

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

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

that the June 9, 2022 Regular Council Meeting agenda be approved as presented

or

that the June 9, 2022, 2022 Regular Council Meeting agenda be approved with the following amendment(s) (as noted at meeting time)

3. ADOPTION OF MINUTES

a) May 19, 2022 Regular Council Meeting

P91-5 *Recommendation:*

that the May 19, 2022 Regular Council Meeting minutes be approved as presented

or

that the May 19, 2022 Regular Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time)

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCIAL REPORTS- n/a

6. POLICIES & BYLAWS – n/a

7. ACTION ITEMS

a) WILD Alberta Committee

Council received a presentation from WILD Alberta at their May 19, 2022 meeting. WILD has requested a municipal contribution in the amount of \$1.00 per capita from the Town of Onoway. Council asked that this item be brought back before them, with recommendations on possible financial support as requested.

Recommendation:

That the town provide funding in the amount of \$853 (based on population statistics from the regional dashboard at alberta.ca) from the 2022 operating budget That council appoint Time Duhamel as Director of Emergency Management for the town of Onoway

b) Naming of a new Director of Emergency Management

Recommendation:

That council appoint Tim Duhamel as Director of Emergency Management for the town of Onoway

c) CAO job description, attributes and hiring process

Recommendation:

- 1. That council accept this report for information*
- 2. That council provide direction to Bloom CME on the desired attributes for a new CAO*

8. COUNCIL, COMMITTEE & STAFF REPORTS

- Mayor's Report
- Deputy Mayor's Report
- Councillor's Reports (x 3)
- Chief Administrative Officer Report
- Public Works Report

Recommendation:

that the Council, Chief Administrative Officer and Public Works written and verbal reports be accepted for information as presented

9. INFORMATION ITEMS

a) The Table - patio deck inquiry

Recommendation:

That council accept this report for information

10. CLOSED SESSION – Pursuant to Section 197(2) of the Municipal Government Act and Section 16(1)(c)(i) of the FOIP Act

1. "Land"
2. "Personnel"

Interim CAO Duhamel will speak to this item at meeting time and recommend that Council accept the sale terms.

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|--|-----------------------|
| - June 8, 2022 – EOEP – Regional Partnerships (Virtual) | 2:00 p.m. – 5:00 p.m. |
| - June 15, 2022 - EOEP – Regional Partnerships (Virtual) | 2:00 p.m. – 5:00 p.m. |
| - June 22, 2022 - EOEP – Regional Partnerships (Virtual) | 2:00 p.m. – 5:00 p.m. |
| - June 23, 2022 – Regular Council Meeting | 9:30 a.m. |
| - July 14, 2022 – Regular Council Meeting | 9:30 a.m. |
| - July 28, 2022 – Regular Council Meeting | 9:30 a.m. |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MAY 19, 2022
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M

	PRESENT	<p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Robin Murray Councillor: Robert Winterford</p> <p>Administration: Tim Duhamel, Interim Chief Administrative Officer Debbie Giroux, Recording Secretary</p> <p>11 members of the public joined the meeting via Zoom 2 members of the public joined the meeting in person</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded.
2.	AGENDA Motion #204/22	<p>MOVED by Councillor Robin Murray that Council adopt the agenda of the Regular Council meeting of Thursday, May 19, 2022, with the following additions:</p> <p>7e) Council Resignations – requested by Robert Winterford</p> <p>7f) Lock Change in Administration Office – requested by Bridgitte Coninx</p> <p>7g) Heritage Days Parade – requested by Mayor Kwasny</p> <p>7h) Closed Session – Personnel – requested by Interim CAO</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #205/22	<p>MOVED by Councillor Robin Murray that the April 28, 2022 Regular Council Meeting minutes be approved as presented</p> <p style="text-align: right;">CARRIED</p>
	Motion #206/22	<p>MOVED by Councillor Bridgitte Coninx that the May 5, 2022 Special Council Meeting minutes be approved with the following amendment: 11. Adjournment - Minute should read "As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the special council meeting adjourned" rather than regular council meeting as the minutes were presented.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
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4.	APPOINTMENTS/PUBLIC HEARINGS	<p>Walter Preugschas, County of Barrhead Councillor, attended the meeting from 9:35 a.m. to 9:55 a.m. to present on behalf of the WILD Alberta Committee regarding establishing a Northwest Alberta Destination Marketing Organization and requesting a municipal contribution from the Town of Onoway in the amount of \$1.00 per capita.</p> <p style="text-align: right;">Motion #207/22 MOVED by Councillor Bridgitte Coninx that the presentation by the WILD Alberta Committee be accepted for information and that this item be brought back to a future meeting to discuss possible financial support as requested during the presentation.</p> <p style="text-align: right;">CARRIED</p>
5.	FINANCIAL REPORTS	n/a
6.	POLICIES AND BYLAWS	n/a
7.	ACTION ITEMS	<p>Craig Rudderham, Public Works Foreman, attended the meeting at 9:55 a.m. for the discussion on the Hydrant and Valve Replacement Project.</p> <p style="text-align: right;">Motion #208/22 MOVED by Councillor Robert Winterford that Council approve the replacement of 2 valves as per the quote provided by CB Max in the amount of \$34,650.00 as part of the Capital Projects budget in 2022.</p> <p style="text-align: right;">CARRIED</p> <p>Craig Rudderham left the meeting at 10:00 a.m.</p> <p style="text-align: right;">Motion #209/22 MOVED by Deputy Mayor Lisa Johnson that Council approve moving the deadline from June 30, 2022 to August 31, 2022 to allow Administration the opportunity to finalize the Tax Rate Bylaw and use the penalty structure as indicated below:</p> <p>Proposed Tax Penalty Application Dates:</p> <p>September 1 – 10 % current levy October 1 - 2% current levy November 1 - 2% current levy December 1 - 2% of current levy January 1 - 15% on all outstanding taxes</p> <p style="text-align: right;">CARRIED</p>

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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MAY 19, 2022
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M

	<p>Motion #210/22</p> <p>Motion #211/22</p>	<p>MOVED by Councillor Bridgitte Coninx that Council defer their decisions on painting crosswalks in honour of Pride Month and National Indigenous Peoples Day to allow Administration to research the practices of surrounding municipalities and to prepare options and recommendations for Council to consider at a future meeting.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 10:15 a.m. until 10:20 a.m.</p> <p>MOVED by Councillor Bridgitte Coninx that Council defer their discussion on participating in the Heritage Days Parade on June 11 with a float, to allow Administration to prepare a report with recommendations for Council to consider at the next meeting. (May 26).</p> <p style="text-align: right;">CARRIED</p> <p>Council then moved into Closed Session discussion.</p>
<p>10.</p>	<p>CLOSED SESSION Motion #212/22</p> <p>Motion #213/22</p>	<p>MOVED by Councillor Robin Murray, pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 10:25 p.m. to discuss the following item: "Personnel"</p> <p style="text-align: right;">CARRIED</p> <p>A recess was held from 10:25 a.m. until 10:27 a.m. to allow Debbie Giroux, Recording Secretary to leave the meeting.</p> <p>CLOSED SESSION: The following individuals were present for the Closed Session regarding Personnel:</p> <p>Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Robert Winterford Tim Duhamel, Interim Chief Administrative Officer</p> <p>A recess was held from 10:58 a.m. until 11:00 a.m. to allow Debbie Giroux to return to the meeting.</p> <p>MOVED by Councillor Bridgitte Coninx that Council move out of Closed Session at 11:00 a.m.</p> <p style="text-align: right;">CARRIED</p>

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		Interim CAO Tim Duhamel requested that Reserve Collapse, be added to the agenda.
	Motion #214/22	MOVED by Councillor Robin Murray that Council accept Administration's recommendation to combine the Town's operating and capital reserves into one unrestricted reserve pool. CARRIED
	Motion #215/22	MOVED by Councillor Bridgitte Coninx that Council approve funding up to \$405,000.00 from the newly created unrestricted reserve pool to fund Current contractual obligations and associated costs. CARRIED
	Motion #216/22	MOVED by Councillor Robert Winterford that all of Council resign and then tabled this motion for further discussion at Council's May 26, 2022 meeting. CARRIED
8.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #217/22	MOVED by Councillor Robin Murray that the Council, Interim Chief Administrative Officer and Public Works written and verbal reports be accepted for information. CARRIED
9.	INFORMATION ITEMS Motion #218/22	MOVED by Councillor Robert Winterford that Council accept the following items for information: a) Town of Onoway Development Permit 22DP04-24 – Mary Jane on Penny Lane – renovation of an existing commercial building and operation of a cannabis retail business - 4914 – 50 Street b) Town of Onoway Development Permit 22DP05-24 – demolition of existing pergola and construction of an accessory building – 5123 – 49 Avenue c) Notice of Temporary Road Closure 50 Street – May 14, 2022 d) Together for Health – AHS Newsletters – May 2 and May 9 e) National Police Federation – Your Police – Your Future: Listening to Albertans f) Community Futures Yellowhead East – February and March, 2022 meeting minutes

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		g) Dane Lloyd, MP, Sturgeon River-Parkland – Letter to Mayor Kwasny with the lapel pin commemorating the Platinum Jubilee of Her Majesty Queen Elizabeth II h) Town of Mundare – Alberta Provincial Police Force – May 9, 2022 letter from Mayor Cheryl Calinoiu to Honourable Tyler Shandro, Minister of Justice and Solicitor General CARRIED												
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 11:55 a.m.												
12.	UPCOMING EVENTS	<table> <tr> <td>May 26, 2022</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>June 9, 2022</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>June 23, 2022</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>July 14, 2022</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	May 26, 2022	Regular Council Meeting	9:30 a.m.	June 9, 2022	Regular Council Meeting	9:30 a.m.	June 23, 2022	Regular Council Meeting	9:30 a.m.	July 14, 2022	Regular Council Meeting	9:30 a.m.
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Mayor Lenard Kwasny

Debbie Giroux
Recording Secretary

UNAPPROVED

Town of Onoway
Request for Decision

Meeting:	Council Meeting
Meeting Date:	June 9, 2022
Presented By:	Tim Duhamel, Interim CAO
Title:	Appointment: Director of Emergency Management

BACKGROUND / PROPOSAL

Alberta's Emergency Management act requires key emergency management functions from each community. This includes the appointment of a Director of Emergency Management (DEM) to lead its emergency management activities. Due to various circumstances, the Town of Onoway has vacancies in both the Director of Emergency Management and the Deputy Director of Emergency Management positions. Additionally, the town of Onoway had appointed individuals who were not town staff to the operations officer and finance officer positions in its Emergency Management plan. These positions are also currently vacant.

As a temporary measure, Interim CAO, Tim Duhamel can be named the DEM to ensure the town meets legislative requirements. Mr. Duhamel will review the town's emergency management situation in conjunction with the organizational review he is currently conducting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The DEM position is normally filled on by a municipality's CAO or a management level staff position. Additionally, all other positions related to Emergency Management are typically filled by town staff. This approach allows the internal communication synergism that is prevalent within a municipality to carry over to emergency situations. Some training for the Emergency Management team is required but it is not extensive. The only positions that require annual training, meetings attendance, and occasional work is the DEM and deputy DEM positions.

It is important to note that actual work required by all emergency management positions is only required if there is an actual emergency. The level of emergency that would require action by the entire emergency management team would be at an extreme level (fire, terrorism, tornado etc.).

Previously, the DEM position was filled by the assistant CAO position which is now vacant. The assistant DEM position was a paid position which was filled by an external party for \$500 monthly plus \$65 a month for a phone. The operations and finance positions were filled by external parties with payment only required if an emergency occurred.

In the long term, It is recommended that the DEM position be written into the deputy CAO job description and the deputy DEM be another staff person (TBD). It is not typical for DEM positions to be individuals external to the organization or paid positions. This recommendation will result in a cost saving for the town while also strengthening the ability to manage emergencies (internal abilities / competencies will be created).

The legislative requirement for the DEM is to take two courses within 18 months after being named the DEM.

Required

1. Basic Emergency Management - incident command system 100 (half day)
2. Director of Emergency Management (half day)

Recommended

3. Incident command system 200

Interim CAO Tim Duhamel will take the required courses and will encourage others in organization to do so as well.

STRATEGIC ALIGNMENT

Safety

COSTS / SOURCE OF FUNDING

Most emergency services courses related to the DEM position are free. If cost do occur, there are budgeted funds in the 2022 operating budget to cover any expenditures.

RECOMMENDED ACTION

That council appoint Tim Duhamel as the Director of Emergency Management for the town of Onoway.

Town of Onoway
Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 26, 2022
Presented By:	Tim Duhamel, Interim CAO
Title:	CAO Hiring Process - CAO attributes

BACKGROUND / PROPOSAL

Bloom Centre for Municipal Education (Bloom CME) is conducting the hiring process for the Town of Onoway as part of its management services contract with the town. An important part of the hiring process includes a discussion with council to determine what attributes it deems as important to have in its new CAO. Once council decides on its ideal CAO attributes, a job description and accompanying candidate search ad will be developed to support the CAO hiring process.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Phase 1: Council Discussion

The goal of the first phase was to create the optimal CAO profile that matches Council's needs and vision. A well-rounded CAO candidate will have numerous positive attributes that support their ability to serve council and the municipality.

It is important that council narrows its focus and consider the current situation faced by the town of Onoway. This will help council to find the ideal candidate. It will also provide Bloom CME with the necessary information required to develop the CAO hiring process. It is advised that Council choose 8 to 10 key attributes. Attributes for council consideration are as follows:

1. Ability to follow strategic direction
2. Planning ability
3. Strategy development
4. Relationship building
5. Political acumen
6. Community focused
7. Situational analysis
8. Communication
9. Problem solving
10. Positive culture enabler
11. Administration skills
12. Leadership
13. Goal setting

14. Technical skills
15. Change management
16. Communication skills
17. Human resource management
18. Financial management

Please consider these attributes and any others you deem important. Council should be prepared to discuss this list as it supports the development of the ideal CAO candidate profile.

Once this phase is complete and the attributes are chosen, a CAO job description and accompanying job search ad will be developed for council review.

STRATEGIC ALIGNMENT

Good Governance
Leadership

COSTS / SOURCE OF FUNDING

Bloom management services contract. 2022 operating budget.

RECOMMENDED ACTION

1. That council accept this report for information
2. That council provide direction to Bloom on the desired attributes for a new CAO

Town of Onoway
Request for Decision

Meeting:	Council Meeting
Meeting Date:	June 09, 2022
Presented By:	Tim Duhamel, Interim CAO
Title:	Patio Deck Inquiry

BACKGROUND / PROPOSAL

Lisa and Graham Hafermehl, the owner/operators of the Table have inquired about building an outdoor patio deck over top of the sloped grass boulevard adjacent to 51st street. They have provided the attached drawings for a permanent structure. It would be approximately 36 feet in length and 8 feet in width enclosed with railings on both ends and the street (far) side.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The grass boulevard is town property and is maintained by the building owner.

Development Officer, Tony Sonnleitner, is not concerned about providing an easement.

Public works has indicated some concern that the structure could be problematic and/or damaged by snow clearing activities in the winter months. It would be advisable the structure is constructed in a way that it can be removed for winter.

Administration is continuing to gather information to support a recommendation to move forward with the patio development.

STRATEGIC ALIGNMENT

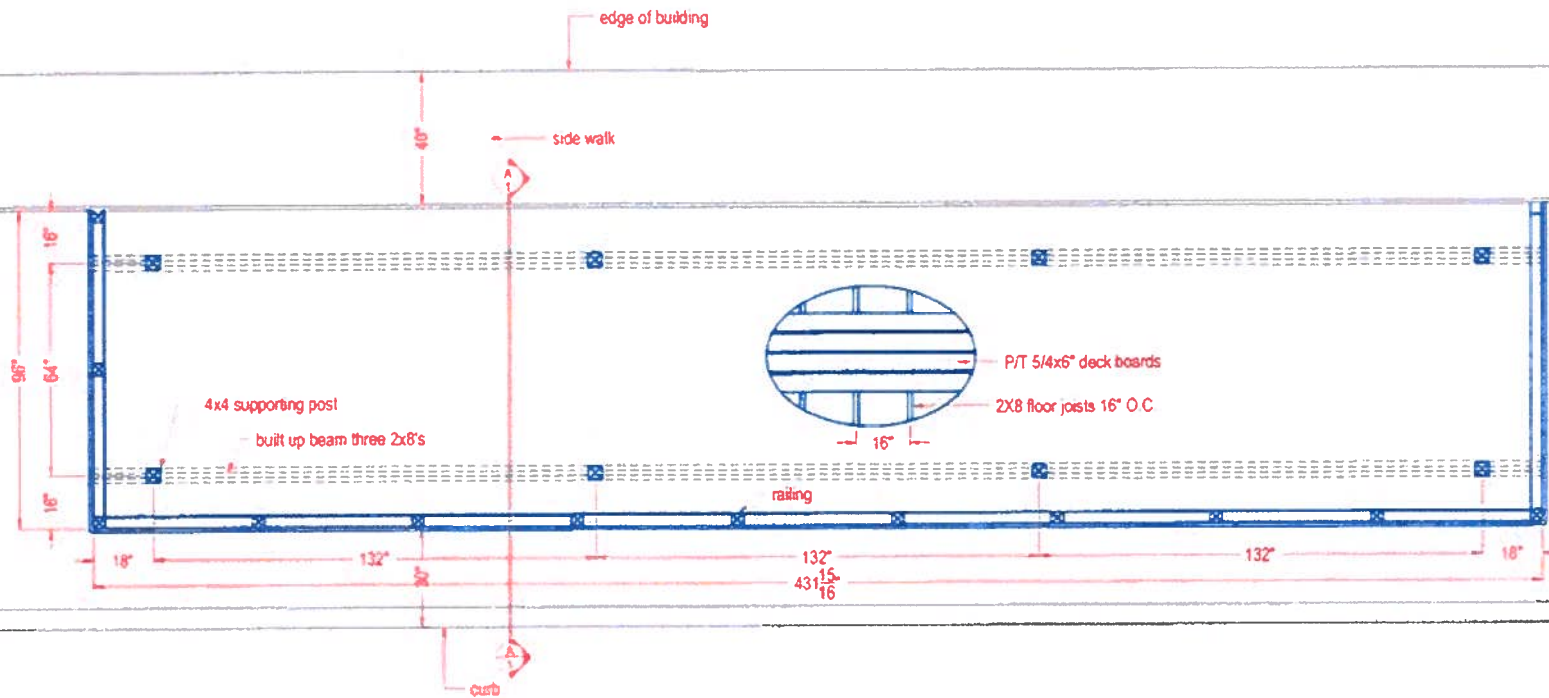
Economic Development

COSTS / SOURCE OF FUNDING

N/A

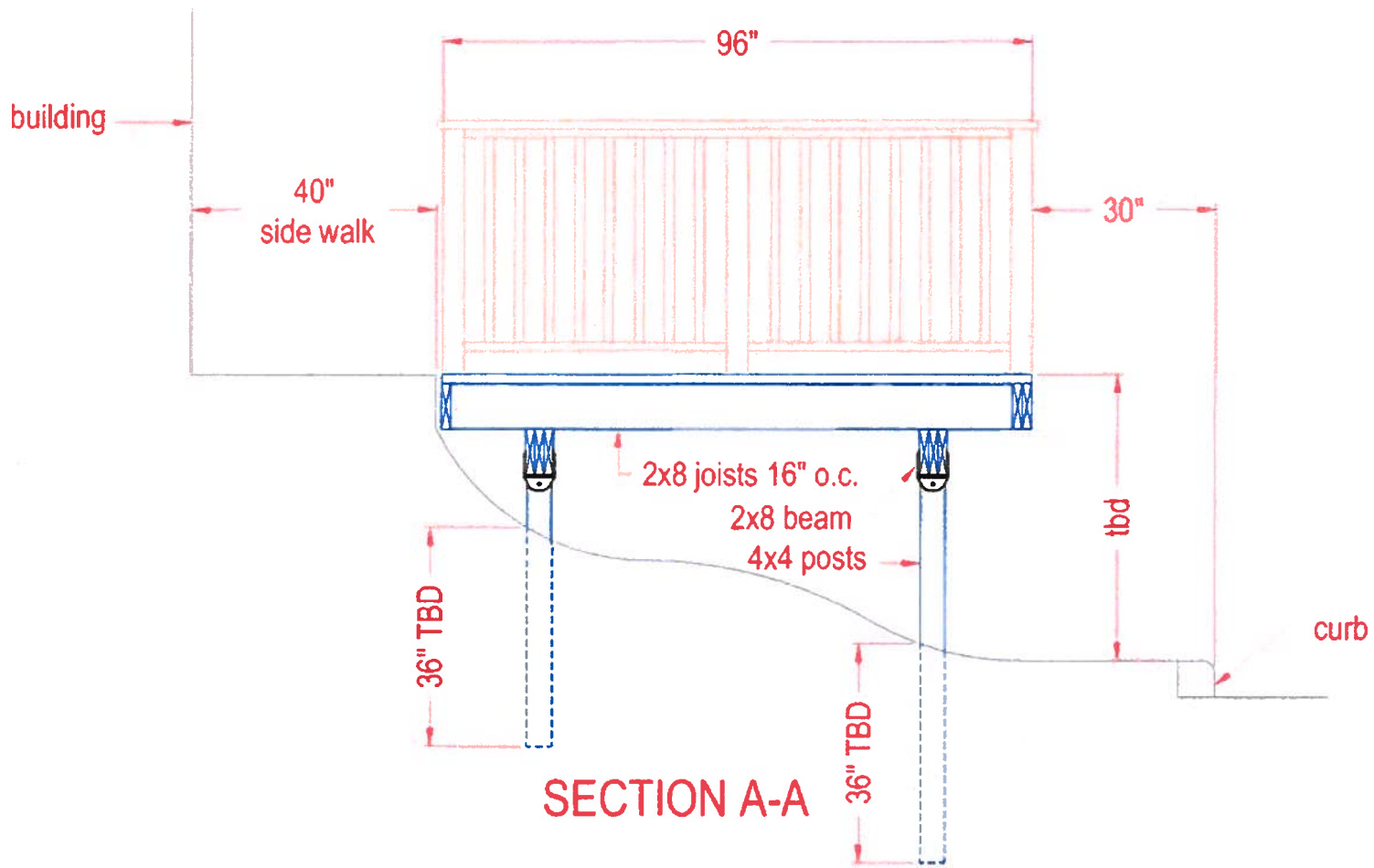
RECOMMENDED ACTION

That council accept the above report for information



DATE	REV	DATE	<p>PHOTOGRAPHY AND CONSTRUCTION THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF ALPHA CONSTRUCTION INC. ANY REPRODUCTION IN WHOLE OR IN PART, WITHOUT THE WRITTEN PERMISSION OF ALPHA CONSTRUCTION INC. IS EXPRESSLY PROHIBITED.</p>	CUSTOMER		"THE TABLE" in ONWAY	
DRAWN	RVL	2022-05-31		DESCRIPTION		OUTSIDE DECK/PATIO	
CHECKED	-	-		MARK ORDER	---	CLIENT REF.	---
WFC APPR.				NEXT ASSY		FINISH ASSY	
WEIGHT				UNITS	STY	PARTY NO.	REV
MATERIAL				SCALE	rvts	SEE 101	
FINISH			SHR	1 of 10			

11



DATE	REV	DATE
2024-01-15	RVL	2022-05-31
CHECKED	-	-
WFS APPROV.		
NOTED		
MATERIAL		
FINISH		

ALPHA
Construction

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CUSTOMER		'THE TABLE' in ONDWAY	
DESCRIPTION		OUTSIDE DECK/PATIO	
WORK ORDER	CLIENT REF.		
NEXT ASSY	FINAL ASSY		
UNITS	QTY	PART NO.	REV
SCALE	PTS		
SHT	1 of 10		

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