

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, MARCH 9, 2023 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**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

*THAT the March 9, 2023 Regular Council Meeting agenda be approved
as presented*

or

*THAT the March 9, 2023, Regular Council Meeting agenda be approved
with the following amendment(s) (as noted at meeting time)*

P91-5 3. ADOPTION OF MINUTES – February 23, 2023 Regular Council Meeting

Recommendation:

*THAT the February 23, 2023 Regular Council Meeting minutes be approved
as presented*

or

*THAT the February 23, 2023 Regular Council Meeting minutes be approved
with the following amendment(s) (as noted at meeting time)*

4. APPOINTMENTS/PUBLIC HEARINGS

a) 9:35 a.m. – Grant Johnson, Onoway Chamber of Commerce

Recommendation:

*THAT Council accept the discussion with Grant Johnson, Onoway Chamber of
Commerce for information*

or

some other direction as given by Council at meeting time

b) 9:50 a.m. – Merle Isaacson – Connect Mobility – Broadband discussion

Recommendation:

THAT Council accept the discussion with Merle Isaacson, Connect Mobility for information

or

some other direction as given by Council at meeting time

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS

Pg 6-11
Pg 12-15 a) **C-COU-REM** – Councillor, Committee and Board Member Remuneration Policy

Pg 16-21 b) **C-FIN-REI-1** – Reimbursement and Expense Claims policy

A Request for Decision is attached

Recommendation

THAT Council approve the Policy C-COU-REM-1 – Councillor, Committee and Board Member Remuneration Policy as presented.

THAT Council approve the Policy C-FIN-REI-1 – Reimbursement and Expense Claims Policy as presented.

or

some other direction as given by Council at meeting

7. ACTION ITEMS

Pg 22-30 a) Sale of Lot Resolution Correction – A Request for Decision is attached

Recommendation:

MOTION TO AMEND

THAT resolution 190/22 reading "MOVED by Councillor Bridgitte Coninx that the Town of Onoway approve a \$10,000.00 financial commitment to the 100th Anniversary Centennial Committee for their application to Canadian Heritage Community Anniversaries Program for a grant to celebrate Onoway's Centennial in 2023. Funds to come from the sale of Lot 16, Block 3, Plan 6288BZ, which sold for \$32,000.00" be AMENDED by removing "Lot 16, Block 3, Plan 6288BZ which sold for \$32,000" and replacing with "Plan 8220250 Lot 2, which sold for \$30,000"

THAT resolution 191/22 reading "MOVED by Councillor Bridgitte Coninx that Council authorize the allocation of the remaining \$22,000 from the sale of Lot 16, Block 3, Plan 6288BZ to the following projects, both are subject to Town approval of plans: 1) community hall improvements \$11,000.00 and 2) ball diamond upgrades \$11,000.00 (once an agreement is in place between the Town of Onoway and Lac Ste. Anne County)." be AMENDED by removing "Lot 16, Block 3, Plan 6288BZ" and replacing with "Plan 8220250 Lot 2" AND ...

OPTION

REMOVING "(once an agreement is in place between the Town of Onoway and Lac Ste. Anne County)"

NOTE:

OR

Council awaits the proposed Term of Reference from the Lac Ste. Anne County.

NEW MOTION

1) THAT Council approve the funding of Onoway Centennial \$10,000, Community Hall Upgrades \$11,000 and Ball Diamonds Upgrades \$11,000 to be from the land sale revenue of \$26,909 and unbudgeted general revenues of \$5,091.

or

some other direction as given by Council at meeting

Pg 31-44 b) Standard Form of Agreement – Associated Engineering – A Request for Decision is attached

Recommendation:

THAT Council authorize Administration to negotiate an agreement with Associated Engineering for Engineering and Professional Services.

or

some other direction as given by Council at meeting

Pg 45

- c) Rescheduling April and May meetings – A Request for Decision is attached

Recommendation:

THAT the Town of Onoway move the April 27, 2023 Council meeting to Wednesday, April 26, 2023 and the May 25, 2023 meeting to Wednesday, May 24, 2023

or

some other direction as given by Council at meeting time

Pg 46-65

- d) Expression of Interest – Climate Resilience Capacity Building Program Grant – A Request for Decision is attached

Recommendation:

- 1) *THAT Council authorize Administration to submit an expression of interest for the Climate Resilience Capacity Building Program.*
- 2) *THAT Council authorize Administration to submit an application for the Climate Resilience Capacity Building Program.*

or

some other direction as given by Council at meeting time

Pg 66-86

- e) Subdivision Drawings–Approval of Storm Water System–A Request for Decision is attached

Recommendation:

THAT Council approve the Infrastructure Construction Drawings/Subdivision Plan for Block A, Plan 4114TR subdivision adding DD-22D006-04 Storm Water Management Plan, as final submission.

or

some other direction as given by Council at meeting time

f)

g)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- P987 d) Chief Administrative Officer Report
- e) Public Works Report

Recommendation:

*THAT the Council, Chief Administrative Officer and Public Works written and verbal reports be accepted for information as presented
or
some other direction as given by Council at meeting time*

9. INFORMATION ITEMS

- P988-89 a) Alberta Municipal Affairs – 2023 Budget information – undated letter from Minister Rebecca Schulz
- P990-91 b) Alberta Municipal Affairs – MSI capital funding – undated letter from Minister Rebecca Schulz
- P992 c) Tony Sonnleitner Onoway Development Officer - February Report
- P993-97 d) Town of Onoway Development Permit No 23DP01-24 – Temporary Placement of an Electrical Shed to supply power for an existing fuel cardlock system
- P998-99 e) AHS – February 27, 2023 Official Administrator's Report
- P9100-104 f) Community Futures Yellowhead East – Small Business Needs Assessment 2022
- P9105 g) East End Bus (EEB) Society Annual Meeting – Tuesday, March 21, 2023

Recommendation:

THAT Council accept the above noted items for information

10. CLOSED SESSION – n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- March 20, 2023 – Fire Services All Municipalities 2:00 p.m.
- March 23, 2023 – Regular Council Meeting 9:30 a.m.
- March 29-31, 2023 – AB Munis President Summit and Caucus Edmonton
- April 13, 2023 – Regular Council Meeting 9:30 a.m.
- April 27, 2023 – Regular Council Meeting 9:30 a.m.
- May 25, 2023 – Elected Officials Asset Management Workshop Edmonton

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	PRESENT	<p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Robin Murray Councillor: Robert Winterford</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary</p> <p>8 members of the public joined the meeting via Zoom 3 members of the public joined the meeting in person</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 9:33 a.m. and advised that the meeting will be recorded. Mayor Kwasny acknowledged that the meeting was being held on Treaty 6 Land.
2.	AGENDA Motion #054/23	<p>MOVED by Councillor Robin Murray that Council adopt the agenda of the Regular Council meeting of Thursday, February 23, 2023 with the following amendments:</p> <p>4b) Grant Johnson Onoway Chamber appointment – to be rescheduled - delete from agenda</p> <p>7g) Anonymous Zoom Attendees - (requested by Councillor Murray)</p> <p>7h) Streamlining Council Reports – (requested by Councillor Murray)</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #055/23	<p>MOVED by Councillor Bridgitte Coninx that the February 9, 2023 Regular Meeting minutes be approved with the following amendment:</p> <p>Page 3 – after Motion #048/23, the sentence should read: “At 11:35 a.m. (not p.m.), one member of the public left the meeting”.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	Mike Kellar, Onoway Curling Club, attended the meeting from 9:35 a.m. until 10:00 a.m.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	Motion #056/23	MOVED by Deputy Mayor Lisa Johnson that Council accept the discussion with Mike Kellar, Onoway Curling Club, for information. CARRIED
5.	FINANCIAL REPORTS Motion #057/23	MOVED by Councillor Bridgitte Coninx that that 2022 Budget Actuals Response and Reserve Report be brought forward to a future meeting. CARRIED
	Motion #058/23	MOVED by Councillor Bridgitte Coninx that the Year End Financial Report be brought forward to a future meeting. CARRIED
6.	POLICIES AND BYLAWS Motion #059/23	MOVED by Councillor Robert Winterford that Council approve the revision to Policy 3.11 Statutory Holidays, as presented. CARRIED Council recessed from 10:25 a.m. until 10:35 a.m.
7.	ACTION ITEMS	Tim Duhamel, Bloom CME, attended the meeting from 10:35 a.m. until 11:05 a.m. and presented the Onoway Strategic Plan draft to Council and administration.
	Motion #060/23	MOVED by Councillor Robin Murray that Council accept the draft Strategic Plan for information. CARRIED
	Motion #061/23	MOVED by Councillor Bridgitte Coninx that administration approach Lac Ste. Anne County and make an inquiry for interim community peace officer services and to provide Council with service level information at a future meeting. CARRIED
	Motion #062/23	MOVED by Councillor Bridgitte Coninx that Council approves the 2023 Onoway Public Library Board budget and acknowledge the Library Manager's Annual Report, 2022. CARRIED
	Motion #063/23	MOVED by Councillor Robert Winterford that the Town of Onoway declare June 5 to 11 as Seniors' Week 2023. CARRIED

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<p>Motion #064/23</p> <p>Motion #065/23</p> <p>Motion #066/23</p> <p>Motion #067/23</p> <p>Motion #068/23</p>	<p>MOVED by Councillor Robin Murray that Council accept the Terms of Reference for the Economic Development and Tourism Committee.</p> <p>MOVED by Councillor Robert Winterford that Dale Johnson be appointed to serve on the Economic Development and Tourism Committee of the Town of Onoway.</p> <p>MOVED by Councillor Bridgitte Coninx that Council accept the 2022 Mileage Adjustment for information.</p> <p>MOVED by Councillor Robin Murray that the discussion on anonymous Zoom attendance (using proper names and joining with video prior to the meeting) be deferred until administration updates the electronic meeting procedures in Council's Procedure Bylaw, at a future meeting.</p> <p>MOVED by Councillor Robin Murray that the Council, Committee and Staff Reports be streamlined by Councillors limiting their reports to 3 minutes of oral discussion.</p> <p>Council reordered the Agenda in order to move to Closed Session at 11: 45 a.m.</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p>
<p>10.</p>	<p>CLOSED SESSION Motion #069/23</p>	<p>MOVED by Councillor Bridgitte Coninx that, pursuant to Section 197(2) of the Municipal Government Act, Council move into a closed session at 11:45 a.m. to discuss the following items:</p> <p>Personnel - Section 17(4)(d) FOIP</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 11:45 a.m. to 11:47 a.m. to allow staff and a member of the public to leave the meeting.</p> <p>CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<p>Councillor Robert Winterford Jennifer Thompson, CAO Tim Duhamel, Bloom CME Wayne Rothe, Bloom CME</p> <p>Council recessed at 12:40 p.m. until 12:42 p.m. to allow staff to return to the meeting.</p> <p>Motion #070/23 MOVED by Councillor Bridgitte Coninx that Council move out of Closed Session at 12:42 p.m. CARRIED</p> <p>Motion #071/23 MOVED by Councillor Robert Winterford that Council approve the contractual obligations expense as discussed in Closed Session. CARRIED</p>
8.	COUNCIL, COMMITTEE AND STAFF REPORTS Motion #072/23	<p>MOVED by Councillor Robin Murray that the Council, Chief Administrative Officer and Public Works written and verbal reports be accepted for information. CARRIED</p>
9.	INFORMATION ITEMS Motion #073/23	<p>MOVED by Councillor Robert Winterford that Council accept the following items for information:</p> <ul style="list-style-type: none"> a) AHS – Together4Health Headlines – January 27, 2023 Update b) Town of Smoky Lake – February 6, 2023 letter to the AGLC regarding relocation of the Camrose Casino c) Town of Tofield – February, 2023 letter to the AGLC regarding relocation of the Camrose Casino d) Farm Safety Centre – February 1, 2023 letter regarding farm safety education e) Statistics Canada – February 2023 Update <p style="text-align: right;">CARRIED</p>
11.	ADJOURNMENT	<p>As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 1:15 p.m.</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

12.	UPCOMING EVENTS	March 9, 2023	Regular Council Meeting	9:30 a.m.
		March 20, 2023	Fire Services All municipalities	2:00 p.m.
		March 23, 2023	Regular Council Meeting	9:30 a.m.
		March 29-31, 2023	AB Munis	Edmonton
		April 13, 2023	Regular Council Meeting	9:30 a.m.
		April 27, 2023	Regular Council Meeting	9:30 a.m.

Mayor Lenard Kwasny

Debbie Giroux
Recording Secretary

UNAPPROVED



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 9, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Council Remuneration and Expense Reimbursement Policy Review

BACKGROUND / PROPOSAL

The Council Remuneration and Expense Reimbursement Policy purpose clarifies the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

The policy's intent is to provide Council, board, and committee members with remuneration for their time and for reasonable, legitimate, and necessary expenses incurred in the performance or their duties.

The Policy was last revised on November 10, 2021 (Resolution No. 457/21) and is to be reviewed annually.

On January 12, 2023 Administration brought forward both the Reimbursement and Expense Claims Policy and the Councillor, Committee and Board Member Remuneration Policy. After review Council requested that both policies be amended. Attached are the amended policies for discussion.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration completed the following amendments:

Councillor, Committee and Board Member Remuneration Policy (C-COU-REM-1)

- Schedule "A" Honorariums
 - Section 2. Removed "*Billable time is to be rounded up to the nearest 30-minute increment. Minimum pay will be 4 hours.*" and "*All other meetings or activities related to Town business \$25.00/hour to a max. \$175.00/day*"
- Meeting Rates
 - Title - added "*Training and Conventions.*"
 - Section 1(b) - amended "*8 hours*" to "*6 hours*".
 - Section 1(c) - amended "*\$400.00*" to "*\$250*" based on a secondary review along with review of other municipality's meeting rates.
 - Section 3 – added "*Travel time will be included.*"
- Communications Expense – separated Mayor and Councillor into bullet points.

Reimbursement and Expense Claims Policy (C-FIN-REI-1)

- Responsibilities
 - Section (b)- added Subsections (iii.), (iv.) and (v.) to provide CAO the power to approve Mayor, Councillors, and employee expense claims.
 - Removed Sections (c) and (d).
- Exceptions- Removed.
- Meal Allowances
 - Section 7 b)
 - Added CRA amount guidelines in the “without itemized receipt” column.
 - Added “With Itemized Receipt” column and amended the Breakfast amount from \$15 to \$40, the Lunch amount from \$20 to \$40 and the Dinner amount from \$30 to \$50.
 - Section 7 c)- amended \$65 to \$130 and added \$69 for CRA.
- a) Gratuities- Added “unless mandatory tip is added automatically to the bill by the establishment.”

STRATEGIC ALIGNMENT

Fiscal Sustainability
Strategic Governance

COSTS / SOURCE OF FUNDING

No material financial impact to 2023 operational or capital budgets.

RECOMMENDED ACTION

1. That Council approve the Policy C-COU-REM- Councillor, Committee and Board Member Remuneration Policy as presented.
2. That Council approve the Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy as presented.
3. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Approved Council Remuneration and Expense Reimbursement Policy C-COU-REM-1 revised on November 10, 2021 (Resolution No. 457/21).
- Draft Councillor, Committee and Board Member Remuneration Policy (C-COU-REM-1).
- Draft Reimbursement and Expense Claims Policy (C-FIN-REI-1).



EXISTING
Town of Onoway

Council Policy

Number	Title			
C-COU-REM-1 <small>1.2, 3.1, 3.6</small>	Council Remuneration and Expense Reimbursement			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	312/13	Resolution No:	457/21
	Date:	May 9, 2006	Date:	Nov. 10, 2021
			Resolution No:	329/20
			Date:	Oct. 15, 2020
			Resolution No:	304/19
			Date:	Oct. 24, 2019

Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on Town business.

Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Town Council.

Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Town of Onoway.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates, and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by council on an annual basis and may or may not be applied to council base pay and/or meeting rates at the discretion of Council.
5. Remuneration shall be paid in accordance with the amounts and rates shown in Schedule "A".
6. Travel – as per the simplified per kilometer rate for Alberta according to Canada Revenue Agency.



Town of Onoway

Council Policy

7. Meals – as per the simplified flat rate according to Canada Revenue Agency without receipt, or full reimbursement per receipt, including a maximum gratuity of 15%. No alcoholic beverages shall be paid for by the Town at any time.
8. Other Items – actual receipted cost. May include incidentals such as parking, use of public transportation, etc.
9. Lodgings – shall be paid by receipt and Council Members shall use discretion in selecting accommodations. If a Council Member is lodging with a friend or relative, the Council Member shall be paid an honorarium as agreed upon by Council at the time.
10. Communications – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
11. Schedule "A" shall be reviewed annually.

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY
077/19	03/21/19
410/18	10/18/18
279/17	06/15/17
171/17	10/05/17
281/16	10/20/16
168/15	05/07/15
005/15	01/15/15
213/13	10/24/13
	12/01/11
	11/17/11
	03/11/11
	01/01/07
	05/19/06



Town of Onoway

Council Policy

Schedule "A" (Approved by Resolution– Oct. 2019 Org. Meeting)

Honorariums

- | | |
|--|--|
| 1. Regular Council Meetings – Mayor & Councillors | \$175.00 |
| 2. All other meetings or activities related to Town business | \$25.00/hour to a
max. \$175.00/day |

Note:

- Expense forms must be filled out and signed by each member of Council prior to reimbursement. Expense forms shall be submitted prior to the last business day of the month.

Billable time is to be rounded up to the nearest 30 minute increment. Minimum pay will be 4 hours.

Accommodation Expense

When travelling on Town business the actual cost of the accommodation may be claimed.

Communications Expense

The Mayor shall receive \$400 per month as reimbursement for personal cell phone use and personal internet costs incurred in exercising his/her duties as an elected official, as well as personal time required for the preparation for all of their meetings.

All councillors shall receive \$250 per month as reimbursement for personal cell phone use and personal internet costs incurred in exercising their duties as an elected official, as well as personal time required for the preparation for all of their meetings.

Council and select employees are provided with an iPad for Town business. The Town will pay up to \$20/month towards data usage. Any cost incurred over and above this \$20 will be reimbursed to the Town by the individual using the iPad, unless otherwise authorized by the Chief Administrative Officer



Town of Onoway

Council Policy

Donations

Annually, in November, Council may consider the donation of \$100 per Council member to the East Lac Ste. Anne Food Bank.





Town of Onoway

Council Policy

Number	Title			
C-COU-REM-1 [1.2, 3.1, 3.6]	Councillor, Committee and Board Member Remuneration Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	312/13	Resolution No:	457/21
	Date:	May 9, 2006	Date:	Nov. 10, 2021
			Resolution No:	329/20
			Date:	Oct. 15, 2020
			Resolution No:	304/19
			Date:	Oct. 24, 2019

Purpose

To clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

Policy Statement

Council, board and committee members shall be provided with remuneration for their time and for reasonable, legitimate, and necessary expenses incurred in the performance or their duties.

Definitions

For the purposes of this policy:

- a) "Council" means the duly elected Council of the Town of Onoway.
- b) "Town" means the Town of Onoway.
- c) "Chief Administrative Office" means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer's designate.
- d) "Canada Revenue Agency/CRA" means the revenue service of the federal government. CRA collects taxes, administers tax law and policy, and delivers benefit programs and tax credits.

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1. Standards

- a) Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Town of Onoway.
- b) Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
- c) Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates, and any other considerations deemed appropriate in a manner agreed upon by Council.
- d) Cost of living adjustment will be reviewed by council on an annual basis and may or may not be applied to council base pay and/or meeting rates at the discretion of Council.
- e) Remuneration shall be paid in accordance with the amounts and rates shown in Schedule "A".
- f) Communications – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
- g) Schedule "A" shall be reviewed annually.
- h) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted quarterly on the Town website.
- i) At a minimum, each named elected official's honorarium, per diem, and expenses shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
- j) The Town shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the Town website.

2. Legal References

N/A

3. Cross References

N/A

Revisions:

Resolution Number	MM/DD/YY
077/19	03/21/19
410/18	10/18/18
279/17	06/15/17
171/17	10/05/17
281/16	10/20/16

168/15	05/07/15
005/15	01/15/15
213/13	10/24/13
	12/01/11
	11/17/11
	03/11/11
	01/01/07
	05/19/06

DRAFT



Town of Onoway

Council Policy

Schedule "A"

1. Honorariums

- a) Regular Council Meetings – Mayor & Councillors \$175.00 per meeting

2. Meeting Rates – Committees, Boards, Training and Conventions

- a) Meeting rates for Council-appointed board and committee members, training and conventions shall be set as follows
 - o \$100 for meetings less than 4 hours;
 - o \$175 for meetings exceeding 4 hours and less than 6 hours;
 - o \$250 for meetings exceeding 6 hours in a day.
- b) Description or name of the meeting attended must be provided in the Meeting Expense Claim Form submitted to Finance.
- c) Travel time will be included.

3. Communications Expense

The mayor and council shall receive the following as allowance for personal cell phone use and personal internet costs incurred in exercising his/her duties as an elected official, as well as personal time required for the preparation for all of their meetings.

Mayor	\$400 per month
Councillor	\$250 per month

Council and select employees are provided with an iPad for Town business. The Town will pay up to \$20/month towards data usage. Any cost incurred over and above this \$20 will be reimbursed to the Town by the individual using the iPad, unless otherwise authorized by the Chief Administrative Officer.

4. Donations

Annually, in November, Council may consider the donation of \$100 per Council member to a local charity of choice.



Town of Onoway

Council Policy

Number	Title			
C-FIN-REI-1 [1.2, 3.1, 3.6]	Reimbursement and Expense Claims Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

The purpose of this policy is to set guidelines for the Town of Onoway Council and employee reimbursement of reasonable expenses incurred while on Town of Onoway business.

Policy Statement

The Town of Onoway will reimburse Council and employees for reasonable, legitimate and necessary expenses incurred in the performance or their duties and while on Town business.

Definitions

For the purposes of this policy:

- a) "Council" means the duly elected Council of the Town of Onoway.
- b) "Town" means the Town of Onoway.
- c) "Chief Administrative Officer/CAO" means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer's designate.
- d) "Employee" means Town of Onoway employee.
- e) "Canada Revenue Agency/CRA" means the revenue service of the federal government. CRA

collects taxes, administers tax law and policy, and delivers benefit programs and tax credits.

1. General Provisions

- b) It is assumed and expected that expense will be consistent with the best interests of the Town and its desire to minimize costs. The authority to incur expenses shall be based on budgetary constraints.
- c) Reimbursement of expenses will occur after expense claim form is completed, signed and submitted.
- d) Expense forms shall be submitted prior to the last business day of the month.
- e) Original, itemized receipts are to be submitted with expense claims, unless otherwise noted. Expenses claimed without proper receipts will not be reimbursed (credit card or debit slip is not a proper receipt).
- f) The Town will not reimburse costs of any tickets, fines, or penalty resulting from a violation of any local, provincial or federal statute.
- g) This policy shall also apply to Council and Council-appointed committee and board members.
- h) All meeting expense claims will be processed on a monthly basis in accordance with the annual pay schedule submitted to Council by Administration.
- i) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted quarterly on the Town website.
- j) At a minimum, each named elected official's honorarium, per diem, and expenses shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
- k) The Town shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the Town website.

2. Responsibilities

- a) It is the responsibility of employees and elected officials to:
 - i. exercise sound judgement, accountability, and transparency with respect to submitting expenses for reimbursement.
- b) It is the responsibility of Chief Administrative Officer to:
 - i. Develop, implement, monitor, and regulate evaluate this policy.
 - ii. Ensure reimbursement of expenses is carried out in a manner compliant with the rules set by the Canada Revenue Agency (CRA).
 - iii. Approve the Mayor's expense claims.
 - iv. Approve Councillor expense claims.
 - v. Approve employee expense claims.
- c) A Councillor whose expense claim is not approved by the CAO may submit the expense claim to Council for approval. Alternatively, the CAO may submit a Councillor expense claim or a CAO expense claim to Council for approval.

3. Accommodations

- a) Accommodation expenses based on actual costs (hotel room rate and taxes) will be reimbursed. The hotel invoices/statement must be submitted with the expense claim form.
- b) In-room charges (for example, movies, mini-bar, personal phone calls, etc.) will not be reimbursed.

4. Travel

- a) Reimbursement will occur for the most direct, practical, and cost-effective mode of travel available, considering all of the circumstances.
- b) Google Maps, shortest route, shall be used. Minutes to be rounded to the nearest 1/4 hour, if required.
- c) Should there be an opportunity for cost savings, the Town encourages these savings (e.g., carpooling/rental vehicle compared to multiple mileage claims).
- d) Personal vehicles used for business travel will be reimbursed by way of an all-inclusive mileage rate pursuant to Schedule A. This rate will be reviewed annually and will be adjusted based on Canada Revenue Agency (CRA) automobile rates on the Expense Claim form each January at the approval of the CAO.
- e) Mileage claimed must provide the following details:
 - i. Date
 - ii. Destination
 - iii. Purpose
 - iv. Distance Travelled
- f) Air travel will be reimbursed based on actual cost. All claims for air travel must be accompanied by a receipt. The most reasonable and economical air fare available is encouraged to be selected. Also, seat sales and advanced booking fares is encouraged if available. The Town will not reimburse for seat upgrades, business, priority, or first class.

5. Parking

- a) Parking expense incurred while carrying out Town business will be reimbursed with parking receipts.

6. Taxi

- a) Taxi fares for business purposes will be reimbursed with a receipt.

7. Meal Allowances

- a) Meal allowances or claims are not authorized when meals are provided or included in the registration fee for conference unless
 - other Town business does not allow the registration fee for conference or

- other Town business does not allow the employee to participate in the conference meals(s)

Conference itinerary or registration must be submitted with expense claim.

- b) Meals will be reimbursed by using the following guidelines for meal reimbursements (rates below are a flat rate and include GST and gratuities):

	With Itemized Receipt	Without Itemized Receipt (Based on CRA Guidelines)
Breakfast	\$40	\$23
Lunch	\$40	\$23
Dinner	\$50	\$23

- c) The combined amount of receipted and/or non receipted meals shall not exceed \$69.00 (CRA) or \$130 per day (including GST and gratuities).
- d) Claims for alcoholic beverages will not be reimbursed.

8. Gratuities

- a) Tipping is limited to a maximum of 15% unless mandatory tip is added automatically to the bill by the establishment.

9. Hosting/Business Meals

- a) If the Mayor or a Councillor is hosting a business meal for reasons of benefit to the Town, which includes invited guests external to the Town, then reasonable alcohol expense can be included.
- b) GST expense receipts must be submitted for item 9(a) as well as names(s) of the guests represented for a business meal.
- c) If the business meal has no parties external to the Town, then no alcohol expenses can be included.

10. Incidentals/Per Diem

- a) A personal expense allowance of \$10.00 per day (calculated based on the number of nights away) may be claimed for incidental expenses. This is to cover items such as personal telephone calls, magazines, snacks, laundry, meter parking, public transit, etc., and no receipts are required and additional claims for incidentals will not be reimbursed. Conference itinerary or registration must be submitted as backup with the expense claim to verify nights away.

11. Review Period

Within three (3) years from date adopted/amended/reviewed or as required.

12. Legal References

N/A

13. Cross References

N/A

14. Revisions

N/A

Resolution Number	MM/DD/YY

DRAFT



Town of Onoway

Council Policy

Schedule "A"

Schedule of Town All-Inclusive Mileage Rates

Year	Reimbursement Rate
2019	\$0.58
2020	\$0.59
2021	\$0.59
2022	\$0.61
2023	\$0.68



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 9, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Sale of Lot Resolution Correction

BACKGROUND / PROPOSAL

The Town of Onoway authorized the sale of a residential lot at the Regular Council Meeting of April 28, 2022. Administration has confirmed through the land sale transfer that the lot noted in the resolution is incorrect. The correct legal address is Block 8220250 Lot 2.

ACTION ITEMS	
Motion #190/22	MOVED by Councillor Bridgitte Coninx that the Town of Onoway approve a \$10,000.00 financial commitment to the 100 th Anniversary Centennial Committee for their application to Canadian Heritage Community Anniversaries Program for a grant to celebrate Onoway's Centennial in 2023. Funds to come from the sale of Lot 16, Block 3, Plan 6288BZ, which sold for \$32,000.00. CARRIED
Motion #191/22	MOVED by Councillor Bridgitte Coninx that Council authorize the allocation of the remaining \$22,000 from the sale of Lot 16, Block 3, Plan 6288BZ to the following projects, both are subject to Town approval of plans: 1) community hall improvements \$11,000.00 and 2) ball diamond upgrades \$11,000.00 (once an agreement is in place between the Town of Onoway and Lac Ste. Anne County). CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is requesting that the correction be made to reference the correct lot and receive direction from Council.

The lot was sold for \$30,000 including GST. Less commission and legal expenses. The amount received was \$26,909.

The Council resolution does note a value of \$32,000. As there has been funding allocated for the Centennial of \$10,000, Community Hall Improvements of \$11,000 (paid) and Ball Diamond Upgrades \$11,000. Administration needs direction from Council on whether to keep the allocations as originally resolved and fund the remaining \$5,091 through General Revenue.

22

Administration is requesting that Council AMEND resolutions 190/22 & 191/22 to note the reference the correct legal land location.

AGREEMENT

Resolution 191/22 specifies that the ball diamonds funding is available once an agreement is in place.

Administration located an agreement between Northern Gateway School Division and Lac Ste Anne County. Administration reached out to Lac Ste Anne County to inquire whether there was a draft agreement with the Town of Onoway. It has been noted the LSAC is looking to create a Terms of Reference with the Town of Onoway, at this time.

As there is no agreement in place, as noted in resolution 191/22, the funding for the Ball Diamond Upgrade is not available until council changes the directions provided in that resolution or an agreement is negotiated with Lac Ste. Anne County.

STRATEGIC ALIGNMENT

Sustainable Infrastructure – Prioritize infrastructure development or upgrade opportunities that clearly impact the economic growth and quality of life in Onoway.

COSTS / SOURCE OF FUNDING

Land Sale	\$26,909
Community Hall Upgrades	\$11,000
Centennial	\$10,000
Ball Diamond Upgrade	\$11,000
Shortfall	\$5,091

RECOMMENDED ACTION

MOTION TO AMEND

THAT resolution 190/22 reading “MOVED by Councillor Bridgitte Coninx that the Town of Onoway approve a \$10,000.00 financial commitment to the 100th Anniversary Centennial Committee for their application to Canadian Heritage Community Anniversaries Program for a grant to celebrate Onoway’s Centennial in 2023. Funds to come from the sale of Lot 16, Block 3, Plan 6288BZ, which sold for \$32,000.00” be AMENDED by removing “Lot 16, Block 3, Plan 6288BZ which sold for \$32,000” and replacing with “Plan 8220250 Lot 2, which sold for \$30,000”

THAT resolution 191/22 reading “MOVED by Councillor Bridgitte Coninx that Council authorize the allocation of the remaining \$22,000 from the sale of Lot 16, Block 3, Plan 6288BZ to the following projects, both are subject to Town approval of plans: 1) community hall improvements \$11,000.00 and 2) ball diamond upgrades \$11,000.00 (once an agreement is in place between the Town of Onoway and Lac Ste. Anne County).” be AMENDED by removing “Lot 16, Block 3, Plan 6288BZ” and replacing with “Plan 8220250 Lot 2” AND ...

(23)

OPTION

REMOVING "(once an agreement is in place between the Town of Onoway and Lac Ste. Anne County)"

NOTE:

OR

Council awaits the proposed Term of Reference from the Lac Ste. Anne County.

NEW MOTION

- 1) THAT Council approve the funding of Onoway Centennial \$10,000, Community Hall Upgrades \$11,000 and Ball Diamonds Upgrades \$11,000 to be from the land sale revenue of \$26,909 and unbudgeted general revenues of \$5,091.

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THIS AGREEMENT made in duplicate this 8th day of April, 2022

Between:

NORTHERN GATEWAY SCHOOL DIVISION
Box 840
Whitecourt, AB T7S 1N8
(hereinafter referred to as "The Division")

OF THE FIRST PART

- and -

LAC STE. ANNE COUNTY
Box 219
Sanguo, Alberta T0E 2A0
(hereinafter referred to as "The County")

OF THE SECOND PART

WHEREAS the Division has agreed to contract out the management and maintenance of the identified Onoway School Grounds in the Town of Onoway, and the County has agreed to accept and perform such duties:

AND WHEREAS the parties hereto desire to set forth in writing the terms and conditions of the agreement.

NOW THEREFORE WITNESSETH that in consideration of the terms, conditions, covenants and provisions contained herein the Division and the County agree with the other as follows:

1. Location

1.1 For the purposes of this agreement the Onoway School Grounds include the Swede Moren Ball Park and the Onoway Junior Senior High School Track and Field as identified in Schedule "B" of this agreement.

2. Term of Agreement/Renewal

2.1 The term of this agreement is for a period of ten (10) years commencing on the 15th day of April, A.D., 2022 to the 31st day of December, A.D., 2032.

2.2 If the County duly and regularly performs all and every of the covenants and agreements herein the Division will, at the expiration of the original term hereof and upon written request of the County, to the Division not later than ninety (90) days prior to the expiration of the original term hereof, grant to the County a renewal of this agreement on such terms as may be agreed upon by the Division and the County.

3. Duties/Responsibilities of the County:

- 3.1 The County shall be responsible for the duties specified in Schedule "A" attached hereto.
- 3.2 The County shall faithfully, diligently, honestly and dutifully perform the responsibilities and duties to the best of its abilities.

4. Supervision

- 4.1 Adequate supervision for all activities must be provided by a designated individual representing any group, club, organization or school using these grounds. The County has the authority to set facility supervision standards, rules or procedures for access and use of these facilities.
- 4.2 Supervising parties will ensure that no smoking or consumption of alcoholic beverages is permitted on the identified grounds during regular school hours as identified in Clause 9.

5. General

- 5.1 Only such work and improvements as have been approved in writing by the Division shall be carried out or placed on the identified lands in this agreement by the County.

6. Third Party Agreements

- 6.1 The County may enter into third party agreements or partnerships for the maintenance and operations of the lands identified in Schedule B of the agreement with the prior written consent of the Division.

7. Amendments/Termination

- 7.1 This agreement may at any time, and from time to time, be amended by mutual agreement of the parties hereto, provided, that such amendments shall be reduced to writing and executed by the parties hereto.
- 7.2 In addition to the provisions of this agreement respecting the termination of this agreement, the Division and the County covenant and agree that either party hereto may terminate this agreement for any reason whatsoever, by providing to the other party thirty (30) days written notice of such termination.

8. Indemnification

- 8.1 The County shall indemnify and hold harmless the Division, their employees and agents, from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the County, its employees or agents in the performance by the County of this agreement. The County shall carry adequate liability insurance to meet the aforesaid financial obligation.
- 8.2 The Division shall indemnify and hold harmless the County, their employees and agents, from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Division, its employees or agents in the performance by the Division of this agreement. The Division shall carry adequate liability insurance to meet the aforesaid financial obligation.

- 8.3 The County shall be responsible for insuring its property on the lands and hereby waives any right of recourse the County might have or obtain against the Division with regard to loss or damage to the County's property located on the lands. The County shall make its insurer aware of this waiver.
- 8.4 The Division shall be responsible for insuring the lands and its property on the lands and hereby waives any right of recourse the Division might have or obtain against the County with regard to loss or damage to the Division's property located on the lands. The Division shall make its insurer aware of this waiver.
- 8.5 Each party shall provide the other party with a certificate of insurance evidencing coverage for Commercial General Liability insurance in the amount of minimum of \$5,000,000.
- 8.6 Each party shall provide the other party with a certificate of insurance evidencing coverage for Property All Risks to cover property and contents owned by them.
- 8.7 The policies mentioned in the above certificate shall not be cancelled, altered, or permitted to lapse unless the insurer notifies the other party in writing at least (30) days prior to the effective date of cancellation or expiry. The insurance policy will be in a form and with a company, acceptable to both parties.

9. Priority Use

Schools will have priority use of these facilities on school days between the hours of 7:30 AM to 6:00 PM. Any school use outside of these hours shall be booked through the reservation system established by the County, on a first come/first served basis.

10. Community Use Booking

Community Use of the ball diamonds and/or the track facilities will be booked through a system managed by the County.

11. Extraordinary Costs

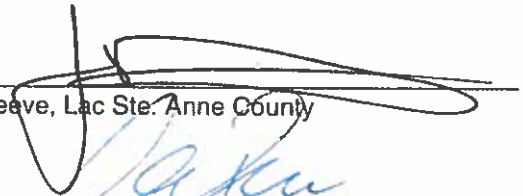
The Division may also charge the County for any extraordinary costs the Division incurs due to vandalism, damage or other costs not associated with normal wear and tear as a result of the use of the facilities by a user group.

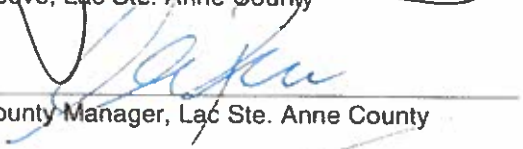
12. Notices


All notices, request, consents and approvals required or permitted to be given pursuant to the terms of this agreement shall be in writing and shall be deemed to have been properly given if personally serviced or mailed to:


- (a) The Division at:
Northern Gateway School Division
Box 840
Whitecourt, AB T7S 1N8
- (b) The County at:
Lac Ste. Anne County
Box 219
Sangudo, Alberta T0E 2A0

In witness whereof the parties hereto have executed this agreement, as witnessed by the hands of their respective officers duly authorized in that behalf, the day and year first above written.

Per 
Reeve, Lac Ste. Anne County

Per 
County Manager, Lac Ste. Anne County

Per 
Superintendent, Northern Gateway School Division

Per 
Secretary-Treasurer, Northern Gateway School Division

Schedule "A"

In consideration of the Division's grant of access and management of the Division owned ball diamonds, track and field adjacent to Onoway Junior Senior High School, The County agrees to the following responsibilities/duties:

1. Provide an annual payment of One Dollar (\$1.00) to the Division.
2. The County shall be responsible for rodent and weed control on the defined areas on the attached map.
3. The County shall cut grass at school sites as per the defined areas on the attached maps in Schedule. Keep grass trimmed and remove garbage as required. Areas will be cut once bi-weekly May through August or as needed, determined by County standards.

Schedule B – Area Map

The following represents the areas included in this agreement:





Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 9, 2023
Submitted By:	Gino Damo, Director of Corporate and Community Services
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Standard Form of Agreement - Associated Engineering

BACKGROUND / PROPOSAL

Historically Associated Engineering has provided the Town of Onoway engineering services such as subdivision plan reviews, geotechnical investigations and a water and sewer master plan update to name a few. Recently Associated Engineering reviewed the recent subdivision plan drawings to ensure Onoway design guidelines were being followed.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Associated Engineering has proposed a standard form of agreement with the Town of Onoway to provide engineering services for the following disciplines:

- Structural
- Mechanical
- Electrical &
- Civil

And professional services for the following disciplines:

- Environmental
- Landscape
- Architecture
- Transportation
- Planning

The agreement term will be until December 31, 2024. Rates are indicated in the Rate Schedule of the attached agreement. The Rate Schedule will be reviewed and adjusted yearly on January 1.

Currently there is no standard form of agreement between the Town of Onoway and Associated Engineering.

Based on the familiarity and extensive history that Associated Engineering has with the Town of Onoway infrastructure, Administration recommends to sign the attached standard form of agreement.

STRATEGIC ALIGNMENT

Sustainable Economic Growth

Public Safety
Sustainable development

COSTS / SOURCE OF FUNDING

None, at this time as cost is based on services provided however signing the agreement sets the rates. Set rates typically mitigates the financial risk that come with unknown costs associated with engineering services.

RECOMMENDED ACTION

- 1) THAT Council authorize Administration to negotiate an agreement with Associated Engineering for Engineering and Professional Services.

ATTACHMENTS

- a) Proposed Standard Form of Agreement between the Town of Onoway and Associated Engineering Alberta Ltd.

**STANDARD FORM OF AGREEMENT
BETWEEN
CLIENT AND ENGINEER**

THIS AGREEMENT made in duplicate the _____ day of _____ in the year 2023

by and between the Parties:

Town of Onoway
4812 – 51 Street
Box 540
Onoway, AB T0E 1V0

hereinafter called the "Client"

and

Associated Engineering Alberta Ltd.
500, 9888 Jasper Avenue
Edmonton, AB T5J 5C6

hereinafter called the "Engineer"

WHEREAS the Client desires that engineering services be rendered by the Engineer for the following project (the "Project"):

STANDING OFFER AGREEMENT FOR CONSULTING SERVICES

and as detailed in Schedule B - Project Description, annexed hereto.

NOW THEREFORE, the Client and the Engineer, for the consideration and upon the terms and conditions hereinafter named, **agree as follows:**

ARTICLE I. GENERAL CONDITIONS OF AGREEMENT

The General Conditions of Agreement, annexed hereto in Schedule A, form a part of this Agreement.

ARTICLE II. ENGINEERING SERVICES

The Engineer will perform the services (the "Services") described in Schedule C - Scope of Services, annexed hereto.

ARTICLE III. FEE

The Client agrees to pay the Engineer the fees and charges as detailed in Schedule D - Fee Basis, annexed hereto, for furnishing the engineering Services described in Article II. Value Added Taxes are not included in the fees and charges and are payable additional thereto.

ARTICLE IV. ENTIRE AGREEMENT

This Agreement, including Schedules A, B, C and D annexed hereto, constitutes the sole and entire agreement between the Client and Engineer relating to the Project. This Agreement may be amended only by written instrument signed by both the Client and the Engineer. This Agreement is for the exclusive benefit of the Parties signatory thereto. It does not create a contractual relationship with or exist for the benefit of any third party, including contractors, subcontractors and their sureties.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

Town of Onoway

Per:

Authorized Signatory

Title

Per:

Witness

Title

Associated Engineering Alberta Ltd.

Per:

Helder Afonso, P.Eng.

Vice President & General Manager

Per:

Martin Jobke, P.Eng.

President & CEO

SCHEDULE A GENERAL CONDITIONS OF AGREEMENT

The following provisions, terms and conditions shall apply hereto:

1. DEFINITIONS

1.1 **Agreement:** This form; the Standard Form of Agreement between Client and Engineer, including any and all Schedules annexed hereto.

1.2 **Additional Services:** Services required of the Engineer, which are outside the scope of Services defined in this Agreement and for which the Engineer will be additionally compensated by the Client.

1.3 **Consultant:** Registered professional engineers, architects and other technical specialists, other than the Engineer, engaged by the Client directly.

1.4 **Contractor:** The party contracting with the Client or Owner for the provision of labour, materials and equipment for the execution of the Work.

1.5 **Contract:** The agreement between the Client or Owner and the Contractor for the provision of labour, materials and equipment for the execution of the Work by the Contractor.

1.6 **Contract Documents:** All documents relating to the Work issued by or through the Engineer which are incorporated into the Contract, and all variations and modifications thereto issued by or approved by the Engineer.

1.7 **Contract Time:** The period from the notice to proceed with the Work to the projected completion date for the Contract as agreed to between the Client or Owner and the Contractor in the Contract.

1.8 **Field Services:** Shall mean making such periodic visits to the Project site at intervals appropriate to the stage of construction as the Engineer, in the Engineer's sole professional discretion, considers necessary to enable the Engineer to ascertain whether the Contractor is carrying out the Work in general conformity with the Contract Documents, or such other Field Services as are stipulated herein.

1.9 **Owner:** Where different from the Client, Owner shall mean the party contracting with the Contractor for the execution of the Work, and the party providing the funding for the Project. In such a

case, it is assumed and understood that the Client has a master agreement with the Owner authorizing the Client to act on the Owner's behalf in the provision of services or the execution of the work under this Agreement.

1.10 **Project:** The Project described in the recitals to the Agreement.

1.11 **Services:** The Engineer's Services as set forth in this Agreement and the attached schedules.

1.12 **Shop Drawings:** Drawings, diagrams, illustrations, schedules, performance charts and data, technical brochures and other data provided by the Contractor or other third parties to illustrate details of a component or portion of the Work.

1.13 **Substantial Performance:** Shall have the meaning set out in lien legislation in effect at the place of the Work or, if such legislation does not contain a definition, it shall mean that point in time at which the Work is ready to be used or is being used for its intended purpose and is so certified by the Engineer. The term Substantial Completion, used in some jurisdictions, shall have the same meaning.

1.14 **Subconsultant:** Any registered/licensed professional engineer, architect or other technical specialist engaged directly by the Engineer in connection with the Project.

1.15 **Termination Expenses or Suspension Expenses:** Expenses incurred by the Engineer which are directly attributable to termination or suspension of the Services by the Client for reasons beyond the control of the Engineer, and shall include the Engineer's expenses reasonably and necessarily incurred in winding down the Engineer's Services.

1.16 **Total Performance:** Shall mean that the Work as appraised by the Engineer has been performed to the total requirements of the Contract Documents, and is so certified by the Engineer. The terms Total Completion or Final Completion, used in some jurisdictions, shall have the same meaning.

1.17 **Value Added Taxes:** Value Added Taxes means such sums as levied upon fees and charges by a Federal, Provincial or Territorial Government and is computed as a percentage of the same and includes the Goods and Services Tax, the Harmonized Sales Tax, the Quebec Sales Tax, the

SCHEDULE A GENERAL CONDITIONS OF AGREEMENT

Saskatchewan Sales Tax and any similar tax, the payment or collection of which is imposed by legislation.

1.18 **Work:** The totality of all labour, materials and equipment used or incorporated into the Project by the Contractor pursuant to the Contract Documents.

2. Client's Responsibilities

The Client shall give due consideration to all sketches, drawings, reports, bids, proposals and other information provided to the Client by the Engineer and shall render decisions in a timely manner so as not to delay the work of the Engineer.

The Client shall make available to the Engineer all relevant information or data pertinent to the Project which is required by the Engineer. The Engineer shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the Client, including information and data originating with the Client's Consultants, whether such Consultants are engaged at the request of the Engineer or otherwise. Where such information or data originates either with the Client or with the Client's Consultants, then the Engineer shall not be responsible to the Client for any consequences of any error or omission contained therein.

The Client shall arrange and make provision for the Engineer's entry and ready access to public and/or private property as well as to the Project site, as necessary to enable the Engineer to perform the Services of this Agreement.

The Client shall designate in writing an individual to act as the Client's representative, such person to have complete and exclusive authority to transmit instructions to and receive information from the Engineer.

The Client shall give prompt written notice to the Engineer whenever the Client or the Client's representative becomes aware of any defects or deficiencies in the Work or in the Contract Documents.

The Client shall obtain required approvals, licences and permits from municipal, governmental or

other authorities having jurisdiction over the Project so as to not delay the Engineer in the performance of the Services being rendered under this Agreement.

The Client shall expressly undertake not to enter into contracts in connection with the Project with Contractors or Consultants (or with the Owner, when the Client is not the Owner) which describe duties and responsibilities of the Engineer which are inconsistent with the duties and responsibilities of the Engineer provided for in this Agreement, without first obtaining the Engineer's written agreement thereto.

Where the work to be rendered by the Engineer under this Agreement is for discipline work on a building project designed by others, the Client shall provide electronic drawing files of all applicable building and structural elements, in AutoCAD® format and metric configuration, finalized as to design layout and suitable for use as a reference, prior to the Engineer commencing design Services under this Agreement. Revisions, changes or re-work required to be done by the Engineer as a result of subsequent changes to the finalized design layout, for reasons beyond the Engineer's control, will be deemed Additional Services and, as such, will be at the Client's expense.

In accordance with Canadian anti-spam legislation, the Client consents to the Engineer and its Subconsultants contacting the Client and its personnel through electronic messages relating to the Engineer's Services and other matters of interest to the Client. After the completion of this Agreement, the Client may withdraw any such consent by contacting the Engineer at unsubscribe@ae.ca.

3. Payment of Engineer's Fee

The Client shall pay the Engineer as provided in this Agreement.

The Engineer's invoices are due and payable when presented. Accounts unpaid by the Client thirty (30) days after presentation are subject to monthly interest charges at the rate of 12.0% per annum.

No deduction, holdback or set-off shall be made by the Client from the fee payable to the Engineer.

**SCHEDULE A
GENERAL CONDITIONS OF AGREEMENT**

4. Additional Services

If the Client authorizes the Engineer to do additional work over and above that contemplated in this Agreement, including re-work of plans and specifications for reasons beyond the Engineer's control, the Engineer shall be additionally compensated based on the time basis fee rate schedule annexed hereto or, lacking such a schedule, such other fee rates as mutually agreed between the Client and the Engineer prior to the commencement of such Additional Services.

5. Construction Emergencies

In the event of any construction emergency which, in the opinion of the Engineer, requires immediate action in the Client's interests, the Engineer shall have authority to issue such orders on behalf of and at the expense of the Client as he may deem necessary or expedient.

6. Variations in Design

The Engineer is empowered to make such deviations, alterations, additions and omissions in carrying out the Services, as the Engineer may reasonably consider desirable in the Client's interests, provided that no additions to the costs of the Contract are caused thereby, and no additional charge is made in the design of the work.

7. Field Services

The level of Field Services to be provided by the Engineer shall be as detailed elsewhere in this Agreement and the schedules annexed thereto.

8. Documents

All documents and drawings prepared by the Engineer, or by others on behalf of the Engineer, in connection with this Project are instruments of professional service for the execution of the Project. The Engineer retains the property and copyright in

these documents and drawings, whether the Project is executed or not. These documents and drawings may not be used on any other project or for any other purpose without the prior written agreement of the Engineer.

9. Standard of Care

The standard of care for all services performed by the Engineer pursuant to this Agreement shall be the care and skill ordinarily used by members of the design profession practicing under similar conditions at the same time and locality as the Project. The Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Services.

10. Insurance, Damages & Liability of the Engineer

10.1 The Engineer shall provide and maintain, at its own expense, standard Automobile Liability insurance on all vehicles owned, operated or licensed in the name of the Engineer in an amount not less than \$1,000,000.00 inclusive for bodily injury and/or property damage.

10.2 The Engineer shall, at its own expense and without limiting its liabilities herein, insure its operations under a policy of Comprehensive or Commercial General Liability, with an insurer licensed in the Province or Territory where the Project is located, in an amount not less than \$2,000,000.00 per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof. Such insurance shall include blanket contractual liability.

10.3 The Engineer shall provide and maintain, at its own expense, Professional Liability Insurance in an amount not less than \$1,000,000.00 per claim. Such insurance shall be applicable to the Services.

10.4 Prior to the date of the execution of this Agreement, if the Client wishes to increase the amount of the coverage, or to obtain other special insurance coverage for this Project, then the Engineer shall cooperate with the Client to obtain such

SCHEDULE A
GENERAL CONDITIONS OF AGREEMENT

increased or special insurance coverage at the Client's expense.

10.5 In consideration of the provision of the Services rendered by the Engineer to the Client under this Agreement, the Client agrees that any and all claims which the Client has or hereafter may have against the Engineer, the Engineer's servants, employees, subconsultants or representatives, in respect of the Services, howsoever arising, whether in contract or in tort, shall be absolutely limited to:

10.5.1 A period of six years from the date of the Certificate of Substantial Performance or the date of the termination or suspension of the Engineer's Services, or within such shorter period as may be prescribed by any limitation statute in the Province or Territory where the Project is located.

10.5.2 The lesser of the total amount of the Engineer's fee paid by the Client under the terms of this Agreement or \$250,000.00.

10.6 If for any reason the Engineer's Professional Liability Insurance is not available or does not apply to any claim made by the Client against the Engineer in respect of the Services, then the liability of the Engineer to the Client under this Agreement shall be absolutely limited to the re-performance at the Engineer's own cost of those Services which are proven at law to constitute errors, omissions or negligent acts on the part of the Engineer or anyone for whom the Engineer may be responsible at law.

10.7 The Engineer's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services, and the Engineer shall bear no liability whatsoever for any consequential loss, injury or damages incurred by the Client, including but not limited to loss of profit, revenue, production, business, contracts or opportunity and increased cost of capital, financing or overhead.

10.8 It is further agreed that the Engineer shall not be liable for damages, interest, costs or any other expense arising out of the failure of any manufactured product or any manufactured or factory assembled system or components to perform in accordance with the manufacturer's specifications, advertising, product literature or written documentation on which the

Engineer reasonably relied during the preparation of the design or the Contract Documents.

10.9 In those instances where the Engineer makes use of third party software and other intellectual property in the course of providing the Services, the limitation of liability that exists between the third party provider and the Engineer shall, with the necessary changes, apply equally between the Engineer and the Client.

10.10 For the purposes of the limitation provisions contained in the Agreement of the Parties herein, the Client expressly agrees that it has entered into this Agreement with the Engineer, both on its own behalf and as an agent on behalf of its employees and principals. The Client expressly agrees that the Engineer's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Engineer's employees or principals in their personal capacity.

10.11 Where the Client is any form of municipal, local, provincial or federal government or agency, the Client expressly agrees that if the services provided by the Engineer or its principals, employees and subconsultants are the type that if provided by the officers or employees of the Client would bring into play statutory indemnification protection for the benefit of the Client or its officers and employees, the Client will indemnify the Engineer and its principals and employees to the same extent and under the same circumstances as the statutory indemnification would extend to the Client and its officers and employees. Examples of the services that are to be covered by this provision include but are not limited to the following:

- (i) review of rezoning applications;
- (ii) review of land use plans;
- (iii) review of subdivision submissions;
- (iv) review of building permit applications;
- (v) review for building code compliance;
- (vi) review of stormwater management, flood routing, or drainage plans; and

SCHEDULE A
GENERAL CONDITIONS OF AGREEMENT

(vii) review of environment management plans.

11. Occupational Health and Safety Act

The Engineer acknowledges that the Engineer is an employer as defined in the Occupational Health and Safety Act, and will, as a condition of this Agreement, comply with the Occupational Health and Safety Act of the authority having jurisdiction and the regulations thereto in relation to the Engineer's own employees.

It is agreed that the Engineer shall not be responsible for the Contractor's means, methods, techniques, sequences, procedures or the safety and coordination of the Work. The Contractor shall be solely responsible for ensuring that any and all Occupational Health and Safety Acts and regulations are complied with. In particular, the Engineer shall not be required to accept the role or obligations of Prime Contractor with respect to such Acts.

12. Termination or Suspension by the Client

12.1 If the Engineer is shown to be in default in the performance of any of the Engineer's material obligations as set forth in this Agreement, then the Client may, by written notice to the Engineer, require such default to be corrected. If, within 30 days of receipt of such notice, such default has not been corrected or reasonable steps to correct such default have not been taken, the Client may, without limiting any other right or remedy the Client may have, immediately terminate this Agreement and make such settlement for the cost of the Services rendered and disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such termination.

12.2 If the Client is unable or unwilling to proceed with the Project, the Client may suspend or terminate this Agreement by giving 30 days written notice to the Engineer. Upon receipt of such written notice, the Engineer shall perform no further Services other than those reasonably necessary to suspend or close out

the Project. In such event, the Engineer shall be paid by the Client for all Services performed and for all disbursements incurred pursuant to this Agreement, plus expenses incurred by the Engineer which are directly attributable to termination or suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement.

12.3 If the Project or any part thereof is abandoned at any stage or if any stage of the Engineer's Services is unduly delayed for reasons beyond his control, or if the contracts for the construction and installation of the Work are not awarded within 60 days after the completion of the drawings and specifications, the Engineer shall be entitled to payment as called for in this Agreement, including, if applicable, termination expenses.

13. Termination by the Engineer

13.1 If the Client is shown to be in default in the performance of any of the Client's material obligations set forth in this Agreement, including payment of the Engineer's fee as required herein, then the Engineer may, by written notice to the Client, require such default to be corrected. If, within 30 days after receipt of such notice, such default has not been corrected, the Engineer may, without limiting any other right or remedy he may have, immediately terminate this Agreement. In such an event, the Engineer shall not be liable for delay or damages as a result of the suspension or termination and the Client shall pay the Engineer for all Services performed and for all disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such termination, plus expenses incurred by the Engineer which are directly attributable to termination or suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement, in addition to any other rights or remedies the Engineer may have.

13.2 If the Engineer's Services are suspended by the Client for any time for more than 30 cumulative consecutive or non-consecutive days through no fault

**SCHEDULE A
GENERAL CONDITIONS OF AGREEMENT**

of the Engineer, then the Engineer shall have the right at any time until such suspension is lifted by the Client, without limiting any other right or remedy the Engineer may have, to terminate this Agreement upon written notice thereof to the Client. In such an event, the Client shall pay the Engineer for all Services performed and for all disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such suspension, plus expenses incurred by the Engineer which are directly attributable to suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement.

14. Dispute Resolution

In the event of a dispute arising the Client and the Engineer shall first use their best efforts to resolve the dispute or difference of opinion under or in connection with this Agreement by good faith amicable negotiations on a "without prejudice" basis, and shall provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

If a claim, dispute or controversy cannot be resolved by the project personnel, senior executives of the Client and Engineer, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such claim, dispute or controversy. If after meeting the senior executives determine that the claim, dispute or controversy cannot be resolved on terms satisfactory to both parties, the parties shall submit the claim, dispute or controversy for legal remedy.

15. Notices

All notices required by this Agreement to be given by either Party shall be deemed to be properly given and received within three business days if made in writing to either Party by certified mail, facsimile or personal delivery, addressed to the regular business address of such other Party. Notices sent by email shall not be deemed properly given and received

unless proof of receipt can be furnished by the sender.

16. Successors and Assignment

This Agreement shall inure to the benefit of and be binding upon the Parties hereto, and except as hereinafter otherwise provided, their executors, administrators, and successors and permitted assigns.

If a Party to this Agreement who is an individual should desire to bring in a partner or partners, or if a Party which is a partnership should desire to bring in a new partner or partners to share the benefit and burden of this Agreement, he or they may do so provided the additional parties covenant directly in writing with the other parties to be bound by the provisions of this Agreement.

Except as aforesaid, neither Party may assign this Agreement without the consent in writing of the other.

17. Joint and Several Liability

Where the Client is a joint venture, partnership or consortium each member of such joint venture, partnership or consortium shall be jointly and severally liable for the obligations of the Client under this Agreement.

**SCHEDULE B
PROJECT DESCRIPTION**

Associated Engineering Alberta Ltd. will provide engineering services for the structural, mechanical, electrical and civil engineering disciplines, and professional services for the environmental, landscape architecture, transportation and planning disciplines on an as-required basis to the Town of Oneway based on this Standing Offer Agreement.

SCHEDULE C
SCOPE OF SERVICES

Associated Engineering Alberta Ltd. will provide engineering services for the structural, mechanical, electrical and civil engineering disciplines, and professional services for the environmental, landscape architecture, transportation and planning disciplines to the Town of Onoway as the need is identified and confirmed through a scoping letter and the execution of a Work Order form.

It is understood that the services will be approved by the Town of Onoway prior to work commencing. Each individual project will require a schedule, financial reporting, cost proposal and control, personnel assignment and an executed Work Order form.

This Standing Offer Agreement will be in effect from the dated noted on the first page until December 31, 2024.

SCHEDULE D
FEE BASIS

The fees for each project will be determined based on the attached Rate Schedule, agreed terms of reference and scope of work.

The Rate Schedule will be reviewed and adjusted yearly on January 1.

RATE SCHEDULE

Associated Engineering Alberta Ltd.

Rates effective through December 31, 2023

Level	Engineer (E)	Landscape Architect (Z)	Planner (N)	Geoscientist, Biologist, Agrologist (P, C)	Technician (T)	Specialist Consultant (R)	Project Administrator/ Support (S)
0	\$100	\$100	\$100	\$100	\$90	\$108	\$64
1	\$139	\$124	\$115	\$122	\$113	\$135	\$82
2	\$160	\$144	\$136	\$148	\$129	\$157	\$93
3	\$193	\$175	\$167	\$179	\$144	\$206	\$108
4	\$229	\$212	\$203	\$215	\$166	\$247	\$118
5	\$271	\$244	\$234	\$246	\$187	\$295	\$139
6	\$319	\$294	\$280	\$273	\$214	\$335	\$160
7	\$366	\$322	\$306	\$310	\$266	\$375	\$191

NOTES:

- Classification and level are as defined by the Consulting Engineers of Alberta (CEA) in their publication entitled "Consulting Engineers Fee Guideline".
- Overtime for professional staff will be billed at straight time; overtime for technicians and support staff will be billed at straight time rates plus twenty percent (20%). Overtime is calculated for hours worked beyond the regular hours per day.
- Rates in effect to the earlier of project completion or December 31, 2023.
- Disbursements for reproduction, communications, local transportation (within one-hour radius of office) and computer charges will be billed at eight percent (8%) of labour fees. Other disbursements such as travel expenses, accommodations and meals will be billed at invoiced cost additional to the 8% base disbursement fee.
- Subconsultants retained by Associated Engineering Alberta Ltd. will be billed at cost plus a mark-up of ten percent (10%) to cover costs of handling, financing and liability insurance.
- Federal Government Goods and Services tax will be applied in addition to the charge-out rates.
- Invoices are due and payable upon receipt. Overdue invoices will accrue interest at eighteen percent (18%) per annum, calculated monthly or as stipulated in the Client/Engineer Agreement.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 9, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Rescheduling the April 27 and May 25 Council Meetings

BACKGROUND / PROPOSAL

Regularly scheduled Council meetings conflict with upcoming education sessions.

Deputy Mayor Lisa Johnson and CAO Thompson are scheduled to attend a Symposium on April 27-28, 2023 (Thursday and Friday).

All of Council and CAO Thompson are scheduled to attend an Asset Management Workshop in Edmonton on Thursday, May 25, 2023.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is requesting that the dates of both meetings be moved to the Wednesday prior to both meetings (April 26 and May 24, 2023). Start time to remain 9:30 a.m.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

None

RECOMMENDED ACTION

THAT the Town of Onoway move the April 27, 2023 Council meeting to Wednesday, April 26, 2023 and the May 25, 2023 meeting to Wednesday, May 24, 2023

or

some other direction as given by Council at meeting time.

(45)



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 9, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Expression of Interest (EOI) – Climate Resilience Capacity Building Program Grant

BACKGROUND / PROPOSAL

Recently, Associated Engineering (AE) brought to Administration's awareness of the Climate Resilience Capacity Building Program Grant and recommends that the Town of Onoway apply for the grant.

Description

The Climate Resilience Capacity Building Program Grant is developed and administered by the Municipal Climate Change Action Centre, a partnership of Alberta Municipalities, Rural Municipalities of Alberta, and the Government of Alberta.

The Municipal Climate Change Action Centre is providing up to \$80,000 per project for municipalities and Indigenous communities to invest in climate resilience capacity building through three funding streams:

1. Planning Stream
2. Strategies Initiatives Stream
3. Indigenous Climate Resilience Stream

Funding

The Action Centre will provide funding covering **up to 100 per cent of pre-GST capacity building services, to a maximum funding cap of \$80,000, per project, per community.**

All project types are subject to the same maximum funding cap.

To enable broad participation by Alberta communities, the total Program funding distributed to a single community is capped at \$160,000, across all Streams.

Eligible Projects

The Climate Resilience Capacity Building Program supports climate resilience activities directly controlled or influenced by a community. The impacts of climate change can be looked at for the community, or for specific topics or sectors, which may include but are not limited to water quality and quantity, natural assets, built infrastructure, agriculture, forestry, economy, human health, food security, and knowledge transfer / capacity building.

(H/6)

Program offers funding for municipalities and Indigenous communities to better understand the impacts of climate change, learn how those impacts present in their locale, plan to reduce the negative impacts and leverage opportunities, and make progress on specific resiliency actions.

Deadlines

- March 31, 2023- Deadline for application approvals.
- March 31, 2024- Deadline for project completions.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Associated Engineering proposes to assist the Town of Onoway with applying for The Climate Resilience Capacity Building Program Grant. Please note that AE is a pre-qualified contractor within the program.

Administration is proposing to apply for a project to the amount of \$80,000 (Maximum funding) that supports climate resilience activities such as built infrastructure or knowledge transfer/capacity building which will in turn assist the Town in implementing an Asset Management program.

The first step in applying for the grant is to submit an expression of interest. The expression of interest helps determine if the project is eligible, shares high-level information about the community and its need for support.

Administration recommends applying for the grant and to submit an expression of interest.

STRATEGIC ALIGNMENT

Sustainable Economic Growth
Public Safety
Sustainable development

COSTS / SOURCE OF FUNDING

None, at this time as project will only proceed if grant is approved.

RECOMMENDED ACTION

- 1) THAT Council authorize Administration to submit an expression of interest for the Climate Resilience Capacity Building Program.
- 2) THAT Council authorize Administration to submit an application for the Climate Resilience Capacity Building Program.

ATTACHMENTS

- Climate Resilience Capacity Building Program Guidebook.
- Climate Resilience Capacity Building Program Application.



Climate Resilience Capacity Building Program Application

This document outlines the specifications and details of the project that will be funded as part of the Climate Resilience Capacity Building Program. Please complete each portion of this form.

Please submit a completed form along with all required attachments as indicated below. One document is required for each distinct project. Please contact the Action Centre for any questions regarding the application.

Note: The MCCAC must be notified of any deviation(s) from this document and an amendment to this document must be duly executed should the Project scope, completion date or other details change.

Community:	Click here to enter text.		
Mailing Address:	Click here to enter text.		
Contact Name:	Click here to enter text.	Contact Title:	Click here to enter text.
Contact Phone:	Click here to enter text.	Contact Email:	Click here to enter text.
Program Stream <i>Select the appropriate funding stream from the dropdown menu</i>		Choose an item.	

Project Description	
Project Objective <i>(Please detail the purpose of this project)</i>	Click or Tap Here to Enter Text.
Project Intent <i>(Please include a detailed description of how the proposed project supports the community and builds capacity for climate resilience)</i>	Click or Tap Here to Enter Text.
Project Deliverables <i>(Please detail the final documentation, outputs, or products that result directly from this project)</i>	Click or Tap Here to Enter Text.



Total Project Costs

(Total costs of the project)

Click or Tap Here to Enter Text.

Total Grant Funding Requested

(From the Climate Resilience Capacity Building Program)

Click or Tap Here to Enter Text.

Project Start and Completion Dates

Click or Tap Here to Enter Text.

Contractor(s)

(If relevant)

Click or Tap Here to Enter Text.

Regional Collaboration Details

(If relevant)

Click or Tap Here to Enter Text.

Project Closure Documentation

I agree to:

- a) Submit evidence of a media release, outreach event, or public announcement regarding the completion and/or key findings. This evidence indicating the project was funded in whole (or in part) by the Municipal Climate Change Action Centre. All communications should indicate the Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta
 Yes No
- b) Submit financial reports, relevant to grant proceeds. Any deviations from the project budget should be explained.
 Yes No
- c) Submit 3-5 high quality images of workshops, engagement events, or other activities showing the project in action
 Yes No
- d) Complete a short abstract sharing highlights of the project (provided by the Action Centre)
 Yes No
- e) Complete a Program evaluation survey (provided by Action Centre)
 Yes No
- f) Provide a copy of the final risk assessment, climate adaptation plan, and/or other deliverables relevant to the project
 Yes No



If any of the above are not agreed to, alternative deliverables may be agreed upon. Please detail your proposed actions below:
[Click or Tap Here to Enter Text.](#)

Application Checklist

Please include the following documentation as an attachment to your Climate Resilience Capacity Building Program application. This application form and the attached material will be used to inform the final Funding Agreement issued to the community.

- Application Form
- Project Plan with Key Milestones and Timelines
- List of Final Deliverables
- Detailed Project Budget, including all funding sources
- Contract (if using a contractor) with payment details
- Qualification for the Project Contractor (not needed for projects completed by the Program’s prequalified contractors)

Authorized Signature

The **[INSERT COMMUNITY NAME]** represents and warrants that all information contained in this Climate Resilience Capacity Building Program Application is true and correct.

Print Name

Title

Signature

Date

CLIMATE RESILIENCE CAPACITY BUILDING PROGRAM

GUIDEBOOK

April 2022

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Climate Resilience Capacity Building Program.



Municipal
Climate Change
Action Centre

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1. PROGRAM DESCRIPTION

Program Name:	Climate Resilience Capacity Building Program	
Term of Program:	Applications open, accepted on a rolling basis	February 15, 2022
	Deadline for application approvals	March 31, 2023
	Deadline for project completions	March 31, 2024
Program Incentive Value:	Individual communities participating in the Planning, Strategies and Initiatives, or Indigenous Climate Resilience Streams are eligible to receive up to \$80,000 per project and up to \$160,000 per community.	
Program Description:	Program offers funding for municipalities and Indigenous communities to better understand the impacts of climate change, learn how those impacts present in their locale, plan to reduce the negative impacts and leverage opportunities, and make progress on specific resiliency actions.	

1.1 Background

The Climate Resilience Capacity Building Program helps Alberta municipalities and Indigenous communities better understand, manage, and adjust to changing climatic conditions.

In this program, the term Climate Resilience refers to the capability to anticipate, prepare for, respond to, and recover from significant threats from climate change. Increasing climate resilience aims to minimize damage to social well-being, the economy, and the environment.

This Program is delivered by the Municipal Climate Change Action Centre (the Action Centre), an initiative led by Alberta Municipalities, in collaboration with the Rural Municipalities of Alberta and the Government of Alberta.

This Guidebook provides an overview of the eligibility requirements, available funding, and process for communities to participate in the Climate Resilience Capacity Building Program.

1.2 Program Overview

This Program offers three funding streams, each with specific objectives and participation criteria. The purpose of each stream is outlined below:

- **Planning Stream:** Funding will be provided to communities in Alberta for the assessment of climate risks and vulnerabilities, and the creation of a climate adaptation and resilience plan.
- **Strategies and Initiatives Stream:** Funding will be provided to communities in Alberta for research and assessment of the feasibility of adaptation measures in community plans and preparing actions for implementation.
- **Indigenous Climate Resilience Stream:** Funding will be provided to Indigenous communities in Alberta for projects that increase community capacity on climate resilience, recognizing the unique impacts, needs, and perspectives of Indigenous Peoples, including the use of Indigenous and/or Traditional Ecological Knowledge.

Communities may participate in any aspect of the program that suits their needs. Communities will be subject to a maximum overall funding cap of \$160,000.

Please contact the Action Centre for advice on clarifying capacity and internal needs in preparation for an application.

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2. ELIGIBILITY

2.1 Eligible Participants

The following communities are eligible to participate in the Climate Resilience Capacity Building Program:

1. designated Municipalities within the province of Alberta). As per Section 1(s) of the Municipal Government Act, a "Municipality" is defined as:
 - a) a city, town, village, summer village, municipal district or specialized Municipality;
 - b) repealed 1995 c24 s2;
 - c) a town under the *Parks Towns Act*; or
 - d) a Municipality formed by a special Act; or, if the context requires, the geographical area within the boundaries of a Municipality described in sub-clauses (i) to (iii).
2. First Nations outlined in *Treaty 8, Treaty 7, Treaty 6* located within the Province of Alberta.
3. Aseniwuche Winewak Nation.
4. Tribal Councils, Regional Councils, Confederacies, or Treaty Organizations representing affiliations of First Nations as outlined in *Treaty 8, Treaty 7, or Treaty 6* located within the province of Alberta.
5. Métis Settlements as established by the *Metis Settlements Act* located within the Province of Alberta.
6. Métis Settlements General Council, representing an affiliation of Métis Settlements of Alberta.
7. Métis Nation of Alberta, including Regions and Locals.
8. Self governing Métis Nations / Communities.
9. Non-Status Indigenous Nations / Communities.

All community types (as defined in sub-clauses (1) to (9)) can apply for funding opportunities in the Planning Stream and the Strategies and Initiative Streams.

Only Indigenous communities (as defined in sub-clauses (2) to (9)) can apply the Indigenous Climate Resilience Stream.

2.2 Ineligible Participants

The following are considered ineligible to participate:

1. Non-profit organizations.
2. Co-operative organizations.
3. For-profit businesses.
4. Institutions such as schools, hospitals, universities, or colleges.
5. Other organizations deemed ineligible by the Action Centre.

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3. FUNDING STREAMS

3.1 Incentive Rate

The Action Centre will provide funding covering up to 100 per cent of pre-GST capacity building services, to a maximum funding cap of \$80,000, per project, per community. Payments will be issued by either cheque or electronic funds transfer (EFT). All project types are subject to the same maximum funding cap.

To enable broad participation by Alberta communities, the total Program funding distributed to a single community is capped at \$160,000, across all Streams.

The approval and allocation of eligible funds will occur on a first-come, first-served basis. Funding is not allocated to project, until an application is approved, and a Funding Agreement is signed.

All offers, rebate rates, maximums, requirements, and payment schedules are subject to change at the discretion of the Action Centre.

3.1.1 Community Partnerships and Collaboration

Climate impacts and related climate adaptation measures are not constrained by geographical boundaries. Communities are encouraged to partner with one or more communities on their project applications. Partnerships and collaborations offer the added benefits of peer learning, knowledge sharing, creation of holistic solutions, and development of formal resilience strategies that create cost efficiencies.

Communities may form partnerships or work with an umbrella organization (Councils, Confederacies, or other organizations, as defined in Section 3.2) to receive funding. Community partnerships may be regional, cultural, governance, or organizational. These partnerships on an eligible project are subject to a partnership project funding maximum of \$160,000.

The partnering communities are responsible for determining their own financial and operational arrangements as partners in the Program. Partnering communities should have an agreement in place that clearly defines the regional and individual needs for which services are sought. One community should be identified to serve as the lead community on applications involving a regional collaboration.

3.2 Eligible and Ineligible Costs

The Climate Resilience Capacity Building Program supports climate resilience activities directly controlled or influenced by a community. The impacts of climate change can be looked at for the community as a whole, or for specific topics or sectors, which may include but are not limited to water quality and quantity, natural assets, built infrastructure, agriculture, forestry, economy, human health, food security, and knowledge transfer / capacity building.

The Climate Resilience Capacity Building Program does not support climate mitigation actions. This includes any greenhouse gas emission reduction projects including clean energy generation, energy efficiency, and carbon sequestration or offsetting.

Ineligible costs for all funding streams include:

- Infrastructure or capital projects
- Equipment and facility costs
- Travel, accommodation, and meal costs
- Land restoration or reclamation projects
- Studies on the impacts from industrial development
- Lobbying or advocacy activities

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- Emission reduction projects
- Energy management or community energy plans
- Other costs deemed ineligible by the Action Centre

Planning Stream

Eligible costs for the Planning Stream include:

- Contracted services performed by an external qualified service provider, that produces a climate risk assessment and community plan.
- Costs related to the development of internal capacity that produces a climate risk assessment and community plan. These internal costs could include but is not limited to knowledge transfer, workshops, training, contractors, and wage subsidies.

Communities that have previously completed climate adaptation planning or strategic documents may apply for funding but must indicate how the previously completed documentation is no longer relevant, how much time has elapsed since the creation of the documentation, and how the new plan would address the inaction on the previous documentation. A community's need for climate adaptation and resiliency support will impact the approval of a project application.

Strategies and Initiatives Stream

Projects in the Strategies and Initiatives Stream should focus on the advancement of specific actions in an existing planning or strategic documents. Proof of these documents should be detailed in the application stage.

Eligible costs for the Strategies and Initiatives Stream include:

- Contracted services performed by an external qualified service provider that produces a feasibility assessment, engineering study, or research reports that advances community plans on climate adaptation and resilience.
- Costs related to the development of internal capacity that produces a feasibility assessment, engineering study, or research reports that advances community plans on climate adaptation and resilience. These internal costs could include but is not limited to, knowledge transfer, workshops, training, contractors, and wage subsidies.

Indigenous Climate Resilience Stream

The Action Centre recognizes the significant importance of generational and traditional Indigenous knowledges in relation to climate change and community resiliency. Community projects that focus on the unique impacts, needs, and perspectives of Indigenous Peoples, including the use of Indigenous and/or Traditional Ecological Knowledge, which may not be captured in the other streams in the Climate Resilience Capacity Building Program, may receive funding in the Indigenous Climate Resilience Stream.

The project should investigate climate risk, resilience, and adaptation at the community level. Eligible costs for the Indigenous Climate Resilience Stream include:

- Contracted services performed by an external qualified service provider, but not capital acquisition or regular operating costs.
- Costs related to the development of internal capacity, including, but not limited to, knowledge transfer, workshops, training, contractor fees, wage subsidies and honorariums.
- Administrative costs incurred through the delivery of the project, up to a maximum of 15% of the value of the non-administrative costs of the project (up to a maximum of \$12,000).

(56)



3.3 Payment Schedule

The payment schedule will be determined during a successful project's Funding Agreement.

Upon approval of the project and signing of the Funding Agreement, up to 75 per cent of the total eligible funding will be provided as an advance to the community. Upon submission and approval of the final project documents and deliverables, the Action Centre will pay the remaining 25 per cent of the funding.

All project work, including the submission of all relevant project documents must be complete within the project timeline outlined in the Funding Agreement. All projects must be completed by March 31, 2024.

3.4 Allocation of Funds

Alberta Municipalities will act as the legal signatory for Funding Agreements issued through the Program. Once the Funding Agreement is executed by both the community and Alberta Municipalities, funding for that project is considered allocated and reserved in the first-come, first-served queue.

A Funding Agreement is issued once an application is approved.

3.5 Stacking of Funding

The community must disclose participation in other funding programs that contribute towards the cost of the Project being pursued. Communities are permitted to access other funding to contribute towards the cost of the Project, however, the maximum amount of combined funding from all sources cannot exceed the total eligible costs of the Project.

Communities undergoing other planning efforts (i.e., Municipal Development Plan, Intermunicipal Development Plan, or Asset Management) may apply for funding to complement this work, however they must articulate a separate scope for climate adaptation work and its respective budget. The project deliverables produced to fulfil the final reporting requirements for Agreements, may be submitted as a subset of a higher-level report (e.g., chapter).

3.6 Pre-Qualified Contractors

If a community decides to solicit the services of a contractor, the Action Centre recommends soliciting quotes from two or more service providers. Contractors should work with the community to share information about their supports and services, and to define a scope of work that best supports the needs of the community.

Communities may use a pre-qualified contractor or select their own contractor.

Pre-Qualified Contractor. The Action Centre recognizes that procuring services of a contractor can be time-consuming. The Action Centre conducted a request for qualification procurement process to identify pre-qualified contractors with the skills and experience to provide Program services. Communities that use a pre-qualified contractor may leverage this procurement process; this will expedite their application and allow applicants to move quickly into project implementation.

The pre-qualified contractors are listed here in alphabetical order:

- AECOM Canada
- All One Sky Foundation in partnership with ClimateWest, Associated Engineering, ESSA Technologies
- ICLEI Canada
- Kerr Wood Leidal in partnership with Diamond Head Consulting, RDH Building Science
- Morrison Hershfield in partnership with Nodelcorp, Shared Value Solutions
- QUEST in partnership with the Centre for Indigenous Environmental Resources (CIER)

(57)

- Stantec
- Urban Systems
- WSP

A list, with contact information, organizational abstracts, and services offered is available on the [program webpage for communities to access](#).

Other Contractor. Communities may select other contractors. Information describing their procurement process (e.g., request for proposal or request for qualification) should be included in the project application along with the qualifications of the selected contractor, and examples of relevant experience.

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4. HOW TO PARTICIPATE

Step 1: Review the Program Materials

The Action Centre recommends that communities review all Program materials in detail. Action Centre staff are available to answer any questions.

Step 2: Submit an Expression of Interest

Eligible communities must submit an online Expression of Interest (EOI) to share high-level information about the community and its need for support. Eligible communities must outline the challenges they are facing, how their participation in Program will help them overcome challenges, and the stream(s) of activity they are interested in.

Within 10 days, Action Centre staff will review the EOI submission and connect with the community contact for a follow-up meeting. The Action Centre will confirm eligibility, discuss adaptation needs, answer questions, and prepare the community for the formal application stage, in the follow-up email.

Note: Submitting an EOI does not secure funding or a place in the first-come, first-served queue.

Step 3: Submit an Application

After the EOI submission and follow-up conversation with Action Centre staff, eligible communities will complete a Program application. Communities are encouraged to discuss their application with the Action Centre in advance of finalizing their submission.

Note: Completion of an application does not secure funding or a place in the first-come, first-served queue.

Planning Stream, or Strategies and Initiatives Stream

Communities should prepare a project plan related to the funding stream being accessed. Communities may work with their contractor to develop a project plan. All community applications must be submitted by an approved representative of the community, and include:

- **Contact Information:** from their designated project leader in the community.
- **Project Objectives:** detailed description of the project highlighting how the work supports the community in understanding the risks associated with climate change, how these risks impact their community, community planning, and/or the advancements of community plans.
- **Project Plan:** project activities, deliverables, key milestones, timelines and/or schedules.
- **Project Budget:** detailed project costs including any matching funding.
- **Contract (if using a contractor):** A copy of the final contract between the Community and the Contractor for the Project, including details of a payment schedule between the Community and Contractor. In the situation where a contract is planned to be signed upon receiving the first payment from the Climate Resilience Capacity Building program, a clause contingent on full funding approval should be written in. A draft contract or a detailed quote may be provided, in lieu of a final contract.
- **Qualifications of the Project Contractor** (not needed for projects completed by the Program's pre-qualified contractors): Information describing the procurement process (e.g., request for proposal or request for qualification), qualifications of the selected contractor, and examples of relevant contractor experience.
- **Authorized Signature:** Signoff from the approved representative. This may include, but is not limited to:
 - Administration or Council approval,
 - Band Council Resolution (BCR) for applications from a First Nation,
 - Council Resolution for applications from a Metis Settlement, or

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- Board Resolutions or other equivalent demonstration of support for applications as discussed with the Action Centre.

Indigenous Climate Resilience Stream:

Indigenous Communities may develop a project plan that meets their community's needs with or without a contractor. All community applications must be submitted by an approved representative of the community, and include:

- **Contact Information:** from their designated project leader in the community.
- **Project Objectives:** detailed description of the project highlighting how the work supports the community in understanding the risks associated with climate change, how these risks impact their community, community planning, and/or the advancements of community plans.
- **Project Plan:** project activities, deliverables, key milestones, timelines and/or schedules.
- **Project Budget:** matching funding and detailed project costs, including administrative costs incurred by the community. Administration costs can be up to a maximum of 15% of the value of the total grant value.
- **Contract (if using a contractor):** A copy of the final contract between the Community and the Contractor for the Project, including details of a payment schedule between the Community and Contractor. In the situation where a contract is planned to be signed upon receiving the first payment from the Climate Resilience Capacity Building program, a clause contingent on full funding approval should be written in. A draft contract or a detailed quote may be provided, in lieu of a final contract.
- **Qualifications of the Project Contractor** (not needed for projects completed by the Program's pre-qualified contractors): Information describing the procurement process (e.g., request for proposal or request for qualification), qualifications of the selected contractor, and examples of relevant contractor experience.
- **Authorized Signature.** Signoff from the approved representative. This may include, but is not limited to:
 - Administration approval,
 - Band Council Resolution (BCR) for applications from a First Nation,
 - Council Resolution for applications from a Metis Settlement, or
 - Board Resolutions or other equivalent demonstration of support for applications as discussed with the Action Centre.

All applications will be reviewed for completeness and alignment to Program criteria. After reviewing the Program application, Action Centre staff will connect with the community contact within 10 business days. The Action Centre will work with the applicant community to collect any additional information required before approval.

Applications involving regional collaboration should highlight the value of the partnership, and how cost savings are being realized by working in partnership. Partnerships may produce a single risk assessment and climate adaption plan, or individual assessments and plans. This must be outlined in the project application.

Step 4: Project Approval

Applications will be received, reviewed, and approved until March 31, 2023 or until all funding is allocated, whichever occurs first.

All projects must be completed by March 31, 2024.

The Action Centre reserves the right to approve applications based on an assessment of the community's need for climate adaptation support, and preparation of a complete application package.

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Step 5: Funding Agreement and First Payment

Upon approval of an application, the Action Centre will issue a Funding Agreement. Alberta Municipalities will be the signing body for all Funding Agreements.

The Action Centre will provide funding covering up to 100% of pre-GST capacity building services, to a maximum funding cap of \$80,000 per project, per community. Communities with more complex needs may elect to conduct a project valuing greater than \$80,000, however the Action Centre's contribution will be no more than \$80,000.

All project work, including the submission of all relevant project completion documents must be completed within the project timeline outlined in the Funding Agreement. Once the Funding Agreement is executed by both the community and Alberta Municipalities, funding for that project is considered allocated and reserved in the first come, first serve queue.

The first payment will be released to the community when the Funding Agreement is signed. The final payment will be delivered after project completion requirements are fulfilled. There is no commitment or obligation on Alberta Municipalities or Action Centre's part to make any contribution, financial or otherwise, to any project expenditures incurred or paid prior to the signing of a Funding Agreement.

Upon signing of the Funding Agreement, 75 per cent of the total funding will be released to the community.

Step 6: Project Completion

To achieve project completion, communities must provide:

- a signed Project Completion Statement (provided by the Municipal Climate Change Action Centre), with a short project description and one or more quotes from community leaders;
- a financial report, reconciled with the project budget submitted in the program application;
- a copy of the final risk assessment, climate resilience plan, feasibility study, and/or other deliverables relevant to the project;
- evidence of a media release, outreach event, public announcement or a brief explanation of how the participants shared their involvement in the Climate Resilience Capacity Building Program and /or shared the completion of the project and key findings with the community. Participants must indicate the project was funded in whole (or in part) by the Municipal Climate Change Action Centre. All communications should indicate the Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta, and the Government of Alberta;
- 3-5 high quality images of workshops, engagement events, or other activities showing the project in action;
- completion of a Program evaluation survey (provided by the Municipal Climate Change Action Centre);

Quotes, media releases, announcements, images may be used by the Municipal Climate Change Action Centre to profile this program, future programs and our program impact, in print and online publications in perpetuity.

Communities that wish to keep portions of their deliverables confidential may arrange for alternative deliverables to be supplied during the application phase (e.g., a non-confidential version of a final report may be provided).

Communities may request an extension of up to 4-months to their project completion deadline, provided there is appropriate rationale, written notice provided 45 days ahead of the deadline, and the project is on track to be completed prior to the Program closure date. All projects must be completed on or before March 31, 2024.

Step 7: Second Payment

Upon verification of project completion, the Action Centre will release the remaining balance of the funding.

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5. REMEDIES AND WARRANTIES

5.1 Refunds

Communities shall immediately refund to Action Centre any payment received under the program not in accordance with this program Guidebook and related Funding Agreement upon notice being provided to the community by the Action Centre. Failure to make repayment as required by Action Centre creates a debt owing to the Government of Alberta that can be offset against any money the Government of Alberta owes to the municipality.

5.2 False or misleading information

If the community provides any false, misleading, or incomplete information under the program, the community shall forgo all rights to benefit from the program.

5.3 Limitation of liability

The Action Centre's sole liability is limited to paying the properly qualified payments specified herein. The community acknowledges that any consultant or service provider selected by the community is not an agent, consultant or subconsultant of the Action Centre. The Action Centre shall have no obligation to maintain, remove or perform any work whatsoever on the equipment installed. Neither the Action Centre nor any of its affiliates shall be liable to the community or to any other party for a prequalified consultant, service provider and/or consultant failure to perform, for failure in service delivery, for any damage to the community's premises caused by the prequalified consultant, service provider and/or installation consultant, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with this program.

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6. PROGRAM CHECKLIST

Step 1: Review the Program Materials

- Review the Guidebook and online information.

Step 2: Submit an Expression of Interest

- Complete and submit an online Expression of Interest.

Step 3: Submit an Application

- Submit a project application with all support documentation.

Step 4: Project Approval

- Receive project application results.

Step 5: Funding agreement and First Payment

- Receive, review and sign the Funding Agreement.
- Receive first payment.

Step 6: Project Completion

- Complete project, as submitted in the application.
- Fulfill project completion requirements.

Step 7: Second Payment

- Receive second payment.

63



7. CONTACT US

Questions about the Climate Resilience Capacity Building Program may be directed to:

Municipal Climate Change Action Centre
300-8616 51 Avenue
Edmonton, AB T6E 6E6
780-433-4431
contact@mccac.ca

(64)



Founding partners of the Municipal Climate Change Action Centre



Municipal
Climate Change
Action Centre

780.433.4431
300-8616 51 Ave. NW
Edmonton, AB T6E 6E6

mccac.ca



65



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 9, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Block A, Plan 4114TR Subdivision Update

BACKGROUND / PROPOSAL

February 9th, 2023 Council approved the design and drawing with the exception of the stormwater design.

Motion #040/23

MOVED by Deputy Mayor Lisa Johnson that Council approve the Infrastructure Construction Drawings/Subdivision Plan for Block A, Plan 4114TR subdivision with the exception of DD-22D006-04 Storm Water Management Plan, to be approved once final submission of the storm water design is complete.

CARRIED

The final drawings have been submitted for Council to approve.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration and Associated Engineering have ensured that the Onoway Design Standards have been followed and recommend the final drawings for approval.

STRATEGIC ALIGNMENT

Sustainable Economic Growth

Public Safety

Sustainable development

COSTS / SOURCE OF FUNDING

None, at this time. Faction Architecture agreed to pay the expense of the review by Associated Engineering. This amount was billed to the Town of Onoway and Faction Architecture was invoiced to recover all costs.

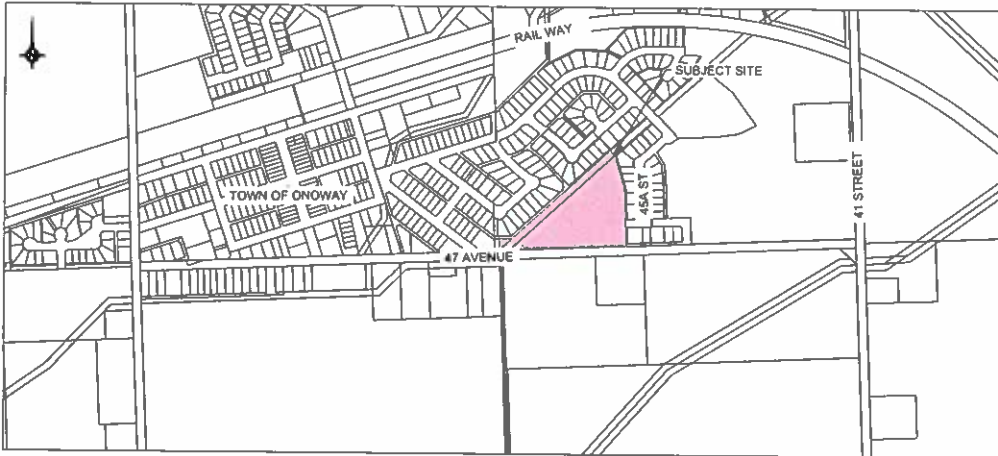
RECOMMENDED ACTION

THAT Council approve the Infrastructure Construction Drawings/Subdivision Plan for Block A, Plan 4114TR subdivision adding DD-22D006-04 Storm Water Management Plan, as final submission.

ATTACHMENTS

Design drawings

(Kolo)



KEY PLAN
1:10,000

PROPERTY:
Block A, Plan 4114TR

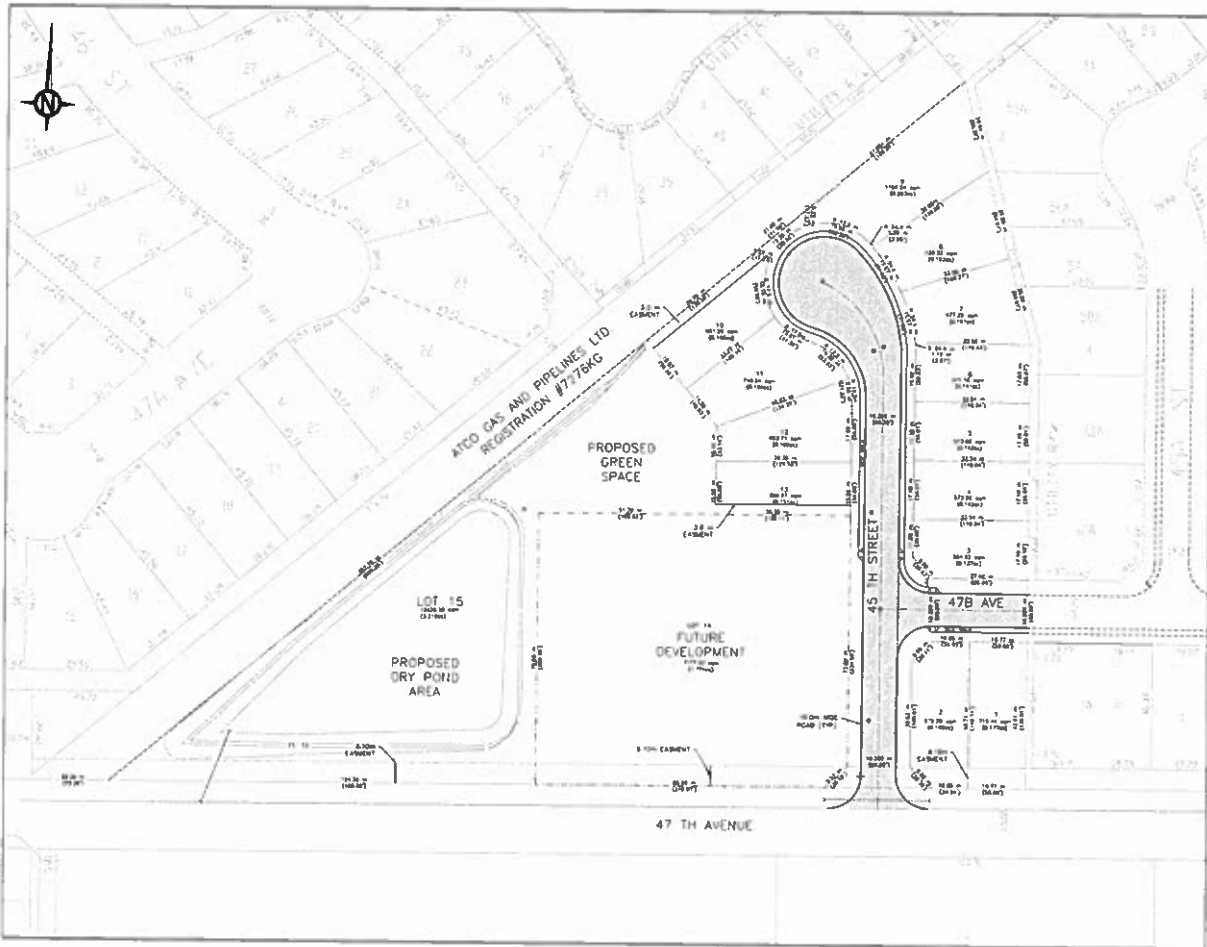
LOCATION:
ONOWAY, ALBERTA

DATE:
February 2023

DRAWING LIST:

- DD-22D006-1 TENTATIVE LOT PLAN
- DD-22D006-2 SUBDIVISION PLAN
- DD-22D006-3 U/G UTILITIES PLAN
- DD-22D006-4 STORM WATER MANAGEMENT PLAN
- DD-22D006-5 EXISTING CONTOUR PLAN
- DD-22D006-6 ROAD PLAN PROFILE
- DD-22D006-7 ROAD PLAN PROFILE
- DD-22D006-8 TYPICAL SECTIONS AND DETAILS
- DD-22D006-9 TYPICAL SECTIONS AND DETAILS
- DD-22D006-10 LANDSCAPING PLAN

167



SCALE
1:500

LEGEND

- PROPERTY LINE (DASHED LINE)
- EXISTING ROAD (DOTTED LINE)
- PROPOSED ROAD (SOLID LINE)

REGISTERED PROFESSIONAL ENGINEER

PERMIT TO PRACTICE
Area Operating in Provincial Jurisdiction
Suzanne M. Bolson
P.E. No. 10000
The Association of Professional Engineers, Architects and Geoscientists of Alberta

NO.	DESCRIPTION	DATE	BY
1	PREPARED FOR CLIENT	10/12/18	SB
2	REVISIONS		
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100	REVISIONS		

OWNER, ALBERTA

PROPOSED DEVELOPMENT
TENTATIVE LOT PLAN
BLOCK A, PLAN A1418

BOLSON
8703-199 St
EDMONTON, AB
T5E 0E8
www.bolson.ca
REG. NO. 10000
P.E. No. 10000

DATE
22-0-006

REV. NUMBER
00-220006-01

SCALE
1:500

PROJ. NUMBER
00-220006-01

DATE
E

68



LEGEND

- TO BECOME FIRM PROPERTY, 47A ZONING
- 47B ZONING
- 47C ZONING

REGISTERED PROFESSIONAL ENGINEER

PROFESSIONAL ENGINEER

PROPOSED DEVELOPMENT TENTATIVE SUBDIVISION PLAN

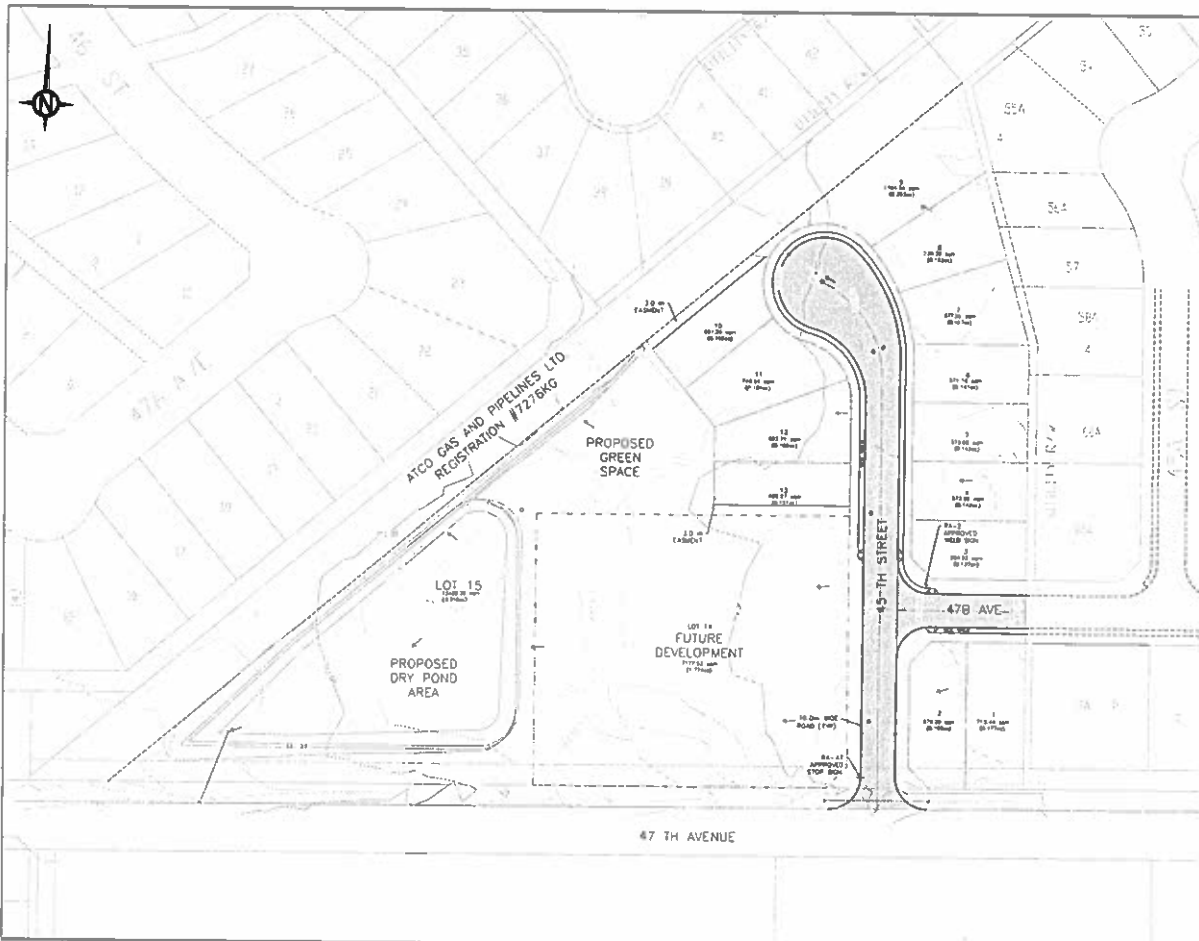
BLOCK A, PLAN 41414

SCALE
1:500

BOLSON
ENGINEERING ARCHITECTURE INC.

22-0-006 DD-220006-02 E

69



NOTES

LEGEND

- PROPERTY LINE
- DUNE AND OUTLET
- EXISTING DRAINAGE APPROX

ENGINEER'S STAMP

PERMIT STAMP

PERMIT TO PRACTICE
 State of Alberta
 9703-199 SA
 CIVIL ENGINEER, A.S.
 EST-620
 8100 - 81st Street S.E.
 Calgary, Alberta T2C 1K9
 Tel: 403-243-1111

NO.	DATE	DESCRIPTION	BY	CHECKED BY
1	2008-01-15	PROPOSED DEVELOPMENT EXISTING GRADE PLAN	J. BOLSON	J. BOLSON

CHORAY, ALBERTA

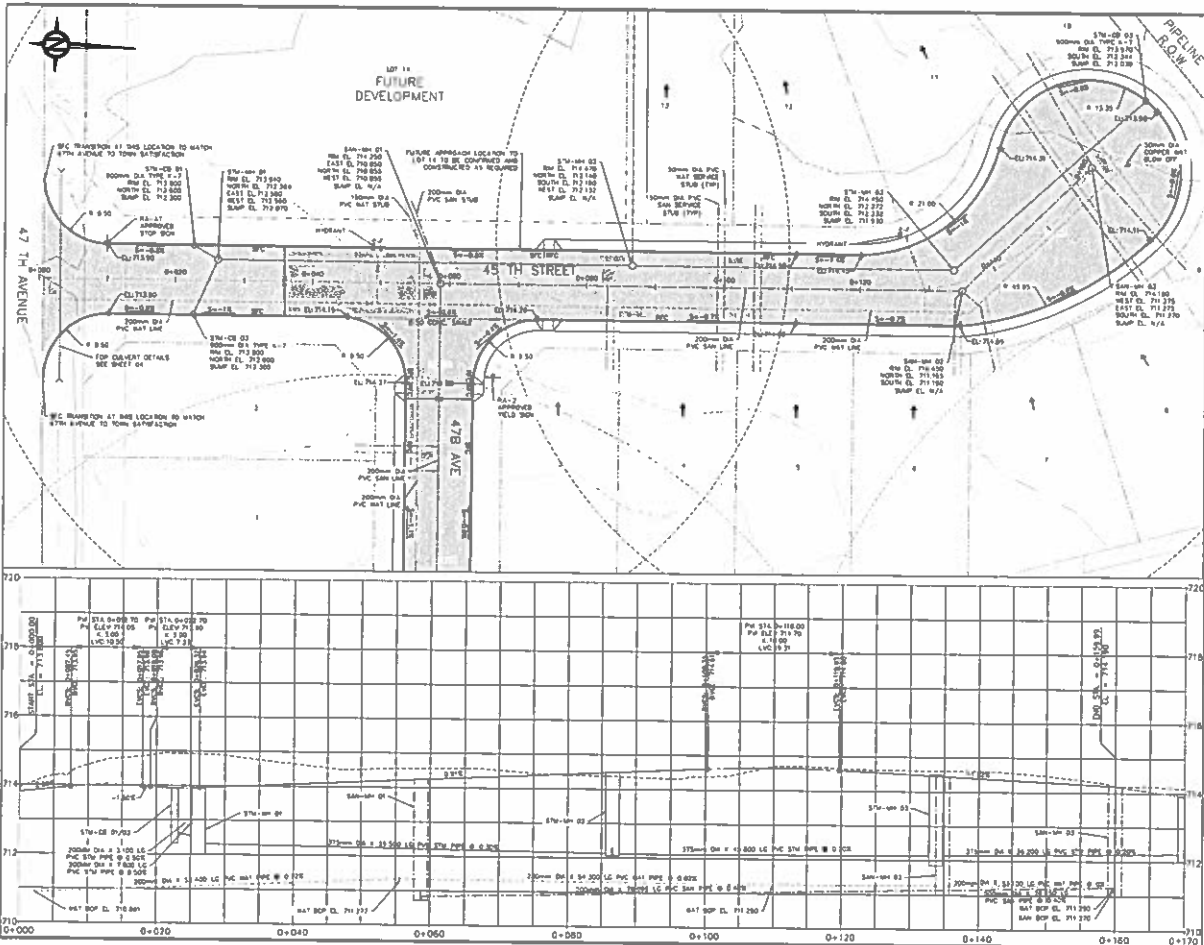
PROPOSED DEVELOPMENT EXISTING GRADE PLAN
 BLOCK A, PLAN 41147R

SCALE
 1:500

BOLSON
 9703-199 SA
 CIVIL ENGINEER, A.S.
 EST-620
 8100 - 81st Street S.E.
 Calgary, Alberta T2C 1K9
 Tel: 403-243-1111

REV	NO.	DATE	DESCRIPTION
05	DD-220006	05	

70



- NOTES**
1. ALL DIMENSIONS IN METERS UNLESS OTHERWISE SPECIFIED.
 2. ALL DIMENSIONS ARE SHOWN UNLESS OTHERWISE SPECIFIED.
 3. ALL DIMENSIONS ARE SHOWN UNLESS OTHERWISE SPECIFIED.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
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LEGEND

---	200mm DIA PVC SAN LINE
---	150mm DIA PVC SAN LINE
---	PVC STORM LINE
---	PROPERTY LINE
---	STRAIGHT FACE CURB AND GUTTER
---	CHANGING ANGLE
---	WATER MAIN
---	FIRE HYDRANT
---	HOLES FACE CURB, GUTTER AND WARD OFF

PERMIT TO PRACTICE

Professional Engineer
 Name: [Name]
 No. [Number]
 Exp. Date [Date]

REGISTERED STAMP

Professional Engineer
 Name: [Name]
 No. [Number]
 Exp. Date [Date]

OWENBY, ALBERTA

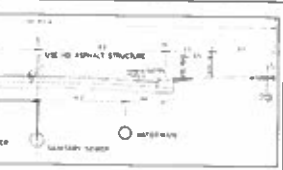
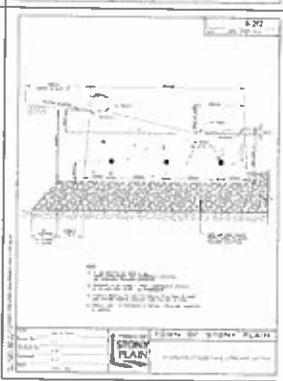
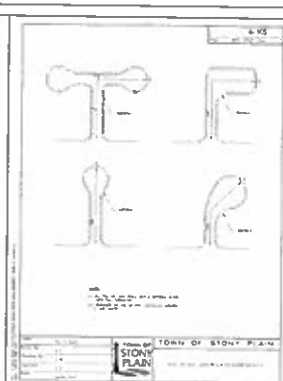
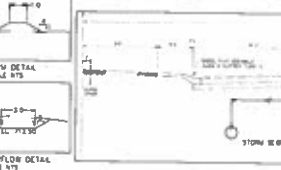
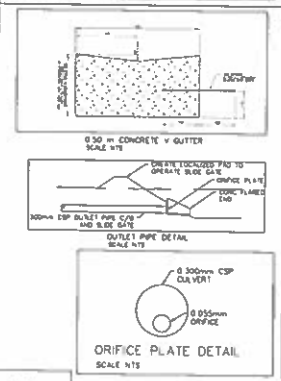
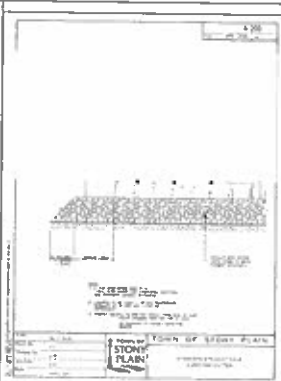
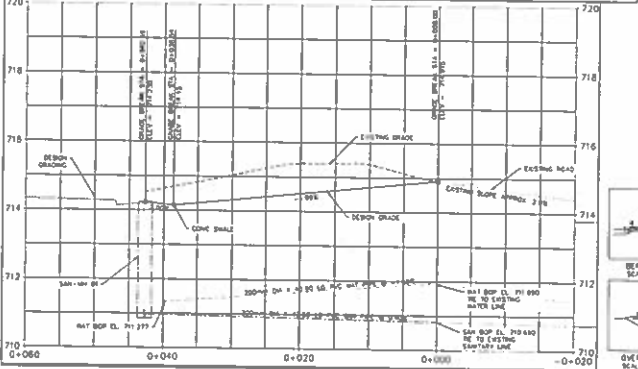
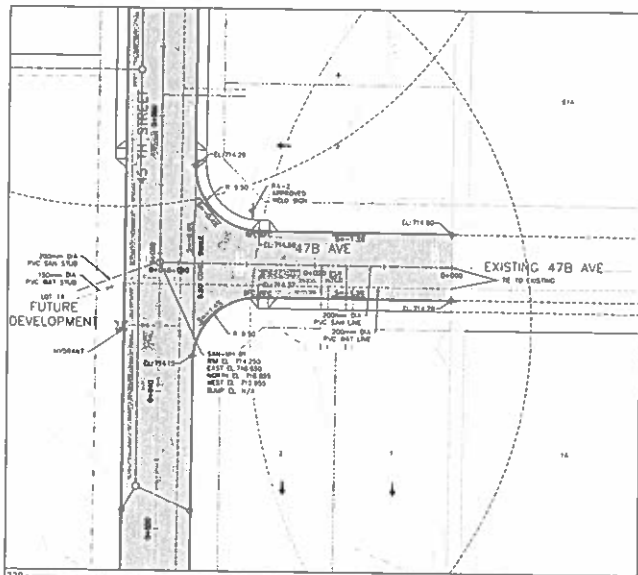
PROPOSED DEVELOPMENT 45 STREET
 PLAN AND PROFILE
 BLOCK A, PLAN 41147R

SCALE: 1:500H 1:100V

BOLSON
 ARCHITECTURE INC.

8763-109 ST.
 EDMONTON, AB
 T5T 1S1

DATE: 22-D-006
 DRAWING NO: 00-22D006-06
 SHEET: E



- NOTE**
1. All structures in wetland and riparian habitat shall be constructed in accordance with the Wetland and Riparian Habitat Protection Act and Regulations.
 2. All structures shall be constructed in accordance with the Town of Stony Plan and Regulations.
 3. All structures shall be constructed in accordance with the Town of Stony Plan and Regulations.
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 20. All structures shall be constructed in accordance with the Town of Stony Plan and Regulations.

LEGEND

---	300 DIA P/C SAN LINE
---	150 DIA P/C SAN LINE
---	PROPERTY LINE
---	STRAINER FACE CURVE AND GUTTER
---	WATER MAIN
---	WATER VALVE
---	PIPE HYDRANT
---	ROULLED FACE CURVE, GUTTER AND ROAD MARK

PROJECT STAMP

TOWN OF STONY

PERMIT TO PRACTICE
 Name: [Name]
 Signature: [Signature]
 Date: [Date]

CHERRY, ALBERTA

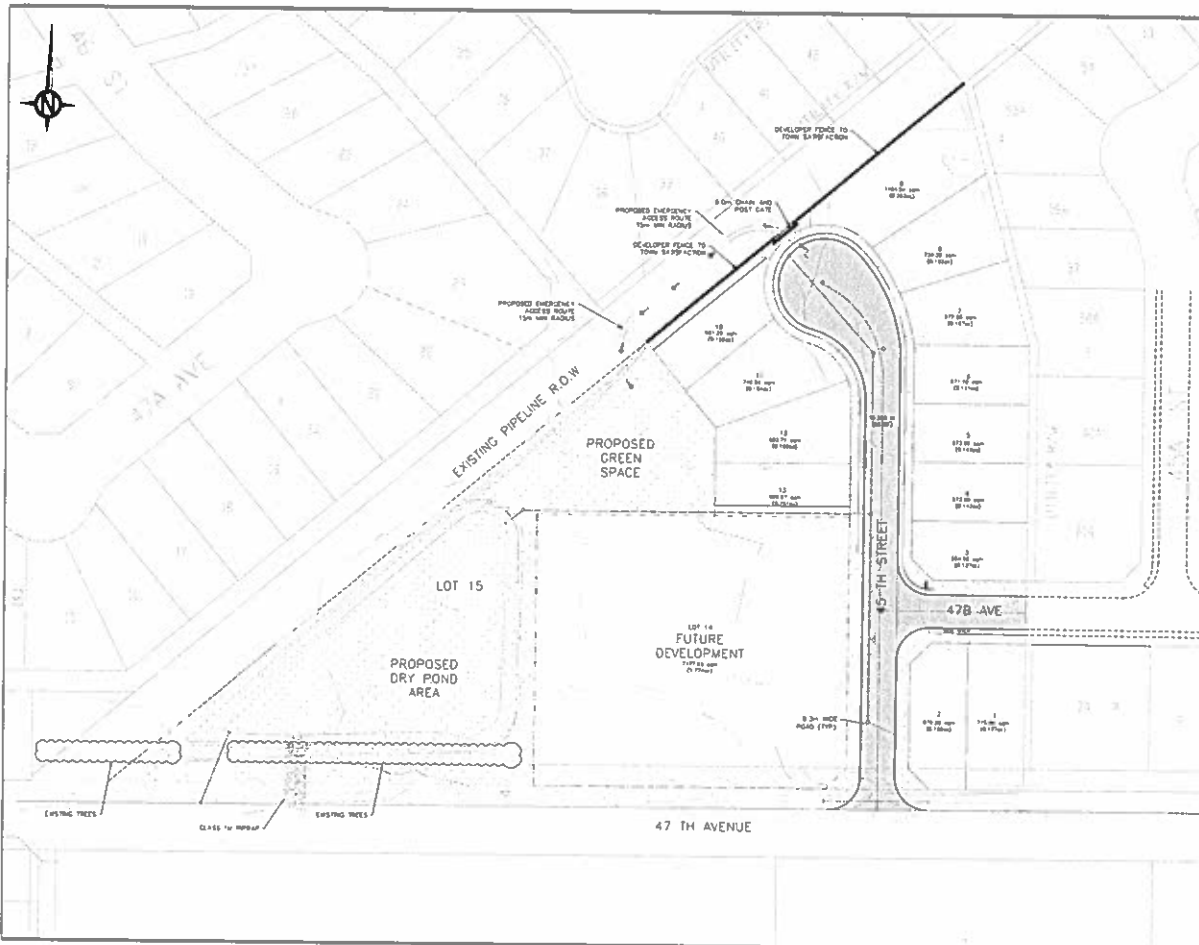
**PROPOSED DEVELOPMENT 47B AVENUE
 PLAN AND PROFILE
 BLOCK A PLAN 4714TR**

SCALE: 1:500H 1:100V

BOLSON
 8703-198 St.
 EDMONTON, AB
 T5T-6E8
 PHONE: 780-463-1111
 FAX: 780-463-1111

JOB NUMBER: 22-0-006
 DRAW NUMBER: 00-220006-07
 DATE: [Date]

(74)



NOTES

LEGEND

0-150 TOPSOIL AND SEED

ASPHALT DRIVE

ENGINEER'S STAMP

PERMIT STAMP

PERMIT TO PRACTICE
 State Licensing and Community Services
 Signature: [Signature]
 Date: [Date]
 Title: [Title]
 The Association of Professional Engineers, Geologists and Geophysicists of Alberta

NO.	DATE	DESCRIPTION	BY	CHECKED BY
1	2022-08-15	DESIGN FOR PERMIT	[Name]	[Name]
2	2022-08-15	DESIGN FOR PERMIT	[Name]	[Name]
3	2022-08-15	DESIGN FOR PERMIT	[Name]	[Name]
4	2022-08-15	DESIGN FOR PERMIT	[Name]	[Name]

CHOCBAT, ALBERTA

PROPOSED DEVELOPMENT LANDSCAPING PLAN

BLOCK A, PLAN 41143R

SCALE: 1:500

BOLSON 8703-1199 St. EDMONTON, AB T5J 1G6
 1741922222
 1741922222

JOB NUMBER: 22-D-006

DATE: 2022-08-15

REV: 10

77

BOLSON

ENGINEERING
AND
ENVIRONMENTAL SERVICES

February 21st, 2023
File No.: 22-D-006.SWM REV B

Town of Onoway
4812-51st Street
Onoway, AB
T0E 1V0

Attention: Jennifer Thompson, CAO

**Storm Water Management Technical Memo for proposed new
Development located at Block A, Plan 4114TR, Onoway, AB**

Introduction:

On behalf of the developer, we are pleased to provide this Stormwater Management Facility (SWMF) plan for the 13 residential lots, Church lot, and green space that is being proposed at Block A, Plan 4114TR within the Town of Onoway.

The intent of this SWMF letter is to solidify the stormwater management strategy required to store, retain, and release runoff from the proposed development before allowing controlled discharge to the existing ditch located west along 47th Avenue to an existing drainage system in accordance with Alberta Environment Stormwater Management Guidelines.

The stormwater management facility that will be constructed will be a dry pond.

Land Use and Topography:

The proposed new residential subdivision consists of approximately 2.90 Ha (3.40 Ha of Total Land less 0.5 Ha of ATCO ROW) of residential land that will be serviced by the proposed SWMF.

The current overland drainage flow within the basin area generally slopes moderately westwards of the development to where the proposed SWMF will be located. The maximum grade differential over the site is approximately 2.8m of fall over the length of the site.

The overall drainage collected from the site during a major stormwater event will be routed to the proposed SWMF located at the southwest edge of the development.

Proposed Drainage System:

The storm water management plan for the proposed subdivision was developed in conformance with the Alberta Environment Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage System.

The drainage concept for this development utilizes overland drainage routing through defined flow paths and hard surfaces as well as a network of storm pipe and catch basins to ultimately drain to the proposed SWMF. Lot 14 (Church Lot) will be serviced by a proposed buried pipe system design for the 1:5 year storm event from Lot 14 into the proposed SWMF (to be designed separately under Development Agreement for the Church Lot 14). All storm infrastructure will be installed as part of the initial subdivision development.

The overall drainage collected from the site during a major storm event will be routed to the proposed SWMF located in the southwest corner of the subdivision before discharging to the ditch system along 47th Avenue.

The proposed SWMF will be sized to provide runoff storage for the identified catchment area of the residential development.

Additional to the storage volume requirements, the outlet orifice of the storm facility will be sized to pass the peak outflow for the catchment area at the maximum allowable rate of 1.6 L/s/Ha (based on pre-development release flow rate as an estimated control release rate for the Sturgeon River Basin. Various studies dating from 2012-2020 indicate estimated release rates ranging from 1.6 L/s/Ha to 2.5 L/s/Ha). The catchment contributing area is 2.90 Ha (residential lots, roadways, and Church Lot) and therefore the outlet orifice total peak outflow is:

$$- 2.90 \text{ Ha} \times 1.6 \text{ L/s/Ha} = 4.64 \text{ L/s}$$

Design Criteria:

The Stormwater management plan for the proposed development was developed in conformance with the Alberta Environment Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems. The design criteria for the dry pond is outlined below:

- Total catchment contributing area is 2.90 Ha of mixed residential, roadways, and green space
- The development will be graded to direct the major overland flows to the proposed SWMF
- The proposed SWMF will be sized to adequate storage volume in order to contain the 1:100 year 24 storm even utilizing the rational method

(79)

- The pre-development release rate = 1.6 L/s/Ha will be used (based on pre-development release flow rate as an estimated control release rate for the Sturgeon River Basin)

- Run-off Coefficient $c = 0.45$

Total Contributing Area = 2.90 Ha

Asphalt Area (Roadways) = 0.26 Ha ($C = 0.95$)

Building/Asphalt Area (Residential Lots and Church) = 0.84 Ha ($C = 0.95$)

Landscape Area (Dry Pond/Green Spaced/Landscaping) = 1.8 Ha ($C = 0.15$)

$$c = (0.26 \cdot 0.95 + 0.84 \cdot 0.95 + 1.8 \cdot 0.15) / 2.90 = 0.45$$

- Maximum active retention storage depth of 0.80 m

- 0.3m of freeboard to protect against flooding from storm events producing higher runoff volumes than the mandated design criteria

- Maximum interior side slopes in active storage zone 5:1

- Ditch bottom to be grass lined and generally sloped at 1%

Results:

Based on the above design criteria and the results of our analysis, the SWMF parameters are to be as follows:

1. 2,910 m³ of storage in the SWMF will be provided; 1,723 m³ of storage is required.

The required storage was derived from the following method:

Rational Method: $V = CIA = 0.45 \cdot 132\text{mm (24 hour storm)} \cdot 2.90\text{Ha} = 1,723 \text{ m}^3$
(no consideration for allowable release rate so there is additional pond storage available than is actually required)

2. Release from the pond will be restricted by an orifice installed at the outlet end of the pond discharge and the proposed outlet size to meet the required discharge rate is 0.055 m.

Culvert at 47th Avenue and 45th Street:

An analysis of the proposed culvert to be installed at the intersection of 47th Avenue and 45th Street was completed and the findings summarized below:

1. The total catchment area to the culvert is shown in Figure 1 below (894 m²)

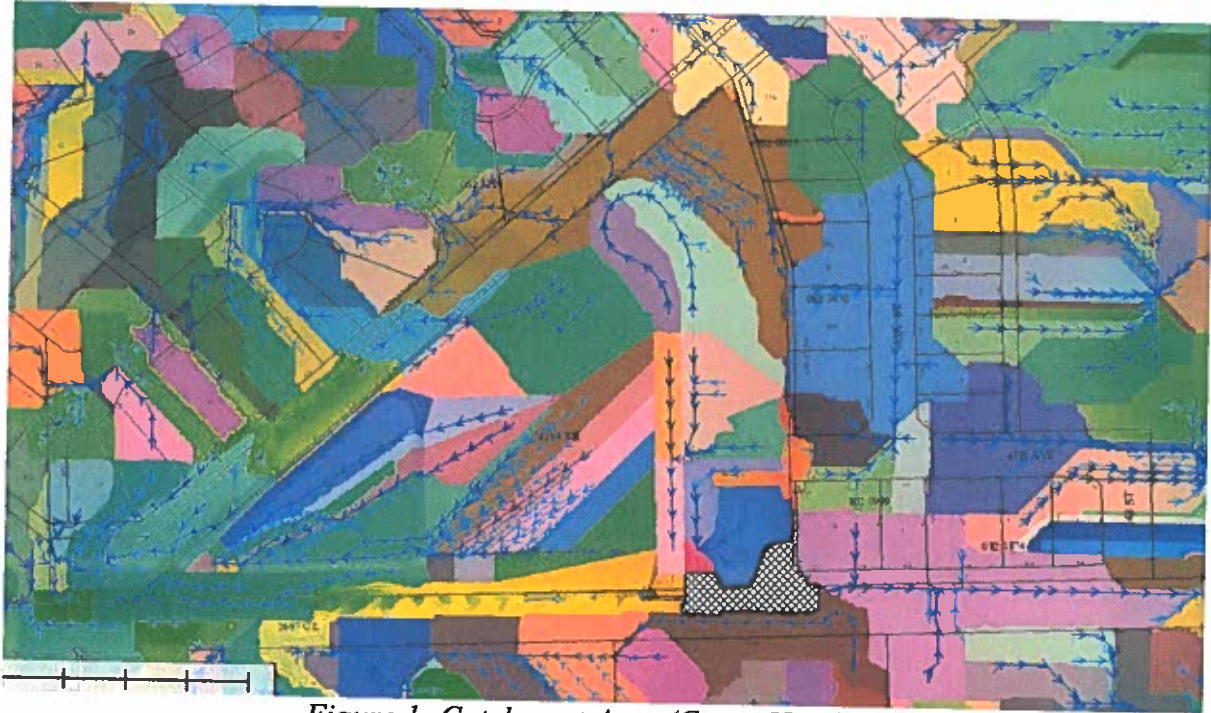


Figure 1: Catchment Area (Cross-Hatched)

2. Using a conservative c value of 0.80 and 1.25 factor to account for the 1:100 year event with intensity values based the Stony Plain Station, $q = 0.0306 \text{ m}^3/\text{s}$.
3. Figure 2 below shows the culvert calculations and that the proposed 400mm culvert sizing is well oversized.

Culvert Report

Hydraflow Express Extension for Autodesk® AutoCAD® Civil 3D® by Autodesk, Inc.

Tuesday, Dec 13 2022

Onway Subdivision Culvert Sizing

Invert Elev Dn (m) = 713.1901
 Pipe Length (m) = 30.0000
 Slope (%) = 0.9661
 Invert Elev Up (m) = 713.4800
 Rise (mm) = 400.0
 Shape = Circular
 Span (mm) = 400.0
 No. Barrels = 1
 n-Value = 0.024
 Culvert Type = Circular Corrugate Metal Pipe
 Culvert Entrance = Projecting
 Coeff. K,M,c,Y,k = 0.034, 1.5, 0.0553, 0.54, 0.9

Calculations
 Qmin (cms) = 0.0306
 Qmax (cms) = 0.0306
 Tailwater Elev (m) = Normal

Highlighted
 Qtotal (cms) = 0.0306
 Qpipe (cms) = 0.0306
 Qovertop (cms) = 0.0000
 Veloc Dn (m/s) = 0.7472
 Veloc Up (m/s) = 0.9347
 HGL Dn (m) = 713.3347
 HGL Up (m) = 713.6027
 Hw Elev (m) = 713.6533
 Hw/D (m) = 0.4333
 Flow Regime = Inlet Control

Embankment
 Top Elevation (m) = 714.0001
 Top Width (m) = 16.2000
 Crest Width (m) = 100.0000

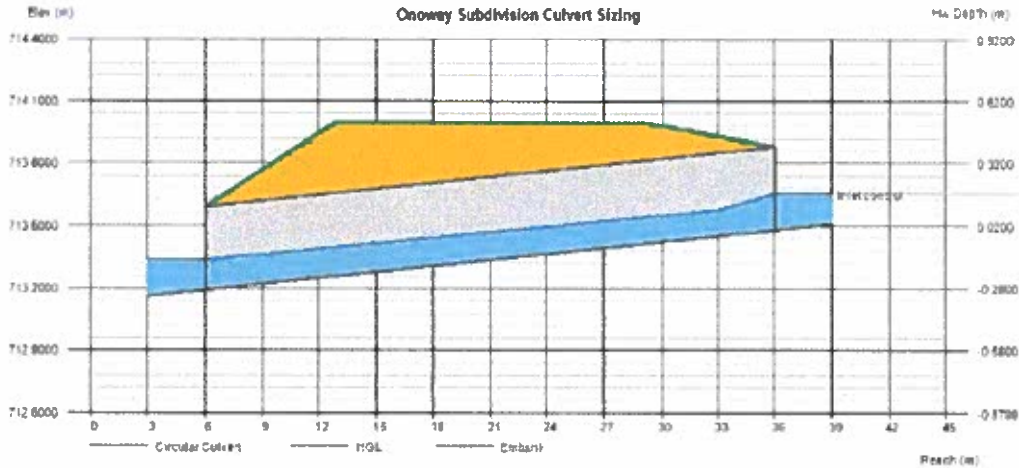


Figure 2: Culvert Calculations

Therefore the proposed 400mm CSP culvert is sufficient.

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We trust that this is the information you require. Please do not hesitate to contact us should you require further assistance on this matter.

Yours truly,

Bolson Engineering and Environmental Services



PERMIT# 73158

Trent Thompson, P. Eng.

Date: February 27th, 2023

Town of Onoway
4812 51 Street
Onoway, AB
T0E 1V0

Attention: Jennifer Thompson (cao@onoway.ca)

**Response to Third Submission Comments for proposed
new Residential Development located at Block A, Plan 4114TR, Onoway, AB**

In response to the Town of Onoway's drawing review comments provided February 1st, 2023 with regards to the above noted project, please find outlined below our responses and the updated drawing package and stormwater management report:

Stormwater Management Plan Submission Comments:

1. Refer to the attached SWM Report 22-D-006.SWM REV B with the previous comments addressed.

Drawing DD-22D006-01 Comments:

1. Proposed 3.0m Easement to remain on Lot 13.
2. Emergency Access location to Green Space is shown on drawing DD-22D006-10.

Drawing DD-22D006-02 Comments:

1. Proposed 3.0m Easement to remain on Lot 13.

Drawing DD-22D006-03 Comments:

1. Pipe sizes and storm sewer design table have been revised to use 0.45 C value and include pipe sizes that are readily available (375mm and 525mm).
2. Proposed 3.0m Easement to remain on Lot 13.
3. Inverts, pipe lengths and slope for east/west section of storm sewer through Lot 13 have been provided.
4. All shallow utility infrastructure (street lights, pedestals, etc) have been vetted with DES' design and proposed lot service locations do not conflict as shown.

Drawing DD-22D006-04 Comments:

1. 3.0m overland easement is shown on Lot 10 to handle large overland flow events.
2. Lot 14 grading will handle water on site and discharge through catch basins to the storm pond. Lot 14 submission is a separate project.

3. Minor flows from south of pond to 47th Avenue ditch will not impact ditch capacity and pond capacity is in excess of the total requirements.
4. CB 1 & 2 catchment area was adjusted.
5. Lots 1 and 2 grading was revised to reduce amount of water discharging to 47th Avenue.
6. All gutter elevations and low/high points are shown on the plan profiles.
7. Proposed 3.0m Easement to remain on Lot 13.

Drawing DD-22D006-06 Comments:

1. Future Lot 14 access location has been determined and does not conflict with any infrastructure. This will be reflected on the Lot 14 submission (separately).
2. Proposed 3.0m Easement to remain on Lot 13.
3. Inverts, pipe lengths and slope for east/west section of storm sewer through Lot 13 have been provided.
4. All shallow utility infrastructure (street lights, pedestals, etc) have been vetted with DES' design and proposed lot service locations do not conflict as shown.
5. All gutter elevations and low/high points are shown on the plan profiles.
6. Stationing and elevations added to plan profile.
7. Vertical scale added to plan.
8. Legend updated to show storm sewer.
9. Maximum ponding depth during large storm events on roadway will be 250mm.

Drawing DD-22D006-07 Comments:

1. Stationing and elevations added to plan profile.
2. Vertical scale added to plan.
3. Road detail updated to reflect sidewalk sizing, storm sewer location, and to reference roadway structure.

Drawing DD-22D006-10 Comments:

1. Emergency Access to green space and post/chain gate shown on plan.

Any questions regarding the above can be directed to myself at tthompson@bolson.ca.

BOLSON

ENGINEERING
AND
ENVIRONMENTAL SERVICES

We trust this is the information you require. Any questions/comments can be directed to the undersigned.

Sincerely,

Bolson Engineering and Environmental Services



Trent Thompson, P. Eng



Town of Onoway CAO REPORT

Meeting:	Council Meeting
Meeting Date:	March 9, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer

Timeframe – February 18 – March 2, 2023

Fire Services Executive Meeting held March 2

Attending the Rural Education Symposium March 5-7

Economic Development inquiries

Year end for Library, East End Bus and Town

Audit scheduled for the week of March 10

Continued work with NWFR

Budget for NWFR

Sewer blockage policy

Council Reports

CRS – T4's and ROE access

Subdivision drawings

Provincial Budget Briefing

Promotional Items

Development Permit discussion

Staff Training

Administration will detail more information in the future as this is a living document to provide Council and residents with details of some of highlights of matters being handled in the Administration office.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Shaw

AR111005

Dear Chief Elected Officials:

My colleague, the Honourable Travis Toews, President of Treasury Board and Minister of Finance, has tabled *Budget 2023* in the Alberta Legislature. I am writing to share information with you about how *Budget 2023* impacts municipalities.

Alberta's government is helping to secure Alberta's future by investing almost \$1 billion to build stronger communities across our province. The Municipal Affairs budget reflects an overall increase of \$45.2 million from the previous budget. These investments will continue to support municipalities in providing well-managed, collaborative, and accountable local government to Albertans.

We have heard frequently how important it is for Alberta municipalities to secure reliable, long-term funding for infrastructure and services in your communities. Through *Budget 2023*, capital support for municipalities is being maintained with \$485 million provided through the Municipal Sustainability Initiative (MSI). In addition, we are doubling MSI operating funding to \$60 million. The estimated 2023 MSI allocations are available on the program website at www.alberta.ca/municipal-sustainability-initiative.aspx.

Next year, we will be introducing the Local Government Fiscal Framework (LGFF), an updated framework that ties funding to provincial revenue changes, which will ensure sustainable funding levels for the province and allow municipalities to plan more effectively for the future. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Furthermore, we heard your feedback and, subject to approval by the Legislature, are updating the legislation so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. Based on the most current financial data and subject to approval of the legislation, we anticipate funding for municipalities will increase by 12.6 per cent to approximately \$813 million for the 2025/26 fiscal year.

The federal Canada Community-Building Fund (CCBF), which provides infrastructure funding to municipalities throughout the province, will see an increase of \$11.1 million to Alberta. The estimated 2023 CCBF allocations are available on the program website at www.alberta.ca/canada-community-building-fund.aspx.

MSI and CCBF program funding is subject to the Legislative Assembly's approval of *Budget 2023*. Individual allocations and 2023 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. Municipalities can anticipate receiving letters confirming MSI and CCBF funding commitments in April.

.../2

I am pleased to inform you that an additional \$3 million in grant funding is being committed in support of local public library boards, which means an increase of at least five per cent for all library boards. This funding increase will help maintain the delivery of critical literacy and skill-building resources to Albertans. There will also be an increase of \$800,000 in funding to the Land and Property Rights Tribunal to expand capacity for timely surface rights decisions.

Additionally, *Budget 2023* will provide an increase of \$500,000 to provide fire services training grants. Public safety is always a priority, and while we respect that fire services is a municipal responsibility, our government recognizes that a strong provincial-municipal partnership remains key to keeping Albertans safe.

As we all look forward to the year ahead, I want to re-iterate that Alberta municipalities remain our partners in economic prosperity and in delivering the critical public services and infrastructure that Albertans need and deserve. Municipal Affairs remains committed to providing sustainable levels of capital funding, promoting economic development, and supporting local governments in the provision of programs and services.

Alberta's economy has momentum, and we are focused on even more job creation and diversification as we continue to be the economic engine of Canada. At the same time, we recognize Albertans are dealing with the financial pressures of high inflation.

Budget 2023 will help grow our economy while also strengthening health care, improving public safety, and providing relief to Albertans through the inflation crisis. Alberta's government will do its part by remaining steadfastly committed to responsible management, paying down the debt, and saving for tomorrow.

With these priorities in mind, we will move forward together in fulfilling Alberta's promise and securing a bright and prosperous future for Alberta families.

Sincerely,



Rebecca Schulz
Minister



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Shaw

AR110967

Dear Chief Elected Officials:

The Government of Alberta understands the important role of local governments in fostering vibrant communities and supporting the provincial economy, and we are committed to ensuring municipalities and Metis Settlements meet their infrastructure and operating needs.

In keeping with this commitment, next year we will be introducing the Local Government Fiscal Framework (LGFF), an updated framework that ties funding to provincial revenue changes, which will ensure sustainable funding levels for the province and allow municipalities to plan more effectively for the future. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Subject to approval by the Legislature, the legislation will be updated so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. In light of this change, capital funding under the Municipal Sustainability Initiative (MSI) and LGFF will total approximately \$2 billion over the next three years, with MSI capital funding set at \$485 million in 2023/24, and LGFF providing \$722 million in 2024/25, and approximately \$813 million in 2025/26.

In addition, operating funding has been increased. As many municipalities are facing increased operating costs due to inflation, our government will double the MSI operating budget in 2023/24 from \$30 million to \$60 million in recognition of these challenges.

The 2023 MSI allocations for all municipalities and Metis Settlements are available on the program website at www.alberta.ca/municipal-sustainability-initiative.aspx.

I am also pleased to advise you that Alberta's municipalities and Metis Settlements will receive \$266 million in federal funding under the Canada Community-Building Fund (CCBF), an increase of \$11 million from last year.

The 2023 CCBF allocations are available on the program website at www.alberta.ca/canada-community-building-fund.aspx.

.../2

Please note MSI and CCBF funding is subject to the Alberta Legislature's approval of Budget 2023, and individual allocations and 2023 funding are subject to Ministerial authorization under the respective program guidelines. CCBF funding is subject to confirmation by the Government of Canada. I expect to send letters confirming MSI and CCBF funding commitments to local governments in the spring.

I look forward to working together to support the infrastructure and operating needs of your communities, and to ensure a smooth transition from the MSI to the LGFF program in 2024.

Sincerely,



Rebecca Schulz
Minister

cc: Chief Administrative Officers
Linda Lewis, Interim Chief Administrative Officer, Metis Settlements General Council
Cathy Heron, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta
Dave Lamouche, President, Metis Settlements General Council
Dan Rude, Chief Executive Officer, Alberta Municipalities
Gerald Rhodes, Executive Director, Rural Municipalities of Alberta

Town of Onoway

Report to Council

Meeting: March 9, 2023 - Regular Council Meeting

Originated By: Tony Sonnleitner, Development Officer, Town of Onoway

Development Permits:

23DP01-24 Plan 962 0336;; Lot 5 : 5340 Lac Ste. Anne Trail South (the "Lands")

TEMPORARY PLACEMENT OF AN ELECTRICAL SHED TO SUPPLY POWER FOR AN EXISTING FUEL CARDLOCK SYSTEM.

Letter of Compliance:

23COMP02-24 Plan 3176 HW, Block 5, Lot 7 : 4747 – 48 Street (the "Lands")

Regards,

Tony Sonnleitner, Development Officer



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

February 24, 2023

File: 23DP01-24

**Re: Development Permit Application No. 23DP01-24
Plan 962 0336;; Lot 5 : 5340 Lac Ste. Anne Trail S (the "Lands")
C3 – Commercial - Highway District : Town of Onoway**

Preamble: The Development Permit authorizes the temporary placement of an electrical shed as power supply to an existing fuel cardlock system.

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit with regard to the following:

**TEMPORARY PLACEMENT OF AN ELECTRICAL SHED TO
SUPPLY POWER FOR AN EXISTING FUEL CARDLOCK
SYSTEM.**

has been **APPROVED** subject to the following conditions:

- 1- The approval is valid for the period of one (1) year from the date upon which the permit becomes valid.
- 2- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 3- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 4- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 5- That all improvements shall be completed within twelve (12) months of the effective date of the permit.



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- 6- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 7- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed Complete **February 22, 2023**

Date of Decision

February 22, 2023

Effective Date of Permit

March 23, 2023

Signature of Development Officer

Tony Sonnleitner, Development Officer for the Town of Onoway

cc CAO, Town of Onoway

cc Inspections Group Inc.

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:

Town of Onoway
Box 540
Onoway, AB T0E 1V0

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$200.00.



Development Services
for

Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

NOTE:

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

IMPORTANT NOTES

1. *Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.*
2. *Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.*
3. *This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.*
4. *The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.*
5. *A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.*
6. *In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Demolition, Building, Electrical, Gas, Plumbing, Private Sewage, and Water). The issuance of these permits is under the jurisdiction of Agencies Authorized by Alberta Municipal Affairs to Issue Permits and Provide Compliance Monitoring.*



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

Within the municipal limits of the Town of Onoway, the authorized agency is Inspections Group Inc., and may be contacted at

Edmonton:
12010 - 111 Ave.
Edmonton, Alberta T5G 0E6

Phone: (780) 454-5048
Fax: (780) 454-5222
Toll-Free: (866) 554-5048
Toll-Free Fax: (866) 454-5222
Email: questions@inspectionsgroup.com

7. *Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.*
8. *All plans submitted for the construction, or alteration, of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.*



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

Public Notice

DEVELOPMENT APPLICATION NUMBER: 23DP01-24
APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit, for this property, Plan 962 0336;; Lot 5 : 5340 Lac Ste. Anne Trail South with regard to the following:

TEMPORARY PLACEMENT OF AN ELECTRICAL SHED TO SUPPLY POWER FOR AN EXISTING FUEL CARDLOCK SYSTEM.

has been **CONDITIONALLY APPROVED** by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board a written statement of their objection to such use indicating the following:

1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Clerk of the Subdivision and Development Appeal Board by no later than 4:30 pm on March 15, 2023.

Statements of concern with regard to this development permit should be addressed to:

Town of Onoway
Box 540
Onoway, Alberta, T0E 1V0
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

Date Application Deemed Complete February 22, 2023

Date of Decision

February 22, 2023

Effective Date of Permit

March 23, 2023

Signature of Development Officer

Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: February 27, 2023 4:09 PM
To: debbie@onoway.ca
Subject: FW: Official Administrator's 90-Day Report

For Agenda please

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: February 27, 2023 1:46 PM
To: Community Engagement <Community.Engagement@albertahealthservices.ca>
Subject: Official Administrator's 90-Day Report



Dr. John Cowell
AHS Official Administrator

Official Administrator's 90-Day Report

Dear Community Leaders,

After 90 days as AHS' Official Administrator, I'm pleased to share my [report](#) on our ongoing progress and actions to date.

We are already seeing progress in these strategic areas:

- improving EMS response times
- decreasing emergency department wait times
- improving patient flow throughout the healthcare continuum
- reducing wait times for surgeries



These areas align with the *Government of Alberta Healthcare Action Plan* to enable rapid reforms and improve outcomes in healthcare delivery.

The [90-day report](#) outlines the ongoing significant work and lays the foundation for long-term transformation to improve patient experience and health outcomes.

Here are a few highlights:

Between September 2022 and January 2023

98

- Opened an average of 255 net-new, non-ICU acute care beds across the province.

Between November 2022 and January 2023

- Reduced emergency department wait time to see a doctor by 10 per cent.
- Reduced total time spent in the emergency department for admitted patients by five per cent.
- Added 39 front-line staff, including paramedics, emergency communications officers and front-line supervisors.
- Opened 292 net-new designated supportive living beds.
- Opened 26 net new mental health beds and 26 net new addiction beds (for a total of 52 beds).
- Lowered the number of patients waiting for a continuing care space from 253 to 179.

Between November 2022 and February 2023

- Lowered the number of patients waiting outside the clinically recommended wait time for surgery from 39,246 to 35,595, a 9.3 per cent reduction.

Currently

- Posting 114 full-time equivalent nursing staff positions to support emergency department teams in our 16 largest hospitals.
- Recruiting 127 full-time allied health staff, such as social workers, physiotherapists, and occupational therapists, to support patient flow.

We will be reporting regularly with complete transparency and accountability. To learn more, please see our [backgrounder](#) and [government news release](#) on the [AHS webpage](#). I also encourage you to read the full report.

We recognize that you may have questions, and so I invite you to respond to this email.

I'm proud of what we've been able to accomplish so far and I remain confident that we'll continue to make progress towards our goals.

Sincerely,

Dr. John Cowell
AHS Official Administrator



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debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: March 1, 2023 10:09 AM
To: debbie@onoway.ca
Subject: FW: Community Futures Yellowhead East - Provincial RRRF Small Business Needs Assessment 2022
Attachments: 2023.01.17_RRRF Needs Assessment - External - Overall Report Single Page V4.1.pdf; 2023.01.22_CF RRRF Needs Assessment - YELLOWHEAD EAST Regional Report - FINAL.pdf

Agenda please. Just the final summary. The report can be available should anyone request it.

Jennifer

From: Michelle Jones <mjones@albertacf.com>
Sent: February 16, 2023 5:17 PM
To: Town CAO <cao@townofswanhills.com>; Jennifer Sunderman <cao@mayerthorpe.ca>; Jennifer Thompson <cao@onoway.ca>; KRISTEN <kristen@foxcreek.ca>; Economic Development Officer <edo@mayerthorpe.ca>; Rhonda Woods <RhondaWoods@Whitecourt.ca>; Bert Roach <Bert.Roach@woodlands.ab.ca>; Jenny Bruns <JBruns@countybarrhead.ab.ca>; Adam McArthur <AdamM@cfcapitalregion.ca>; Ed LeBlanc <eleblanc@barrhead.ca>; Jennifer Pederson <JPederson@barrhead.ca>; Mike Primeau <mprimeau@lsac.ca>; Cindy Suter <csuter@lsac.ca>
Cc: Lillian Wisser <adminCFYE@albertacf.com>; Matthew Hartney <mhartney@albertacf.com>; Jim <jahailles@telus.net>; Marvin Schatz <mschatz@countybarrhead.ab.ca>; rmurray@onoway.ca; Serena Lapointe <serenaLapointe@whitecourt.ca>; Liz Krawiec <LizKrawiec@townofswanhills.com>; Anna Greenwood <anna.greenwood@mayerthorpe.ca>; Ty Assaf <tassaf@barrhead.ca>; darylweb@telus.net; ngelych@lsac.ca; Bruce Prestidge <bruce.prestidge@woodlands.ab.ca>
Subject: Community Futures Yellowhead East - Provincial RRRF Small Business Needs Assessment 2022

Please find attached, the report results of a recent Community Futures Provincial Small Business Needs Assessment that has been conducted across the province with the RRRF loan clients.

We wanted to share the results with you, as they are very indicative of where a lot of small businesses from not only our region, but also the entire province continues to struggle . A number of the results are concerning to us , and we feel it is important to share this message, in an effort to try and inform our municipalities, provincial and federal government of the continued uncertainty many small businesses are facing and will be facing in the near future. We believe there is still time to be proactive rather than re-active once the deadline comes for which these loans will be required to be paid back. We will continue to keep you informed of our advocacy plans as they unfold.

Community Futures Yellowhead East has also done our own survey, with each of the individual business that received loan funds through our office, which have identified some very similar concerns, the results of our survey will be shared with our stakeholders during our upcoming Annual Council presentations.

Feel free to share the attached results as you see fit within your organizations, and if you would like to discuss any of the details from the report, I am more than happy to discuss them.

100

Michelle Jones,

Executive Director, Community Futures Yellowhead East

Box 2185, Whitecourt, AB T7S 1P8

p: 780-706-3500, c: 780-778-0977

mjones@albertacf.com

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(101)

SMALL BUSINESS NEEDS ASSESSMENT 2022

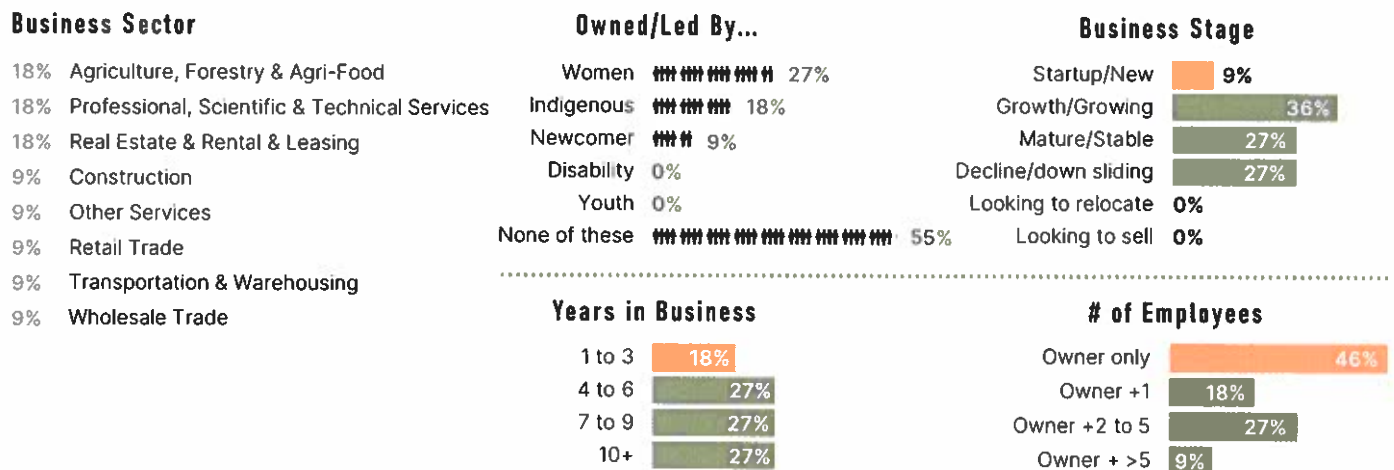
YELLOWHEAD EAST REGIONAL REPORT: RRRF LOAN CLIENTS



This Regional Relief and Recovery Fund (RRRF) Needs Assessment Project was conducted from August to December 2022. This report summarizes the findings from 11 surveys completed by RRRF clients within the Yellowhead East region of Alberta, and draws from 41 interviews completed across the 25 participating regions.

RRRF Loan Client Profile

Yellowhead East survey respondents spanned 8 business sectors and 45% were from one or more target group of businesses owned/led by women, people with a self-identified disability, Indigenous, youth, or newcomers to Canada. Only 9% of survey respondents were in a new/start-up stage, 18% had started their business within the past 1 to 3 years and had no pre-pandemic "normal" levels/operations to compare to, and 46% of owners were the only employees.



Awareness of Community Futures Services

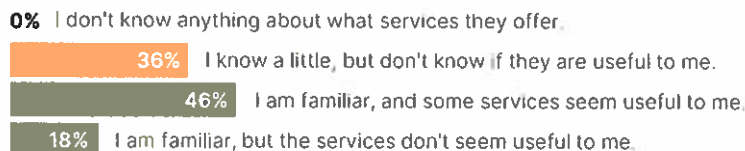
54% of RRRF loan recipients in Yellowhead East knew little about the current services available through Community Futures, or did not think the services would be useful to them. Some had not thought to look into services other than the RRRF loan, whereas others had explored some options but were unsure of how to match their needs or challenges to the services and supports available. Of the 46% who were familiar with the services, many thought of Community Futures as an organization that provided loans and support to start-up businesses. They did not know or did not see which services were available to support more mature businesses.



More detailed information about service needs can be found in the [Internal Overall Report](#) as well as the [Excel spreadsheet](#) containing all survey responses.

Draft recommendations for each service area are also included in the [Internal Overall Report](#).

70% of RRRF clients were not familiar with Community Futures services or how they could support their business.



Top 5 Service Requests in Yellowhead East

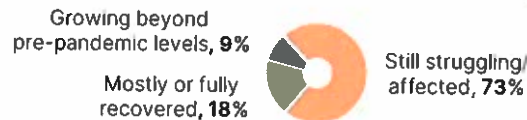
- 4 Growing/expanding a business, strategic/feasibility planning
- 3 Client retention, business resilience
- 3 Financial planning/management
- 3 Intro to marketing, brand awareness, digital/social media
- 2 Mental wellness, work-life balance

Growing a Business, Expanding to New Markets & Strategic/Feasibility Planning

73% of businesses that had not recovered to pre-pandemic operations were still looking for ways to grow their business. These businesses were more likely to be no longer in business, looking to relocate, in decline/down-sliding, looking to sell, or a start-up business. More solopreneurs and owners with an ongoing disability had not recovered compared to other groups. Mature businesses had more of a sense of where they needed assistance, whereas others needed more guidance to understand their needs and how to move forward.

“ Strategic planning with equipment rentals.
Business advice.
The oilfield is slow to recover in the areas we operate in. It is limiting income and sales potential.
Office buildings have fewer people working in buildings and more people working from home, but my business revolves around office personnel.

73% of businesses were still struggling or affected by the economic impacts of covid-19.



Client Retention & Business Resilience

73% of survey respondents did not agree that their business could survive another short-term crisis or economic downturn in the next 2 to 5 years. The most at-risk included solopreneurs, Indigenous owners, and owners with a disability. The major risk factors were the rising costs of inputs and supply chain issues. One business owner who was struggling with flood damage recommended offering training in flood recovery and emergency preparedness and recovery.

73% would not be able to survive another short-term crisis or economic downturn in the next 2 to 5 years.



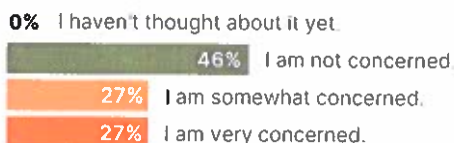
“ The cost of having a business has increased and customers are just not buying right now or being more conscious of their spending, which is affecting my sales. I have had to start reducing the amount of product offerings I have in store and not order anything new or expand my business and mainly focus on selling what we have and trying to coast it out as long as we can.

“ Getting customers through the door and getting them to buy from me.
Assist in finding buyers for properties.

Debt/Loan Repayment

54% of business owners were concerned about repaying the RRRF loan by the deadline. Many had lost clients or customers during the pandemic and were looking for ways to attract and retain customers.

54% were somewhat to very concerned about repaying their loan by the deadline.



Financial Planning & Management

Businesses were feeling a “squeeze” on cashflow due to the rising costs of inputs and reduced income. They would like training, advising, or tools in areas such as software, bookkeeping, budgeting, managing cashflow, setting financial goals, forecasting, identifying cost efficiencies, and government paperwork (e.g., tax preparation). One owner who faced significant challenges after her business was flooded suggested that service providers needed more trauma-informed education when providing services.

Intro to Marketing, Digital & Social Media Marketing

Before the pandemic, some businesses were successful relying on word-of-mouth to attract customers, but this was insufficient when customers did not return post-pandemic. Many owners had not done market discovery or created a marketing plan and instead focused on producing their marketing tools (e.g., flyers, ads, Facebook or Instagram page, website); they experienced a learning curve and/or did not see a return on their efforts. Other owners had experience with marketing but needed to refresh their strategy to expand to new markets or advertise a new service or product, or help to better understand the impacts and target their marketing activities.

Work-life Balance & Mental Wellness

Owners struggled with stress, anxiety, fatigue, and burnout because of the impact of the pandemic on their business. Post-pandemic, the uncertainty continues due to rising costs of inputs and labour shortages. Entrepreneurs were working longer hours yet making less money, and having difficulty separating work and personal time.

Some focused on business operations as the solution, such as finding efficiencies and better time management. Some would like a mentor to help them set work-life boundaries, particularly from mentors in a similar life situation of balancing work and family life. Some had seen other businesses recover, leading them to think of their challenges as a personal failure. 27% indicated they would like support for mental wellness, such as connecting in-person with other businesses to reduce feelings of isolation, generate new ideas, and build a sense of community. Lack of benefits such as counselling was a limitation for some.

“

Community Futures has done a fine job helping us with loan repayment.

Get the government to extend it for another year so a guy can get ahead first before paying it all back and having nothing left to keep the business moving forward.

Since the pandemic, I closed my retail store sector of my business. I now offer bookkeeping services to try to survive and continue to pay my overhead and expenses.

“

Incredibly rapid increase of prices on commodities and consumer goods.

The biggest challenge is the large increase in price of all products. In our business, we travel to all parts of Alberta. We stay in hotels. Food and vehicle fuel prices are a great concern.

“

The constant struggles and no support from my bank has put a huge financial strain on my business and personal life. When you reach out to food banks and other sources to try and survive, it's a nightmare.

Business burn out, worrying about the viability of business, stress related to sales-based business.



27% would benefit from mental wellness support.



2023 Notice of Annual Meeting

Tuesday, March 21st 2023 at 11:00 am

A notice convening the Annual Meeting of Lac Ste. Anne East End Bus Society to be held at 11:00 am at Lac Ste. Anne County East End Administration Office 2317 Township Road 545.

Please RSVP to Lorna Porter at eastendbus@gmail.com by Tuesday, March 14th if you will be attending.