business, we care deeply about our community and wish to help Onoway thrive, as well.

Best,  
Lisa

Lisa Standeven  
VP Operations  
Standstone Waste & Water Services Ltd.  
Phone 780-967-2118

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## Bob Winterford's report

### Disclaimer:

Inasmuch as I am presenting this report ,the work and success belongs largely to our community partners, Councillor Connix, businesses like the Foundry, Standstone, individuals like **Garth Hatch, The Ives Family**, Restaurants like the Hub, Wally's, the Table, MAD, business like XL Graphics and many others who believe in our Town , and of course none of my efforts could move forward without the help of our **CAO, and her loyal and dedicated staff.**

### Bob Winterford : April 14th

1) March 24th: Interagency Meeting: Onoway Elementary School Daycare Program; Policies, Bylaws and required information provided through Tony.

2) EEB: follow-up and new tour programs - see the website regarding Jasper and other planned trips. I am working with Jurassic in Gibbons to see if this is a fit.

3)YPL Advocacy : Onoway and region advocating for a new waste management education program with information delivered in part by regional libraries and workshops.

4)Chamber AGM and elections held at Wallys. New President Grant D. Johnson

5) Library: Financials and future plans discussed.

As committee member I submitted the draft for a Regional Rural Library Summit, for review where OPL and the County would co-host. If not approved this proposal could be adopted for all libraries in our County. Still under review, consideration and discussion.

6) A Community Digital sign for \$500.00 per month. Have advanced the conversation to not only provide this sign but potentially provide a large digital sign on the top of the post in front of the blue building across from Big Way.Further lighting possible through this new business owner.

7) Mural work ongoing. Also a visit to Nanton provided insight into a new technology which could further enhance mural opportunities and town beautification.

8) A Fundraiser for the Library hosted by the Community Crew, with great volunteer assistance happened March 19th raising \$5000.00 Cheque was presented.

9) A subsequent fundraiser was held for Onoway and District Agriculture Society. A cheque for \$900.00 was presented by the Community Crew.

10) Beautification progress: May 1st the flower boxes will line Lac Ste Anne Trail, tree planting and flower boxes surrounding the Onoway sign, Murals are in the planning stages with a go fundme page to take any burden away from the town. Discussion regarding town paths and potential clubs to support is

currently in discussions with 3rd parties and the County (Matt Ferris) are underway. In this process we are developing both education programs and materials to increase our tourist markets once these paths are complete.

The Town of Onoway has a great deal to offer and it can be proud of the fact that 2 national programs, 2 provincial programs and 1 regional program have been launched from Onoway in the past 4 months. The followup to these initiatives will be unveiled shortly.

1 National kids recycling education programs being launched from Onoway. This program is currently in rollout planned for our October Recycling Week Plans

2 Provincial Children's rural literacy program launch in Onoway

3 Provincial Children's mental health program partnered with First Responders, CMHA and a number of mental Health partners

**\*\*Set up a donations process to help our flood victims.**

Have been meeting with business owners in and out of town to explore ways of helping increase opportunities or in the case of drawing new business

to find how a match with our location and their requirements whether we would be a good fit. i.e Capital Paper or another Recycling company, PraxAir ,

Pyramid and other oil field technology companies that might benefit from our central/northern location.

Our Ukrainian Invitation for all community groups to be involved for the May 21/22 2022 weekend has been a huge success with engagement not only in our community but from municipalities across the county. The group has agreed to build a program to include all communities and their events so that more of the regional public can show up, contribute and increase proceeds to the Ukraine. The next planned meeting is April 20th 7pm at the Heritage Centre.

Thanks to all who volunteer to make Onoway great.

April 8, 2022

Attention: CAO – Town of Onoway

Dear Ms. Wildman,

Please accept this as our letter of intent for petition to recall council members.

With the recent proclamation of Bill 52 and in consideration with our current municipally elected council members along with the growing public concern with what many of us have witnessed with in the council meetings. We feel it necessary to write this letter as a curtesy to the town organization. Letting the town know that in the coming months I will be acting on behalf of a growing number of concerned citizens to organize a series of recall petitions as provided for under legislation of Bill 52.

We feel that members of council are creating a corrosive relationship with existing organizations, current administration, members of the public, and other municipalities as well as with our county. We are concerned with the lack of respect for the municipal government act with council in how they are conducting themselves both in the meetings as well as in the public's eye. There is seemingly a level of what we believe to be personal agendas being carried out, to the detriment of the town. This is not and should not be tolerated by any one person at any level.

These sentiments are shared by residents, business owners, and community groups. We feel like we are being set up to fail as a community and yet we are the ones that are paying the bills. We feel like members of our Council are failing us, that when they campaigned on accountability, transparency and integrity, and truth this is not what certain members are showing or delivering.

I will be the chief point of contact for this undertaking and I will be the primary organizer for a series of upcoming engagements within the community for the purpose of advancing these petitions. In addition to these undertakings with in the community, I have been and will continue to be in contact with the appropriate ministerial authorities to ensure this process is conducted as expeditiously as possible. The town may be receiving correspondence as part of this undertaking and I am happy to discuss the same with you as this progresses.

Respectfully,

Christy McInnes

Onoway, AB

(31)



**cao@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** April 8, 2022 12:08 PM  
**To:**  
**Cc:** 'bconinx@onoway.ca'; 'ljohnson@onoway.ca'; 'lkwasny@onoway.ca';  
'rmurray@onoway.ca'; 'rwinterford@onoway.ca'  
**Subject:** RE: Letter of Intent

Hi Christy – your email and attached letter is hereby received and acknowledged.

Thx

W

**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:** Christy McInnes  
**Sent:** April 8, 2022 10:45 AM  
**To:** cao@onoway.ca  
**Cc:** bconinx@onoway.ca; ljohnson@onoway.ca; lkwasny@onoway.ca; rmurray@onoway.ca; rwinterford@onoway.ca  
**Subject:** Letter of Intent

Please see attached letter of intent.

Thank you for your time.

Christy McInnes

Sent from [Mail](#) for Windows