

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, MAY 11, 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 May 11, 2023 Regular Council Meeting agenda be approved  
as presented*

*or*

*THAT the May 11, 2023, Regular Council Meeting agenda be approved  
with the following amendment(s) (as noted at meeting time)*

**3. ADOPTION OF MINUTES**

*Pg 1-5* **a) April 13, 2023 Regular Council Meeting**

*Recommendation:*

*THAT the April 13, 2023 Regular Council Meeting minutes be approved  
as presented*

*or*

*THAT the April 13, 2023 Regular Council Meeting minutes be approved  
with the following amendment(s) (as noted at meeting time)*

*Pg 6-7* **b) April 24, 2023 Special Council Meeting**

*Recommendation:*

*THAT the April 24, 2023 Special Council Meeting minutes be approved  
as presented*

*or*

*THAT the April 24, 2023 Special Council Meeting minutes be approved  
with the following amendment(s) (as noted at meeting time)*

Pg 8-11 c) **April 26, 2023 Regular Council Meeting**

*Recommendation:*

*THAT the April 26, 2023 Regular Council Meeting minutes be approved as presented*

*or*

*THAT the April 26, 2023 Regular Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time)*

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

**5. FINANCIAL REPORTS**

Pg 12-30 a) **Revenue and Expense - Q1 Financials – May 4, 2023 Report**

*Recommendation:*

*THAT Council accept the Revenue and Expense 2023 Q1 Financials for information*

*or*

*some other direction as given by Council at meeting time*

**6. POLICIES & BYLAWS**

Pg 31-39 a) **Bylaw 802-23 – Chief Administrative Officer Bylaw – A Request for Decision is attached**

*Recommendation:*

*THAT Bylaw # 802-23 the Chief Administrative Officer Bylaw be given first reading*

*THAT Bylaw # 802-23 the Chief Administrative Officer Bylaw be given second reading.*

*THAT Bylaw # 802-23 the Chief Administrative Officer Bylaw be considered for third reading at this meeting.*

*THAT Bylaw # 802-23 the Chief Administrative Officer Bylaw be given third reading and adopted.*

*or*

*some other direction as given by Council at meeting time*

## 7. ACTION ITEMS

- Pg 40-41 a) Northwest Regional Fire Rescue to Fire Rescue International – A Request for Decision is attached

*Recommendation:*

*THAT Council consent to update the Master Fire Services Agreement, bylaws, mutual aid agreements and all documentation recommended by legal counsel to change the name of the service provider from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd., a non-profit entity with all costs to be borne by North West Fire Rescue – Onoway Ltd/Fire Rescue International Ltd pending agreement from all member municipalities of Onoway Regional Fire Services.*

or

*some other direction as given by Council at meeting time*

- Pg 42-81 b) Safety Codes Quality Management Plan – A Request for Decision is attached

*Recommendation:*

*THAT Council approve the Town of Onoway Safety Codes Quality Management Plan as presented and execution as presented*

or

*some other direction as given by Council at meeting time*

- Pg 82 c) Council Meetings Schedule – A Request for Decision is attached

*Recommendation:*

*THAT Council cancel the following Regular Meetings of Council: June 22, 2023, July 27, 2023 and August 24, 2023*

or

*some other direction as given by Council at meeting time*

- d) Beautification – Verbal update from Councillor Bridgitte Coninx

*Recommendation:*

*THAT Council accept update from Councillor Coninx for information*

or

*some other direction as given by Council at meeting time*

## 8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- Pq83 d) Chief Administrative Officer Report – written report attached
- e) Corporate and Community Services Director's Report
- Pq84 f) Public Works Report – written report attached

*Recommendation:*

*THAT the Council, Chief Administrative Officer, Corporate and Community Services 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

- Pq85-88 a) Alberta Community Development – April 25, 2023 email regarding spring 2023 webinars for non-profits
- Pq89 b) Development Officer Report – Tony Sonnleitner - Town of Onoway – March 2023
- Pq90-92 c) 2023 Minister's Awards for Municipal and Public Library Excellence – April 19, 2023 letter from Honourable Rebecca Schulz, Minister of Municipal Affairs
- Pq93-104 d) Alberta Health Services Together 4 Health – April 21, 2023 newsletter
- Pq105-106 e) Alberta Health Services – April 28, 2023 Update on Improvements to the EMS System in Alberta
- Pq107 f) Alberta Recreation and Parks Association - April 12, 2023 letter regarding awards for leadership and excellence
- Pq108-109 g) Recycling Council of Alberta Circular Economy Conference – October 18-20, 2023 in Lake Louise

B9110-111 h) Sturgeon County Mayor's Golf Tournament – June 16, 2023

i)

*Recommendation:*

*THAT Council accept the above noted items for information*

**10. CLOSED SESSION – n/a**

**11. ADJOURNMENT**

**12. UPCOMING EVENTS:**

- May 11, 2023 – Strategic Planning EOEP Virtual 3:00 p.m.
- May 17, 2023 – Library Anniversary Celebration 11:00 a.m.
- May 18, 2023 – Strategic Planning EOEP Virtual 3:00 p.m.
- **May 24, 2023\*\*** – Regular Council Meeting 9:30 a.m.
- May 25, 2023 – Elected Officials Asset Management Workshop Edmonton
- May 25, 2023 – Strategic Planning EOEP Virtual 3:00 p.m.
- June 8, 2023 – Regular Council Meeting 9:30 a.m.
- June 22, 2023 – Regular Council Meeting 9:30 a.m.

**\*\* Note date change from May 25, 2023**

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 13, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<b>PRESENT</b>	<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>14 members of the public joined the meeting via Zoom  1 member of the public joined the meeting in person</p>
1.	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded. Mayor Kwasny acknowledged that the meeting was being held on Treaty 6 Land.
2.	<b>AGENDA Motion #102/23</b>	<p><b>MOVED</b> by Councillor Robert Winterford that Council adopt the agenda of the Regular Council meeting of Thursday, April 13, 2023 with the following amendments:</p> <p>7h) Onoway Facility Enhancement Association (requested by CAO Thompson)</p> <p>7i) National Administrative Professionals Day April 26 (requested by Councillor Robin Murray)</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES Motion #103/23</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that the March 23, 2023 Regular Meeting minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	<p>Phil Dirks, Metrix Group, Auditor for the Town of Onoway, attended the meeting from 9:35 a.m. until 10:20 a.m.</p> <p style="text-align: center;"><b>Motion #104/23</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Council approve the Town's Draft 2022 Audited Financial Statements as amended.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: center;"><b>Motion #105/23</b></p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that the presentation of Draft 2022 Audited Financial Statements from Phil Dirks, Metrix Group, be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 13, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		Council recessed from 10:20 a.m. until 10:30 a.m.
5.	<b>FINANCIAL REPORTS</b> <b>MOTION #106/23</b>	<b>MOVED</b> by Councillor Robin Murray that Council accept the Q3 Questions Report for information.  <b>CARRIED</b>
	<b>Motion #107/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that the Draft Budget 2023 be tabled for discussion at a Special Council meeting.  <b>CARRIED</b>
	<b>Motion #108/23</b>	<b>MOVED</b> by Mayor Lenard Kwasny that a Special Council meeting be scheduled for Monday, April 24, 2023 at 11:00 a.m. for the purpose of discussing Draft Budget 2023.  <b>CARRIED</b>
		Council recessed from 12:05 p.m. until 1:10 p.m.
6.	<b>POLICIES AND BYLAWS</b>	n/a
7.	<b>ACTION ITEMS</b> <b>Motion #109/23</b>	<b>MOVED</b> by Mayor Lenard Kwasny that Council authorize administration to enter into an agreement with Lac Ste. Anne County for Enforcement Services with a 5 year term at \$120.00/hour with a 3% annual increase.  <b>CARRIED</b>
	<b>Motion #110/23</b>	<b>MOVED</b> by Councillor Robin Murray that Council accept the Canada Community Building Fund (CCBF) application for the Septage Receiving Station (SRS) System for information.  <b>CARRIED</b>
	<b>Motion #111/23</b>	<b>MOVED</b> by Councillor Robin Murray that Council direct administration to consult with facilitators and provide options for Council and staff on conflict resolution and present options for further discussion.  <b>CARRIED</b>
	<b>Motion #112/23</b>	<b>MOVED</b> by Councillor Robert Winterford that the Town of Onoway declare May 8 – 12 as Economic Development Week 2023.  <b>CARRIED</b>
	<b>Motion #113/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that the Town of Onoway declare May 21-27 as National Public Works Week 2023.  <b>CARRIED</b>

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 13, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<b>Motion #114/23</b>	<b>MOVED</b> by Councillor Robert Winterford that Council approve a \$500.00 expenditure for a float for the parade on June 24, 2023.  <b>CARRIED</b>  Councillor Winterford left the meeting at 1:55 p.m.
	<b>Motion #115/23</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that the discussion regarding Beautification be accepted for information.  <b>CARRIED</b>
	<b>Motion #116/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council approve the upgrades being proposed by the Onoway Facility Enhancement Association for the Onoway Community Hall.  <b>CARRIED</b>
	<b>Motion #117/23</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that the Town provide a letter of support for a Community Facility Enhancement Program grant application.  <b>CARRIED</b>
	<b>Motion #118/23</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that the Financial Statements for the Onoway Facility Enhancement Association be accepted for information.  <b>CARRIED</b>
	<b>Motion #119/23</b>	<b>MOVED</b> by Councillor Robin Murray that the Town of Onoway declare April 26, 2023 as National Administrative Professionals Day 2023.  <b>CARRIED</b>
8.	<b>COUNCIL, COMMITTEE AND STAFF REPORTS</b> <b>Motion #120/23</b>	<b>MOVED</b> by Councillor Robin Murray that the Council, Chief Administrative Officer, Corporate and Community Services and Public Works written and verbal reports be accepted for information.  <b>CARRIED</b>
9.	<b>INFORMATION ITEMS</b> <b>Motion #121/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that the Town of Onoway write a letter of support for the exemption of newspaper media from EPR Program Revisions to Alberta Minister of Environment and Protected Areas, Honourable Sonya Savage.  <b>CARRIED</b>
	<b>Motion #122/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council accept the following items for information:  a) Lac Ste. Anne Foundation – Housing Needs Community Engagement Session – Monday April 24, 2023



TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 13, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<ul style="list-style-type: none"> <li>b) Development Officer Report – Town of Onoway – March 2023</li> <li>c) Alberta Health Services Together 4 Health – March 24, 2023 newsletter</li> <li>d) Federation of Canadian Municipalities (FCM) – March 31, 2023 response to the Federal Budget</li> <li>e) Community Futures Yellowhead East – Minutes from February 16, 2023 and March 23, 2023 Board meetings</li> <li>f) Statistics Canada – April 2023 Update</li> <li>g) Town of Barrhead - Exemption of Newspaper Media from EPR Program Revisions – April 3, 2023 letter to Minister Sonya Savage, AB Environment</li> <li>h) Easter Seals Alberta - April 4, 2023 email regarding Programs for Albertans with Disabilities</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>																																	
10.	<b>CLOSED SESSION</b>	n/a																																	
11.	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 3:35 p.m.																																	
12.	<b>UPCOMING EVENTS</b>	<table border="0"> <tr> <td>April 19, 2023</td> <td>Land Use Devel EOEP</td> <td>2:30 p.m.</td> </tr> <tr> <td><b>April 26, 2023*</b></td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>April 26, 2023</td> <td>Land Use Devel EOEP</td> <td>2:30 p.m.</td> </tr> <tr> <td>May 4, 2023</td> <td>Strategic Planning EOEP</td> <td>2:30 p.m.</td> </tr> <tr> <td>May 11, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>May 11, 2023</td> <td>Strategic Planning EOEP</td> <td>3:00 p.m.</td> </tr> <tr> <td>May 17, 2023</td> <td>Library 50<sup>th</sup> Anniversary</td> <td>11:00 a.m.</td> </tr> <tr> <td>May 18, 2023</td> <td>Strategic Planning EOEP</td> <td>3:00 p.m.</td> </tr> <tr> <td><b>May 24, 2023*</b></td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>May 25, 2023</td> <td>Asset Management Workshop</td> <td>Edmonton</td> </tr> <tr> <td>May 25, 2023</td> <td>Strategic Planning EOEP</td> <td>3:00 p.m.</td> </tr> </table> <p><b>*note date changes</b></p>	April 19, 2023	Land Use Devel EOEP	2:30 p.m.	<b>April 26, 2023*</b>	Regular Council Meeting	9:30 a.m.	April 26, 2023	Land Use Devel EOEP	2:30 p.m.	May 4, 2023	Strategic Planning EOEP	2:30 p.m.	May 11, 2023	Regular Council Meeting	9:30 a.m.	May 11, 2023	Strategic Planning EOEP	3:00 p.m.	May 17, 2023	Library 50 <sup>th</sup> Anniversary	11:00 a.m.	May 18, 2023	Strategic Planning EOEP	3:00 p.m.	<b>May 24, 2023*</b>	Regular Council Meeting	9:30 a.m.	May 25, 2023	Asset Management Workshop	Edmonton	May 25, 2023	Strategic Planning EOEP	3:00 p.m.
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(4)

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 13, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

\_\_\_\_\_  
Mayor Lenard Kwasny

\_\_\_\_\_  
Debbie Giroux, Recording Secretary

UNAPPROVED

TOWN OF ONOWAY  
SPECIAL COUNCIL MEETING MINUTES  
MONDAY APRIL 24, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  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>6 members of the public joined the meeting via Zoom</p>						
	<b>ABSENT</b>	Deputy Mayor: Lisa Johnson						
1.	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 11:00 a.m. and advised that the meeting will be recorded. Mayor Kwasny acknowledged that the meeting was being held on Treaty 6 Land.						
2.	<b>AGENDA Motion #123/23</b>	<p><b>MOVED</b> by Councillor Robin Murray that Council adopt the agenda of the Special Council meeting of Monday, April 24, 2023 as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>						
5.	<b>FINANCIAL REPORTS</b>	<p>Council discussed the draft budget from 11:00 a.m. until 12:20 p.m.</p> <p>Council recessed from 12:20 p.m. until 1:30 p.m.</p> <p>Council recessed from 2:15 p.m. until 2:25 p.m.</p> <p><b>Motion #124/23</b> <b>MOVED</b> by Councillor Robin Murray that Council approve the 2023 Operating Budget as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #125/23</b> <b>MOVED</b> by Councillor Bridgitte Coninx that Council approve the capital budget as revised: \$20,000.00 to be allocated for office renovations; \$30,000.00 to be allocated to road repair projects.</p> <p style="text-align: right;"><b>CARRIED</b></p>						
11.	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the special council meeting adjourned at 4:40 p.m.						
12.	<b>UPCOMING EVENTS</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b>April 26, 2023*</b></td> <td style="width: 40%;">Regular Council Meeting</td> <td style="width: 30%;">9:30 a.m.</td> </tr> <tr> <td>April 26, 2023</td> <td>Land Use Devel EOEP</td> <td>2:30 p.m.</td> </tr> </table>	<b>April 26, 2023*</b>	Regular Council Meeting	9:30 a.m.	April 26, 2023	Land Use Devel EOEP	2:30 p.m.
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April 26, 2023	Land Use Devel EOEP	2:30 p.m.						

TOWN OF ONOWAY  
SPECIAL COUNCIL MEETING MINUTES  
MONDAY APRIL 24, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	May 4, 2023	Strategic Planning EOEP	2:30 p.m.
	May 11, 2023	Regular Council Meeting	9:30 a.m.
	May 11, 2023	Strategic Planning EOEP	3:00 p.m.
	May 17, 2023	Library 50 <sup>th</sup> Anniversary	11:00 a.m.
	May 18, 2023	Strategic Planning EOEP	3:00 p.m.
	<b>May 24, 2023*</b>	Regular Council Meeting	9:30 a.m.
	May 25, 2023	Asset Management Workshop	Edmonton
	May 25, 2023	Strategic Planning EOEP	3:00 p.m.
	<b>*note date changes</b>		

UNAPPROVED

\_\_\_\_\_  
 Mayor Lenard Kwasny

\_\_\_\_\_  
 Debbie Giroux, Recording Secretary

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TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, APRIL 26, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<b>PRESENT</b>	<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>1 member of the public joined the meeting via Zoom</p>
1.	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 9:32 a.m. and advised that the meeting will be recorded. Mayor Kwasny acknowledged that the meeting was being held on Treaty 6 Land. Mayor Kwasny also made a presentation to and acknowledged all administration staff for National Administrative Professionals Administrative Professionals Day.
2.	<b>AGENDA Motion #126/23</b>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Wednesday, April 26, 2023 with the following amendments:</p> <p>5a) Withdraw the April 21, 2023 Year to Date Financial Report (requested by CAO Thompson)</p> <p>7e) Beautification (requested by Councillor Bridgitte Coninx)</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b>	n/a
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	n/a
5.	<b>FINANCIAL REPORTS</b>	n/a
6.	<b>POLICIES AND BYLAWS Motion #127/23</b>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Bylaw 799-23, the Water and Sewer Utility Bylaw, be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #128/23</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 799-23, the Water and Sewer Utility Bylaw, be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>



TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, APRIL 26, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<b>Motion #129/23</b>	<b>MOVED</b> by Councillor Robert Winterford that Bylaw 799-23, the Water and Sewer Utility Bylaw, be considered for third reading at this meeting.  <b>CARRIED UNANIMOUSLY</b>
	<b>Motion #130/23</b>	<b>MOVED</b> by Councillor Robin Murray that Bylaw 799-23, the Water and Sewer Utility Bylaw, be given third and final reading.  <b>CARRIED</b>
	<b>Motion #131/23</b>	<b>MOVED</b> by Councillor Robin Murray that Bylaw 800-23, the Tax Rate Bylaw, be given first reading.  <b>CARRIED</b>
	<b>Motion #132/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 800-23, the Tax Rate Bylaw, be given second reading.  <b>CARRIED</b>
	<b>Motion #133/23</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Bylaw 800-23, the Tax Rate Bylaw, be considered for third reading at this meeting.  <b>CARRIED UNANIMOUSLY</b>
	<b>Motion #134/23</b>	<b>MOVED</b> by Councillor Robin Murray that Bylaw 800-23, the Tax Rate Bylaw, be given third and final reading.  <b>CARRIED</b>
	<b>Motion #135/22</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Bylaw 801-23, the Special Tax Bylaw, be given first reading.  <b>CARRIED</b>
	<b>Motion #136/22</b>	<b>MOVED</b> by Councillor Robert Winterford that Bylaw 801-23, the Special Tax Bylaw, be given second reading.  <b>CARRIED</b>
	<b>Motion #137/22</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 801-23, the Special Tax Bylaw, be considered for third reading at this meeting.  <b>CARRIED UNANIMOUSLY</b>
	<b>Motion #138/22</b>	<b>MOVED</b> by Councillor Robin Murray that Bylaw 801-23, the Special Tax Bylaw, be given third and final reading.  <b>CARRIED</b>

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, APRIL 26, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

7.	<p><b>ACTION ITEMS</b>  <b>Motion #139/23</b></p> <p><b>Motion #140/23</b></p> <p><b>Motion #141/23</b></p> <p><b>Motion #142/23</b></p> <p><b>Motion #143/23</b></p> <p><b>Motion #144/23</b></p>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that Council provide an advocating letter regarding Council's opposition to municipalities being billed for RCMP Retroactive Salary Increases.  <b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the April 17, 2023 email from Cathy Heron, President, AB Munis, providing an update on RCMP Retroactive Salary Increases.  <b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council send correspondence to the Hon. Dan Vandal, MP in support of the Community Futures Network to allow greater autonomy and flexibility of investment funds and create adequate indexed multi-year funding agreements to continue consistent services to local communities.  <b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Council approves the Centennial commemorative sign design and placement of the sign at Centennial Park.  <b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Councillor Bridgitte Coninx be authorized to attend the Royal Canadian Legion, Onoway Branch, Veterans Dinner celebration on Saturday, May 13, 2023.  <b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Council authorize Public Works to move the large planter boxes that are located at Bretzlaff Park into the Public Works building for storage.  <b>CARRIED</b></p>
8.	<p><b>COUNCIL, COMMITTEE AND STAFF REPORTS</b>  <b>Motion #145/23</b></p>	<p><b>MOVED</b> by Councillor Robert Winterford that the Council, Chief Administrative Officer, Corporate and Community Services and Public Works written and verbal reports be accepted for information.  <b>CARRIED</b></p>
9.	<p><b>INFORMATION ITEMS</b>  <b>Motion #146/23</b></p>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the following items for information:</p>

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, APRIL 26, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<ul style="list-style-type: none"> <li>a) Onoway Centennial Stars Event - Grand Finale June 23, 2023</li> <li>b) Intermunicipal Collaboration Framework Agreement extension – April 11, 2023 letter from Honourable Rebecca Schulz, Minister of Municipal Affairs</li> <li>c) Alberta Health Services Together 4 Health – April 7, 2023 newsletter</li> <li>d) CN Notice – April 12, 2023 email from Luanne Patterson, regarding Annual Vegetation Management Program</li> <li>e) Alberta Emergency Management Agency – April 19, 2023 BePrepared information</li> <li>f) Canadian Benefit for Parents of Young Victims of Crime – Email from Service Canada</li> <li>g) RCMP open house – Parkland detachment – Saturday, May 27, 2023</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>																								
<b>10.</b>	<b>CLOSED SESSION</b>	n/a																								
<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 3:35 p.m.																								
<b>12.</b>	<b>UPCOMING EVENTS</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">May 4, 2023</td> <td style="width: 60%;">Strategic Planning EOEP</td> <td style="width: 20%;">2:30 p.m.</td> </tr> <tr> <td>May 11, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>May 11, 2023</td> <td>Strategic Planning EOEP</td> <td>3:00 p.m.</td> </tr> <tr> <td>May 17, 2023</td> <td>Library 50<sup>th</sup> Anniversary</td> <td>11:00 a.m.</td> </tr> <tr> <td>May 18, 2023</td> <td>Strategic Planning EOEP</td> <td>3:00 p.m.</td> </tr> <tr> <td><b>May 24, 2023*</b></td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>May 25, 2023</td> <td>Asset Management Workshop</td> <td>Edmonton</td> </tr> <tr> <td>May 25, 2023</td> <td>Strategic Planning EOEP</td> <td>3:00 p.m.</td> </tr> </table> <p>*note date change</p>	May 4, 2023	Strategic Planning EOEP	2:30 p.m.	May 11, 2023	Regular Council Meeting	9:30 a.m.	May 11, 2023	Strategic Planning EOEP	3:00 p.m.	May 17, 2023	Library 50 <sup>th</sup> Anniversary	11:00 a.m.	May 18, 2023	Strategic Planning EOEP	3:00 p.m.	<b>May 24, 2023*</b>	Regular Council Meeting	9:30 a.m.	May 25, 2023	Asset Management Workshop	Edmonton	May 25, 2023	Strategic Planning EOEP	3:00 p.m.
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\_\_\_\_\_  
Mayor Lenard Kwasny

\_\_\_\_\_  
Debbie Giroux, Recording Secretary

(11)





**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

Page 1 of 19  
2023-May-4  
8:15:47AM

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
<b>TAXES REVENUE</b>				
1-00-00-111	RESIDENTIAL TAXES	(644,897.00)	0.00	100.00
1-00-00-112	FARMLAND TAXES	(618.00)	0.00	100.00
1-00-00-113	COMMERCIAL TAXES	(641,679.00)	0.00	100.00
1-00-00-114	INDUSTRIAL TAXES	(305.00)	0.00	100.00
1-00-00-120	COST SHARE ROAD TAX	0.00	0.00	0.00
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION	(23,150.00)	0.00	100.00
1-00-00-190	ELEC. POWER, PIPE, CABLE TV	(72,364.00)	0.00	100.00
1-19-00-750	ASFF SCHOOL REQUISITION RESIDENTIAL	(195,547.17)	0.00	100.00
1-19-00-751	LSA FOUNDATION REQUISITION	(23,491.76)	0.00	100.00
1-19-00-754	ASFF SCHOOL REQUISITION NON-RESIDENTIAL	(120,354.99)	0.00	100.00
<b>TOTAL TAXATION REVENUE</b>		<b>(1,722,406.92)</b>	<b>0.00</b>	<b>100.00</b>
<b>REQUISITIONS</b>				
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL	195,547.17	48,886.79	75.00
2-19-00-751	LAC STE. ANNE FOUNDATION REQUISITION	23,491.76	5,872.94	75.00
2-19-00-752	DESIGNATED INDUSTRIAL PROPERTY	281.00	0.00	100.00
2-19-00-754	SCHOOL REQUISITION OVER/UNDER LEVY NON-RES	0.00	0.00	0.00
2-19-00-755	SCHOOL REQUISITION NON-RESIDENTIAL	120,354.99	30,088.75	74.99
2-19-00-756	SCHOOL REQUISITION OVER/UNDER LEVY RESID.	(7,000.00)	0.00	100.00
<b>TOTAL REQUISITIONS</b>		<b>332,674.92</b>	<b>84,848.48</b>	<b>74.50</b>
<b>TAX REVENUE AVAILABLE FOR MUNI</b>		<b>(1,389,732.00)</b>	<b>84,848.48</b>	<b>106.11</b>
<b>GENERAL REVENUE</b>				
1-01-00-510	PENALTIES & COSTS ON TAXES	(24,240.00)	(12,620.51)	47.93
1-01-00-540	FRANCHISE REVENUE - ATCO	(30,300.00)	(15,219.58)	49.77
1-01-00-541	FRANCHISE REVENUE - FORTIS	(83,830.00)	(17,004.32)	79.71
1-01-00-550	RETURN ON INVESTMENT (BANK INTEREST	(8,080.00)	(7,154.54)	11.45
1-01-00-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00
1-01-00-840	CONDITIONAL OPERATIONAL GRANTS	(15,000.00)	0.00	100.00
1-03-12-920	RESERVE TRANSFER - ADMIN.	(54,780.42)	0.00	100.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
<b>TOTAL GENERAL REVENUE</b>		<b>(216,230.42)</b>	<b>(51,998.95)</b>	<b>75.95</b>
<b>LEGISLATIVE EXPENSE</b>				
2-11-00-130	COUNCIL - CPP	2,101.20	222.31	89.41
2-11-00-131	COUNCIL - EI	0.00	0.00	0.00
2-11-00-132	COUNCIL-EMP. BENEFIT ER-AMS	28,016.00	4,670.20	83.33
2-11-00-137	COUNCIL-WCB	727.58	76.41	89.49
2-11-00-141	COUNCIL DEVELOPMENT	8,080.00	2,800.00	65.34
2-11-00-150	COUNCIL FEES	55,620.00	6,500.00	88.31
2-11-00-211	COUNCIL MILEAGE & SUBSISTANCE	6,060.00	607.87	89.96
2-11-00-216	COUNCIL-TELEPHONE/INTERNET/MEETIN G PREP.	18,200.00	3,075.01	83.10
2-11-00-242	COUNCIL LEGAL FEES	20,050.00	14,107.05	29.64
2-11-00-252	COUNCIL DONATION	1,000.00	0.00	100.00
2-11-00-270	COUNCIL MEMBERSHIPS	0.00	0.00	0.00
2-11-00-274	COUNCIL INSURANCE	351.00	290.00	17.37
2-11-00-513	COUNCIL SUPPLIES	8,434.00	577.13	93.15
2-11-00-514	PUBLIC RELATIONS/PROMOTIONS	4,000.00	79.52	98.01
2-11-00-770	COUNCIL -LEADERSHIP BURSARY	1,750.00	0.00	100.00
<b>TOTAL LEGISLATIVE EXPENSE</b>		<b>154,389.78</b>	<b>33,005.50</b>	<b>78.62</b>
<b>SURPLUS/DEFICIT LEGISLATIVE</b>		<b>154,389.78</b>	<b>33,005.50</b>	<b>78.62</b>
<b>ADMIN REVENUE</b>				
1-12-00-274	INSURANCE -CLAIMS/REBATES	0.00	0.00	0.00
1-12-00-410	GENERAL SERVICE & SUPPLY REVENUE	(2,215.00)	(310.00)	86.00
1-12-00-510	A/R PENALTY REVENUE	(1,005.00)	0.00	100.00
1-12-00-560	RENTALS, LEASES	(1,260.00)	(1,200.00)	4.76
1-12-00-591	REBATES, DIVIDENDS	(305.00)	(59.27)	80.56
1-12-00-840	ADMIN. - MSI O	(90,428.00)	0.00	100.00
1-12-00-850	ADMIN - TRANSFER FROM RESERVES	(10,000.00)	0.00	100.00
1-12-00-930	CONTRIBUTION-OTHER FUNCTIONS- FIRE/ELECT	0.00	0.00	0.00
1-12-00-940	ADMIN.-SENATE ELECTION	0.00	0.00	0.00
1-12-00-990	OTHER REVENUE	(3,030.00)	(419.80)	86.14
1-12-00-991	OTHER REVENUE - 100 YR ANNIVERSARY	(31,000.00)	0.00	100.00
1-12-00-992	TRANSFER FROM RESERVE - STAFF CHANGES	0.00	0.00	0.00
<b>TOTAL ADMIN REVENUE</b>		<b>(138,243.00)</b>	<b>(1,989.07)</b>	<b>98.57</b>



**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
<b>ADMIN EXPENSE</b>				
2-12-00-110	ADMIN - SALARIES AND WAGES	407,725.30	98,492.44	75.84
2-12-00-130	ADMIN - EMP. BENEFIT ER - CPP/EVERAMS/RPP	82,047.62	5,800.70	92.93
2-12-00-131	ADMIN - EMP. BENEFIT ER - E.I.	0.00	2,344.71	0.00
2-12-00-132	ADMIN - EMP. BENEFIT ER - AMS	0.00	8,110.21	0.00
2-12-00-133	ADMIN - EMP. BENEFIT ER - RPP	0.00	3,874.62	0.00
2-12-00-137	ADMIN - WORKER'S COMPENSATION	4,573.36	501.39	89.03
2-12-00-141	ADMIN - STAFF DEVELOPMENT	2,520.00	1,400.00	44.44
2-12-00-142	ADMIN - EMPLOYEE RECOGNITION	3,045.00	23.00	99.24
2-12-00-211	ADMIN - TRAVEL & SUBSISTANCE	4,040.00	0.00	100.00
2-12-00-215	ADMIN - POSTAGE, FREIGHT, COURIER	7,560.00	1,067.10	85.88
2-12-00-216	ADMIN - TELEPHONE, FAX	12,000.00	1,541.44	87.15
2-12-00-221	ADMIN - ADVERTISING	1,515.00	351.25	76.81
2-12-00-231	ADMIN - AUDIT FEES	16,000.00	0.00	100.00
2-12-00-232	ADMIN - ASSESSMENT FEES	13,420.22	6,953.70	48.18
2-12-00-241	ADMIN - INSURANCE FEES	33,839.64	33,941.32	(0.30)
2-12-00-242	ADMIN - LEGAL FEES	15,050.00	4,368.00	70.97
2-12-00-243	ADMIN - COMPUTER SERVICE & SUPPORT	25,535.00	10,851.28	57.50
2-12-00-244	ADMIN - GIS PROJECT	6,060.00	0.00	100.00
2-12-00-245	ADMINISTRATION/CAO CONTRACT	35,392.45	3,417.12	90.34
2-12-00-246	ADMIN - BYLAW/POLICY REVIEW	0.00	0.00	0.00
2-12-00-247	ADMIN - RECORDS RETENTION PROJECT	0.00	802.12	0.00
2-12-00-250	ADMIN - BUILDING MAINT & REPAIR	25,050.00	133.30	99.46
2-12-00-252	ADMIN - OFFICE CLEANING	9,000.00	2,250.00	75.00
2-12-00-260	ADMIN - OFFICE MACHINES MAINT/REPAIR	7,575.00	1,756.31	76.81
2-12-00-261	ADMIN - OFFICE MACHINES RENT/LEASE	12,120.00	3,168.79	73.85
2-12-00-270	ADMIN - MEMBERSHIP FEES	3,850.00	2,660.60	30.89
2-12-00-271	ADMIN - ELECT/ PLEB/CENSUS (TO RESERVE)	0.00	0.00	0.00
2-12-00-272	ADMIN - 100 YR ANNIVERSARY EXPENSE	42,407.00	162.82	99.61
2-12-00-511	ADMIN - STATIONERY	4,545.00	1,028.12	77.37
2-12-00-512	ADMIN - OFFICE LANDSCAPING	0.00	0.00	0.00
2-12-00-513	ADMIN - GENERAL SUPPLIES	6,550.00	823.02	87.43
2-12-00-514	ADMIN - PUBLIC RELATIONS/PROMOTION	3,030.00	757.14	75.01
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	14,850.00	1,573.92	89.40
2-12-00-542	ADMIN - NATURAL GAS	9,350.00	2,679.41	71.34
2-12-00-810	ADMIN - INTERES-SHORT TERM BORROW.	7,000.00	333.09	95.24
2-12-00-811	ADMIN - BANK CHARGES	3,030.00	576.56	80.97
2-12-00-990	ADMIN-CAO CONTINGENCY FUND (MOST)	0.00	0.00	0.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
2-12-00-992	ADMIN - ALLOWANCE FOR STAFF CHANGES	0.00	0.00	0.00
2-12-99-625	ADMINISTRATION-BUILDING AMORTIZATION	5,101.00	0.00	100.00
2-12-99-635	ADMINISTRATION-M & E AMORTIZATION	4,080.00	0.00	100.00
<b>TOTAL ADMIN EXPENSE</b>		<b>827,861.59</b>	<b>201,743.48</b>	<b>75.63</b>
<b>SURPLUS/DEFICIT ADMIN</b>		<b>688,618.59</b>	<b>199,754.41</b>	<b>70.99</b>
<b>FIRE REVENUE</b>				
1-23-00-420	BAY RENTAL FEES	(26,400.00)	(6,600.00)	75.00
1-23-00-850	FIRE - ORFS CONTRIB. ADM/COPIES/POSTAGE	(13,000.00)	0.00	100.00
1-23-00-920	FIRE - TRANSFER FROM RESERVES	0.00	0.00	0.00
1-23-00-930	CONTRIBUTION - OTHER FUNCTIONS-DISPATCH	(4,377.68)	(4,822.32)	(10.15)
1-23-00-931	FIRE REV. - LSAC MVA RESPONSE	0.00	0.00	0.00
1-23-00-940	FIRE - ONOWAY INCIDENT RECOVERY	(10,000.00)	0.00	100.00
1-23-00-990	OTHER REVENUE - ADMIN CHARGES	0.00	0.00	0.00
1-23-00-991	BLDG REIMBURSEMENT(\$5000/\$7370)	(12,370.00)	0.00	100.00
<b>TOTAL FIRE REVENUE</b>		<b>(66,147.68)</b>	<b>(11,422.32)</b>	<b>82.73</b>
<b>FIRE EXPENSE</b>				
2-23-00-110	FIRE - ONOWAY INCIDENT RESPONSES	10,000.00	0.00	100.00
2-23-00-111	FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	0.00	0.00	0.00
2-23-00-112	FIRE EXP. - LSAC MVA RESPONSES	0.00	0.00	0.00
2-23-00-216	FIRE - RADIOS/LEGAL	0.00	0.00	0.00
2-23-00-226	FIRE ADMIN FEE (\$11,779.84)	11,897.80	0.00	100.00
2-23-00-241	FIRE HALL INSURANCE	313.43	313.43	0.00
2-23-00-250	FIRE - BUILDING REPAIR. MAINTENANCE	5,050.00	510.00	89.90
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	0.00	0.00	0.00
2-23-00-350	FIRE-CONTRACT (\$51425)	51,938.91	13,265.14	74.46
2-23-00-351	911 DISPATCH CONTRACT PARKLAND COUNTY	6,901.00	0.00	100.00
2-23-00-352	FIRE - NWFR CONTRACT	0.00	0.00	0.00
2-23-00-353	FIRE - WATER USE/MISC	2,020.00	0.00	100.00
2-23-00-354	FIRE -ONOWAY PORT BLDG. REIMB (TO RESER)	0.00	0.00	0.00
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	3,080.00	574.95	81.33
2-23-00-542	FIRE - PROPANE	880.00	780.80	11.27

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
2-23-00-543	FIRE - SEPTIC SERVICES	2,020.00	1,128.69	44.12
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	2,020.00	0.00	100.00
<b>TOTAL FIRE EXPENSE</b>		<b>96,121.14</b>	<b>16,573.01</b>	<b>82.76</b>
<b>FIRE SURPLUS/DEFICIT</b>		<b>29,973.46</b>	<b>5,150.69</b>	<b>82.82</b>
 <b>ONOWAY REGIONAL FIRE SERVICES</b>				
1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES	(45,000.00)	(24,660.00)	45.20
1-23-00-993	ORFS - OPERATIONAL COST (other munis)	(52,807.26)	(12,712.03)	75.92
1-23-00-994	ORFS - NWF CONTRACT (other munis)	(217,155.43)	(52,615.09)	75.77
1-23-00-995	ORFS - INCIDENT RECOVERY (EXC.ONOWAY)	(30,000.00)	(9,523.58)	68.25
1-23-00-996	ORFS - FIRE RESER TRANS.(\$9761 & \$7801)	0.00	0.00	0.00
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway)	(65,294.07)	0.00	100.00
<b>TOTAL ONOWAY REGIONAL FIRE SER</b>		<b>(410,256.76)</b>	<b>(99,510.70)</b>	<b>75.74</b>
 <b>ONOWAY REGIONAL FIRE SERVICES</b>				
2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$\$/PARCEL)	14,740.00	159.12	98.92
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP.	40,000.00	50,676.21	(26.69)
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC. ONOWAY)	30,000.00	(28,928.67)	196.42
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS	1,941.74	0.00	100.00
2-23-00-143	ORFS - COPIES/POSTAGE	1,000.00	0.00	100.00
2-23-00-211	ORFS - ADMINISTRATION	12,000.00	0.00	100.00
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH)	250.00	0.00	100.00
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE	1,480.00	1,480.00	0.00
2-23-00-218	ORFS - RESERVES	3,000.00	0.00	100.00
2-23-00-219	ORFS - NWF CONTRACT(other munis)	0.00	54,288.86	0.00
2-23-00-220	ORFS - ADD. OPERATIONAL (AB & ON)	14,740.00	0.00	100.00
2-23-00-221	ORFS - HALL IMPR.(\$5000 ONO. \$6800 AB)	11,800.00	0.00	100.00
2-23-00-223	ORFS - RADIOS	0.00	1,111.00	0.00
2-23-00-224	ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00	0.00
2-23-00-225	ORFS - RADIOS LICENSE	1,189.02	1,000.62	15.84
2-23-00-274	ORFS - LEGAL	700.00	0.00	100.00
2-23-00-513	ORFS - CONTRACT	270,215.99	0.00	100.00
2-23-00-517	ORFS - RADIO REPAIR	7,200.00	0.00	100.00
<b>ONOWAY REGIONAL FIRE SERVICES</b>		<b>410,256.75</b>	<b>79,787.14</b>	<b>80.55</b>

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
<b>ONOWAY REGIONAL FIRE SERVICES</b>				
		(0.01)	(19,723.56)	(197,235,500.00)
<b>EMERG. MGT/DISASTER SERV. REV.</b>				
1-24-00-840	DIS. SERV - REGIONAL COLL. GRANT	0.00	0.00	0.00
1-24-00-841	EMERG. MGT- REG. RADIO NETWORK GRANT	0.00	0.00	0.00
1-24-00-990	EMERG. MNGMNT. - RADIO SALES (BINS)	0.00	0.00	0.00
<b>TOTAL DISASTER SERVICES REV.</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EMERGENCY MGT./DISASTER SERVI</b>				
2-24-00-141	DIS SERV - STAFF DEVELOPMENT	1,515.00	0.00	100.00
2-24-00-211	DIS SERV. - TRAVEL & SUBSISTENCE	505.00	0.00	100.00
2-24-00-245	DIS. SERV. - CONTRACTED WORK	0.00	144.60	0.00
2-24-00-246	DIS. SERV. - REGIONAL EMERG. SERV. STUDY	0.00	0.00	0.00
2-24-00-247	EMRG. MGT-REG. RADIO	0.00	0.00	0.00
2-24-00-510	DIS.SERV. - GENERAL SUPPLIES	2,020.00	0.00	100.00
<b>TOTAL DISASTER SERVICES EXPENS</b>		<b>4,040.00</b>	<b>144.60</b>	<b>96.42</b>
<b>AMBULANCE REVENUE</b>				
1-25-00-351	CONTRIBUTION - OTHER ORGANIZATIONS	0.00	0.00	0.00
1-25-00-840	CONDITIONAL GRANT-AMBULANCE	0.00	0.00	0.00
1-25-00-990	AMBULANCE-OTHER REVENUE	0.00	0.00	0.00
<b>TOTAL AMBULANCE REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>AMBULANCE EXPENSE</b>				
2-25-00-240	AMBULANCE - TRANSFER PAYMENTS	0.00	0.00	0.00
2-25-00-262	AMBULANCE - STAFF ACCOMODATION RENT	0.00	0.00	0.00
<b>TOTAL AMBULANCE EXPENSE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SURPLUS/DEFICIT AMBULANCE</b>		<b>4,040.00</b>	<b>144.60</b>	<b>96.42</b>
<b>BYLAW REVENUE</b>				
1-26-00-420	DOG POUND CHARGES DOG SALES	(450.00)	0.00	100.00
1-26-00-513	WEED&SNOW REMOVAL COST RECOVERY	(500.00)	0.00	100.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
1-26-00-520	ANIMAL LICENSES	(300.00)	(50.00)	83.33
1-26-00-530	MUNICIPAL FINES (DOGS, WEEDS)	(400.00)	0.00	100.00
<b>TOTAL BYLAW REVENUE</b>		<b>(1,650.00)</b>	<b>(50.00)</b>	<b>96.97</b>
<b>BYLAW EXPENSE</b>				
2-26-00-242	BYLAW-LEGAL FEES	505.00	0.00	100.00
2-26-00-245	BYLAW - CONTRACT	0.00	0.00	0.00
2-26-00-271	BYLAW - POUND/NET FEES	1,010.00	0.00	100.00
2-26-00-513	BYLAW - CONTRACTED WEED&SNOW REMOVAL	400.00	0.00	100.00
<b>TOTAL BYLAW EXPENSE</b>		<b>1,915.00</b>	<b>0.00</b>	<b>100.00</b>
<b>BYLAW SURPLUS/DEFICIT</b>		<b>265.00</b>	<b>(50.00)</b>	<b>118.87</b>
<b>POLICING REVENUE</b>				
1-27-00-530	RCMP & CPO FINE REVENUE	(10,100.00)	(2,856.65)	71.71
1-27-00-531	SCHOOL RESOURCE OFFICER	0.00	0.00	0.00
<b>TOTAL POLICING REVENUE</b>		<b>(10,100.00)</b>	<b>(2,856.65)</b>	<b>71.72</b>
<b>POLICING EXPENSE</b>				
2-27-00-240	COMMUNITY PEACE OFFICER CONTRACT	57,600.00	5,310.00	90.78
2-27-00-241	POLICE COSTING MODEL	32,599.00	0.00	100.00
2-27-00-245	POLICING - SCHOOL RESOURCE OFFICER	0.00	0.00	0.00
<b>TOTAL POLICING EXPENSE</b>		<b>90,199.00</b>	<b>5,310.00</b>	<b>94.11</b>
<b>POLICING SURPLUS/DEFICIT</b>		<b>80,099.00</b>	<b>2,453.35</b>	<b>96.94</b>
<b>PW REVENUE</b>				
1-31-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00	0.00
1-31-00-990	OTHER REVENUE (FROM RESERVES - TIRES)	0.00	0.00	0.00
<b>TOTAL PW REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PW EXPENSE</b>				
2-31-00-110	PW - WAGES	42,893.56	8,023.27	81.29
2-31-00-111	PW - CONSULTING FEES	0.00	0.00	0.00



**TOWN OF ONOWAY**  
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General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
2-31-00-130	PW - EMPLOYEE BENEFITS CPP/EVAMS/RPP	9,107.96	2,098.69	76.95
2-31-00-131	PW - EMPLOYEE BENEFIT EI	0.00	836.85	0.00
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS	0.00	2,943.61	0.00
2-31-00-133	PW - EMPLOYEE BENEFIT RPP	0.00	1,555.33	0.00
2-31-00-137	PW - WORKERS COMPENSATION	727.58	76.41	89.49
2-31-00-141	PW - STAFF DEVELOPMENT	1,010.00	0.00	100.00
2-31-00-211	PW - TRAVEL & SUBSISTANCE	505.00	143.96	71.49
2-31-00-215	PW - POSTAGE & FREIGHT	0.00	0.00	0.00
2-31-00-216	PW - TELEPHONE CHARGES	4,848.00	623.78	87.13
2-31-00-221	PW - ADVERTISING	303.00	813.02	(168.32)
2-31-00-224	PW - MEMBERSHIPS	1,100.00	0.00	100.00
2-31-00-241	PW - INSURANCE PREMIUMS	8,668.99	8,668.59	0.00
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT	1,010.00	0.00	100.00
2-31-00-245	PW - CONTRACT WORK	0.00	0.00	0.00
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE	6,060.00	300.00	95.04
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE	50,500.00	9,905.59	80.38
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS)	12,625.00	1,050.62	91.67
2-31-00-514	PW - SAFETY EQU. (OH&S) &PROGRAM MANUAL	4,545.00	0.00	100.00
2-31-00-520	PW - OIL & GAS	40,850.00	5,010.88	87.73
2-31-00-541	PW - POWER (5104 - 41 STREET)	4,840.00	636.46	86.85
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	5,500.00	2,060.85	62.53
2-31-00-543	PW - SHOP PUMP OUT FEES	1,010.00	68.91	93.17
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER	0.00	0.00	0.00
2-31-00-998	P.W. - GAIN/LOSS TCA	0.00	0.00	0.00
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION	1,632.00	0.00	100.00
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION	3,060.00	0.00	100.00
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?	6,121.00	0.00	100.00
<b>TOTAL PW EXPENSE</b>		<b>206,917.09</b>	<b>44,816.82</b>	<b>78.34</b>
<b>PW SURPLUS/DEFICIT</b>		<b>206,917.09</b>	<b>44,816.82</b>	<b>78.34</b>
<b>ROADS REVENUE</b>				
1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING	0.00	0.00	0.00
1-32-00-840	ROADS REV - SHORT TERM BORROWING PRINC.	0.00	0.00	0.00
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00	0.00
1-32-00-990	STREETS - OTHER REVENUE	(10,100.00)	0.00	100.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
<b>TOTAL ROADS REVENUE</b>		<b>(10,100.00)</b>	<b>0.00</b>	<b>100.00</b>
<b>ROAD EXPENSE</b>				
2-32-00-110	STREETS - WAGES	82,511.24	17,711.13	78.53
2-32-00-111	STREETS CONSULTING FEES	0.00	0.00	0.00
2-32-00-130	STREETS - EMPLOYEE BENEFIT CPP/EI/AMS/RPP	17,298.87	344.33	98.00
2-32-00-131	STREET - EMPLOYEE BENEFIT EI	0.00	138.24	0.00
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS	0.00	426.81	0.00
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP	0.00	248.69	0.00
2-32-00-137	STREETS - WORKERS COMPENSATION	1,717.00	207.40	87.92
2-32-00-215	STREETS - POSTAGE & FREIGHT	0.00	0.00	0.00
2-32-00-231	STREETS - ENGINEERING	0.00	0.00	0.00
2-32-00-241	STREETS - INSURANCE PREMIUMS	1,202.04	1,091.01	9.23
2-32-00-245	STREETS - CONTRACTED WORK	51,714.00	1,060.00	97.95
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE	3,636.00	1,186.00	67.38
2-32-00-513	STREETS - GENERAL SUPPLIES	4,040.00	1,349.30	66.60
2-32-00-514	STREETS-SNOW PLOWING DAMAGES	505.00	0.00	100.00
2-32-00-531	STREETS - SAND/CHIP/ETC.	32,250.00	3,759.14	88.34
2-32-00-532	STREETS - SIGNS, CULVERTS	1,515.00	0.00	100.00
2-32-00-533	STREETS - SIDEWALKS	0.00	0.00	0.00
2-32-00-534	STREETS - CHRISTMAS DECORATIONS	3,000.00	0.00	100.00
2-32-00-542	STREETS - POWER (STREET LIGHTS)	85,800.00	13,457.38	84.31
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018-2022)	0.00	0.00	0.00
2-32-00-810	STREET-SHORT TERM BORROWING INTEREST	0.00	0.00	0.00
2-32-00-811	STREETS REPAY TO RESERVES	0.00	0.00	0.00
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT	2,142.00	0.00	100.00
2-32-99-635	STREETS M&E AMMORTIZATION	0.00	0.00	0.00
<b>TOTAL ROAD EXPENSE</b>		<b>287,331.15</b>	<b>40,979.43</b>	<b>85.74</b>
<b>ROADS SURPLUS/DEFICIT</b>		<b>277,231.15</b>	<b>40,979.43</b>	<b>85.22</b>
<b>PARKS REVENUE</b>				
1-72-00-410	PARKS - RV SANI DUMP FEES	(7,070.00)	0.00	100.00
1-72-00-590	PARKS - BEAUTIFICATION	0.00	0.00	0.00
1-72-00-591	PARKS DONATED FUNDS	0.00	0.00	0.00
1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	0.00	0.00	0.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
1-72-00-840	CONDITIONAL GRANTS - RECREATION	0.00	0.00	0.00
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR. RESERVES	0.00	0.00	0.00
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	(10,500.00)	0.00	100.00
<b>TOTAL PARKS REVENUE</b>		<b>(17,570.00)</b>	<b>0.00</b>	<b>100.00</b>
<b>PARKS EXPENSE</b>				
2-72-00-110	PARKS - WAGES	72,900.76	7,314.38	89.96
2-72-00-130	PARKS - EMPLOYEE BENEFITS CPP/EVAMS/RPP	10,202.74	131.74	98.70
2-72-00-131	PARKS - EMPLOYEE BENEFIT EI	0.00	52.97	0.00
2-72-00-132	PARKS - EMPLOYEE BENEFIT AMS	0.00	161.05	0.00
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	0.00	79.74	0.00
2-72-00-137	PARKS - WORKERS COMPENSATION	1,247.28	130.99	89.49
2-72-00-141	PARKS - STAFF DEVELOPMENT	505.00	0.00	100.00
2-72-00-221	PARKS - ADVERTISING	202.00	0.00	100.00
2-72-00-241	PARKS - INSURANCE	1,561.89	1,561.89	0.00
2-72-00-243	PARKS - CONTRACT WORK	3,225.00	0.00	100.00
2-72-00-250	PARKS - REPAIR & MAINTENANCE	3,150.00	0.00	100.00
2-72-00-510	PARKS - GENERAL SUPPLIES	3,030.00	0.00	100.00
2-72-00-541	PARKS - POWER	5,500.00	338.73	93.84
2-72-00-542	PARKS-FORTIS (TREES/KIDS COR./RUTH CUST)	11,000.00	0.00	100.00
2-72-00-543	PARKS-SEPTIC SERVICES	2,525.00	647.19	74.36
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	3,030.00	0.00	100.00
2-72-99-615	PARKS-ENGINEERING STRUCTURES AMORTIZATIO	500.00	0.00	100.00
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??	0.00	0.00	0.00
2-71-00-764	RESERVE TRANSFER	17,200.00	0.00	100.00
<b>TOTAL PARKS EXPENSE</b>		<b>135,779.67</b>	<b>10,418.68</b>	<b>92.33</b>
<b>PARKS SURPLUS/DEFICIT</b>		<b>118,209.67</b>	<b>10,418.68</b>	<b>91.19</b>
<b>STORM WATER REVENUE</b>				
1-37-00-840	CONDITIONAL GRANTS-STORM WATER	0.00	0.00	0.00
<b>TOTAL STORM WATER REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>STORM WATER EXPENSE</b>				
2-37-00-231	STORM WATER - ENGINEERING	0.00	0.00	0.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
2-37-00-245	STORM WATER - CONTRACTED WORK	14,953.00	0.00	100.00
2-37-99-615	STORM WATER-ENGINEERING STRUCTURES AMORT	0.00	0.00	0.00
2-42-00-540	SEWER - LAGOON POWER	0.00	0.00	0.00
<b>TOTAL STORM WATER EXPENSE</b>		<b>14,953.00</b>	<b>0.00</b>	<b>100.00</b>
<b>STORM WATER SURPLUS/DEFICIT</b>		<b>14,953.00</b>	<b>0.00</b>	<b>100.00</b>
<b>WATER REVENUE</b>				
1-41-00-121	LOCAL IMPROVEMENT - WATER LINES	0.00	0.00	0.00
1-41-00-440	BASIC WATER FEE	(126,389.00)	(31,360.88)	75.18
1-41-00-441	SALE OF METERED WATER	(191,400.00)	(49,577.37)	74.09
1-41-00-442	SALE OF WATER METERS	0.00	0.00	0.00
1-41-00-443	SERVICE CHARGES (TURN ON, THAWS)	(500.00)	0.00	100.00
1-41-00-444	ADMIN SERVICE FEES	(20,163.00)	(5,768.42)	71.39
1-41-00-445	REGIONAL WATER DEBENTURE REVENUE	(76,563.00)	(14,207.85)	81.44
1-41-00-446	WATER - REGIONAL WATER PHASE ( III & IV)	0.00	0.00	0.00
1-41-00-447	REGIONAL WATER CONSUMPTION FEES	(191,400.00)	(49,815.83)	73.97
1-41-00-590	PENALTIES	(3,030.00)	(473.67)	84.36
1-41-00-591	SENIOR'S WATER REBATE	0.00	0.00	0.00
1-41-00-592	SENIOR'S ADMIN FEE REBATE	0.00	0.00	0.00
1-41-00-840	CONDITIONAL GRANTS - WATER	0.00	0.00	0.00
1-41-00-850	LOCAL GOVERNMENT TRANSFERS	0.00	0.00	0.00
1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00	0.00
1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND	0.00	0.00	0.00
<b>TOTAL WATER REVENUE</b>		<b>(609,445.00)</b>	<b>(151,204.02)</b>	<b>75.19</b>
<b>WATER EXPENSE</b>				
2-41-00-110	WATER - WAGES	60,690.30	10,724.79	82.32
2-41-00-111	WATER CONSULTING FEES (2 + 5)	9,020.00	0.00	100.00
2-41-00-121	WATER - FREEZE UP CONSUMP.ADJUST.	0.00	0.00	0.00
2-41-00-130	WATER - EMPLOYEE BENEFITS CPP/EVAMS/RPP	12,559.28	231.39	98.15
2-41-00-131	WATER - EMPLOYEE BENEFIT EI	0.00	92.77	0.00
2-41-00-132	WATER - EMPLOYEE BENEFIT AMS	0.00	298.07	0.00
2-41-00-133	WATER - EMPLOYEE BENEFIT RPP	0.00	177.30	0.00
2-41-00-137	WATER - WORKERS COMPENSATION	727.58	76.41	89.49
2-41-00-141	WATER - STAFF DEVELOPMENT	4,040.00	(134.75)	103.33
2-41-00-211	WATER - TRAVEL/SUBSISTANCE	1,010.00	0.00	100.00

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**TOWN OF ONOWAY**  
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General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY	0.00	0.00	0.00
2-41-00-216	WATER - WTP PHONE/FAX	1,212.00	187.34	84.54
2-41-00-217	WATER - WTP INTERNET	757.50	130.00	82.83
2-41-00-224	WATER MEMBERSHIPS	1,318.00	0.00	100.00
2-41-00-230	WATER - ENGINEERING	0.00	0.00	0.00
2-41-00-240	WATER - REGIONAL SYSTEM FEES	13,038.60	0.00	100.00
2-41-00-241	WATER - INSURANCE PREMIUMS	7,560.00	7,483.24	1.01
2-41-00-243	WATER - COMPUTER MAINT/SERVICE	1,010.00	0.00	100.00
2-41-00-245	WATER - CONTRACT WK (METER RD/LABS)	2,200.00	103.77	95.28
2-41-00-246	WATER - WTP MAINTENANCE	7,575.00	2,375.04	68.64
2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES	505.00	0.00	100.00
2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT	0.00	0.00	0.00
2-41-00-252	WATER - LINE REPAIR (INC. DRIPS)	44,000.00	0.00	100.00
2-41-00-447	WATER-REGIONAL WATER USAGE FEES	238,350.00	52,610.30	77.92
2-41-00-513	WATER - TREATMENT SUPPLIES	1,515.00	0.00	100.00
2-41-00-541	WATER - POWER	12,100.00	2,198.38	81.83
2-41-00-542	WATER - NATURAL GAS	3,850.00	876.33	77.23
2-41-00-543	WATER - PUMP OUT FEES	505.00	0.00	100.00
2-41-00-591	WATER-SENIORS WATER REBATE	0.00	0.00	0.00
2-41-00-592	WATER-SENIORS ADMIN FEE REBATE	0.00	0.00	0.00
2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS	200.00	0.00	100.00
2-41-00-762	WATER - 1 TIME EXP. REG. WATER CONNECT	0.00	0.00	0.00
2-41-00-764	RESERVE TRANSFER - WATER	0.00	0.00	0.00
2-41-00-810	WATER - SHORT TERM BORROW INTEREST	0.00	0.00	0.00
2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE	0.00	0.00	0.00
2-41-00-831	WATER - DEBENTURE INTEREST	32,173.56	16,344.51	49.19
2-41-00-832	WATER PRINCIPLE	44,609.32	22,046.93	50.57
2-41-00-833	WATER-WILD DEBENTURE(PHASE I & II)	40,718.00	0.00	100.00
2-41-00-834	WATER-WILD DEBENTURE (PHASE III & IV)	31,695.85	0.00	100.00
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO	29,880.00	0.00	100.00
2-41-99-635	WATER - M&E AMORTIZATION	8,000.00	0.00	100.00
<b>TOTAL WATER EXPENSE</b>		<b>610,819.99</b>	<b>115,821.82</b>	<b>81.04</b>
<b>WATER SURPLUS/DEFICIT</b>		<b>1,374.99</b>	<b>(35,382.20)</b>	<b>2,673.27</b>

**SEWER REVENUE**

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**TOWN OF ONOWAY**  
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General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	(88,960.00)	0.00	100.00
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	(30,466.00)	(7,546.98)	75.22
1-42-00-410	SEWER - LAGOON USE (TRSFR TO RESERVE)	(78,780.00)	(19,110.00)	75.74
1-42-00-411	SEWER LAGOON (outside use)	0.00	0.00	0.00
1-42-00-440	BASIC SEWER FEE	(47,470.00)	(11,656.08)	75.44
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	(151,500.00)	(36,261.80)	76.06
1-42-00-444	SEWER - ADMIN. SERVICE FEES	(12,786.60)	(2,096.25)	83.60
1-42-00-445	SEWER - GRANT CONSULTING FEES	0.00	0.00	0.00
1-42-00-590	SEWER -PENALTIES	(3,030.00)	(507.34)	83.25
1-42-00-591	SENIOR'S SEWER REBATE	0.00	0.00	0.00
<b>TOTAL SEWER REVENUE</b>		<b>(412,992.60)</b>	<b>(77,178.45)</b>	<b>81.31</b>
 <b>SEWER EXPENSE</b>				
2-42-00-110	SEWER - WAGES	48,445.93	8,207.16	83.05
2-42-00-111	SEWER CONSULTING FEES	9,525.00	0.00	100.00
2-42-00-130	SEWER - EMPLOYEE BENEFITS CPP/EVAMS/RPP	10,055.76	182.83	98.18
2-42-00-131	SEWER - EMPLOYER BENEFIT EI	0.00	73.35	0.00
2-42-00-132	SEWER - EMPLOYER BENEFIT AMS	0.00	246.46	0.00
2-42-00-133	SEWER - EMPLOYEE BENEFIT RPP	0.00	127.51	0.00
2-42-00-137	SEWER - WORKERS COMPENSATION	415.76	43.67	89.49
2-42-00-141	SEWER - STAFF DEVELOPMENT	1,515.00	345.00	77.22
2-42-00-211	SEWER - TRAVEL&SUBSITANCE	1,010.00	0.00	100.00
2-42-00-215	SEWER - POSTAGE & FREIGHT	0.00	0.00	0.00
2-42-00-216	SEWER - LIFT STATION PHONE/FAX	808.00	139.34	82.75
2-42-00-217	SEWER - LIFT STATION INTERNET	808.00	191.89	76.25
2-42-00-218	SEWER - LAGOON INTERNET	707.00	100.00	85.85
2-42-00-224	SEWER-MEMBERSHIPS	660.00	0.00	100.00
2-42-00-231	SEWER - ENGINEERING LIFT STATION	0.00	0.00	0.00
2-42-00-239	SEWER - BILLING	0.00	0.00	0.00
2-42-00-241	SEWER - INSURANCE PREMIUMS	3,240.00	3,953.52	(22.02)
2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	1,010.00	754.50	25.29
2-42-00-244	SEWER - GRANT CONSULTING FEES	2,020.00	0.00	100.00
2-42-00-245	SEWER - CONTRACT WORK	6,450.00	(410.82)	106.36
2-42-00-250	SEWER - LINES REPAIR/MAINT. (30+71 MOST)	121,210.00	55,960.00	53.83
2-42-00-251	SEWAGE LAGOON MAINTENANCE	20,000.00	20,726.99	(3.63)
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUIP.	1,515.00	0.00	100.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	8,250.00	1,281.26	84.46
2-42-00-542	SEWER - NATURAL GAS	2,200.00	707.75	67.82
2-42-00-543	SEWER - PUMP OUT FEES	0.00	0.00	0.00
2-42-00-591	SEWER-EFFLUENT RESERVE	20,000.00	0.00	100.00
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00
2-42-00-635	SEWER - M&E AMORTIZATION	0.00	0.00	0.00
2-42-00-762	SEWER - TRANSFER TO CAPITAL	0.00	0.00	0.00
2-42-00-764	RESERVE TRANSFER - FORCEMAIN PAYBACK	30,466.00	0.00	100.00
2-42-00-831	SEWER - DEBENTURE INTEREST	29,563.00	16,344.50	44.71
2-42-00-832	SEWER PRINCIPLE	46,719.50	22,046.93	52.81
2-42-99-615	SEWER-ENGINEERING STRUCTURES AMORTIZATIO	6,200.00	0.00	100.00
<b>TOTAL SEWER EXPENSE</b>		<b>372,793.95</b>	<b>131,021.84</b>	<b>64.85</b>
<b>SEWER SURPLUS/DEFICIT</b>		<b>(40,198.65)</b>	<b>53,843.39</b>	<b>233.94</b>
<b>WASTE COLLECTION REV</b>				
1-43-00-441	WASTE COLLECTION FEES	(75,970.00)	(17,138.00)	77.44
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL TIPPAGE	0.00	0.00	0.00
1-43-00-443	RECYCLING FEE	(14,490.00)	(3,374.56)	76.71
1-43-00-444	WASTE MISC (FIRESMART)	0.00	0.00	0.00
<b>TOTAL WASTE COLLECTION REV</b>		<b>(90,460.00)</b>	<b>(20,512.56)</b>	<b>77.32</b>
<b>WASTE COLLECT EXP</b>				
2-43-00-239	GARBAGE - BILLING	0.00	0.00	0.00
2-43-00-240	GARBAGE - LANDFILL PAYMENTS	18,000.00	2,107.39	88.29
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE	0.00	0.00	0.00
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6.13)	27,484.43	4,514.08	83.57
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS	7,272.00	0.00	100.00
2-43-00-350	GARBAGE - HHHW	0.00	0.00	0.00
2-43-00-351	RECYCLING - CONTRACT FOR PICKUP (3.22)	14,490.00	2,370.96	83.63
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5.13)	23,000.81	3,780.72	83.56
2-43-00-520	FUEL SURCHARGE	2,010.00	377.24	81.23
<b>TOTAL WASTE COLLECT EXP</b>		<b>92,257.24</b>	<b>13,150.39</b>	<b>85.75</b>

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
<b>WASTE COLLECT SURPLUS/DEF</b>		1,797.24	(7,362.17)	509.64
<b>FCSS REVENUE</b>				
1-51-00-587	FCSS-INTERAGENCY GROUP	0.00	0.00	0.00
1-51-00-588	FCSS - YOUTH GROUP	0.00	0.00	0.00
1-51-00-589	FCSS-BEAUTIFICATION PROJECT	0.00	0.00	0.00
1-51-00-591	FCSS - GRANT FOR OUTSIDE PROJECTS	0.00	0.00	0.00
1-51-00-592	FCSS - OUTSIDE PROJECTS CONTRIBUTIONS	0.00	0.00	0.00
1-51-00-840	F.C.S.S. PROV. CONDITIONAL GRANT	(27,562.00)	(10,448.50)	62.09
1-51-00-850	FCSS - MUNICIPALITIES CONTRIBUTION	(44,205.10)	(4,000.00)	90.95
1-51-00-851	FCSS - ADMIN. FEE RE: MUNICIPALITIES	(7,800.90)	0.00	100.00
1-51-00-852	FCSS - ONOWAY ADMIN FEE	(5,167.95)	0.00	100.00
1-51-00-990	FCSS - OTHER REVENUE	0.00	0.00	0.00
<b>TOTAL FCSS REVENUE</b>		<b>(84,735.95)</b>	<b>(14,448.50)</b>	<b>82.95</b>
<b>FCSS EXPENSE</b>				
2-51-00-110	FCSS OUTSIDEPROJECT CONTRACTOR & COSTS	0.00	0.00	0.00
2-51-00-111	FCSS-YOUTH GROUP	0.00	0.00	0.00
2-51-00-112	F.C.S.S. - ANNUAL COMMUNITY CHRISTMAS	0.00	0.00	0.00
2-51-00-113	FCSS - BEAUTIFICATION PROJECT	0.00	0.00	0.00
2-51-00-201	FCSS - VOLUNTEER RECOGNITION EVENT	0.00	0.00	0.00
2-51-00-750	CONTRIBUTION TO JOINT F.C.S.S. PROG	29,285.05	0.00	100.00
2-51-00-751	FCSS-MUNICIPALITIES CONTR. TO PROGRAMS	34,205.10	230.55	99.32
2-51-00-752	FCSS - ADMIN. FEES MUNICIPALITIES	0.00	0.00	0.00
2-51-00-753	FCSS-ADMIN. FEE ONOWAY	5,167.95	0.00	100.00
<b>TOTAL FCSS EXPENSE</b>		<b>68,658.10</b>	<b>230.55</b>	<b>99.66</b>
<b>FCSS SURPLUS/DEFICIT</b>		<b>(16,077.85)</b>	<b>(14,217.95)</b>	<b>11.57</b>
<b>PLAN REVENUE</b>				
1-61-00-521	PLANNING - DEVELOPMENT PERMITS	(1,500.00)	(300.00)	80.00
1-61-00-522	SAFETY CODES PERMITS	(2,500.00)	(161.89)	93.52
1-61-00-523	COMPLIANCE CERTIFICATES	(300.00)	(2,128.91)	(609.63)
1-61-00-524	PERMITS - SAFETY CODES COUNCIL LEVY	0.00	0.00	0.00
1-61-00-525	PLANNING - APPEALS	0.00	0.00	0.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
1-61-00-840	CONDITIONAL GRANTS-PLANNING	0.00	0.00	0.00
<b>TOTAL PLAN REVENUE</b>		<b>(4,300.00)</b>	<b>(2,590.80)</b>	<b>39.75</b>
<b>PLANNING EXPENSE</b>				
2-61-00-110	PLAN - DEVELOPMENT OFFICER WAGE	0.00	0.00	0.00
2-61-00-221	PLAN - ADVERTISING	0.00	0.00	0.00
2-61-00-230	PLAN-ENGINEERING SERVICES	0.00	0.00	0.00
2-61-00-242	PLAN - LEGAL	0.00	0.00	0.00
2-61-00-245	PLAN-CONTRACT SERVICES (SDAB)	1,515.00	300.00	80.19
2-61-00-270	PLAN - DEV OFFICER CONTRACT	14,140.00	1,795.00	87.30
2-61-00-271	PLAN - SAFETY CODES	0.00	0.00	0.00
2-61-00-513	PLAN - SUPPLIES	0.00	0.00	0.00
<b>TOTAL PLANNING EXPENSE</b>		<b>15,655.00</b>	<b>2,095.00</b>	<b>86.62</b>
<b>PLANNING SURPLUS/DEFICIT</b>		<b>11,355.00</b>	<b>(495.80)</b>	<b>104.37</b>
<b>LAND REVENUE</b>				
1-66-00-400	SALE OF LAND INVENTORY	0.00	0.00	0.00
1-66-00-401	SALE OF LAND-COST RECOVERY	0.00	0.00	0.00
1-66-00-592	OFF-SITE LEVIES	0.00	0.00	0.00
<b>TOTAL LAND REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LAND EXPENSE</b>				
2-66-00-221	LAND-ADVERTISING	0.00	0.00	0.00
2-66-00-230	LAND - ENGINEERING/CONTRACT SERVICES	0.00	0.00	0.00
2-66-00-242	LAND - LEGAL COSTS	3,000.00	0.00	100.00
2-66-00-270	LAND - CONTRACTED SERVICES	3,000.00	0.00	100.00
2-66-00-570	LAND - COST OF LAND SALES	0.00	0.00	0.00
<b>TOTAL LAND EXPENSE</b>		<b>6,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>LAND SURPLUS/DEFICIT</b>		<b>6,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>EDC REVENUE</b>				
1-69-00-410	EDC - BUSINESS LICENCE FEES	(2,525.00)	(2,300.00)	8.91
1-69-00-940	EDC - TRSFR DEFERRED	(53,732.72)	0.00	100.00
1-69-00-941	RESERVE TRANSFER (MOST)	0.00	0.00	0.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
<b>TOTAL EDC REVENUE</b>		<b>(56,257.72)</b>	<b>(2,300.00)</b>	<b>95.91</b>
<b>EDC EXPENSE</b>				
2-69-00-110	EDC - EDO/GRANT WRITER	0.00	0.00	0.00
2-69-00-130	EDC - CPP	0.00	0.00	0.00
2-69-00-131	EDC - EI	0.00	0.00	0.00
2-69-00-132	EDC - AMS BENEFITS	0.00	0.00	0.00
2-69-00-133	EDC - RPP	0.00	0.00	0.00
2-69-00-137	EDC - WCB	0.00	0.00	0.00
2-69-00-140	EDC - PUBLIC RELATIONS (LSAC DRAINAGE)	0.00	0.00	0.00
2-69-00-141	EDC - TOURIST INFO. BOOTH	0.00	0.00	0.00
2-69-00-211	EDC - TRAVEL & SUBSISTANCE	0.00	0.00	0.00
2-69-00-216	EDC - PHONE & FAX CHARGES	0.00	0.00	0.00
2-69-00-221	EDC - ADVERTISING	1,505.00	0.00	100.00
2-69-00-270	EDC - MEMBERSHIPS	110.00	0.00	100.00
2-69-00-275	EDC-SUPPORT PHYSICIAN RETENTION (ORMC)	12,120.00	0.00	100.00
2-69-00-512	EDC - ONOWAY HIGH INVESTMENT-NR RESERVE	0.00	0.00	0.00
2-69-00-513	EDC - SUPPLIES	202.00	0.00	100.00
2-69-00-514	EDC - BROCHURE/PROMOTION	0.00	0.00	0.00
2-69-00-515	EDC - POSTAGE / FREIGHT/	0.00	0.00	0.00
2-69-00-516	EDC-IND.INVEST/PARTN.PRO(129,900+20,000)	53,732.72	0.00	100.00
<b>TOTAL EDC EXPENSE</b>		<b>67,669.72</b>	<b>0.00</b>	<b>100.00</b>
<b>EDC SURPLUS/DEFICIT</b>		<b>11,412.00</b>	<b>(2,300.00)</b>	<b>120.15</b>
<b>REC PROGRAM REVENUE</b>				
1-71-00-470	FROM UNRESTRICTED SURPLUS/RESERVES	(11,000.00)	0.00	100.00
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM GROUP	0.00	0.00	0.00
<b>TOTAL REC PROGRAM REVENUE</b>		<b>(11,000.00)</b>	<b>0.00</b>	<b>100.00</b>
<b>REC PROGRAM EXPENSE</b>				
2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00	0.00
2-71-00-241	REC. - PROGRAM REGISTRATIONS	0.00	0.00	0.00



**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
2-71-00-513	REC - GENERAL SUPPLIES	0.00	0.00	0.00
2-71-00-541	REC - POWER (SENIORS CENTRE)	0.00	0.00	0.00
2-71-00-765	REC TAX - SENIORS	0.00	0.00	0.00
2-71-00-766	REC TAX - HALL (INC. REPAIR/MAINTENANCE)	5,050.00	0.00	100.00
2-71-00-767	REC TAX - OTHER	11,000.00	0.00	100.00
2-71-00-768	REC TAX-ARENA (\$7000-20/21/22#111/20)	7,000.00	0.00	100.00
2-71-00-771	REC TAX - SENIORS TRANSPORTATION	6,600.00	0.00	100.00
2-71-99-635	REC -AMORTIZATION	1,938.00	0.00	100.00
<b>TOTAL REC PROGRAM EXPENSE</b>		<b>31,588.00</b>	<b>0.00</b>	<b>100.00</b>
<b>REC PROGRAM SURPLUS/DEFICIT</b>		<b>20,588.00</b>	<b>0.00</b>	<b>100.00</b>
<b>CULTURE REVENUE</b>				
1-74-00-541	CULTURE - HALL POWER	(7,150.00)	(1,084.57)	84.83
1-74-00-542	CULTURE - HALL GAS	(3,410.00)	(1,763.29)	48.29
<b>TOTAL CULTURE REVENUE</b>		<b>(10,560.00)</b>	<b>(2,847.86)</b>	<b>73.03</b>
<b>CULTURE EXPENSE</b>				
2-74-00-250	CULTURE - BUILDING REPAIR AND MAINTENANC	0.00	0.00	0.00
2-74-00-510	CULTURE - GENERAL SUPPLIES	0.00	0.00	0.00
2-74-00-541	CULTURE - HALL POWER/UTILITY (MOST)	7,150.00	415.26	94.19
2-74-00-542	CULTURE - HALL GAS (MOST)	3,410.00	1,117.58	67.22
2-74-00-543	CULTURE - HALL INSURANCE	6,048.00	0.00	100.00
2-74-00-771	CULTURE - GRANTS TO LIBRARYS	14,746.00	1,936.31	86.86
2-74-00-772	CULTURE - GRANT TO COMMUNITYGROUPS	0.00	0.00	0.00
2-74-99-625	CULTURE-BUILDINGS AMORTIZATION	1,020.00	0.00	100.00
<b>TOTAL CULTURE EXPENSE</b>		<b>32,374.00</b>	<b>3,469.15</b>	<b>89.28</b>
<b>CULTURE SURPLUS/DEFICIT</b>		<b>21,814.00</b>	<b>621.29</b>	<b>97.15</b>
<b>MISC EXPENSE</b>				
2-97-00-912	MISC - ALLOW. FOR UNCOLLECT TAXES	0.00	0.00	0.00
2-97-00-913	MISC - ALLOW FOR ASSESS.APEAL TAX	0.00	0.00	0.00
2-97-00-990	MISC - ALLOW. FOR EXCESS COLLECTION	0.00	0.00	0.00
2-97-00-991	MISC - TAX DISCOUNTS	0.00	0.00	0.00
2-97-00-992	MISC - TAX COLLECTION COSTS	3,000.00	1,800.00	40.00

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**TOWN OF ONOWAY**  
For the Period Ending March 31, 2023

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General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining %
2-97-00-993	MISC - CANCEL UNCOLLECTABLE ACCTS.	200.00	0.00	100.00
2-97-00-994	MISC-RESERVE TRSFR LEGAL, INFLATION, MSI	10,000.00	0.00	100.00
<b>TOTAL MISC EXPENSE</b>		<b>13,200.00</b>	<b>1,800.00</b>	<b>86.36</b>
<b>MISC SURPLUS/DEFICIT</b>		<b>13,200.00</b>	<b>1,800.00</b>	<b>86.36</b>
<b>TOTAL SURPLUS/DEFICIT</b>		<b>(0.96)</b>	<b>346,306.01</b>	

\*\*\* End of Report \*\*\*

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## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	May 11, 2023
Submitted By:	Gino Damo, Director of Corporate and Community Services
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Chief Administrative Officer Bylaw # 802-23

### **BACKGROUND / PROPOSAL**

Bylaw # 600-03 Chief Administrative Officer Position Bylaw was passed by Council on April 22, 2003.

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

Administration is bringing forward to Council the attached draft Chief Administrative Officer Bylaw as the current Bylaw No. 600-03 Chief Administrative Officer requires updating.

As drafted, this bylaw lays the groundwork for a solid administrative policy framework, including delegation of signing authority policy, procurement policy, and a sick leave/vacation administrative policy. The drafted bylaw also includes the following:

- Authority for the CAO to develop policy on matters that are administrative in nature.
- Clear financial authority and clarification around CAO spending authority for emergent events.
- Clear delegation to the CAO, and parameters around the CAO's delegation of authority.

Administration requests that Council review the highlighted amount of \$10,000 in Sections 6.1.7, 6.2.2, 6.2.3 & 6.3 and amend if required.

### **STRATEGIC ALIGNMENT**

Good Governance

### **COSTS / SOURCE OF FUNDING**

N/A

## **RECOMMENDED ACTION**

- That Bylaw # 802-23 the Chief Administrative Officer Bylaw be given first reading.
- That Bylaw # 802-23 the Chief Administrative Officer Bylaw be given second reading.
- That Bylaw # 802-23 the Chief Administrative Officer Bylaw be considered for third reading at this meeting.
- That Bylaw # 802-23 the Chief Administrative Officer Bylaw be given third reading and adopted.
- (Or some other direction as given by Council at meeting time).

## **ATTACHMENTS**

- a) Proposed Bylaw # 802-23 – Chief Administrative Officer Bylaw.
- b) Approved Bylaw # 600-03 – Chief Administrative Officer Position Bylaw.

**TOWN OF ONOWAY**

**BYLAW NO 802-23.**

BEING A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

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**WHEREAS** pursuant to Section 205(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and any amendments, Council must, by Bylaw, establish the position of chief administrative officer to carry out the responsibilities enumerated under the Act;

**AND WHEREAS**, the Council of the Town of Onoway deems it expedient and advisable to delegate to the chief administrative officer certain powers, duties and functions, and

**AND WHEREAS**, pursuant to the *Freedom of Information and Protection of Privacy Act*, Revised Statutes of Alberta 2000, Chapter F-25, and any amendments, Council must designate a person as Head of a local government body;

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

**1. TITLE**

1.1 This Bylaw shall be referred to as the "Chief Administrative Officer Bylaw".

**2. DEFINITIONS**

2.1 "Act" means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.

2.2 "Administration" means the administrative and operational arm of the municipality comprised of various departments and including all employees who operate under the leadership of the Chief Administrative Officer.

2.3 "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Onoway.

2.4 "Claim" means any demand, suit, action, or proceeding or part thereof that has or could be advanced, regardless of whether legal process was formally commenced, whereby damages, compensation, or other relief may be sought.

2.5 "Council" means the Mayor and Councillors of the Town duly elected pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000 cL-21.

2.6 "Enactment" means:

2.6.1 an act of the Legislature of Alberta and a regulation made under an act of the Legislature of Alberta; and

- 2.6.2 an act of the Parliament of Canada and a statutory instrument made under an Act of the Parliament of Canada.
- 2.7 "Event" means an occurrence, incident, risk or issue that poses an imminent risk to the Town, may be of a mandatory nature, or may be of a nature that the Chief Administrative Officer deems to be in the best interest of the Town to resolve without delay.

### **3. APPOINTMENTS**

- 3.1 Council hereby establishes the position of Chief Administrative Officer who:
  - 3.1.1 is the administrative head of the Town;
  - 3.1.2 ensures the policies and programs of the Town are implemented;
  - 3.1.3 advises and informs Council on the operation and affairs of the Town; and
  - 3.1.4 performs the duties and exercises the powers and functions delegated to a chief administrative officer by the Act or by this or any other Bylaw or enactment, or as otherwise delegated or assigned by Council.
- 3.2 Council shall by resolution appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of such employment.
- 3.3 Council may appoint an Interim Chief Administrative Officer in the event of the Chief Administrative Officer's inability to delegate his or her powers, duties, and functions or an unscheduled absence, long-term illness, or other incapacity of the Chief Administrative Officer.

### **4. GENERAL**

- 4.1 Council, by way of policy direction, shall guide the affairs of the Town through the Chief Administrative Officer.
- 4.2 Except for purpose of official inquiry or emergency, the Council shall deal with and control the administrative service through the Chief Administrative Officer and Council shall require that its directives be carried out through the offices of the Chief Administrative Officer.

### **5. RESPONSIBILITY AND AUTHORITY**

- 5.1 The Chief Administrative Officer has all the powers, duties, functions and responsibilities delegated to a chief administrative officer and a designated officer under the *Municipal Government Act*, RSA 2000 cM26 and under any other statute or enactment.
- 5.2 The Chief Administrative Officer shall exercise authority and responsibility in respect to the organization, supervision, and operation of all Town departments and shall:
  - 5.2.1 establish the structure of departments, merge and eliminate departments, and establish a managerial hierarchy where necessary;

- 5.2.2 hire, appoint, promote, transfer, discipline, demote, suspend, evaluate, or remove any Town employee in accordance with administrative policy;
  - 5.2.3 determine salaries, benefits, hours of work, and other working conditions of Town employees in accordance with established administrative policy; and
  - 5.2.4 direct, supervise and review the performance of the administration of all Town departments and Town employees.
- 5.3 The Chief Administrative Officer is authorized to:
- 5.3.1 attend, or be represented by a delegate, all meetings of Council and any established Council Committees;
  - 5.3.2 attend meetings of any boards, authorities, tribunals, and other bodies as required by Council;
  - 5.3.3 establish and implement all policies and programs as set out by Council;
  - 5.3.4 prepare administrative consolidations of Bylaws;
  - 5.3.5 develop, approve, and implement administrative policies, procedures and practices;
  - 5.3.6 develop and recommend for Council approval policies dealing with matters within Council's authority as directed by Council, or at the initiation of the Chief Administrative Officer;
  - 5.3.7 retain, instruct, and pay for legal counsel to provide legal services to the Town; and
  - 5.3.8 grant an application for a leave of absence without pay to an employee seeking to run in a municipal election, pursuant to the Local Authorities Election Act, RSA 2000 cF25.

## 6. FINANCIAL AUTHORITY

- 6.1 The Chief Administrative Officer is authorized to:
- 6.1.1 prepare and submit to Council for approval proposed annual operating and capital budgets, and interim or special budgets as required by Council;
  - 6.1.2 monitor, report on, and control expenditures within the budgets approved by Council, and is authorized to approve the transfer of funds between departments or between budgeted projects or programs to maintain the operations and affairs of the town within approved budgeted limits provided that:
    - (i) any funds transferred are to be used for a purpose similar to the purpose for which the funds were budgeted for in the budget approved by Council; and



- (ii) any action taken by the Chief Administrative Officer pursuant to subsection 6.1.2(i) shall not have the effect of altering the total amount of a budget approved by Council.
  - 6.1.3 designate the financial institution(s) to be used by the Town in accordance with the Act, and open and close accounts on behalf of the Town;
  - 6.1.4 invest money on behalf of the Town as permitted by the Act and any other statute, enactment, Bylaw or Town policy;
  - 6.1.5 recommend an external auditor for appointment by Council pursuant to section 280(1) of the Act, and procure the services of the auditor appointed by Council; and
  - 6.1.6 pay any amounts which the Town is legally required to pay pursuant to an Order or Judgment of a Court, Board or other tribunal of competent jurisdiction, relating to an action against the Town;
  - 6.1.7 take any actions or measures on behalf of the Town that the Chief Administrative Officer determines to be necessary when there is an unforeseen and unbudgeted event that requires immediate action. The Chief Administrative Officer is authorized to make expenditures of no more than \$10,000 per event. Such expenditures shall be reported to Council as soon as reasonably practicable and no later than the next regular council meeting following the conclusion of the Event.
- 6.2 The Chief Administrative Officer is authorized to approve the settlement of:
- 6.2.1 any insured claim advanced by or against the Town;
  - 6.2.2 uninsured claims against the Town where the amount payable by the Town does not exceed \$10,000 in addition to judgment interest and legal costs;
  - 6.2.3 uninsured claims advanced by the Town where the difference between the amount claimed and recovered does not exceed \$10,000 in addition to judgment interest and legal costs.
- 6.3 The Chief Administrative Officer shall report on an annual basis to Council, for information, any other claims, grievances, or lawsuits the settlement of which is in excess of \$10,000.

## 7. SIGNING AUTHORITY

- 7.1 The Chief Administrative Officer is authorized to sign agreements, cheques and other negotiable instruments for expenditures within approved budgets or authorized by Council resolution.
- 7.2 The Chief Administrative Officer may delegate signing authority, with controls, to Town employees. Expenditures requiring Council approval shall be co-signed by the any member of Council.
- 7.3 The Chief Administrative Officer signature, and the signatures of any other employee or designated officer with delegated signing authority may be printed, lithographed, or

otherwise reproduced, including an electronic signature as defined in the *Electronic Transactions Act SA 2001 cE5.5*.

## **8. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- 8.1 The Chief Administrative Officer is appointed as the Head under the *Freedom of Information and Protection of Privacy Act, RSA 2000 cF25*.
- 8.2 The Chief Administrative Officer is authorized to delegate in writing any duty, power, or function of the Head under the *Freedom of Information and Protection of Privacy Act, RSA 2000 cF25*, except the power to delegate.

## **9. DELEGATION BY THE CHIEF ADMINISTRATIVE OFFICER**

- 9.1 The Chief Administrative Officer is authorized to further delegate any power, duty, or function delegated by Council to the Chief Administrative Officer and is authorized to permit or prohibit further delegations of any power, duty, or function delegated by Council to the Chief Administrative Officer.
- 9.2 Notwithstanding any delegation of power by the Chief Administrative Officer pursuant to this section, the Chief Administrative Officer shall remain responsible to Council for the exercising of any powers and responsibilities conferred by this Bylaw.

## **10. CODE OF ETHICS**

- 10.1 The Chief Administrative Officer holds a position of trust and therefore is required to demonstrate the highest standards of ethics and behaviour as a steward of the Town.
- 10.2 The Code of Ethics of the International City/County Management Association is hereby adopted as reference as Appendix "A" attached hereto, revised from time to time by the ICMA, with the intent that this shall be the code of professional behaviour expected of the CAO.
- 10.3 The Chief Administrative Officer shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Town of Onoway Council and Administration.

## **11. EVALUATION**

- 11.1 In conjunction with the finalization of the annual budget, the Council or a committee thereof shall establish with the CAO, the goals and objectives for the coming appraisal year. At the end of each year the Council or a committee thereof, may evaluate the performance of the CAO, making such recommendations as may be deemed necessary. Such review will be documented and will also consider the rate of remuneration for the CAO and the non-salary and fringe benefits received.

## **12. INDEMNIFICATION**

12.1 The Town shall indemnify the Chief Administrative Officer, provided that the Chief Administrative Officer acts in the course and scope of their employment, and acts in good faith to comply with any applicable bylaw, statute or enactment.

**13. SEVERABILITY**

13.1 If any provision of this Bylaw is for any reason declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

**14. ENACTMENT**

14.1 This bylaw shall come into full force and effect when it receives third reading and is duly signed.

**15. REPEAL**

15.1 Bylaw 002/16 Chief Administrative Officer Bylaw is hereby repealed.

READ a FIRST time this 11<sup>th</sup> Day of May 2023

READ a SECOND time this 11<sup>th</sup> Day of May 2023

UNANIMOUS CONSENT to proceed to third reading this day 11<sup>th</sup> of May, 2023

READ a THIRD and FINAL time this 11<sup>th</sup> Day of May 2023.

SIGNED this 11<sup>th</sup> day of May, 2023

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Mayor Len Kwasny

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Jennifer Thompson, Chief Administrative Officer

**VILLAGE OF ONOWAY**

**BYLAW NO 600-03.**

**BEING A BYLAW OF THE VILLAGE OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.**

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**WHEREAS** Section 205 of the Municipal Government Act, being Chapter M-26 of RSA 2000 and any amendments thereto, directs that a municipality shall establish the position of Chief Administrative Officer;

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

1. There shall be in and for the Village of Onoway a Chief Administrative Officer.
2. The Chief Administrative Officer shall be appointed by resolution and may be engaged by an Employment Contract.
3. All aspects of employment not addressed by the Employment Contract shall be addressed by the Personnel Policy.
4. The Council may, by resolution, appoint an acting Chief Administrative Officer and prescribe his/her duties, who shall act during illness, absence or other incapacity that may prevent the Manager from performing the duties of his/her office."

Bylaw 435-92 shall be rescinded upon final passing of this bylaw.

Read A First Time This 22<sup>nd</sup> Day Of April, 2003.

Read a Second Time This 22<sup>nd</sup> Day Of April, 2003.

Unanimously Consented To And Read A Third And Final Time This 22<sup>nd</sup> Day Of April, 2003.

Signed By Hazel Bourke  
MAYOR

Signed By Catherine Dunn  
MUNICIPAL MANAGER



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	May 11, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Northwest Regional Fire Rescue to Fire Rescue International

### **BACKGROUND / PROPOSAL**

North West Regional Fire Rescue – Onoway Ltd. (NWFRO) provides emergency services to the Town of Onoway. The Town of Onoway has an agreement with ten surrounding municipalities and contracts the provision of fire services through agreement under Onoway Regional Fire Services.

North West Regional Fire Rescue – Onoway Ltd. has proposed a non-profit fire service names Fire Rescue International.

Administration has requested support from the members of Onoway Regional Fire Services to agree to the name change. Administration has received consent from most of the member municipalities and anticipates the remaining resolutions from Councils shortly.

The Master Fire Services agreement was originally finalized with the Town and member municipalities on January 1, 2016.

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

With the agreement of member municipalities, the Town of Onoway must update bylaws, agreements, mutual aid the resolution to appoint the Fire Chief Dave Ives, Northwest Fire Rescue – Onoway Ltd. as appointed at the organizational meeting.

The costs associated with the transition shall be borne by the fire service provider. The Town of Onoway will be invoiced by legal counsel and those costs will be invoiced to NWFRO for reimbursement.

The Town of Onoway will need to complete the following:

- 1) Review of Insurance
- 2) Review of WCB status for the new entity,
- 3) Seek certification as to ownership of vehicles and equipment (or process to transition the ownership and equipment to the new entity)
- 4) Confirmation of any licensing or other certifications being transferred to the new entity
- 5) Discuss with Town's insurer
- 6) Consent of member municipalities

Now that consent has been received from the member municipalities:

- 1) Prepare an amending agreement for the Master Fire Services Agreement
- 2) Prepare amending agreements for each of the Additional Municipalities
- 3) Prepare notice/amending agreement for mutual air partners
- 4) Prepare revised Fire Services Bylaw
- 5) Prepare an update to Fire Chief Appointment

The member municipalities will need to sign their amendments first, have mutual aid partners sign their amendments, then the Town will proceed to sign all required amending agreements, pass the revised bylaw and confirm the Fire Chief Appointment.

Administration has confirmed with our insurer that there is no

### **STRATEGIC ALIGNMENT**

Public safety

### **COSTS / SOURCE OF FUNDING**

Estimated cost is \$1,500 - \$3,500 to be reimbursed by NWFRO/FRI.

### **RECOMMENDED ACTION**

- 1) THAT Council consent to update the Master Fire Services Agreement, bylaws, mutual aid agreements and all documentation recommended by legal counsel to change the name of the service provider from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd., a non-profit entity with all costs to be borne by North West Fire Rescue – Onoway Ltd/Fire Rescue International Ltd pending agreement from all member municipalities of Onoway Regional Fire Services.

### **ATTACHMENTS**

NONE.



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	May 11, 2023
Submitted By:	Gino Damo, Director of Corporate and Community Services
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Town of Onoway Safety Codes Quality Management Plan

### BACKGROUND / PROPOSAL

During the September 5, 2019 Council Meeting, Council made the following motions regarding the Town of Onoway Safety Codes Quality Management Plan:

<b>Motion #239/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that the August, 2019 Town of Onoway Safety Codes Quality Management Plan be approved as presented and execution authorized.
-----------------------	--

**CARRIED**

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward to Council a drafted and updated Safety Codes Quality Management Plan. Minor changes have been made such as an updated Organizational Chart (Section 2.12/Page 13) and dates.

It is important to note that The Safety Codes Council is auditing the Town of Onoway in May 2023; this is an annual audit.

The original plan was updated to reflect legislation and was reviewed by Safety Codes Council.

### STRATEGIC ALIGNMENT

Public Safety

### COSTS / SOURCE OF FUNDING

N/A

### RECOMMENDED ACTION

- That Council approve the Town of Onoway Safety Codes Quality Management Plan as presented and execution as presented.

- (Or some other direction as given by Council at meeting time).

**ATTACHMENTS**

- a) Town of Onoway Safety Codes Quality Management Plan DRAFT.



# Town of Onoway

## Quality Management Plan



DRAFT

# Town of Onoway

## Quality Management Plan

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This Quality Management Plan has been accepted  
by the Administrator of Accreditation.

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**Administrator of Accreditation**

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**Date**



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## Schedule A - Scope and Administration



## 1.0 Scope of Accreditation

The **Town of Onoway**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

### 1.1 Building

- All parts of the:
    - National Building Code – 2019 Alberta Edition; and
    - National Energy Code of Canada for Buildings 2017.
  - Or
  - Only those parts of the National Building Code – 2019 Alberta Edition:
    - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial; and
- All parts of the:
- National Energy Code of Canada for Buildings 2017.

### 1.2 Electrical

- All parts of the:
  - CSA C22.1-21 Canadian Electrical Code (25th Edition).
- All parts of the:
  - Alberta Electrical Utility Code, 5th Edition, 2016.

### 1.3 Gas

- All parts of the
    - CSA-B149.1:20 Natural gas and propane installation code
    - CSA-B149.2:20 Propane storage and handling code
    - CSA-B108.1:21 Compressed natural gas refuelling stations installation code
    - CSA-B108.2:21 Liquefied natural gas refuelling stations installation code
- Excluding the
- CSA-B109:17 Natural gas for vehicles installation code
  - CSA-B149.3:20 Code for the field approval of fuel related components on appliances and equipment
  - CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

### 1.4 Plumbing

- All parts of the:
  - National Plumbing Code of Canada 2015, and
  - Alberta Private Sewage Systems Standard of Practice 2021

## 2.0 Quality Management Plan Administration

### Town of Onoway

#### 2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

##### 2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

##### 2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

##### 2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the



Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

## **2.2 Personnel**

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

### **2.2.1 Appointment of a QMP Manager**

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

### **2.2.2 SCO Authority**

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

### **2.2.3 Declaration of Status**

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

### **2.2.4 Registry of SCO and Permit Issuers**

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

### **2.2.5 Training and Professional Development**

#### **a. SCOs**

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

#### **b. Permit Issuers**

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

#### **c. Other Personnel**

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

## **2.3 QMP Access**

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

## 2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

## 2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

## 2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

## 2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

## 2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

## 2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

## 2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31<sup>st</sup>.

### **2.11 Cancellation of Accreditation**

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

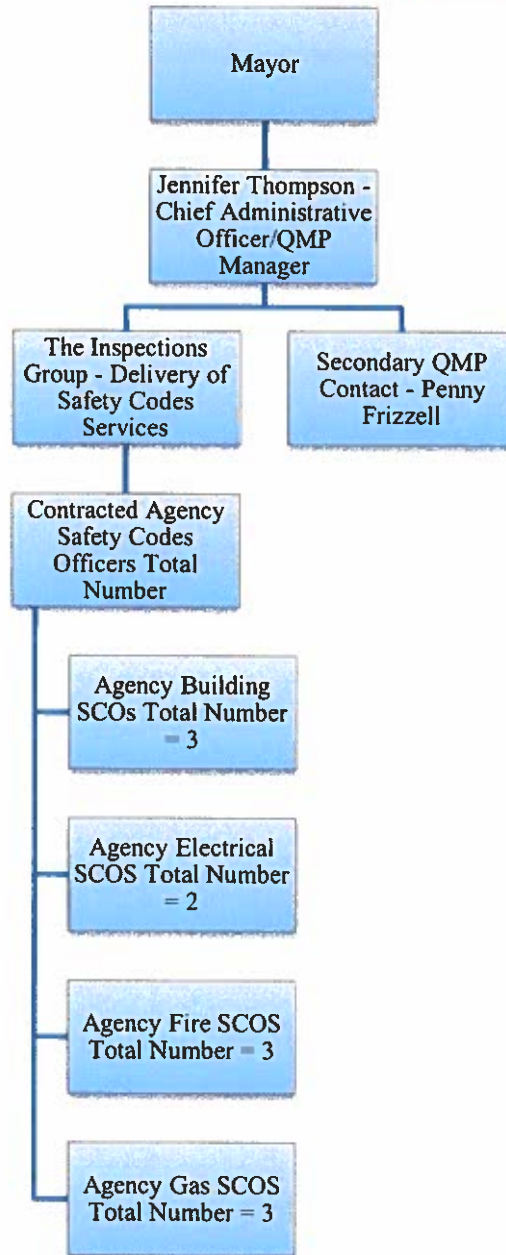
The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

## 2.12 Organizational Chart

**Note:**

- Add or delete position boxes as required.
- Insert organization's own org chart if more appropriate and easier.
- Please remove this red box before submitting this back to the Council



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

### 2.13 Municipal Agreement – New Accreditation

Use this signature page if the QMP is part of a new Municipal accreditation or a Scope change application. Delete otherwise.

In accordance with Municipal Council Resolution # \_\_\_\_\_ of the *(insert name of Municipality)* hereby provides agreement and signature to this QMP.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

\_\_\_\_\_  
**Signature – Chief Administrative Officer**

Jennifer Thompson, CAO  
\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

cao@onoway.ca  
\_\_\_\_\_  
**Email Address**

780-967-5338  
\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Signature Chief Elected Official**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**

### 2.14 QMP Manager Information

Jennifer Thompson  
\_\_\_\_\_  
**QMP Manager Name**

Box 540 Onoway, AB T0E 1V0  
\_\_\_\_\_  
**Mailing Address**

cao@onoway.ca  
\_\_\_\_\_  
**Email Address**

Chief Administrative Officer  
\_\_\_\_\_  
**Title**

780-967-5338  
\_\_\_\_\_  
**Phone Number**

### 2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

### 2.13 Municipal Agreement - Update or Scope Change

Use this signature page if the QMP is part of an Update Accreditation application.  
Delete otherwise.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

<hr/>	
<b>Signature of Municipal Employee Duly Authorized to Enter Into this Agreement</b>	<b>Date</b>
<hr/>	
<b>Name</b>	<b>Job Title</b>
<hr/>	<hr/>
<b>Phone Number</b>	<b>Email Address</b>
<hr/>	<hr/>

### 2.14 QMP Manager Information

<hr/>	
<b>QMP Manager Name</b>	<b>Job Title</b>
<hr/>	<hr/>
<b>Mailing Address</b>	<b>Phone Number</b>
<hr/>	<hr/>
<b>Email Address</b>	
<hr/>	

### 2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.



## Schedule B - Operational Requirements

## 3.0 Operational Requirements

### 3.1 Definitions

The following definitions apply.

#### 3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

#### 3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

#### 3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

#### 3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

### 3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
  - construction;
  - building upgrade programs;
  - development and implementation of fire safety plans; and
  - storage of dangerous goods.
- plans examinations:
  - new construction;
  - building upgrade programs;
  - residential secondary suites; and
  - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
  - construction;
  - renovations, alterations, reconstruction, demolition, additions, or other changes;
  - occupancy permit;
  - occupancy load certificates;
  - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
  - construction;
  - renovations, alterations, reconstruction, additions;
  - occupancy loads and changes in occupancy;
  - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
  - follow-up inspections of deficiencies and unsafe conditions;
  - post-occupancy of facilities identified; and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

### 3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

### 3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

### 3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

### 3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

### **3.7 Permit Administration**

#### **3.7.1 Permit Applications**

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
  - state the type of occupancy;
  - set out the prevailing market value of the undertaking; and
  - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
  - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
  - copies of plans and specifications for the proposed undertaking; and
  - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
  - the purpose for which the information is collected;
  - the specific legal authority for the collection; and
  - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

#### **3.7.2 Permit Information**

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

### 3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
  - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
  - an identification number or label to be affixed to the undertaking; and
  - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
  - the date on which the permit expires;
  - a condition that causes the permit to expire;
  - the period of time that the undertaking may be occupied, used or operated;
  - the scope of the undertaking being permitted;
  - the location or locations of the undertaking being permitted;
  - the qualifications of the person responsible for the undertaking and/or doing the work;

### 3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations, or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

### 3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

### 3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

### 3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
  - Completion of compliance monitoring services means:
    - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
    - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
  - Owner, in order of preference, means the owner of the project at the time the:
    - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

### 3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

### 3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
  - by a certified and designated SCO;
  - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
  - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

### 3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.



A copy of a completed inspection report will be placed on the permit file.

### 3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

### 3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
  - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

### 3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

Town of Onoway

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

## Schedule C - Technical Discipline Service Delivery Standards

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## 4.0 Technical Discipline Service Delivery Standards

### 4.1 Building

#### 4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

#### 4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

#### 4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

**4.1.4 Building Site-Inspections**

A building SCO will conduct site inspections at the stages indicated in the following tables:

**Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year from permit issuance</li> </ul>
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li>OR</li> <li>○ within one (1) year from permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li>AND</li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li>OR</li> <li>○ building envelope including insulation and vapour barrier prior to drywall</li> <li>AND</li> <li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li>AND</li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li>OR</li> <li>○ building envelope including insulation and vapour barrier prior to drywall</li> <li>AND</li> <li>○ final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li>AND</li> <li>○ building envelope and HVAC rough-in</li> <li>OR</li> <li>○ framing, structure, and building envelop prior to insulation and vapour barrier</li> <li>AND</li> <li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>

**Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than \$50,000</b>	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li style="text-align: center;"><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work <b>over \$50,000 and less than \$200,000</b>	All	2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *framing, structure</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC rough-in</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire suppression systems</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire alarm system</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC completion</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *interior partitioning</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li style="text-align: center;"><b>AND</b></li> <li>○ *final inspection within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work <b>over \$200,000</b>	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *framing, structure</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC rough-in</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire suppression systems</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire alarm system</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC completion</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *interior partitioning</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li style="text-align: center;"><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

**\* NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

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**Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>○ final inspection within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ Interior Partitioning</li> <li><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

\* **NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

**4.1.5 Miscellaneous Building Site Inspections**

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
  - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



## 4.2 Electrical

### 4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

### 4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

### 4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>over \$10,000</b>	2	<ul style="list-style-type: none"> <li>○ rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>○ mid-term</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>less than \$10,000</b>	1	<ul style="list-style-type: none"> <li>○ rough-in inspection, or final inspection, within one (1) year of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>over \$2,500</b>	2	<ul style="list-style-type: none"> <li>○ completed rough-in inspection prior to cover-up</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>less than \$2,500</b>	1	<ul style="list-style-type: none"> <li>○ final inspection, within one (1) year of permit issuance</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> <li>○ rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>○ final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> <li>○ mid- term inspection</li> <li><b>AND</b></li> <li>○ final inspection, within one (1) year of permit issuance</li> </ul>

#### 4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

### 4.3 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

#### 4.3.1 Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

#### 4.3.2 Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
<b>Transmission and Substations</b>	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban verses rural construction;
- customer type, i.e. industrial, commercial, farm, residential;
- system upgrades;
- geographic location and terrain, i.e. service area, forest, prairie;
- construction crews involved; and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

## 4.4 Gas

### 4.4.1 Gas Permits

The Municipality will issue Gas Permits.

### 4.4.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

### 4.4.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>○ mid-term inspection</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>

### 4.4.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.5 Plumbing

### 4.5.1 Plumbing Permits

The Municipality will issue Plumbing permits.

### 4.5.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

### 4.5.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>OR</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li><b>OR</b></li> <li>○ completed rough-in above grade prior to covering within 180 days of permit issuance</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Manufactured, ready-to-move, or mobile home not on foundation,	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>

Town of Onoway

connection only		
Annual Permit	2	<ul style="list-style-type: none"><li>○ mid-term inspection</li><li><b>AND</b></li><li>○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li></ul>
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"><li>○ one (1) site inspection prior to covering.</li></ul>



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	May 11, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Council Meetings Schedule

### **BACKGROUND / PROPOSAL**

As the summer months approach, Administration would appreciate if Council would consider reducing the amount of meetings through the summer months. With Council and staff holidays and the summer months having reduced deadlines and decisions to be made the reduction is prudent.

Administration is proposing to cancel the following meeting dates:

- June 22, 2023 – staff will be preparing for Centennial Celebrations
- July 27, 2023
- August 24, 2023

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

It is a Council decision to reduce the amount of meetings during the summer. Staff are recommending this on a trial basis. In requesting these cancellations at this time, staff are able to plan reporting, provide public notice and adjust workplans.

Council is able to complete business required by convening the Regular Council meetings once per month. Reviewing agenda from previous years, the first meeting in July has had minimal items. Council can choose to cancel the meetings or not.

### **STRATEGIC ALIGNMENT**

Teamwork & collaboration, transparency and accountability, and trust.

### **COSTS / SOURCE OF FUNDING**

Budget savings of \$875 per meeting.

### **RECOMMENDED ACTION**

THAT Council cancel the following Regular Meetings of Council: June 22, 2023, July 27, 2023 and August 24, 2023.

Or

Other direction provided by Council.

### **ATTACHMENTS**

NONE.



## ADMINISTRATIVE MONTHLY REPORT- APRIL 2023

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**COMPLETED BY:** Jennifer Thompson, CAO

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### TASKS

- ACP Grant authorized for use
- Climate Resilience Capacity Building Program agreement authorized
- Financial Information Return Completed
- Budget 2023 completed
- Attended Municipal Leadership Training April 17 & 18
- Attended Bucking the Trend Symposium April 28 & 29
- MSI Capital and Operating Statement of Funding & Expenditures completed
- Enforcement Services with LSAC commence May 1, 2023
- Full fire ban issued May 1, 2023

### CONTINUING TASKS

- Continuing to assist Centennial Committee in planning of Centennial Celebrations.
- Reviewing deficiencies in Fire Hall and barracks – report to be presented to Council for future planning.
- Working to streamline ORFS invoicing and process. Monthly meetings to occur with LSAC Fire Chief & General Manager of Community Engagement.
- LSAC Mutual Aid Agreement – has not been updated since 2019.

### UPCOMING

- Personnel Policy Update
- Procedure Bylaw Update – include
- Purchasing Policy Update
- FCSS Conference – Gino is attending
- Safety Codes Audit – to be completed before the end of June.
- Graffiti Removal Awareness Public Service Information





## PUBLIC WORKS MONTHLY REPORT- APRIL 2023

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**COMPLETED BY:** Gary Mickalyk, Public Works Manager

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### STAFFING/UPDATE

- I am happy to back as Public Works Manager
  - We had a Public Works employee leave the Town of Onoway, and I have a new Operator Virginie Constantineau taking the position on May 15, 2023
  - Summer Students Kaitlyn & Megan are returning this year and newcomer Natalya joins June 26<sup>th</sup>
- 

### PROJECTS:

- Began pot hole filling
  - Clean up parks and garden beds
  - Switch equipment from winter to summer
  - Inventory shop supplies and equipment
  - Working with Raejo Consulting Ltd, Interim Operational Assistance, to remain in compliance with legislation, Joe at Water treatment plant to complete minor repairs (door sweep, paint floors, O.H heater maintenance)
- 

### ITEMS COMING UP IN MAY:

- Street Cleaning Starting May 8
  - Get Spiffy May 23
  - Request for quote to paint Lineal lines on LSAT N and S along with 47 Ave
  - Quotes for asphalt repair and dig patches have been obtained and should start in May
  - Call for quote from Fortis to inquire about power to the Elks Park
- 

### REPAIR ITEMS/ FUTURE ATTENTION

- Playground inspector to come inspect the parks

debbie@onoway.ca

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** April 26, 2023 9:16 AM  
**To:** shelleyk@onoway.ca; debbie@onoway.ca  
**Subject:** FW: Don't miss out on Spring 2023 webinars for non-profits!  
**Attachments:** CrowdfundingAlbertaNewsletterMarch2023.pdf

Deb, Can you place this on the next agenda?  
Shelley and Deb can we post to our media channels.

Jennifer

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**From:** Community Development Unit <communitydevelopmentunit@gov.ab.ca>  
**Sent:** April 25, 2023 3:21 PM  
**To:** cao@onoway.ca  
**Subject:** Don't miss out on Spring 2023 webinars for non-profits!

Free webinars in grant writing, board development, governance, and many more for non-profits.

[View in browser](#)

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small blue square icon.

## Don't Miss Non-profit Webinars!

[Register Now](#)

We are back with a great lineup of live free webinars in the areas of non-profit board development, governance, grant writing, and many more:

- Grant Writing 101
- Board Development Program
  - Legal Responsibilities
  - Organizational Purpose and Planning
  - Financial Responsibilities
  - Risk Management
  - Committees and Meetings
  - Building Strong Teams and Effective Relationships
- The Role of the Board Secretary
- Cybersecurity for Non-techie Board Members
- Crowdfunding Alberta Campaign Lab

To see general information about our webinars, please visit <https://AlbertaCDU.eventbrite.com>

Please share this email with your fellow board members, your communities, or whomever you think would be interested in nonprofit organizations.

If you have any questions, we would be happy to hear from you at [CommunityDevelopment@gov.ab.ca](mailto:CommunityDevelopment@gov.ab.ca)

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## Alberta Non-Profit Learning Centre

Check out Non-profit Learning Centre

**Access Non-profit Learning Resources Anytime.**

Alberta's non-profit and voluntary sector will now be able to access enhanced online training and resources in English and French to support the success of their non-profit work. The Government of Alberta's Non-Profit Learning Centre is an online hub where Alberta's non-profit and voluntary sector can access timely services,

materials, information, resources and self-directed learning about board governance and other specific and unique sector questions and challenges.

Visit and sign up today to access high quality learning anytime and at your own convenience at <https://alberta.ca/NonProfitLearning>.

If you have any questions, we would be happy to hear from you at [CommunityDevelopment@gov.ab.ca](mailto:CommunityDevelopment@gov.ab.ca).

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## Crowdfunding Alberta News

Crowdfunding Alberta

Eligibility for match funding resets on April 1, 2023.

The Government of Alberta may provide match funding for one campaign per organization per fiscal year. The Government's next fiscal year begins on April 1. All campaigns submitted in the new fiscal will once again be considered for match funding of up to \$15,000.

Read more in the attached document.

### Community Engagement Branch

9th Floor, 10405 Jasper Avenue, T5J4R7, Edmonton

[Subscribe](#) | [Unsubscribe](#)

# Crowdfunding Alberta News

Edition 6: March, 2023

## 7 Parts of an Effective Campaign Story

1. **Create a powerful opening line.** Grab your audience's attention with one agreeable sentence.
2. **Identify the problem.** Use this as the opportunity to connect with your donors on a deeper level. Tell a story that makes the problem resonate emotionally with donors.
3. **Identify the solution.** Explain the specific goal for your program or organization. Set individual and achievable goals for individual campaigns to ensure you are celebrating and communicating success often.
4. **Identify the gap between the problem and the solution.** Don't dwell on a need for funding but on the activities, interventions or items that will be provided to help you address the problem and achieve your goal.
5. **Make supporters the hero utilizing "units of impact."** Give your donors multiple levels of giving and a clear example of how that gift size makes a difference.

- \$10 pays for a microchip
- \$20 provides dewormer for one animal
- \$100 covers the cost of a vaccination
- \$200 helps ensure the spay/neuter of a cat
- \$400 helps ensure the spay/neuter of a dog

Example of Units of Impact. Source: *Bandaged Paws Animal Rescue Association, Crowdfunding Alberta*

6. **Quid pro quo.** What will donors get from your organization in return for their gift? A material item? Regular progress updates? A signed thank you letter? Recognition in your annual report?
7. **Call to action.** Remind them to give.



[Watch this video](#) to learn how to put it all together.

## New: Crowdfunding Campaign Lab

This June, the Crowdfunding Alberta team is launching a series of crowdfunding campaign labs to help organizations improve their skill and success with crowdfunding.

Throughout the lab, organizations will receive hands-on training and coaching as they develop their own crowdfunding campaign, curated resources to reference for ongoing guidance, demonstrations to help find and optimize the platforms marketing tools, and customized feedback from a panel of fundraising experts to ensure their campaign is market-ready when it goes live.

Keep an eye on the [Community Development Unit's Eventbrite page](#) to register.



## Important Date

Eligibility for match funding resets on April 1, 2023.

The Government of Alberta may provide match funding for one campaign per organization per fiscal year. The Government's next fiscal year begins on April 1. All campaigns submitted in the new fiscal will once again be considered for match funding of up to \$15,000.

Visit the [Crowdfunding Alberta webpage](#) to learn more about eligibility.



## Help Us Improve

As we wrap up the 2022-23 year of Crowdfunding Alberta we'd like to hear from those who have tried the program and those who are considering it. Your feedback can help us improve the program and better support Alberta's non-profit and charitable sector.

Click [here](#) to complete the [survey for existing users](#).

Click [here](#) to complete the [survey for potential users](#).

Register your non-profit campaign with Crowdfunding Alberta at: <https://www.alberta.ca/creative-partnerships-crowdfunding-alberta-platform.aspx>

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Classification: Protected A



# Town of Onoway

## Report to Council

**Meeting:** May 11, 2023 - Regular Council Meeting

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

Development remains quiet during the Spring of 2023.

**Development Permits:**

**None**

**Letter of Compliance:**

**None**

Regards,

Tony Sonnleitner, Development Officer

**debbie@onoway.ca**

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** April 25, 2023 12:03 PM  
**To:** debbie@onoway.ca  
**Subject:** FW: 2023 Minister's Awards for Municipal and Public Library Excellence  
**Attachments:** 110942\_Letter.pdf

Agenda please

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**From:** municipalservicesdivision@gov.ab.ca <municipalservicesdivision@gov.ab.ca>  
**Sent:** April 25, 2023 10:36 AM  
**To:** Jennifer Thompson <cao@onoway.ca>  
**Subject:** 2023 Minister's Awards for Municipal and Public Library Excellence

Attention: All CEOs and CAOs

Please see attached letter.

April 19, 2023

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2023 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services. It promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

This is the second year we are bringing together two of the ministry's recognition programs under one umbrella. This broader program recognizes innovation and excellence by both municipalities and library boards. Award submissions will continue to be evaluated by your peers and colleagues in the field, and winning initiatives will be highlighted in future communications.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures) and community services initiatives.
- **Partnership (open to all municipalities)** – award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – award will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Public Library Services (open to library boards serving a population under 10,000)** – two awards will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.



- **Service Delivery Enhancement (open to all municipalities)** – award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community.

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx). The deadline for submission is June 15, 2023.

I encourage you to share your success stories and offer my gratitude to you for the service you provide to Albertans.

Sincerely,



Rebecca Schulz  
Minister

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# Together Health Headlines

● HEALTH NEWS YOU CAN USE ●

Welcome to **Together4Health Headlines**, a biweekly e-newsletter designed to keep you informed of decisions being made to protect and support Albertans, key public health information, and opportunities for you to connect with AHS.

AHS is committed to ensuring our partners and stakeholders, like you, receive the information you need to help protect yourself, your families, colleagues and staff. If you know of someone else who would benefit from receiving this information directly from AHS, [invite them to subscribe](#), and [respond to this short survey](#) to let us know if you're receiving the information you need.

*Together4Health Headlines arrives in your inbox every two weeks.  
Watch for our next update on May 5th.*

## Today's Update:

- **Action on Our Top Priorities**
  - [Improving EMS response times](#)
  - [Improving Patient Flow Throughout the Healthcare Continuum](#)
  - [Reducing Wait Times for Surgeries](#)
  - [Workforce Recruitment & Retention](#)
  - [Mental Health and Addiction Recovery](#)
  - [Rural & Indigenous Initiatives and Engagement](#)
- **Innovation in Healthcare**
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## Action on Our Top Priorities

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*We have much to accomplish in several priority areas and want to make sure you have the most current information on the work underway, and on the work ahead. More information is available at [www.albertahealthservices.ca](http://www.albertahealthservices.ca)*

### Improving EMS response times

#### *New inter-facility ambulances roll out in Central Zone*

Additional ambulances dedicated to non-urgent patient transfers hit the road in central Alberta this week, as a way of easing EMS pressures and improving response times. The [Central Zone Inter-Facility Transfer program](#) will ultimately see 10 ambulances phased into service, with the first in place April 18 and the final unit expected to be operational in July.

The additional ambulances will perform non-urgent, low-priority patient transfers, taking the pressure off local EMS crews. This will result in helping keep EMS resources in local communities. The new resources will also create capacity at Red Deer Regional Hospital Centre by improving patient flow. Ambulances will be operational seven days a week on a staggered schedule to correspond to data-supported peak demand times. Service partners Medavie Health Services West and Associated Ambulance will provide the service, with ambulances stationed in Red Deer and serving all Central Zone.

#### *Slave Lake EMS Station Renovations*

Delnor Construction has been chosen and hired as the prime contractor for the Slave Lake EMS Station Renovations. Demolition work is underway and construction begun as of April. The project is expected to be completed in summer 2023.

The new EMS facility is required to accommodate the current number of staff and ambulances and help in the delivery of care in the area. The new facility will better support staff so they can provide the best possible service in the community.

The construction budget for the Slave Lake EMS project is expected to be approximately \$6.8 million. Some funding for the project will come from the Government of Alberta's Rural Health Facilities Revitalization Program (RHFRP), a \$50 million commitment to help Alberta Health Services complete infrastructure projects at rural sites across the province.

### Improving Patient Flow Throughout the Healthcare Continuum

#### *Improving Access to Community Lab Services*

AHS, along with Alberta Precision Laboratories (APL) and DynaLIFE, are working together to address concerns about wait times and quality of community lab services in the Calgary Zone. With support from AHS and APL, DynaLIFE is taking action including actively recruiting additional staff and bringing in staff from other areas of the province and country to help in communities of high demand.

As challenges are addressed, patients are being reminded of the options available for accessing services and appointments. This includes:

- Scheduling appointments using the new tool, Q.Me
- Using the "Save my Place" booking feature which allows for same day appointments. This feature does not require patients to be present at the site or wait at the site to enter the queue. They will be notified and updated on the status of their appointment time.

- Calling the Appointment Booking Line at 1-877-702-4486 to speak with call centre staff.
- Having one of DynaLIFE's patient booking representatives assist with making an appointment. These short-notice appointments will only apply to patients meeting certain testing criteria.

Providing additional information such as where the requisition came from, what types of testing, and when the blood work needs to be completed can help staff find the best location to ensure blood work is completed in a timely manner.

#### ***Expansion planning funding announced for the Strathcona Community Hospital***

The Government of Alberta announced an investment of \$3 million over three years to begin planning an expansion for the Strathcona Community Hospital in Sherwood Park. The Budget 2023 investment will be used for planning, including what new clinical services are required for the site, project scope, expansion costs, and other associated details. [Learn more](#).

#### ***Additional funding to increase MRI, CT scan volumes***

This week the [Government of Alberta](#) announced an additional \$12 million in funding to provide more medical imaging services throughout the province. This increase means AHS will be able to perform 41,000 more CT scans, for an annual total of 540,000, and 12,000 more MRI scans, for an annual total of 255,000. Discussions to establish contracts with service providers across Alberta are ongoing.

#### ***Finding efficiencies through supply management***

The Contracting, Procurement and Supply Management (CPSM) and Finance teams have been recognized for their high level of efficiency through automation of procure to pay processes.

GHX is an external vendor that provides AHS with cloud-based digital transaction management for processing purchases and payments with a network of suppliers. They have recognized AHS as an elite healthcare organization that generates more than one million automated transactions annually through their exchange. This level of hyper-automation boosts efficiency, reduces costs and contributes to a future where affordable, quality patient care is possible for all.

This is just one of the many ways the CPSM and Finance are finding efficiencies through their processes. More information regarding this recognition can be found [here](#).

### **Reducing Wait Times for Surgeries**

#### ***Surgical wait list update***

Our total surgical wait list as of April 17 is 66,900, with 52.5 per cent waiting within clinically recommended wait times. There are now less people waiting for surgeries than before the pandemic. Approximately 292,500 surgeries were completed in the 2022/23 fiscal year.

#### ***Additional funding to increase surgical volume***

The [Government of Alberta](#) announced this month an \$80-million increase to add 20,000 more surgeries in 2023-24. The additional funding will support AHS' goal of performing 310,000 surgeries over the next 12 months.

#### ***Expanding capacity at Chinook Regional Hospital***

The [Government of Alberta](#) announced this week construction will soon begin on a redevelopment at Chinook Regional Hospital that will increase existing surgical procedure capacity by 780 procedures a year. There are currently nine operating rooms at the hospital. Once construction is complete, expected in Summer 2024, there will be two larger ORs, as well as five upgraded surgical inpatient rooms.

Meanwhile, the first phase of the architectural design process will begin this fall on renovations for the kidney care area at the hospital. This project will help to increase capacity and reduce wait times for patients waiting for dialysis treatment. Funding has also been announced to renovate the current medical device reprocessing area at the hospital.

## Workforce Recruitment & Retention

### *New physicians practising in Viking, High Level and Lloydminster*

Local and area residents now have improved access to primary care with the arrival of a new General Physicians in Viking and Lloydminster, and a Family Medicine Physician in High Level.

General Physician Dr. Joan Smith received her medical training at the University of Pretoria, South Africa, and previously practised in Pretoria's Life Eugene Marais and Life Wilgers hospitals. The team-oriented approach and good work-life balance at the Viking facilities were key factors in attracting Dr. Smith to the community. As a fan of outdoor recreation, she has been trying new winter sports and exploring the Viking area. With Dr. Smith's arrival, Viking now has five physicians practising in the community. Dr. Smith, is accepting new patients and is working from the Viking Health Centre and Viking Medical Clinic.

General Physician, Dr. Chinelo Ekwunife, received her medical training in Nigeria, where she most recently practised. She and her family have relocated to Lloydminster from Calgary. "Lloydminster is very accommodating for immigrants, hospitable and cordial," she says. "The practice in Lloydminster will give me the work-life balance I crave." Away from work, Dr. Ekwunife enjoys hiking, swimming, singing and cooking. Dr. Ekwunife, will began practising April 18 at the Lloydminster Clinic, 5120 46 St., and is accepting new patients. This brings the number of GPs in Lloydminster to fifteen.

Originally from Calgary, Family Medicine Physician, Dr. Joshua Beierle completed his medical training at the Cummings School of Medicine at the University of Calgary, and his medical residency at the University of Alberta. He started practising in High Level as a locum last September. Dr. Beierle and his wife enjoy being active outdoors and are looking forward to getting involved in local activities, including fishing, hiking and learning to cross country ski. Dr. Beierle joins a team of nine other family medicine physicians in the community. Dr. Beierle, is now practising at the Northwest Health Centre and High Level Medical Clinic.

### *New anesthesiologists practising in Red Deer*

Two new anesthesiologists, Dr. Mamdouh Mohamed and Dr. Mona Elrebigi, are now practising out of the Red Deer Regional Hospital Centre. Dr. Mamdouh Mohamed received his medical training in Egypt and spent a decade working as an anesthesia specialist in Egypt and Saudi Arabia. Dr. Elrebigi went to school in Egypt and most recently worked in Vermilion, Alberta.

The arrival of two new anesthesiologists, which brings the number of anesthesiologists in Red Deer to fifteen, will improve access to surgical services for patients.

### *New care model eases pressure on healthcare teams*

Through a [targeted approach to hire new alternate care providers](#), AHS Medical Affairs is expanding a proven care model to better support its people and patients, with a focus on priorities such as recruitment and retention. Through the model, alternative providers - including clinical assistants (CA), physician assistants (PA) and nurse practitioners (NP) and more - support physicians by providing hands-on care to patients under the direction and/or supervision of the physician. This can extend physician capacity and, as a result of a more manageable patient load and improved work-life balance, also contribute to the recruitment and retention of physicians.

The model, which is already seeing success in Calgary Zone, is being extended to sites across the province to support selected programs and services facing shortages in critical acute care coverage. AHS is promoting these open roles with international medical graduates (IMG), who can practise as clinical assistants and physician assistants while they undergo a Practice Readiness Assessment through the College of Physicians and Surgeons of Alberta (CPSA), prior to independently practice as a physician here.

As of March 2023, there are 211 IMGs registered as clinical assistants and 19 registered physician assistants in the province.

## Mental Health and Addiction Recovery

### *New residence provides community-based care to individuals with mental health conditions*



Opened in January 2023, the new 96-suite building provides comprehensive mental health care and treatment to adults 18 years and over. It includes:

- 64 long-term complex mental health beds and,
- 32 specialized mental health rehabilitation beds.

Clients are supported in a safe, comfortable, and welcoming place to call home by psychiatrists, family physicians, AHS mental health professionals, Protective Services, and AgeCare support staff. They help to ensure the needs of this population are met in the right care environment. [Read More](#).

## Rural & Indigenous Initiatives and Engagement

### *Hospital supports Indigenous ceremony through simplified ventilation process*

Grande Prairie Regional Hospital (GPRH) has [streamlined](#) how a traditional smudging ceremony is being made available to Indigenous patients and families. When patients and families at the hospital request an opportunity to smudge, maintenance staff activate a unique part of the hospital's computerized building management system which allows for air from the room to be ventilated outdoors rather than recirculating this air through the building. GPRH is the first AHS site to facilitate smudging in this way.

### *Parents-to-be get a boost from Fort McMurray Public Health*

The Children's Centre, a community not-for-profit, offers prenatal classes, in partnership with Fort McMurray Public Health. Expectant parents in Fort McMurray and across the region are benefitting from the education services and support offered by AHS' Public Health staff.



Diana Barrera, a resident in Fort McMurray, attended in-person prenatal classes at The Children's Centre before having her baby girl, Aria, in February 2023. Barrera says she particularly enjoyed learning about labour and delivery services available at the Northern Lights Regional Health Centre, breastfeeding tips, and infant feeding and nutrition.

Last November, Barrera also attended a Pregnancy Health Information Fair, a free community event hosted by Public Health at Fort McMurray Community Health Services. Participants learned more about routine childhood immunizations, infant feeding and nutrition, infant safety, sexual health, pelvic health, mental health, local AHS prenatal education classes, and other AHS and community healthcare services.

You can access information or learn more about prenatal services and supports by contacting Fort McMurray Community Health Services at 780-791-6247 or find more information in your community [here](#). Also see pregnancy and prenatal information [here](#) or at [MyHealth.Alberta](#).

### *AHS follows up on January's system outage*

Since the January 23 province wide outage that affected many AHS systems, AHS has taken many steps to improve safeguards and processes that would help prevent this from happening again. We have determined the outage was caused by a scheduled change to what is called the Domain Name Services (DNS) system, which is the equivalent of a phonebook for the organization. For an unexpected reason, one of the lists of locations the DNS needs to function properly was unintentionally emptied of its IP addresses. There was no indication in making this change that this was going to be the outcome, or that we could have prevented it from happening.

This incident was not the result of any kind of malicious cyber-attack on AHS, and there was no information security breach or vulnerability at any time during the outage. During the outage, every Albertan who needed critical or urgent care received it, and necessary care was available and provided. All postponed elective (non-urgent) surgeries and non-urgent procedures were rescheduled once normal operations resumed.

## Innovation in Healthcare

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*As a world class health provider, AHS is committed to leading edge advances in health care for the betterment of all Albertans.*

### MR Linac Training at the Calgary Cancer Centre

Training has begun at the Calgary Cancer Centre; the only facility in Canada to have two [MR Linac machines](#). The technology delivers radiation while simultaneously obtaining high-contrast and high-resolution magnetic resonance imaging (MRI), enabling radiation oncologist and radiation therapists to deliver more precise radiation to tumours that move with respiratory motion, or to tumours that are close to healthy organs that need to be avoided. MR Linacs will benefit patient care including the precision the machine allows to use imaging in real-time to better target radiation, better tumour control and fewer side effects from the radiation. The centre is set to open to the public in 2024.

### Sturgeon Foundation Simulation Lab in Edmonton

A new \$100,000 simulation mannequin, funded by the [Sturgeon Community Hospital Foundation's](#) \$1 million Clinical Simulation Centre campaign, will give staff and physicians the ability to interact with computerized medial mannequins. The mannequins will improve patient outcomes and safety through the creation of a hands-on learning centre with life-like simulation technology.

### Study finds positive results for virtual care

Several AHS staff and their research partners recently outlined the positive results of virtual care in an initial pilot study published in the Journal of the Association of Medical Microbiology and Infectious Disease Canada.

The study, [The Alberta Telestewardship Network: Building a Platform to Enable Capacity Building in Antimicrobial Stewardship](#), shows that, out of 33 pilot consultations completed between July 2020 and December 2021, 85 per cent of respondents agreed video conference-based virtual sessions are an acceptable means to provide healthcare and that they were able to express themselves effectively to other healthcare professionals (88 per cent). Overall, 92 per cent of respondents were satisfied or very satisfied with the virtual care platform.

## Enhance Your Health and Wellbeing

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*The health and wellbeing of Albertans is the heart of everything we do, and every decision we make. To enhance the health and wellbeing of Albertans, we offer services, workshops, classes, events and support groups to encourage healthy choices that enhance the health and wellbeing of Albertans.*

- [Find what's available in your zone](#)
- [Join Alberta Healthy Living Program Workshops & Classes](#) for adults living with chronic health conditions and/or diseases

*Additionally, primary care providers play a key role in keeping Albertans healthy: when a patient consistently sees the same family doctor, nurse practitioner and team, it can lead to better health. If you need help finding a family doctor, visit [albertafindadoctor.ca](#).*

### Mental Wellness Moment — mental health as part of overall health

In this Mental Wellness Moment, Dr. Nicholas Mitchell - Provincial Medical Director for Addiction and Mental Health with Alberta Health Services - talks about mental health as part of our overall health.

[Watch Video](#) [Listen as a Podcast](#)

### Get Heart Wise in Red Deer

Red Deer and area residents looking to manage their cholesterol and blood pressure are invited to an upcoming information online session to better understand their heart health. [Heart Wise: Managing Cholesterol and Blood Pressure](#) is a free, four-part group session offered by Alberta Health Services (AHS). Nutrition and Food Services professionals will share their expertise and guide interactive discussions that can help individuals manage their heart health.

Several sessions are set for May. For more information and to register to attend, please call the Alberta Healthy Living Program at 1-877-314-6997. You will receive your Zoom link when you register.

### Stress Management sessions

Red Deer and area residents are invited to learn effective strategies to manage their stress by attending an AHS stress-management program online. [Minding Stress: Effectively Reduce and Manage the Stress in Your Life](#) is a two-part workshop led by AHS health professionals who share their expertise and guide interactive group sessions. Participants will learn how to effectively reduce and manage stress in daily life, discover the hidden costs of stress and explore causes. Minding Stress workshop sessions will be held via Zoom on April 27 and May 4 from 9 a.m. to 11:30 a.m.

Registration is required as date and time are subject to change. For more information and to register to attend, please call the Alberta Healthy Living Program at 1-877-314-6997. You will receive your Zoom link when you register.

### Mobile mammography service to visit Vermilion, Viking, Camrose, Consort and Coronation

A mobile mammography trailer will be available at:

- Vermilion Senior's Centre, 5324 50 Avenue, on May 4-6, May 8-13 and May 15-17
- Viking Carena Complex, 5120 45 Street, on May 12 and May 15-18
- Camrose Recreation Centre, 4412 56 Street, on May 6, 8, 9, 10 and 11
- Coronation Hospital and Care Centre, 5000 Municipal Rd, on May 1-3
- Consort Hospital and Care Centre, 5402 52 Avenue, on May 4-5

Residents can book an appointment or learn more about the program by calling 1- 800-667-0604.

### Encouraging Albertans to limit their sugar intake for healthy teeth and overall health

There are many names for sugar, including syrup, agave, molasses, honey or sucrose. Added sugar causes tooth decay. Limit sugar for healthy teeth and overall health. Learn more about Oral Health [here](#).

### Consider the effects, risks of cannabis before using

Cannabis can have short- and long-term effects, and its smoke contains many of the same toxins found in tobacco smoke. Vaping cannabis comes with its own set of risks, including harmful ingredients, risk of the vape exploding, and damage to your lungs. Short-term, using cannabis can make a person feel drowsy, cause slow reaction times, and decrease coordination. It can also make it harder to focus, concentrate, remember and make decisions. In addition, short-term cannabis use can:

- Cause dizziness, headaches and vomiting.
- Change mood and judgment.
- Increase heart rate and blood pressure.



Longer term use – or, using cannabis often (daily or near daily) over a long period of time (months or years) – can cause harm to your lungs if inhaled (smoking or vaping). [Learn more about Cannabis use.](#)

## Join the Conversation

### Virtual career fair open to allied health practitioners and new grads

New graduates and experienced occupational therapists, physiotherapists, speech language pathologists and therapy assistants are invited to attend the Allied Health Virtual Career Fair.

Attendees will hear from experienced practitioners who can speak about what it's like working for AHS, learn how to grow their career, get tips on applying and interviewing with our Talent Advisors, and explore job opportunities. This free event is April 27 from 9 a.m. to 1 p.m. Spaces are limited so please [register](#) to secure a spot.

### Help us Improve AHS.ca

We're working to improve the way information is organized on our website, to ensure Albertans can quickly and effectively find what they need. You can help us by taking part in an anonymous interactive exercise:

Patients & Families: [Launch exercise](#)

Health Professionals & Community Members: [Launch exercise](#)

Community members include any person or group interested in making their community, school or workplace a better, healthier place.

The interactive exercise should take **no longer than 5 minutes** to complete. If you choose to take part, you will be asked a series of questions to identify where you would expect to find certain information on AHS.ca. There are no right or wrong answers for this interactive exercise, and your responses will remain anonymous and confidential.

The interactive exercise will close at 4 p.m. MDT on April 28, 2023. Thank you in advance for your participation!

### Join Immigrant Services Calgary to learn more about healthcare in Calgary

Have you ever wondered about making the right choice when accessing the various healthcare services available in Calgary? Join Immigrant Services Calgary for an online session where our expert from Alberta Health Services will give an overview of Alberta healthcare. [Register here](#) for the April 25 session.

### The Mathison Centre presents: Understanding Dementia

Join the University of Calgary's Mathison Centre on Thursday, May 4th for *Understanding Dementia: Causes, treatments, and living your best life!*

Experts from the Mathison Centre & Alzheimer Calgary will discuss causes, treatments, impact and resources to support patients and families. [Register here](#) for this online event.



### Share your advice on colonoscopy or colposcopy education for Albertans

The Cancer Screening Virtual Education Project is creating educational videos for patients referred for a colonoscopy or colposcopy. The goal is to ensure patients know what to expect and how to prepare for each of these medical procedures. Following a survey on [Together4Health](#), the project is hosting focus groups.

your preferred time below to register on Eventbrite or email [community.engagment@albertahealthservices.ca](mailto:community.engagment@albertahealthservices.ca).

- Colonoscopy session: [April 25, 6-8 pm](#)
- Colposcopy session: [April 26, 6-8 pm](#)

### Join a Health Advisory Council event

You are invited to join the healthcare conversation through events and meetings hosted by AHS Advisory Councils. Learn more about Advisory Councils at [ahs.ca/ac](https://ahs.ca/ac). Follow AHS Advisory Councils on [Facebook](#) and [Twitter](#) to stay connected!

#### *Palliser Triangle Health Advisory Council*

Date: Monday, April 24

Time: 12:00-3:00 p.m.

To attend e-mail: [pallisertriangle@ahs.ca](mailto:pallisertriangle@ahs.ca)

#### *David Thompson Health Advisory Council*

Date: Thursday, April 27

Time: 5:00-6:30 p.m.

To attend e-mail: [davidthompson@ahs.ca](mailto:davidthompson@ahs.ca)

## COVID-19 in Alberta

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[Click to Read the COVID-19 Update](#)

### Boosters are key in battle against COVID-19

Vaccines are the most powerful tool for protection against COVID-19, but too many Albertans are still leaving this important tool on the shelf, especially when it comes to booster shots.

Over 87 per cent of adults and 85 per cent of adolescents have completed their two-dose series.

It's heartening that a large majority of Albertans, including so many teens, have stepped up to protect themselves and others with the two shots, but there are many still who remain unvaccinated. [Read more.](#)

## Be Well - Be Kind

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### Show our volunteers you care

AHS is celebrating National Volunteer Week by recognizing the thousands of Albertans who support our patients, staff and leaders by giving their time and energy. Volunteers make a world of difference in the lives of patients, families and staff across the province. They play an important role in delivering quality patient- and family-centred care to Albertans. Over the past year, more than 9,000 volunteers contributed a combined 558,290 hours supporting work in our facilities, at our planning tables and in our communities.

Help us celebrate the contributions of our amazing volunteers. Take a moment to share your appreciation for volunteers through our [Sharing the Love](#) page on [thanksforcaring.ca](https://thanksforcaring.ca) or by using the hashtag #NVW2023 on social media.

### CEO video message – celebrating our volunteers

Three AHS volunteers have been invited to the AHS Vlog to talk about their experiences. Joining the vlog today are:

- Sylvia Advent, a volunteer in Grande Prairie.





Guest 1 to r. Sylvia Advent, Dinithi Mudalige, and David Witten

Watch Video 

Listen as a Podcast 

### Meet AHS recreation volunteer, Joan Rhodes

"It feels like home," says AHS recreation volunteer Joan Rhodes, describing her connection to the Brooks Health Centre.

"When I moved to Brooks from Ontario, my mother was here. I got married here and then my mother naturally, got older. She ended up going into long term care here. My mother was a witty little turkey, and she would always say something to make the nurses giggle and laugh. She even embarrassed Santa Claus."

While her mother was a resident, Rhodes got involved in running bingo games at the facility, where she has now been volunteering for more than six years. Over that time Rhodes created a robust bingo program for residents. Even adding her own flair – a blow up crown that the first bingo winner gets to wear all day.

"It has become a very big, exciting deal. They talk about it all week," says Rhodes. "My mother passed away a year and a half ago, and this became home because I'm an only child. I just enjoy coming over here. Giving them a hug, or a squeeze, or making them laugh. Because there's people in here that boy when they laugh, everybody laughs, you know?"

"I go home and I feel good because I made somebody laugh or smile. I really find it fulfilling."

[Learn more about becoming an AHS volunteer.](#)

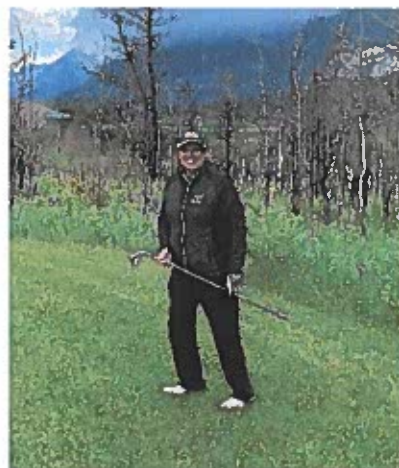


### Meet Palliser Triangle Health Advisory Council Member Cathy Fox

Cathy's mission is to learn all she can, help others and give back. Hearing the concerns of her fellow citizens helped Cathy Fox become an agent of positive change in healthcare as a member of the Palliser Triangle Health Advisory Council (HAC).

"In life, my passion lies in helping others and, in particular, my family and friends," she says. "As well, this provides another avenue to gather and provide feedback to the Council. As a new member, I'm still learning about the accomplishments of our Council, and I love having the opportunity to learn, to give back, to meet others who share the same interests and to be current with the approaches Alberta Health Services (AHS) is adopting as the organization evolves."

"I wish more people realized that these councils exist! We're here to improve the quality of services, which may directly impact the life of an individual in some way," she adds. "You can learn a great deal by being a Council member."



Her passion for healthcare is a natural outgrowth of her previous life experience. The more she shares the feedback and input she gleans from her communities with her Council and AHS, the more Cathy's



## Friends of University Hospitals shoots music video to show gratitude

How do you say "Thank You!" to 10,000 people for their tireless work during a once-in-a-century pandemic?

If you're the Friends of University Hospitals, you create a song and a video for your colleagues — the physicians and staff at University of Alberta Hospital (UAH) — to voice your gratitude for their dedication over the past three years.

"We hope that every single one of our hospital staff takes a moment to let the message of the music and images sink in," says Tyler Sherard, Executive Director of [Friends](#). "Our healthcare workers are still coming back to work, day after day, to care for our community. We want them to know that, as our song says, even though we're no longer banging pots and pans, we've never stopped being incredibly grateful for all they've done and continue to do."

Filmed at the University of Alberta Hospital (UAH), the [video](#) expresses staff's gratitude for their dedication over the past three years.

## Foundation Good News

*AHS is proud to work alongside its foundation and auxiliary partners to support the care we provide our patients. Last year, our philanthropic partners raised \$363 million for healthcare. They also invested \$105 million in support of local and system-wide AHS priorities and \$29 million toward health research.*

***May is Health Philanthropy Month and, throughout the month, AHS will celebrate our philanthropic partners and their contributions throughout Alberta.***

*Stay tuned as AHS highlights our partners in our Faces of the Foundations story series on [AHS.ca](#), [Insite](#) and social media. To learn more about our philanthropic partners, please visit [AHS.ca/give](#).*

## ***Foundation reaches fundraising goal to update local ED***

Through the generosity of community donors, combined with a transformational gift from area residents Lorne and Joyce Heuckroth, [more than \\$2.2 million has been raised](#) to revitalize the emergency department at the Canmore General Hospital. This met the fundraising goal announced by the Canmore & Area Health Care Foundation this past November.

The \$4.4-million Canmore General Hospital ED project — which will involve additional funding from the Government of Alberta, Alberta Health Services (AHS) and the foundation — will improve patient flow, create private patient treatment spaces, and meet current infection prevention and control standards. Construction is set to begin this summer, and the project is expected to be completed late next year.

## ***Pipeline Grazing Co. supports the Medicine Hat Health Foundation***

Thank you to Pipeline Grazing Co. for funding the donation of a Fabian ventilator for the Neonatal Intensive Care Department. This life-saving piece of equipment is vital for helping newborn babies take their first breaths.

This donation represents the latest act in a long history of generosity – over the past 21 years, the [Medicine Hat Health Foundation](#) has received almost \$150,000 in support from Pipeline Grazing!



## ***Strathcona Community Hospital Foundation receives \$1.8 million bequest***

The Strathcona Community Hospital Foundation is proud and humbled to announce that it has received a substantial bequest of over \$1.8 million from The Estate of Mary and Alfred Kublik, of Sherwood Park. The bequest will significantly assist the Strathcona Community Foundation's mission to support the [Strathcona Community Hospital](#) and accelerate care to Strathcona County and surrounding communities.

vital work of our Foundation, and we are honored to be able to continue their philanthropic spirit. Mary and Alfred had utilized the services of Strathcona Community Hospital in their last years and had a desire to recognize the contribution of the doctors, nurses and staff of the hospital for the incredible work they do."



Their extremely generous donation will help ensure that the Strathcona Community Hospital can continue to provide critical services to those who need it most.

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**debbie@onoway.ca**

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**From:** penny@onoway.ca  
**Sent:** April 28, 2023 3:03 PM  
**To:** 'Jennifer Thompson'  
**Cc:** debbie@onoway.ca  
**Subject:** FW: Update on the Improvements to the EMS System in Alberta

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**From:** Community Engagement <Community.Engagement@albertahealthservices.ca>  
**Sent:** April 28, 2023 2:56 PM  
**To:** Community Engagement <Community.Engagement@albertahealthservices.ca>  
**Subject:** Update on the Improvements to the EMS System in Alberta

## Message from your EMS Senior Leadership Team

*Athana Mentzelopoulos, Murray Crawford, Chris Nickerson, Dr. Mark MacKenzie, Anne MacDonald,  
Kathleen Fraser and Marty Scott*

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**April 28, 2023**

Dear Community Partners,

### **Update on Improvements to the EMS System in Alberta**

Thank you for your continued support and collaboration in delivering services in the province. As our valued partners, we want to take this opportunity to share an update on the progress we are making to improve Alberta's EMS system.

Through the Alberta EMS Provincial Advisory Committee, the PwC Dispatch Review Report, our own Service Planning process, and other engagement across the province, we heard that improvements were needed across the system. We have listened and have spent the past several months focused on internal AHS EMS changes and system-wide changes.

We have put into place several provincial programs and initiatives are [reducing EMS response times](#).

Thanks to these changes, and the formidable efforts of frontline staff, response times in April have reduced by eight minutes in Calgary and four minutes in Edmonton, four minutes in Red Deer and approximately two minutes in Fort McMurray and Medicine Hat. These are early results, but response times are expected to continue to decline.

We are also seeing a reduction in the need for metro and urban settings to draw on the resources of surrounding communities and, as such, there have been improvements in community coverage that extend beyond metro city limits.

The frequency of red alerts in Calgary and Edmonton is also coming down. So far in April, Edmonton has spent about 10 minutes in red alert compared with 295 minutes in November 2022. Calgary has spent about four minutes in red alert in April compared with 254 minutes last November.

All of these efforts, and our forward-looking plan, are now captured in the [2023/24 EMS Operating Plan](#). Detailing provincial level strategic initiatives including medical first response, dispatch improvements, workforce strategies at a provincial level, and much more, the Operating plan sets organizational expectations and direction for EMS.

By helping EMS be more structured and intentional in what we do and how we do it, it will also form the basis of what we report on and are held accountable to, ultimately strengthening our organization so we are better able to care for our patients and our people.

Informed by reports and Service Plan inputs, the plan is designed to operationalize projects through 12 months of priorities that are sequenced and prioritized for greatest impacts on improving response times.

As leaders in the community, you may get questions about EMS and our recent actions to improve response times. We are always here to talk. Please don't hesitate to reach out to us at [Community.Engagement@ahs.ca](mailto:Community.Engagement@ahs.ca). You can learn more about our actions and updates by regularly visiting our [website](#) or reviewing this [presentation](#).

We are grateful to the EMS workforce and to you, our community partners, for the critical role we share in improving the EMS system to provide quality care to Albertans where and when they need it.

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info.

April 12, 2023

His Worship Kwasny and Councillors  
Town of Onoway  
PO Box 540, Onoway, AB T0E1V0

**Subject: Awards from the Alberta Recreation and Parks Association and the Government of Alberta honour outstanding work in your community**

Dear His Worship Kwasny and all Members of Council,

We are delighted to announce that the Alberta Recreation and Parks Association (ARPA) will be presenting several awards to recognize leadership and excellence in the recreation and parks sector. We invite you to nominate deserving members of your community for these prestigious awards.

The award ceremony will take place during the President's Awards Banquet on Saturday, October 28, 2023, at the Fairmont Chateau Lake Louise, where 400 delegates will be in attendance as part of our annual Conference and Energize Workshop. We believe that recognizing outstanding work inspires Albertans to continue their efforts in making their communities better.

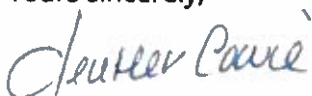
The awards include the Lieutenant Governor's Leadership for Active Communities Awards, which recognize the achievements of individuals and groups who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, we have three categories: Elected Community Official Award, Group Spirit of Community Leadership Award, and Professional Leadership Award. We are planning to have the Lieutenant Governor with us at the President's Awards Banquet to present all three awards.

In addition to the Lieutenant Governor's Awards, ARPA will also be presenting multiple awards including the A.V. Pettigrew Award, which recognizes a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks. We will also be launching a new award focused on Inclusion as well as additional awards covering different aspects of the recreation and parks sector.

To view more details on each award and to complete our online nomination form, please visit the ARPA website at <https://arpaonline.ca/awards-scholarships/>.

We look forward to recognizing and celebrating the hard work and dedication of individuals and groups who are making a difference in their communities and improving the lives of Albertans.

Yours sincerely,

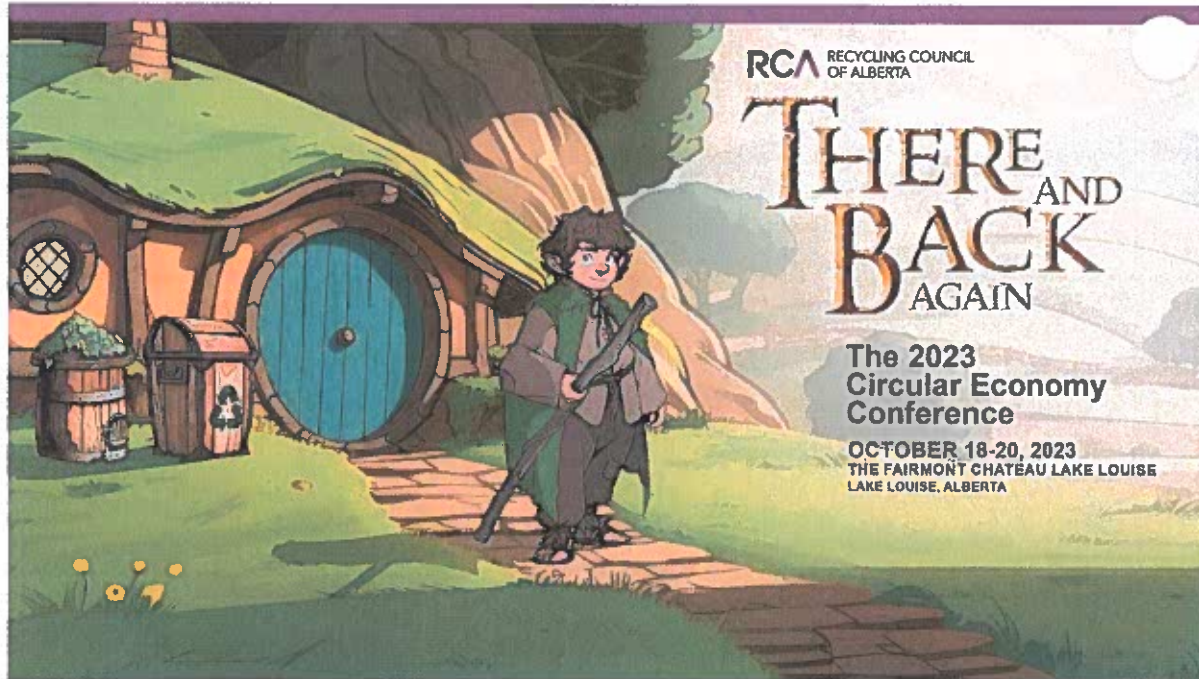


Heather Cowie  
President

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The Recycling Council of Alberta is excited to announce our Circular Economy Conference, October 18<sup>th</sup> to 20<sup>th</sup>, 2023, at the Fairmont Chateau Lake Louise. The theme *There and Back Again: The Journey to Circularity* is based on the Lord of the Rings.

For three days, attendees will hear from local, national and international experts, thought leaders and community innovators, attend thought-provoking sessions, network and exchange ideas and perspectives, and have a whole lot of fun doing it. Register today, and get ready for the perfect mix of business, inspiration, actionable information and fun!

RCA conference topics will include dialogue around the circular economy and recycling. We will engage leading presenters on key topics, including extended producer responsibility (EPR), circular economy, packaging, organics, chemical recycling, innovation in First Nations communities, measurement and accountability. The RCA works hard to feature topics and speakers who are informative and relevant while also providing inspiration to move the needle on key issues.

We are very excited to announce that this year's keynote speaker is Jenn Harper, founder of Cheekbone Beauty, the very first Indigenous-owned and founded cosmetics company. Cheekbone's aim is to make a difference in the lives of Indigenous youth through donations that support educational opportunities for them, and to create a space in the beauty industry where everyone, including Indigenous people, feel represented and seen. The brand is known for its sustainable and high quality colour cosmetics that are clean,

for everyone that loves our planet.

Our conference website is now live at [www.conference.recycle.ab.ca](http://www.conference.recycle.ab.ca) – you will find a preliminary program and the opportunity to register. There are also a wide variety of [sponsorship options](#) and the opportunity to host a [tradeshow exhibit](#) as part of the event.

Please contact the RCA at 403.843.6563 or [info@recycle.ab.ca](mailto:info@recycle.ab.ca) for any further inquiries.

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**debbie@onoway.ca**

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** May 3, 2023 8:30 AM  
**To:** debbie@onoway.ca  
**Subject:** FW: Join Sturgeon County Council for the 2023 Mayor's Golf Tournament!

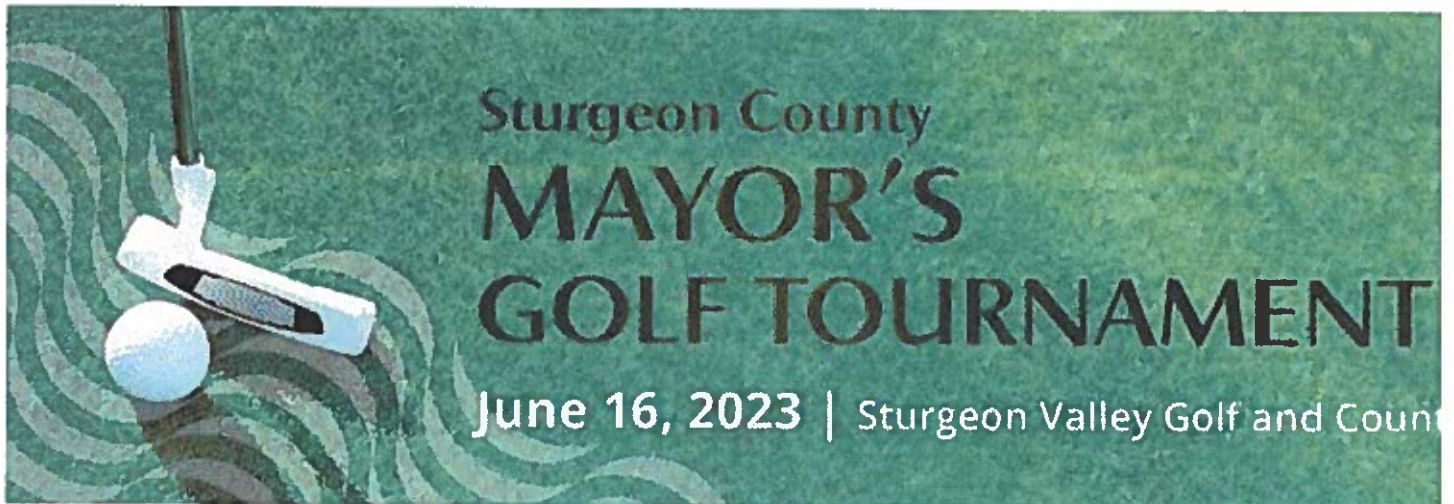
**Importance:** High

For Agenda please.

Jennifer

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**From:** Alanna Hnatiw <ahnatiw@sturgeoncounty.ca>  
**Sent:** May 3, 2023 7:40 AM  
**Subject:** Join Sturgeon County Council for the 2023 Mayor's Golf Tournament!  
**Importance:** High



[Registration is now open for the Mayor's Golf Tournament](#) taking place on Friday, June 16, at the Sturgeon Valley Golf and Country Club.

**The cost to golf is \$225 +GST per person** and includes golf, shared cart, breakfast, and dinner as well as tournament giveaways, and all the fun on the course!

Looking for the passport with all the mulligans and other goodies? This year, we've decided to simplify things and make the passport as part of your registration.

The Mayor's Golf Tournament is our way of supporting local charitable organizations, and this year we are proud to be working with four local food banks: St. Albert, Morinville, Bon Accord-Gibbons, and the Redwater Fellowship of Churches Food Banks.

We hope you can join us on June 16 and take part in this amazing opportunity for industry partners, residents, and municipal peers to connect, network and build relationships while enjoying the beauty of the Sturgeon Valley.

Visit [Sturgeoncounty.ca/mayorsgolf](https://sturgeoncounty.ca/mayorsgolf) to register before May 28.

**Mayor Golf Tournament Partnership Opportunities**

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We have had an exceptional response to our invitation for partners for this year's tournament. Thank you to all the organizations who have already signed up. Proceeds from the partnership opportunities go to this year's local charitable organizations.

If you'd like to be a tournament partner, we have some fun options still available!

- Platinum - Golf Ball
- Innovation - Photobooth
- Tee Parties

Check out the [Golf Partnership Package](https://sturgeoncounty.ca/golf-partnership) for more details on these opportunities and sign up at [Sturgeoncounty.ca/golf-partnership](https://sturgeoncounty.ca/golf-partnership) to make a creative impression and get your corporate image in the hands and minds of our guests.

I hope to see you on June 16!

Alanna

**Alanna Hnatiw (she/her)**

MAYOR

780-939-8327

[ahnatiw@sturgeoncounty.ca](mailto:ahnatiw@sturgeoncounty.ca)

[sturgeoncounty.ca](https://sturgeoncounty.ca)

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