

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, AUGUST 10, 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 August 10, 2023 Regular Council Meeting agenda be approved as presented*

*or*

*THAT the August 10, 2023, Regular Council Meeting agenda be approved with the following amendment(s) (as noted at meeting time)*

*Pq1-5* **3. ADOPTION OF MINUTES – July 13, 2023 Regular Council Meeting**

*Recommendation:*

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

*or*

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

**4. APPOINTMENTS/PUBLIC HEARINGS**

*Recommendation:*

*THAT the Regular Council Meeting be suspended to accommodate the Municipal Planning Commission Meeting at 9:35 a.m.*

Municipal Planning Commission Meeting August 10, 2023 – An Agenda and Development Officer’s Report is distributed separately and published on-line

Development Permit 23DP06-24 – 5012 – 53 Avenue – Dog Kennel

9:35 a.m. - Tony Sonnleitner, Development Officer is attending

*Recommendation:*

*THAT the Regular Council Meeting resume at (time)*

**5. FINANCIAL REPORTS – n/a**

**6. POLICIES & BYLAWS**

- P96-9 a) Policy A-HUM-HAS-1 – Health and Safety Policy – A Request for Decision is attached

*Recommendation:*

*THAT Council approve the Policy A-HUM-HAS-1 Health and Safety Policy as presented*

*or*

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

- P910-16 b) Bylaw 804-23 – Borrowing Bylaw – A Request for Decision is attached

*Recommendation:*

*THAT Bylaw 799-23, the Borrowing Bylaw, be given first reading*

*THAT Bylaw 799-23, the Borrowing Bylaw be given second reading*

*THAT Bylaw 799-23, the Borrowing Bylaw be considered for third reading at this meeting*

*THAT Bylaw 799-23, the Borrowing Bylaw given third and final reading*

**7. ACTION ITEMS**

- P917-35 a) My Place of Beauty – A Request for Decision and the Development Officer's Report is attached

*Recommendation:*

*THAT Council approve Development Permit Application 23DP05-24 subject to the applicant meeting the conditions recommended by the Development Officer*

*or*

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

Pg 36-41

b) Regional Housing Needs Assessment – Lac Ste. Anne Foundation – A Request for Decision is attached.

*Recommendation:*

*THAT Council accept the Lac Ste. Anne Foundation Service Area Housing Needs Assessment for information*

*or*

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

Pg 42

c) September 28 Council Meeting – A Request for Decision is attached

*Recommendation:*

*THAT Council cancel the Regular Council meeting of September 28*

*or*

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

Pg 43-46

d) Regional Wastewater Committee Representation – A Request for Decision is attached

*Recommendation:*

*THAT Council request that the Darwell Lagoon Commission allow the Town of Onoway to be a member of the Regional Wastewater Committee AND THAT Jennifer Thompson, Chief Administrative Officer be appointed to represent the Town of Onoway, as a technical resource.*

*or*

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

Pg 47-49

e) CN – Rail Safety Week Proclamation – A Request for Decision is attached

*Recommendation:*

*THAT Council support CN's request by proclaiming the week of September 18-24, 2023 as Rail Safety Week*

*or*

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

Pg 50-76 f) Onoway Tax Payers Request for Response – A Request for Decision is attached

*Recommendation:*

*THAT Council approve release of the drafted correspondence to the Onoway Taxpayers Association*

*or*

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

g)

h)

## 8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 2)

Pg 77 d) Chief Administrative Officer Report – written report attached

Pg 78 e) Corporate and Community Services Director's Report – written report attached

Pg 79 f) Public Works Report – written report attached

*Recommendation:*

*THAT the Council, Chief Administrative Officer, Corporate and Community Services, Public Works and Committee written and verbal reports be accepted for information as presented*

*or*

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

## 9. INFORMATION ITEMS

Pg 80 a) Thank You Card to Council from the Onoway Centennial Committee

Pg 81 b) Alberta Beach Councillor Resignation – July 20, 2023 letter from Kathy Skwarchuk, CAO

P983-83

c) Town of Onoway Development Permit 23DP07-24 – 5340 Lac Ste. Anne Trail South – Construction of a Commercial Building c/w variance to the siting requirements (rear yard at lot line)

P984

d) Town of Onoway Development Officer – Tony Sonnleitner August 10 Report

P985-96

e) Yellowhead Regional Library – Letter from Karla Palichuk, Director, enclosing the 2022 Return on Investment (ROI) Statement for Onoway Public Library

P997-98

f) Recycling Council of Alberta – Circular Economy Conference – October 18-20, 2023 at the Chateau Lake Louise

P999

g) Town of Onoway By-Election – Workers Needed

h)

*Recommendation:*

*THAT Council accept the above noted items for information*

**10. CLOSED SESSION – n/a**

1. Pursuant to Section 197(2) of the Municipal Government Act and Section 27(1)(a) FOIP:

“Solicitor-client privilege”

2. Pursuant to Section 197(2) of the Municipal Government Act and Section 24(1)(a)

“Proposals” (3 items for discussion)

**11. ADJOURNMENT**

**12. UPCOMING EVENTS:**

- September 14, 2023 – Regular Council Meeting 9:30 a.m.
- September 27-29, 2023 – AB Munis Edmonton
- September 28, 2023 – Regular Council Meeting 9:30 a.m.
- October 12, 2023 – Regular Council Meeting 9:30 a.m.
- October 26, 2023 – Regular Council Meeting 9:30 a.m.

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

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  Deputy Mayor: Lisa Johnson – via Zoom  Councillor: Bridgitte Coninx  Councillor: Robin Murray</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer  Gino Damo, Director of Corporate and Community Services  Debbie Giroux, Recording Secretary</p> <p>5 members of the public joined the meeting via Zoom</p>
1.	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 9:30 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 #202/23</b>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Thursday, July 13, 2023 with the following additions:</p> <p>7h) Property Maintenance Bylaw – Clean Up Order (requested by CAO Thompson)</p> <p>7i) Pride Flag Crosswalk (requested by CAO Thompson)</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES Motion #203/23</b>	<p><b>MOVED</b> by Councillor Robin Murray that the June 8, 2023 Regular Council Meeting minutes be approved with the following amendment:</p> <p>Motion #185/23 – correct the spelling of Councillor Robin “urray” to Councillor Robin “Murray”.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: center;"><b>Motion #204/23</b></p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that the June 13, 2023 Special Council Meeting minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	n/a

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

5.	<b>FINANCIAL REPORTS</b> <b>Motion #205/23</b>	<b>MOVED</b> by Councillor Robin Murray that Council accept the Q2 Statement of Revenue and Expenses for the period ending June 30, 2023 for information.  <b>CARRIED</b>
6.	<b>POLICIES AND BYLAWS</b> <b>Motion #206/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council approve Policy C-COU-CED-1, Council Electronic Device Policy as presented.  <b>CARRIED</b>
7.	<b>ACTION ITEMS</b> <b>Motion #207/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that all of Council and the Chief Administrative Officer attend the AB Munis Convention and Trade Show held September 27-29, 2023 in Edmonton with expenses to be reimbursed as per policy.  <b>CARRIED</b>
	<b>Motion #208/23</b>	<b>MOVED</b> by Councillor Robin Murray that Council request to meet with Minister Molver, Minister of Municipal Affairs, at the AB Munis Conference in September to discuss the following items of concern to the Town of Onoway: 1) Local Government Fiscal Framework (LGFF); 2) Downloading of services to municipalities; 3) Distribution of Casino funds.  <b>CARRIED</b>
	<b>Motion #209/23</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council approve the Town of Onoway Library Board 2022 Financial Statements from Trail Accounting as presented.  <b>CARRIED</b>
	<b>Motion #210/23</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Council approve the Graffiti Removal Communication Awareness Campaign as presented.  <b>CARRIED</b>
	<b>Motion #211/23</b>	<b>MOVED</b> by Councillor Robin Murray that Council authorize Administration to negotiate a realtor agreement with Pat Hansard from Royal LePage Noralta Real Estate to list three Town of Onoway owned properties.  <b>CARRIED</b>
	<b>Motion #212/23</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the Lac Ste. Anne County Municipal Service Package as information.  <b>CARRIED</b>

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

	<p><b>Motion #213/23</b></p> <p><b>Motion #214/23</b></p> <p><b>Motion #215/23</b></p>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that Council approve the amended Town of Onoway 2022 Financial Statements as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Chief Enforcement Officer Dallas Choma, Lac Ste. Anne County, attended the meeting at 10:15 a.m. to discuss the Property Maintenance Bylaw and the process for enforcement of unsightly orders with Council.</p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Council accept the discussion regarding the remedy and costs of contravention of Bylaw 735-17 Property Maintenance Bylaw, for information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Officer Choma left the meeting at 10:30 a.m.</p> <p><b>MOVED</b> by Councillor Robin Murray that Council authorize Public Works to paint a Pride sidewalk at Centennial Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 10:40 a.m. until 10:45 a.m.</p>
<p>8.</p>	<p><b>COUNCIL, COMMITTEE AND STAFF REPORTS</b></p> <p><b>Motion #216/23</b></p>	<p><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.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p>9.</p>	<p><b>INFORMATION ITEMS</b></p> <p><b>Motion #217/23</b></p>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that Council accept the following items for information:</p> <ul style="list-style-type: none"> <li>a) Town of Onoway Development Permit 23DP02-24 – 5134 – 52 Street – construction of a detached garage</li> <li>b) Town of Onoway Development Permit 23DP03-24 – 5119 – 50 Street – renovation of an existing single detached dwelling</li> <li>c) Town of Onoway Development Officer – Tony Sonnleitner July 13 Report</li> <li>d) Alberta Health Services Together 4 Health – June 16 and 30, 2023 newsletter</li> </ul>



TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, JULY 13, 2023  
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		<p>e) Onoway and District Historical Guild – June 1, 2023 letter from President Hazel Bourke extending congratulations on the Centennial Celebration</p> <p>f) City of Spruce Grove – June 29, 2023 letter from Mayor Acker extending congratulations on the Centennial Celebration</p> <p>g) Alberta Municipal Affairs – June 20, 2023 letter from Honourable Ric McIver regarding his reappointment as Minister</p> <p>h) Alberta Municipal Affairs – Undated letter received June 16, 2023 advising that Municipal Accountability Program Cycle 2 will be scheduled in 2023</p> <p>i) Offer of Donation of Spruce Trees – June 12, 2023 letter from Mayor Kwasny to Wade Neilson</p> <p>j) Lac Ste Anne County FCSS – June 21, 2023 email from Donna Kerr advising FCSS funding of \$2,500.00 for the Onoway Library and the Municipal Allocation from the Lac Ste. Anne County Library Board is expected to be distributed shortly</p> <p>k) Alberta Arts, Culture and Status of Women – June 15, 2023 email from Michelle Smook, Director, advising that nominations are open for the Stars of Alberta Volunteer Awards</p> <p>l) EQUUS Golf Tournament – June 9, 2023 email from Liz James seeking donations for the silent auction during their August 3 charitable golf tournament for the Agricultural Discovery Centre in Irvine AB</p> <p>m) Statistics Canada – June 2023 update</p> <p>n) Notice of Road Plan Registration – June 29, 2023 letter from Dave Gieg, Agent for Lac Ste. Anne County, regarding registration of a road plan at Land Titles Office within 40 metres of adjacent Onoway land</p> <p style="text-align: right;"><b>CARRIED</b></p>
10.	<b>CLOSED SESSION</b>	n/a

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, JULY 13, 2023  
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11.	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 11:20 a.m.		
12.	<b>UPCOMING EVENTS</b>	August 10, 2023	Regular Council Meeting	9:30 a.m.
		September 14, 2023	Regular Council Meeting	9:30 a.m.
		September 27-29, 2023	AB Munis	Edmonton
		September 28, 2023	Regular Council Meeting	9:30 a.m.

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

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

UNAPPROVED



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 10, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Health & Safety Policy

### **BACKGROUND / PROPOSAL**

The Town of Onoway and its Council are committed to providing a strong Health and Safety Program that provides a safe and healthy workplace for the employees of the Town of Onoway. This program endeavors to protect Employee physical, psychological, and social well-being, as well as, property and the public from harm.

A Health and Safety Manual is an integral part of the program. The Town of Onoway is currently in the process of overhauling the Healthy and Safety Manual. Part of this overhaul is to create a Health and Safety Policy that applies to all Managers, Supervisors, Employees/Workers, Consultants and Contractors.

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

Administration proposes a health & safety policy A-HUM-HAS-1. The purpose of the policy is to clearly define overall safety initiative responsibilities of all Town Managers, Supervisors, Employees/Workers, and Consultants and Contractors working for the Town.

Administration recommends that the policy be reviewed every four years.

### **STRATEGIC ALIGNMENT**

Fiscal Sustainability  
Strategic Governance

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

No financial impact to 2023 operational or capital budgets.

### **RECOMMENDED ACTION**

1. That Council approve the Policy A-HUM-HAS-1- Health & Safety Policy as presented.
2. (Or some other direction as given by Council at meeting time).

### **ATTACHMENTS**

- Draft Health & Safety Policy - A-HUM-HAS-1.



# Town of Onoway

## Administrative Policy

Number	Title			
<b>A-HUM-HAS-1</b>	<b>Health &amp; Safety Policy</b>			
Approval	Originally Approved		Last Revised	
	Resolution No:		Resolution No:	
	Date:		Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

### Purpose

The Town of Onoway and its Council are committed to providing a strong Health and Safety Program that provides a safe and healthy workplace for the employees of the Town of Onoway. This program endeavors to protect Employee physical, psychological, and social well-being, as well as, property and the public from harm.

The Town of Onoway as the employer, is ultimately responsible for the health and safety of its workers, by fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy workplace environment in accordance with industry standards and in compliance with the requirements of Alberta’s Occupational Health and Safety Act and will strive to eliminate any hazards which may result in personal injury, illness, accidents, or property damage.

Safe work practices and procedures will be clearly defined in the Health and Safety Manual for all employees to follow. Loss due to accidents can be minimized through good management in combination with active employee involvement.

### Policy Statement

To ensure that the Town of Onoway Safety Program remains effective. Certain elements and objective of the Program have been outlined. These are:

- a) To assign safety related responsibilities to personnel.

- b) To ensure that personnel are assigned to jobs, which they are physically qualified to safely perform.
- c) To make equipment, work areas, and work methods safe.
- d) To search out safety hazards and eliminate them immediately.
- e) To encourage employee interest in safety and to maintain that interest.
- f) To control the work habits of personnel by adequate and effective supervision.
- g) To provide proper protective equipment and to make its use mandatory.
- h) To educate and train employees as to the specific hazards of their jobs
- i) To investigate incidents in order to determine cause and then to take the necessary action to prevent recurrence.
- j) To prepare and maintain proper and complete incident records which will allow for evaluation of the Safety Program.
- k) To adopt and enforce safety rules, policies, and procedures.

## Definitions

**“Contractors”** means a person or company that undertakes a contract with the Town of Onoway to provide goods, services or perform a job.

**“Council”** means the duly elected Council of the Town of Onoway, as defined by the Alberta Municipal Government Act.

**“Employee” or “Worker”** means any person employed with the Town of Onoway on any basis including full time, part time, casual, temporary or paid on call.

**“Management or Manager”** means the Manager of a Municipal Department, as designated by the CAO, and his/her duly authorized designee(s).

**“Municipality or Town”** means the corporation of the Town of Onoway located in the Province of Alberta.

**“Psychological and Social well-being”** means a state of well-being in which the individual realizes their own abilities, can cope with regular stress of life, can work productively, and make a contribution to their community.

**“Supervisors”** means employees that oversee other employees such as the CAO, Directors, Managers, or Lead Hands.

## Scope

This policy applies to all Managers, Supervisors, Employees/Workers, Consultants and Contractors.

## Responsibilities

Safety is the direct responsibility of all Managers, Supervisors and Employees. Employees at every level are responsible and accountable for the Municipality's overall safety initiatives:

### 1. Manager and Supervisor Responsibilities

Managers and Supervisors are responsible for creating an environment that promotes active employee participation in health and safety related activities and by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policies, safe work procedures and best practices. Managers and Supervisors are responsible for other specific duties as outlined in the Health and Safety Manual.

### 2. Employee/Worker Responsibilities

Employees/Workers are responsible for working safely in a way that protects his or her own health and that of their co-workers by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policies, safe work procedures and best practices. Employees are responsible for other specific duties as outlined in the Health and Safety Manual.

### 3. Contractor Responsibilities

Contractors are responsible for working safely in a way that protects his or her own health by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policies, safe work procedures and best practices. Contractors are responsible for other specific duties as outlined in the Health and Safety Manual.

## Attachments

N/A

## Revisions:

Resolution Number	MM/DD/YY



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 10, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Town of Onoway Borrowing Bylaw for Operating Costs # 804-23

### BACKGROUND / PROPOSAL

Council approved the Town of Onoway Borrowing Bylaw for Operating Costs #793-22 during the July 14 2022 Council Meeting. Annually Council passes a borrowing bylaw for revolving line of credit which includes credit cards.

As per the Municipal Government Act Section 251 - Borrowing Subsection 1 –  
Borrowing Bylaw

#### Borrowing

##### Borrowing bylaw

**251(1)** A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

(2) A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised.

RSA 2000 cM-26 s251:2022 c16 s9(56)

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

From time to time during the year the Town of Onoway may require to borrow on a revolving basis to meet the current operating expenditures and obligations incurred during the year until such time as the taxes levied or to be levied therefore can be collected.

The borrowing amounts and instruments are as follows:

- Operating Loan for \$1,000,000.00 – from ATB
- Business Mastercard for \$30,000.00 – from ATB

The maximum principal amount borrowed in the year will not exceed \$1,030,000 and the maximum interest rate will be prime lending rate plus thirty percent (30%) which captures the interest rate charged on credit cards.

Section 256 of the MGA states that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed 3 years.

### **STRATEGIC ALIGNMENT**

Financial Sustainability

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

Amount of interest paid may vary depending on the amount borrowed and amount of time to fully repay.

### **RECOMMENDED ACTION**

- That Bylaw # 804-23 the Borrowing Bylaw be given first reading.
- That Bylaw # 804-23 the Borrowing Bylaw be given second reading.
- That Bylaw # 804-23 the Borrowing Bylaw be considered for third reading at this meeting.
- That Bylaw # 804-23 the Borrowing Bylaw be given third reading and adopted.
- (Or some other direction as given by Council at meeting time).

### **ATTACHMENTS**

- a) Proposed Bylaw 804-23 – Borrowing Bylaw.
- b) Approved Bylaw 793-22 – Borrowing Bylaw.



**TOWN OF ONOWAY**  
**By-Law 804-23**

**A BYLAW TO BORROW TO MEET CURRENT OPERATING EXPENDITURES AND OBLIGATIONS FOR THE TOWN OF ONOWAY.**

**WHEREAS** the Council of the Town of Onoway (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Operating Loan for \$1,000,000.00 – from ATB  
Business Mastercard for \$30,000.00 – from ATB

**WHEREAS** the Town of Onoway estimates the amount of taxes to be raised in 2023 will be **\$1,424,440;**

**AND WHEREAS:** Section 256 of the Act further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed 3 years;

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act the Council of the Corporation deems it necessary to borrow from time to time (on a revolving basis) during the said year a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore can be collected; and

**WHEREAS,** after the borrowing during the said year of the amount hereby authorized to be borrowed, the total loans outstanding at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year will not exceed the amount of taxes levied or estimated to be levied for the said year by the Corporation;

**NOW THEREFORE,** under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, the Council of the Town of Onoway enacts as follows:

1. That the Council of the Corporation do borrow from time to time (on a revolving basis) during the said year from ATB (the “Bank”), a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time which the Council deems necessary to expend to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.”
2. That the \$1,030,000.00 in authorized borrowing from ATB (the “Bank”), is to include a sum or sums not exceeding the maximum principal amount of **Thirty Thousand Dollars (\$30,000.00)** for a Business Mastercard account that the Council of the Corporation deems necessary to expend to meet current operating expenditures and obligations of the Corporation.

(12)

3. That the sum or sums so borrowed may be evidenced and secured by a promissory note or notes or similar forms of obligation executed by the Mayor and Chief Administrative Officer on behalf of the Corporation and the same Mayor and Chief Administrative Officer are hereby authorized and empowered to execute and give such promissory note or notes or similar forms of obligation on behalf of the Corporation as may be required by the Bank and to determine and agree upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.
4. That the Council of the Corporation do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, the whole of the unpaid taxes and penalties on taxes assessed and/or levied by the Corporation in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or levied or to be levied for the said year, and the Corporation shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenue for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenue can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
5. All sums borrowed under this Bylaw shall bear interest at a rate per annum not exceeding Prime Lending Rate plus thirty percent (30%) established from time to time by the Bank.
6. That nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.
7. That Bylaw 804-23 is hereby rescinded on the passing of this bylaw.
8. That Bylaw 804-23 comes into full force and effect upon third reading.

**Read a first time this 10<sup>th</sup> day of August, 2023.**

**Read a second time this 10<sup>th</sup> day of August, 2023.**

**Unanimous consent to proceed to third reading this 10th day of August, 2023.**

**Read a third time and passed this 10th day of August, 2023.**

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**Signed by Mayor Lenard Kwasny**

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**Signed by Jennifer Thompson**  
**Chief Administrative Officer**

**TOWN OF ONOWAY  
By-Law 793-22**

**A BYLAW TO BORROW TO MEET CURRENT OPERATING EXPENDITURES AND OBLIGATIONS FOR THE TOWN OF ONOWAY.**

**WHEREAS** the Council of the Town of Onoway (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Operating Loan for \$1,000,000.00 – from ATB  
Business Mastercard for \$30,000.00 – from ATB

**WHEREAS** the Town of Onoway estimates the amount of taxes to be raised in 2022 will be **\$1,337,013.00;**

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act the Council of the Corporation deems it necessary to borrow from time to time (on a revolving basis) during the said year a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore as aforesaid can be collected; and

**WHEREAS,** after the borrowing during the said year of the amount hereby authorized to be borrowed, the total loans outstanding at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year will not exceed the amount of taxes levied or estimated to be levied for the said year by the Corporation;

**NOW THEREFORE,** under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, the Council of the Town of Onoway enacts as follows:

1. That the Council of the Corporation do borrow from time to time (on a revolving basis) during the said year from ATB (the "Bank"), a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time which the Council deems necessary to expend to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank."
2. That the \$1,030,000.00 in authorized borrowing from ATB (the "Bank"), is to include a sum or sums not exceeding the maximum principal amount of **Thirty Thousand Dollars (\$30,000.00)** for a Business Mastercard account that the Council of the Corporation deems necessary to expend to meet current operating expenditures and obligations of the Corporation.

3. That the sum or sums so borrowed may be evidenced and secured by a promissory note or notes or similar forms of obligation executed by the Mayor and Chief Administrative Officer on behalf of the Corporation and the same Mayor and Chief Administrative Officer are hereby authorized and empowered to execute and give such promissory note or notes or similar forms of obligation on behalf of the Corporation as may be required by the Bank and to determine and agree upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.
  
4. That the Council of the Corporation do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, the whole of the unpaid taxes and penalties on taxes assessed and/or levied by the Corporation in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or levied or to be levied for the said year, and the Corporation shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenue for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenue can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
  
5. That nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.
  
6. That Bylaw 788-21 is hereby rescinded on the passing of this bylaw.
  
7. That Bylaw 793-22 comes into full force and effect upon third reading.

**Read a first time this 14<sup>th</sup> day of July, 2022.**

**Read a second time this 14<sup>th</sup> day of July, 2022.**

**Unanimous consent to proceed to third reading this 14th day of July, 2022.**

**Read a third time and passed this 14th day of July, 2022.**

**Signed by Mayor Lenard Kwasny**

**Signed by Tim Duhamel  
Chief Administrative Officer**

(16)



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 10, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Development Permit Application - My Place of Beauty – Aesthetics Salon and Sign Installation 5112 Lac Ste. Anne Trail South

### **BACKGROUND / PROPOSAL**

Development Officer, Tony Sonnleitner, has received a development application for "Operation of an Aesthetics Salon and installation of a sign within an existing commercial building", which is a Discretionary Use within the Direct Control District.

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

Council approval is required in DC – Direct Control District.

The proposed use is in line with those approved upon adjacent lands within the DC District, including: accountants, lawyers, liquor store and a government office.

### **STRATEGIC ALIGNMENT**

Economic and Business Growth

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

n/a

### **RECOMMENDED ACTION**

THAT Council approve development application 23DP05-24 subject to the applicant meeting the conditions recommended by the Development Officer

or

Other direction provided by Council.

### **ATTACHMENTS**

NONE.

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**DEVELOPMENT OFFICER'S REPORT 23DP05-24**

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**APPLICANT:** / "My Place of Beauty"

**OWNER:** FCD Holdings Ltd.

**DISTRICT:** DC – Direct Control

**LEGAL DESCRIPTION:** Lot 6, Block U, Plan 032 5271 : 5112 lac  
Ste. Anne Trail South (the "Lands").

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**PROPOSAL:**

Operation of an Aesthetics Salon, and Installation of a Sign, within an Existing Commercial Building, which is a Discretionary Use within the DC – Direct Control District.

**REGULATIONS:**

Section 2.1 Establishment of Development Authority  
Section 5.9 C1 – Commercial District  
Section 5.16 DC – Direct Control District

**COMMENTS:**

The subject lands have an area of 1008.0 sq. m. (10850.0 sq. ft.), frontage of 46.92 m. (154.0 ft.) and are currently developed with a Commercial Building. The applicant has applied for development authority approval for a permit allowing for the operation of an Aesthetics Salon within the existing commercial building upon the Lands and the installation of a fascia sign. The Lands are within the DC – Direct Control district under the Town of Onoway Land Use Bylaw; where development decisions are at the pleasure of the Council for the Town of Onoway.

It should be noted that the proposed use is similar to those approved upon adjacent lands, within the district; where uses include accountants, lawyers, liquor store, and government office. The development would also enhance the utilization of the Lands.

**RECOMMENDATION: It is the Development Officer's recommendation that Development Permit Application 23DP05-24 be favourably considered by the Council for the Town of Onoway, and a permit subject to the following conditions be approved:**

- 1- All municipal taxes must be paid.
- 2- That the applicant display for no less than fourteen (14) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 4- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to health (ALBERTA HEALTH), building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 5- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 6- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- The applicants shall prevent excess soil or debris from being spilled on public streets and lanes, and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.



- 8- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 9- The improvements take place in accordance with the plans and sketches submitted as part of the permit application.
- 10- The sign be secured to fascia of the building in such a fashion as to preclude it being dislodged in harsh weather.
- 11- Two (2) parking spaces shall be provided, conforming to the requirements of Section 259 Off-Street Parking of the Town of Onoway Land Use Bylaw 687-09, to the satisfaction of the Development Authority.
- 12- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 13- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

## **2.1 ESTABLISHMENT OF DEVELOPMENT AUTHORITY**

1. The Development Authority for The Town of Onoway is established under this Bylaw pursuant to Section 624 of the Municipal Government Act.
2. The Development Authority for The Town of Onoway is:
  - i) the person(s) appointed by resolution of Council as Development Officer pursuant to this Bylaw, and
  - ii) the Municipal Planning Commission established by Bylaw pursuant to the Municipal Government Act.
  - iii) the Council for The Town of Onoway in matters related to Direct Control Districts.
3. The office of the Development Officer is established through this Bylaw and shall be filled by person(s) employed, or contracted, by The Town of Onoway.
4. The Development Authority shall be carried out in accordance to powers and duties described in the Municipal Government Act, regulations established under the Act, and this Bylaw, as amended from time to time.
5. For the purpose of the Development Authority, the Development Officer is hereby declared to be an authorized person of The Town of Onoway.
6. The Development Officer shall perform such duties that are specified under this Bylaw.
7. The Development Officer shall keep and maintain for the inspection of the public during all reasonable hours, a copy of this Bylaw and all amendments thereto; keep a register or all applications for development, including the decisions thereon and the reasons therefore.
8. For the purposes of right of entry, the Development Officer is hereby declared an authorized person of Council.
9. For the purposes of Section 542 of the Act, the Development Officer is hereby designated as authorized by the Municipality to discharge the relevant powers and functions.

## **5.9 C1 – COMMERCIAL – OFFICE, RETAIL AND SERVICE**

### (1) General Purpose of District

This land use district is generally intended to provide for a wide variety of retail commercial and office uses at higher densities than would normally be found or provided for in other commercial areas in Onoway.

### (2) Permitted Uses      Discretionary Uses

**Bakery.**  
**Dry cleaning establishment.**  
**Hotel or motel.**  
**Major or minor eating and drinking establishment.**  
**Medical clinic.**  
**Park.**  
**Parking facility.**  
**Personal service establishment.**  
**Professional, financial, office and business support service.**  
**Retail establishment.**  
**Theatre or cinema.**

**Accessory building.**  
**Amusement arcade.**  
**Commercial school not including a school using heavy and industrial vehicles.**  
**Day care facility.**  
**Gas bar, service station or car wash establishment.**  
**Hardware and home improvement centre.**  
**Indoor recreational establishment.**  
**Private club or lodge.**  
**Public or quasi-public use.**  
**Public utility.**  
**Public utility building.**  
**Repair service establishment.**  
**Residential dwelling unit attached to a commercial operation.**  
**Second hand store.**  
**Storage and sales of Agricultural Equipment.**  
**Those uses which in the opinion of the Municipal Planning Commission are similar to the permitted or discretionary uses, and which conform to the general purpose and intent of this land use district.**

### (3) Minimum Parcel Dimensions

Unless otherwise prescribed in Part 4 of this Bylaw:

#### (a) Width:

Shall be no less than 8.0 m.

(b) Depth:  
Shall be no less than 30.0 m.

(c) Area:  
Shall be the product of the minimum parcel width and depth.

(4) Parcel Coverage

- (a) Unless parcel coverage is specifically prescribed or otherwise affected by provisions in Part 4 of this Bylaw for the uses prescribed in this land use district, 90% parcel coverage will be allowed, with the remaining 10% to be used for landscaping.
- (b) Developing to maximum parcel coverage, as prescribed in Section 5.8(4)(a), will depend on provision being made for off-street parking, loading, storage and waste disposal to the satisfaction of the Development Officer or Municipal Planning Commission in accordance with the regulations of this Bylaw.

(5) Minimum Floor Area

The minimum floor area for a dwelling unit shall be:

- (a) In the case of apartment buildings and vertical housing, not less than 50.0 m<sup>2</sup> for a bachelor unit and an additional 11.0 m<sup>2</sup> for each bedroom in the unit included thereafter.
- (b) In the case of horizontal housing or row housing, not less than 72.0 m<sup>2</sup> for a one bedroom unit and an additional 11.0 m<sup>2</sup> per unit for each additional bedroom in the unit thereafter.

(6) Minimum Setback Requirements

Unless otherwise prescribed in Part 4 of this Bylaw:

- (a) Front Yard:  
No front yard shall be required except as specified under Section 4.19 of this Bylaw.
- (b) Side Yard and Rear Yard:  
i) No side yard or rear yard shall be required.

- ii) Notwithstanding Section 5.8(6)(b)i), and in addition to the provisions of Parts VI and VII of this Bylaw, side yard and rear yard setbacks immediately adjacent to a residential land use district shall be 3.0 m or one-half the height of the building, to a maximum of 6.0 m, whichever is the greater distance.

(7) Building Height

No building shall exceed 12.0 m above grade.

(8) Other Provisions

- (a) Administrative procedures and regulations: refer to Parts 1-3 of this Bylaw.
- (b) General Parcel Provisions: refer to Part 4 of this Bylaw.
- (c) Special Land Use Provisions: refer to Part 4 of this Bylaw.
- (d) Parking and Loading Regulations: refer to Part 4 of this Bylaw.
- (e) Sign Regulations: refer to Part 4 of this Bylaw.

## **5.16 DC – DIRECT CONTROL**

### **(1) General Purpose of District**

To enable land use and development to occur in areas of special character or circumstance. Interim uses may be allowed provided they do not preclude or significantly increase cost for development, conversion or redevelopment in terms of the existing and future urban infrastructure. Proposed developments are subject to the regulations below and such rules with respect to land generally or specifically as Council may make from time to time and as described within policies of the Municipal Development Plan or any other statutory plan in effect. Pursuant to Part 3 of the Bylaw, all proposals will be received, considered and decided upon by Council.

### **(2) Uses**

As prescribed by Council

### **(3) General Development Regulations**

- (a) All development and parcel regulations, including but not limited to general parcel provisions, special land use provisions, parking and loading regulations and sign regulations, shall be at the discretion of Council.
- (b) The design, siting, landscaping, screening and buffering shall minimize and compensate for any objectionable aspects or potential incompatibility with development in this land use district or abutting land use districts.
- (c) In evaluating a proposed land use or a development, Council:
  - i) shall have regard for, but not be limited to:
    - 1. the existing use of the land,
    - 2. the uses, regulations and development criteria specified in the land use district superseded by this land use district,
    - 3. the general and special regulations as contained elsewhere in this Bylaw, and
    - 4. the land use regulations of adjoining land use districts; and

- ii) shall comply with the Municipal Government Act, Subdivision Regulation, Yellowhead Regional Plan, Municipal Development Plan and any statutory plan in effect.

(4) Land Use Agreement

- (a) An applicant may be required to enter into a legal land use agreement with the Town to ensure that the use and development of land and buildings on the parcel complies with the approved development plan, as a condition of a development permit issued pursuant to the Direct Control District.
- (b) The land use agreement shall run as a restrictive covenant against the title of the parcel and shall serve to restrict the development of land in accordance with the approved development plan.
- (c) The land use agreement may also provide that the applicant post security in such form and amount as may be approved by Council to ensure performance with the terms of the agreement.
- (d) An agreement made pursuant to this Direct Control District may specify a time period for which it is to remain in effect.

150 + GST



# Development Services For the Town of Onoway

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

## DEVELOPMENT PERMIT APPLICATION FORM

Application No: 23DP05-24  
Permit Fee: \$157.50

Make Cheque Payable to: Town of Onoway

### SECTION 1: GENERAL INFORMATION (completed by all permit applicants)

Applicant

Mailing Address

AB TOE 1V0

Email Address

MAIL.COM

Telephone Num:

Owner of Land  
(if different from above)

S LTD.

Address

5112 Lac Ste Anne Trail  
Onoway TOE 1V0

Telephone Number

Interest of Applicant (if not the Owner) Leasher

### SECTION 2: PROPOSED DEVELOPMENT (completed by all permit applicants)

I/We hereby make application for a Development Permit in accordance with the plans and supporting information submitted.

A brief description of the proposed development is as follows:

**OPERATION OF AN AESTHETICS SALON AND INSTALLATION OF A FASCIA SIGN**

Estimated cost of Development \$2500

Legal Description

Lot(s) 6

salon

Block(s) 4

Plan 032 5271

Street Address 5112 Lac Ste Anne Trail

(27)



Estimate Commencement Date

June 16<sup>th</sup> 2023

Estimate Completion Date

July 3<sup>rd</sup> 2023

**SECTION 3: SITE REQUIREMENTS** (does not need to be completed if applying only for a permit of sign)

Land Use District \_\_\_\_\_

Permitted Use \_\_\_\_\_ ( ) \_\_\_\_\_

Discretionary Use \_\_\_\_\_ ( ) \_\_\_\_\_

**PRINCIPAL BUILDING**

	Proposed	*Bylaw Requirements	*Conforms to Bylaw Requirements (Yes or No)
(1) Area of Site	_____	_____	_____
(2) Area of Building	_____	_____	_____
(3) % Site Coverage by Building	_____	_____	_____
(4) Front Yard Setback	_____	_____	_____
(5) Rear Yard Setback	_____	_____	_____
(6) Side Yard Setback	_____	_____	_____
(7) No. of Off-Street Parking Spaces	_____	_____	_____
(8) Height of Building	_____	_____	_____
Other Supporting Material Attached (e.g., site plan, architectural drawing)			

**ACCESSORY BUILDINGS, ETC.**

	Proposed	*Bylaw Requirements	*Conforms to Bylaw Requirements (Yes or No)
(1) Area of Site	_____	_____	_____
(2) Area of Building	_____	_____	_____
(3) % Site Coverage by Building	_____	_____	_____
(4) Front Yard Setback	_____	_____	_____
(5) Rear Yard Setback	_____	_____	_____
(6) Side Yard Setback	_____	_____	_____
(7) No. of Off-Street Parking Spaces	_____	_____	_____
(8) Height of Building	_____	_____	_____
Other Supporting Material Attached (e.g. site plan, architectural drawing)			

**\*To be completed by Development Officer.**

**SECTION 4: AUTHORIZATION**

I,   i  

  u   am \_\_\_\_\_ the registered owner  
\_\_\_\_\_ authorized to act on  
\_\_\_\_\_ behalf of the  
\_\_\_\_\_ registered owner

and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

I also consent to an authorized person designated by the Municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

July 29<sup>th</sup> 2023  
Date

\_\_\_\_\_  
Signature

**SECTION 5: PROCESSING TIME LIMITS**

DATE OF ACCEPTANCE OF DEVELOPMENT/SIGN PERMIT APPLICATION FORM

*(to be completed by the development officer)*

Where a decision on this application is not made within forty (40) days if the date of acceptance specified above, you may:

- (a) consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within fourteen (14) days of the date of this refusal, or
- (b) obtain and complete an extension agreement available from the Development Officer to extend the forty (40) day decision period specified to allow the Development Office additional time to reach a decision.

included in rent

### ADDITIONAL INFORMATION REQUIRED

PLEASE INDICATE BELOW THE TYPE OF SEWAGE DISPOSAL AND WATER SUPPLY TO BE USED ON THE DEVELOPMENT / SUBDIVISION.

<u>TYPE OF WATER SUPPLY</u>	
	DUGOUT
	WELL
	CISTERN & HAULING
	MUNICIPAL SERVICE
	OTHER (Please Specify)

<u>TYPE OF SEWAGE DISPOSAL</u>	
	SEWAGE HOLDING TANK
	SUB-SURFACE DISPOSAL / SEPTIC TANK
	ABOVE GROUND / SEPTIC TANK
	SEWAGE LAGOON
	OUTDOOR PRIVY
	MUNICIPAL SERVICE
	OTHER (Please Specify)

PLEASE INDICATE IF THE ABOVE IS:

- (A) EXISTING \_\_\_\_\_  
(B) PROPOSED \_\_\_\_\_

(If unsure please check with the local Health Unit or the Plumbing Inspection Branch)

## IMPORTANT NOTES

1. In addition to completing this application in its entirety, an application for a development permit shall be accompanied by the following information, where relevant:
  - (a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, and the location of public utility lines, waterbodies and treed areas;
  - (b) a scaled floor plan and elevations where construction is proposed;
  - (c) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances.
  - (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as the agent for the registered owner.
2. A non-returnable processing fee of an amount determined by Council shall accompany every application for a development permit.
3. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.
4. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.

**FREEDOM OF INFORMATION AND PROTECTION OF  
PRIVACY ACT NOTICE**

Please be advised that the information contained in your application for:

- Development permit approval
- Subdivision approval
- Re-Districting approval

Is being collected for the purpose of decision making by the Development Authority and the Subdivision Approving Authority. For this purpose, your application may be forwarded to the following people/organizations,

- ◆ Adjacent landowners
  - ◆ Utility Companies
  - ◆ Adjacent Municipality Municipal Offices
  - ◆ Government Departments
  - ◆ Statistics Canada
  - ◆ Other organizations as determined by the Development Authority
  - ◆ Local newspaper for public advertisement

Under the authority of Sections 606, 640(1), 653(4) of the Municipal Government Act, Statutes of Alberta, Chapter M-26.1, as amended and the Subdivision and Development Regulation 212/95.

I, \_\_\_\_\_ have no objections to the above stated procedures being used in the review and decision making process for application no. \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: July 29 2023

For more information contact:

Town of Onoway  
Freedom of Information and Protection of Privacy Coordinator  
Box 540  
Onoway, Alberta  
T0E 1V0  
(780) 697-5338

32

**RIGHT OF ENTRY**

File No: \_\_\_\_\_

I authorize the Development Authority of The Town of Onoway and other agencies as designated in Section 653(2) of the Municipal Government Act, 2000 to enter my land for the purpose of conducting a site inspection in connection with my application.

SIGNED: \_\_\_\_\_

Registered Owner

DATE: July 29<sup>th</sup> 2023

Complete this section only if the applicant is NOT the owner of the property being subdivided.

**AUTHORIZATION FORM**

File No: \_\_\_\_\_

I ( We ), \_\_\_\_\_, being the registered owner(s)  
( Name of Registered Owner(s) )

of \_\_\_\_\_ do hereby authorize  
( Legal Description of Land )

\_\_\_\_\_ to make application for  
( Individual or firm seeking application )

subdivision affecting the above lands.

SIGNED: \_\_\_\_\_ Registered Owner

\_\_\_\_\_ Registered Owner

DATE: \_\_\_\_\_



**TOWN OF ONOWAY**  
4812 - 51 STREET P. O. BOX 540  
ONOWAY AB T0E 1V0  
(780) 967-5338  
**OFFICIAL RECEIPT**

Page 1 of 1
RECEIPT #
20232158
DATE OF ISSUE
2023-06-29
4:20:0 PM
POSTING DATE
2023-06-29

MY PLACE OF BEAUTY LTD

ACCOUNT #	DESCRIPTION	PREV BAL	PAYMENT	BALANCE	GST
16100521 GL	DEVELOPMENT PERMITS & APPEALS		150 00		7 50

DEBIT 157 50

GST REG. # 129873048RT0001	\$7 50
LEVY	\$0 00
<b>TOTAL AMOUNT RECEIVED</b>	<b>\$157 50</b>

Received By
PLF
Batch #
28578

(34)







## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 10, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Housing Needs Assessment

### BACKGROUND / PROPOSAL

At the January 12, 2023 meeting, Council passed a motion that the Lac Ste. Anne Foundation take the lead on a Housing Needs Assessment for the region.

**MOVED** by Mayor Lenard Kwasny that Council authorize the Lac Ste. Anne Foundation to take the lead in completing a regional and municipal housing needs assessment and submit a completed template to the Government of Alberta.

**CARRIED**

The Housing Needs Assessment was an interactive process and members of Council were invited to participate to assist with the areas that may be of concern.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Housing Needs Assessment report was submitted to Administration on July 12, 2023 and this is the first opportunity for Council to review.

The highlights of the report:

- The area is experiencing a decline in population
- There is growth in the senior population
- Young families decline of 15.6%

Outcomes:

- Housing stock is limiting community growth
- Affordability is causing displacement
- Need for transitional housing with adequate social support
- Increase in availability in services, resources and funding will enhance community growth

## Statistics Canada Data

LOCATION	2011	2016	2021	POP. CHANGE (2016-2021) 1)	POP. CHANGE (2011-2016) 6)	AVERAGE 5 -YEAR % CHANGE OVER THE LAST 10 YEARS	10-YEAR POPULATION % CHANGE
Onoway	1,039	1,029	966	-6.1%	-1.0%	-3.5%	-7.0%

The full report will be provided to Council in a separate email however the executive summary is attached showing outcomes of the assessment. Should requests for the full report be received, it can be provided to interested parties.

### **STRATEGIC ALIGNMENT**

Economic & Business Growth, Good Governance & Financial Sustainability

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

No costs to the Town of Onoway. Lac Ste. Anne Foundation absorbed all costs.

### **ATTACHMENTS**

Executive Summary of the Lac Ste. Anne Foundation Service Area Housing Needs Assessment

### **RECOMMENDED ACTION**

- 1) THAT Council accept the Lac Ste. Anne Foundation Service Area Housing Needs Assessment for information.

Or

- 2) Any other direction provided by Council.



# Lac Ste. Anne Foundation Service Area Housing Needs Assessment

Prepared for:

**Lac Ste. Anne Foundation**

**Contact: Dena Krysik, CAO**

**Email: [dkrysik@lsaf.ca](mailto:dkrysik@lsaf.ca)**

**Prepared By:**

Erin Haubrich Consulting

**Delivered on: May 25, 2023**

Erin Haubrich Consulting



38



# 1.0 Executive Summary

## PURPOSE

The Government of Alberta has developed a strategy called Stronger Foundations with the goal of expanding access to affordable housing for Albertans. This initiative encourages collaboration among municipalities, regions, First Nation governments, Métis organizations and local housing providers to look at current and projected housing needs from a holistic perspective.

Therefore, the Lac Ste. Anne Foundation chose to conduct a regional housing needs assessment of the Lac Ste. Anne Foundation service area to understand the current and future need of housing. This project aligns with Lac Ste. Anne Foundation's strategic priority to Meet and Exceed legislative requirements for supportive living for seniors in lodges, Independent Seniors, and Supportive Housing.


The purpose of this document is to be used as a resource to make an informed and strategic decision about how to address the current and future housing need within the Lac Ste. Anne Foundation service area. In alignment with Stronger Foundations, this report reviews all types of housing, including senior self-contained, lodge, community housing, non-Market Affordable Housing, Permanent Supportive Housing, Special Needs, Indigenous Housing, Emergency Shelters, Rent Supplement, and others. This assessment will not look at the needs of continuing care.

## REGIONAL NEEDS ASSESSMENT

Overall, the Lac Ste. Anne Foundation service area is experiencing a decline in population, however the region continues to see growth in the senior population. By 2031, it is expected that the seniors' population within the service area will significantly increase from 16.4% to 26.4% of the population. Primary household maintainer data also indicates that the number of senior-led households is increasing, which identifies an increasing demand for appropriate seniors' housing.

There was a significant decrease of 15.6% of families with children between 2011 to 2021, indicating that young families are potentially moving to nearby urban centres such as Edmonton, St. Albert, Spruce Grove, or Stony Plain.

Data on household size and characteristics also support the trend towards the growth in smaller households. As such there is a mismatch between household size and most of the housing stock in the region, that is, single-detached homes which are often 3-5 bedrooms. An average of 82.3% of the households are owned, not rented within the service area.



The housing stock was mostly in functional condition, however with an aging population, migration and increasing cost of maintenance this may decline with time. Housing accessibility and affordability are the core housing needs of the service area.

### NON-MARKET HOUSING PORTFOLIO

Lac Ste. Anne Foundation's portfolio currently consists of 284 units: 151 lodge/supportive units, 113 senior self-contained units, and numerous private landlords rent supplement designations and direct-to-tenant rent supplement. In addition to the Lac Ste. Anne Foundation's portfolio, there are private housing providers for both senior independent living and seniors' continuing care in Whitecourt.

When 2021 senior populations are compared against the number of units available, it shows a regional service level of 2.7% for seniors independent living and 35.1% for lodge; Whitecourt shows the lowest service levels for seniors independent living at 1.8%.

### STAKEHOLDER ENGAGEMENT

There were four stakeholder groups that provided their perspective on the current and future state of housing in the region: general public, seniors, businesses and organizations, and municipal leaders. Efforts were made to connect with Indigenous groups in the area, unfortunately they weren't available to provide their input.

- Findings from Community Consultations
  - Housing stock available is limiting growth of the communities.
  - Affordability is causing displacement as such, a need for rent supplement.
  - Need for transitional housing with adequate social support.
  - Need for senior independent housing with access to adequate social support.
- Findings from Business and Organization Consultations
  - Single income households especially those with persons of disability are at risk.
  - Need for affordable housing with adequate services and support.
  - Need for transitional housing, rent supplement and tenancy support for vulnerable populations.
- Findings from Municipal Consultations
  - Increased availability in services, resources and funding will enhance community growth.
  - Increased need for rent supplement.
  - Support needed to curb the growth in homelessness.



## RECOMMENDATIONS

To address the current and future housing needs in the Lac Ste. Anne Foundation service area, it is recommended to:

- Seek opportunities to build seniors independent housing
- Seek opportunities to build affordable rental housing
- Address housing for marginalized populations
- Support aging-in-place to reduce need for new housing
- Leverage partnerships to deliver affordable housing



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 10, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Council Meeting – September 28, 2023

### **BACKGROUND / PROPOSAL**

Council and Administration are scheduled to attend the AB Munis Conference in Edmonton on September 27, 28 and 29, 2023. Administration is suggesting that the meeting of September 28 be cancelled or rescheduled.

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

It is a Council decision to cancel/reschedule this meeting. Staff are recommending this meeting be rescheduled as it is difficult for Administration to prepare materials for a meeting with a time period of less than 2 weeks between meetings.

Council may cancel the meeting at this time however, has the ability to schedule a special meeting should matters arise that need to be dealt with.

### **STRATEGIC ALIGNMENT**

Service Excellence

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

Budget savings of \$875 per meeting.

### **RECOMMENDED ACTION**

THAT Council cancel the Regular Meeting of September 28, 2023

Or

Other direction provided by Council.

### **ATTACHMENTS**

NONE.





## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 10, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Regional Wastewater Committee Representation

### **BACKGROUND / PROPOSAL**

The Darwell Lagoon Commission has been in the process of creating a Regional Wastewater Commission for the treatment and collection of regional wastewater due to the environmental requirements for lagoons. Sunrise Beach & Sandy Beach wastewater is currently bulk hauled to the Onoway lagoon. The Town of Onoway has an agreement with a single waste hauler to provide this service.

Mayor Kwasny and the CAO met with Reeve Blakeman and CAO Primeau of Lac Ste Anne County who are the representatives spear heading the regional wastewater line through the Darwell Lagoon Commission, Darwell Regional Wastewater Committee is dedicated to reducing the nutrient loading and increasing the health of the lakes.

The transmission line from Sunrise Beach & Sandy Beach is proposed to be constructed and discharge into Onoway's lagoon.

Council for the Town of Onoway passed following motion passed at a Regular Council Meeting held September 17<sup>th</sup>, 2020:

*MOVED by Deputy Mayor Lynne Tonita that, further to the September 16<sup>th</sup>, 2020 meeting with representatives of the Darwell Lagoon Commission, the Town of Onoway accept in principle the concept of accepting wastewater effluent via the Commission's proposed wastewater transmission line running from the Sandy Beach area to the Onoway lagoon, subject to an open house being held by the Commission and subject to further discussions and agreement by the parties as to specific details of this project and the incorporation of these details into an agreement between the parties.*

*Carried.*

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

Administration has been working with Graham Sterparn, P. Eng., FCSCE Discipline Lead, Municipal, Associated Engineering Alberta Ltd on determining the process for the Town of Onoway that this construction may have on the lagoon. There is more information required for Council to make an informed decision that protects the Town of Onoway infrastructure, residents and businesses as well as accommodation for future growth as Council works toward a regional solution for wastewater treatment that supports environmental stewardship.

43



Administration is requesting that Council appeal to the Regional Wastewater Committee, Darwell Lagoon Commission to allow the Town of Onoway to be a member of this committee and that the Chief Administrative Officer be appointed to represent the Town of Onoway on this technical committee.

Correspondence obtained from the Darwell Lagoon Commission meeting of March 7, 2023 where the Darwell Lagoon Commission accepted for information correspondence regarding Phase A project.

Of note, Administration needs to request additional information from the statement provided in the correspondence to the Summer Village of Sunrise Beach:

*It should be noted that the Septage Receiving Station originally proposed at the Onoway lagoon has been deleted because the Town has purchased their own. This affects the Proposed Operations and Maintenance Budget for the municipalities because 4000 m3 of wastewater disposal revenue will now be collected by the Town of Onoway.*

To date there are no agreements in place with the regional wastewater line being discharged into the Town of Onoway Lagoon. Administration and public works are currently gathering data regarding the effluent distribution from all sources. Administration's understanding of the current project that directly affects the Town of Onoway would be instead of bulk hauling, the septage would be delivered to Onoway lagoon via pipeline. The Town of Onoway will need to consider environmental impacts, rate modeling, operation and maintenance costs, flow rates, impacts on future growth of the Town of Onoway. It is practical for the Town of Onoway to be a part of this committee as the community that is receiving the effluent.

### **STRATEGIC ALIGNMENT**

This project aligns with all priority focus areas in the Strategic Plan:

Financial Sustainability  
Sustainable Infrastructure  
Service Excellence

Economic and Business Growth  
Good Governance

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

None at this time.

### **RECOMMENDED ACTION**

THAT Council request that the Darwell Lagoon Commission allow the Town of Onoway to be a member of the Regional Wastewater Committee AND THAT Jennifer Thompson, Chief Administrative Officer be appointed to represent the Town of Onoway, as a technical resource.

Or

Any other direction of Council

### **ATTACHMENTS**

Darwell Lagoon Commission correspondence received April 26, 2021

44

**DARWELL LAGOON COMMISSION**

**Box 219**

**Sangudo, Alberta T0E 2A0**

**Phone: (780) 785-3411 or 1-866-880-5722**

*rec'd  
APW ab. 2021*

**Re: DARWELL REGIONAL WASTEWATER COMMITTEE  
REGIONAL WASTEWATER TRANSMISSION LINE CONCEPTUAL DESIGN**

**TO ALL MEMBERS OF THE REGIONAL WASTEWATER COMMITTEE:**

The collection and treatment of wastewater in the Lake Isle, Lac Ste. Anne, and Sandy Lake area became the focus of Regional Wastewater Commissions, Town, Villages, Hamlets, Summer Villages, and First Nations, to decrease the nutrient loading and improve the water quality of the lakes. Under the guidance of the Darwell Regional Wastewater Committee, funding was obtained from Alberta Transportation to proceed with the evaluation of the feasibility of the construction of a wastewater transmission system to service the area. The area included the northwestern portion of Parkland County, the south portion of Lac Ste. Anne County, and the west area of Sturgeon County as well as various Towns, Villages, Summer Villages, and First Nation communities in or adjacent to the area.

The Darwell Lagoon Commission, on behalf of the Regional Wastewater Committee, is please to forward to you the "Darwell Regional Wastewater Committee – Regional Wastewater Transmission Line Conceptual Design" report for your review and information. This Conceptual Design Report presents findings with respect to existing infrastructure in the service areas and their corresponding wastewater generation rates, various strategies for future serving, and technical design criteria for the implementation of detailed design. It also presents opinions of probable costs for the various strategies proposed.

The main finding of the Report is that the cost of constructing stand alone facilities, borne primarily by connected communities, is cost prohibitive leading to the implementation of a regional transmission system being necessary to make future wastewater treatment affordable and operationally feasible. It is recognized that the overall wastewater transmission system must be built in phases starting with immediate areas of concern, scheduling the next phases as existing lagoon systems need upgrading , and continually reviewing the ultimate wastewater treatment method (which will not be required for a number of years). However, this Conceptual Design Report provides municipalities in the area with a direction that will meet the future needs of the area. It is anticipated that the members of the Committee will utilize the information in this Report to proceed on Projects that are components of the overall regional wastewater transmission system. The phasing of the preferred wastewater transmission system (at this time) is shown in Table 15.3: Option 1A: Connection to PLGS at of near Stony Plain via the Isle Lake Extension. Actual funding applications for the various phases will be the responsible of the municipalities involved in each specific phase when it is required.

45

As you are aware, two (2) projects have been approved for funding that are components of the system. Darwell Regional Wastewater Transmission Line – Phase A (Sandy Beach to Onoway) and Darwell Regional Wastewater Transmission Line – Phase B (Darwell to Tri-Village).

Joe Duplessie



Commission Manager  
Darwell Lagoon Commission



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 10, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Rail Safety Week – September 18 to 24, 2023

### **BACKGROUND / PROPOSAL**

Council has been requested by Stephen Covey, Chief of Police and Chief Security Officer CN and Janice Drysdale, Senior Vice President CN, to declare the week of September 18-24, 2023 as Rail Safety Week.

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

Rail Safety Week has previously been proclaimed in Onoway. This week is to raise public awareness of incidents that are caused by unsafe behaviour around tracks and trains. Administration will highlight Rail Safety Week by posting the Mayor's proclamation in our normal communication channels such as Facebook and the Town website.

### **STRATEGIC ALIGNMENT**

Service Excellence

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

None.

### **RECOMMENDED ACTION**

THAT Council support CN's request by proclaiming the week of September 18-24, 2023 as Rail Safety Week

### **ATTACHMENTS**

- 1) July 20, 2023 email from CN
- 2) Draft Proclamation for Rail Safety Week



## RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK

**WHEREAS *Rail Safety Week*** is to be held across Canada from September 18 to 24, 2023;

**WHEREAS**, 232 railway crossing and trespassing incidents occurred in Canada in 2022; resulting in 66 avoidable fatalities and 43 avoidable serious injuries;

**WHEREAS**, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**Whereas** CN has requested Town of Onoway Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 18 to 24, 2023.

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**MAYOR LENARD KWASNY, TOWN OF ONOWAY**



[www.operationlifesaver.ca](http://www.operationlifesaver.ca)

**From:** Stephen Covey <[stephen.covey@cn.ca](mailto:stephen.covey@cn.ca)>  
**Sent:** July 20, 2023 11:47 AM  
**To:** Jennifer Thompson <[cao@onoway.ca](mailto:cao@onoway.ca)>  
**Subject:** Rail Safety Week 2023 | Proclamation request



Dear Ms. Thompson:

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. By adopting the attached draft proclamation, you can help raise awareness for rail safety in your community.

Working safely is, by far, the most important thing we do each day at CN. Every employee deserves to go home safely. Every community needs to know they will not be put in harm's way. At CN, we aspire to zero – zero fatalities, zero serious injuries, zero harm. We need your help. We firmly believe that all crossing and trespassing related incidents are preventable. By working together, we can help save lives.

Rail Safety Week will be held in Canada and the United States from September 18-24, 2023. This is an opportunity for us all to educate the public on rail safety. As a leader in your community, your council plays a key role in improving public awareness about the dangers around tracks and trains.

**Rail safety is a shared responsibility. We are asking you to engage with your communities about rail safety and to sign the enclosed proclamation highlighting your community's commitment to rail safety. We would like to publicly recognize your commitment. For us to do that, we ask that you please return the signed proclamation by e-mail to [Marie-Pier.Triganne@cn.ca](mailto:Marie-Pier.Triganne@cn.ca).**

If you have any questions or concerns, please contact Julianne Threlfall, your local CN Public Affairs representative, at [julianne.threlfall@cn.ca](mailto:julianne.threlfall@cn.ca)

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at **1-888-888-5909**
- For additional information about Rail Safety Week 2023 visit [cn.ca/railsafety](http://cn.ca/railsafety) or [operationlifesaver.ca](http://operationlifesaver.ca)
- Let us know how you promote rail safety in your community by visiting [www.cn.ca/RSW2023](http://www.cn.ca/RSW2023)

Janet Drysdale- Senior Vice President and Chief Stakeholder Relations Officer

Stephen Covey, Chief Of Police and Chief Security Officer

(49)



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 10, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Onoway Tax Payers Request for Response

### **BACKGROUND / PROPOSAL**

The Onoway Taxpayers Association (OTPA) has held a Townhall meeting on June 20<sup>th</sup>, 2023. From this meeting, a report was submitted to the Lac Ste Anne Bulletin. From that submission which was forwarded to the CAO, the OTPA has submitted correspondence attached, dated July 20<sup>th</sup>, 2023 (attached).

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

Administration will address some of the concerns the Onoway Taxpayers Association has. The OTPA is referring to correspondence that was sent to the Administration office on Friday June 16, 2023. Administration has clarified with Mr. Winterford that no correspondence was received on June 16<sup>th</sup>, 2023. The correspondence the OTPA is referring to is the flyer that was put in the mail slot at the Administration office and received on June 12<sup>th</sup>, 2023 titled "Welcome Follow Onoway Tax Payer". The public announcement the Onoway Tax Payers association placed in The Bulletin was forwarded to administration with no other information (attached). The OTPA expectations of response are impractical. This Council and Administration do not respond to social media postings or articles submitted to the news media by an interest group however do respond accordingly when proper process is followed.

The accusation in the OTPA correspondence that Council did not sanction attendance of Councillor's and Admin at the inaugural Townhall is not accurate. The process to address Council is to request to address Council as a delegation at a Regular Meeting of Council. Taxpayers associations make presentations to government, the OTPA may register as a delegation or provide correspondence as dated July 20<sup>th</sup>, 2023 to be addressed at a Regular Meeting of Council.

Residents are always encouraged to contact our office for information. If that information is subject to Freedom of Information and Protection of Privacy legislation, there is a process and costs associated with the provision of this information through a FOIP Request. Gino Damo, Director of Corporate and Community Service is the Information Officer for the Town of Onoway. If Administration is unable to provide the information or the resident is unsatisfied with the information provided they may address Council as a delegation at a Regular Meeting of Council.



To date the OTPA have not requested information other than the correspondence dated July 20<sup>th</sup>, 2023 (attached). Information has been dropped in the mail slot or forwarded emails that were to third parties with no request.

Administration does find it concerning that a former member of Council chooses to inflate and present misinformation from a time when they were a part of Council and contributed to the a portion of the decision making. Factual information is provided in the attached response to the Onoway Taxpayers Association. There have been no further submissions of the "nearly 40 questions" as noted in the article as well.

At the end of the article submitted the to the Lac Ste. Anne Bulletin:

\* Note: OTPA is asking for a referendum of Forensic Audit to be place on September's Bi-Election ballot.

No petition has been received in accordance with the *Municipal Government Act (MGA)*. However, the MGA s. 236 allows Council to allow for submission of a question to be voted upon by the electors however this vote of the electors does not bind the Council.

### **Vote of the Electors - General Provisions**

#### **Electors to vote on a question**

**236(1)** A council may provide for the submission of a question to be voted on by the electors on any matter over which the municipality has jurisdiction.

**(2)** A vote of the electors under subsection (1) does not bind council.

1994 cM-26 I s236

Should Council choose to add a question to the ballot, it will need to be ratified at this Council meeting, as the timeframe after nomination day is limited to ensure that printing is completed and delivered is August 15<sup>th</sup>, 2023.

Council may add a question to the ballot. From what the Onoway Taxpayers Association is suggesting, Administration recommends wording similar to:

"Are you in favor of the Town of Onoway conducting a forensic audit?"

There are financial implications of a forensic audit that are unbudgeted should a forensic audit be sought. At this time, the financial implications are unknown. The Town of Onoway's expense for a regular audit is approximately \$16,000 annually.

The MGA governs the criteria for petition, should the residents of the Town of Onoway choose to submit a petition.

### **STRATEGIC ALIGNMENT**

Good Governance



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

Administration costs estimated at \$2,000 for wages and benefits to prepare response.

Forensic audit, unbudgeted funds with financial implication unknown at this time.

### **ATTACHMENTS**

Drafted Correspondence – Town of Onoway 20230810

Letter to Council 20230722

Onoway Taxpayers Association 20230612

Bulletin Article of Questions 2023026

Email thread dated June 22<sup>nd</sup>, 2023

Email thread dated July 25<sup>th</sup>, 2023

Tax Newsletter – May 2023

### **RECOMMENDED ACTION**

- 1) THAT Council approve release of the drafted correspondence to the Onoway Taxpayers Association.

### **OPTION**

- 2) THAT Council approve a question to be voted on by the electors in accordance with the *Municipal Government Act* s. 236 as a non-binding question during the by-election, if required, on September 11, 2023 subject to validity under the *Municipal Government Act* s. 232(2) AND THAT the question shall be: "Are you in favour of the Town of Onoway conducting a forensic audit?"

### **OR**

- 3) Any other direction provided by Council.



Town of Onoway

Mail: Box 540

Onoway, Alberta

T0E 1V0

Town Office: 4812-51 Street

Phone: 780-967-5338

Email: cao@onoway.ca

August \_\_, 2023

Onoway Taxpayers Association  
PO Box 1254  
Onoway, Alberta  
T0E 1V0

Mr. Winterford,

In response to the correspondence dated July 20, 2023, Council reviewed the request at their Regular Meeting of August 10, 2023, and have authorized the release of the information below. Administration and Council have asserted that the request was to provide answers to the article placed in the Lac Ste Anne Bulletin on June 26, 2023.

#### Question 1

**Recently a request to repair the fence at Shaul Park (about \$300.00) to prevent toddlers from escape under it and onto Lac Ste Anne Trail (an incident reported). Why did administration advise that, because it was not in the budget, it could not be fixed? Meanwhile approximately \$3,500 is being spent on painting a crosswalk that serves one group. The paint will fade and maintenance of another thousand or more yearly will be required if it is to stay. Isn't public safety a priority?**

"Administration advised that because the cost was not within the budget, the fence could not be fixed was never stated by a town staff member". This is misinformation and was never stated by a town staff member.

The resident that notified the CAO of the deficiency at Shaul Park, was provided the assurance that Public Works would be notified to investigate repair. With the change in staff in Public Works and other pressing matters, the repair was completed the end of May and then additional material brought in to landscape that area where the fence has pushed up by the fire hydrant.

The resident asked about completely fencing Shaul Park. They were advised that to completely fence Shaul Park was not in the 2023 budget but could be presented to Council in 2024.

Regarding the crosswalk, the contractor hired to paint the sidewalk did not complete the project to specification. They were compensated for a portion of the labour but not the contract. The original resolution of Council was in 2021 to review the placement of a crosswalk and it was installed.

**Question 2- Why paint a crosswalk when a flag would do? There are over 20,000 special interest groups is the intention to include them?**

Original motion of Council

**May 6, 2021 Council Meeting**

Motion #187/21 - MOVED by Deputy Mayor Lynne Tonita that, further to the presentation and request at the April 22, 2021 meeting, the Town recognize Pride Month in June 2021 by purchasing and flying a Pride flag on a street light near the gazebo. Council agreed to consider painting a crosswalk in honour of Pride Month, pending funding. CARRIED

This council has continued to support a community of inclusion by painting the crosswalk. As of the meeting of July 13, 2023 Council have passed a resolution that staff paint the sidewalk near Centennial Park to recognize inclusion in the Town of Onoway. As an aside, this project has created a conversation around expansion of this project to paint portions of the sidewalks in Onoway. A report will be presented to the Economic Development and Tourism Committee to review and make a recommendation to Council for further discussion soon.

**Question 3-With 70% of the town's reserves gone how does the town hope to maintain services, equipment repair, repairs on roads, sewers, property management etc.**

As reported in the 2022 Audited Financial Statements under Note 9. Reserves, the Capital Reserves decreased by 3.81% or \$17,124 (\$448,865 (2021 Amount)-\$431,741 (2022 Amount)). This was to purchase AFRACS radios for Onoway Regional Fire Services. The operating reserve decrease was \$344,539 to cover contractual obligations and purchase of the Septage Receiving Station. This is a 58% reduction in operating reserves although overall a 34% reduction in reserves.

The reserve policy presented by Bloom CME during their contract as Interim CAO, and adopted by Council, collapsed the reserves, which means there are not individual reserves but Operating and Capital reserves. The reserves had to be collapsed to be able to pay for the contractual obligation arising from Council and the previous administration's decisions. A review of the reserves found numerous reserves had been created without significant justification or rationale. The reserves are now segregated into operating and capital with a policy that clearly identifies the justification for each reserve. This approach allows for a strategic approach to

long-term reserve planning. The new strategic plan identifies a long-term tax strategy as one of council's objectives. This strategy will address the replacement of reserves. It is not abnormal for municipal reserve balances to fluctuate as needs arise. The use of the reserves was required to meet council direction and in alignment with responsible financial practices. The use of those reserves in no way adversely effect services or capital maintenance.

There remain additional restricted reserves of \$60,000 that will be used for parks and recreation upgrades based on the donation from Academy Fabricators donated in 2017. There has been no detailed discussion or planning in the time this administration has been in place to enhance parks in the Community due to other pressing projects.

The Council and staff are creating process, efficiencies, completing projects in house, reducing the use of outside contractors where applicable and practical. Collecting information for asset management, asset condition and future expansion is currently taking place in order to ensure that replacement and renewal of infrastructure is prioritized and planned in a proactive manner rather than reactive. There are infrastructure challenges that have not been addressed over many years. The creation of annual maintenance programs and documentation to extend the lifecycle of current aging infrastructure. There has been an increase in service level due to increased maintenance, especially of overland drainage areas being cleared of silt, debris, and trees. The public works staff are creating policy, procedure, creating and implementing maintenance programs to allow for proactive response to issues in the community.

The Town now has a comprehensive reserve policy with rationale for reserve requirements. The strategic plan identifies financial goals that will support the development of funding strategies to strengthen the Town's reserve balances. Having a comprehensive reserve policy and the beginnings of a funding plan, puts the Town in a strong position to meet Council's goal of long term financial sustainability.

**Question 4 – Why has almost \$700,000 been spent? Was it to payout staff who were unjustifiably dismissed and the legal costs incurred? What amount would you place on the years of experience lost? How much did the temporary CAO and company cost Onoway and is this company still given contracts? Why, despite numerous requests, have these numbers not been provided.**

The amount referred to is inaccurate. The total operating budget in 2022 was \$3,728,073, 2021 was \$3,662,479. As presented to Council in 2022 the 2022 Budget Challenges/Drivers were:

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## 2022 BUDGET CHALLENGES/DRIVERS

- Returning to "normal" service levels, reinstatement of items reduced due to COVID i.e. fully operational programs
- Rising inflation for cost of goods and services
- Administrative turnover
- Organizational review
- Organizational change, outcomes and implementation
- Learning phase for new staff.
- Aging infrastructure – continued costs of assessments of assets
- Long range reductions from Province for MSI Capital Grant; future funding strategies within taxation to compensate for reductions coming
- Eliminating some contractor positions for improved efficiency and customer service

Council and administration cannot respond to the accusation of "unjustifiably dismissed." The question is an opinion and due to Freedom of Information and Protection of Privacy on personnel matters, personnel matters cannot be discussed. The decisions made by Administration and Council were in the best interests of the municipality. The Town is now fully staffed with Bloom's recommended restructuring and significant improvements to many processes have been/are being implemented. All new staff hires were planned for at a budgeted amount less than past year's budgets.

The numerous requests referred to for information were not made in the appropriate manner. This would require a resolution of Council to release the details of the contracts. There was never a formal request made to Council. Bloom President, Tim Duhamel has offered to provide the financial details of the Bloom contract numerous times but requires a formal request to Council to release information. Mr. Duhamel has explained that requirement to both Council and residents.

The contract with Bloom CME, was well below what previous Administration costs were. Within the Interim CAO contract, in addition to the scope of the contract, Bloom CME created a Reserve Policy, Employee Code of Conduct, Tax Rate Bylaw, Strategic Plan, Vision Action template was provided to administration to ease the process of creating staff's projects to support the strategic plan, and the CAO Hiring Process all at no additional charge to the Town of Onaway. Bloom CME also offered free courses to staff as Interim CAO and continues to support the Town of Onaway Administration. This is a service that Bloom CME offers their clients to support education and success of municipal administrative professionals. Bloom CME continues to provide support when requested. Additionally, all additional staff resources supplied by Bloom were absorbed by Bloom at no additional cost to the town. Bloom provided the Town expertise from four associates at no charge.

The statement that Bloom has billed over the agreed upon contract amount or received additional contracts after the CAO contract was complete is incorrect. Council on the whole has rated the quality of Bloom's work as excellent and the effort provided for the Town went above the scope of the contract.

As for a dollar value on the years of experience lost, that is an arbitrary answer that would be biased on all parties therefore will not be addressed.

**Question 5 – According to the last Council meetings renovations for the office are planned. Has this been budgeted?**

There are tentative plans to create offices in the south portion of the administration building. The estimated amount for budget included adding adequate electrical, telephone and network capabilities as well as three walls for offices. New paint and flooring, as the flooring is in poor condition. Commercial grade furniture was also an option.

Unfortunately, structural issues that have been present for many years and not addressed or repaired, require further investigation by a professional engineer and are preventing the expansion of office space at this time. The expansion of the office would create offices for senior administration, continue to advance the progression of Onoway as a professional organization that is open for business and support the pillars of the Strategic Plan of good governance, financial sustainability, support economic and business growth, service excellence and sustainable infrastructure. An amount of \$20,000 was approved by Council and communicated in the May 2023 Tax Newsletter.

It should be noted that the past administration utilized the planned office space for individuals that supported the Town. The staffing restructure, planned for all of the duties previously provided by contractors to be delivered by Town employees and recognized that there would be a need for additional space. Creating expertise (grants, tax rate bylaw, elections, finance etc.) and investing in our own Town staff members will significantly strengthen the Town's service delivery ability.

**Question 6**

**What efforts are being made to encourage new business in Onoway and what is being done to promote existing businesses?**

Council created the Economic Development & Tourism Committee in 2023. This Committee is creating a workplan in 2023 for implementation in 2024. Mr. Dale Johnson is the chair of the committee. Two members of Council are members of the new committee. Additional committee members will be added soon. The committee did not meet in the summer months. The Economic Development Committee was inactive for many years prior to this administration. Mayor and Council should be commended that they have prioritized Economic Development as a strategic priority for the Town of Onoway and recognize Mr. Johnson with gratitude for volunteering to chair the committee.

Onowaves is the newsletter published monthly by the Town of Onoway, distributed with the utility bills and posted on the Town website. The Town works with businesses to promote their

business and highlight the services provided to the residents and surrounding community. The Chamber of Commerce is active in the community as well to assist and promote local businesses. The local paper is mailed to over 7,700 residents is used as a media communication form as well.

### **Question 7**

**Currently the office has far more administrative staff than in previous years. This while the town has fewer people. What is the need and with the increased staff, what does that mean to taxpayers like me?**

The overall budget has not increased due to the required staff restructure. Savings in wages from the previous CAO contract and additional charges for Wildwillow support, allowed for the creation of the ½ time Administrative Assistant Position. The Town previously paid for numerous charges annually for duties that are typically done by Town staff. This included grant applications and the completion of the tax rate bylaw. Those duties have now been allocated to the permanent staff compliment. Utilizing contractors for duties that are required annually is neither efficient or effective and put the Town in at risk from a business continuity perspective. Investing in our own staff's knowledge and skills is less costly and more sustainable over the long term, then the utilization of contractors.

The position of Director of Corporate and Community Services was created utilizing current wages budget. This position is responsible for Emergency Management, projects are being completed inhouse instead of being contracted out. The creation of the Tax Rate Bylaw, which was an additional charge under our previous CAO, was completed by Bloom CME within their contract. Staff were able to utilize this updated bylaw and not contract this work out . The additional staff allows time for administration participation on the Economic Development & Tourism Committee. A request has been made that this administration be appointed to participate in the Regional Wastewater Committee representing the interests of the Town of Onoway.

This administration has also revamped the application process for FCSS to ensure compliance and reporting. Interim CAO Tim Duhamel implemented the Request for Decision process and reporting for Council meetings, this has been continued and expanded to ensure Council has the ability to make informed decisions that presents applicable history and administration's recommendations based on experience and best practice. These reports also present financial implications. This is industry best practice. Increased communication to residents and businesses. Administration is currently updating the website for ease of access to information. There are many projects being managed by this administration in addition to the day-to-day tasks required through legislation. Your administrative team is responsive to the needs of residents and businesses and are looking forward to continue to enhance the service delivery through our office.

As a taxpayer, you are receiving more information through communications, legislative compliance, enhanced updated policy and procedures. You are receiving the benefit of a staff that is able to deliver services inhouse and reduce contracted projects to outside sources.

I firmly believe, as Chief Administrative Officer, that the restructure has resulted in significant knowledge and service delivery improvements. This has been done at a cost less than what the Town previously paid contractors.

To answer the question succinctly, "the taxpayer is paying less and getting better service."

### Question 8

**What plan does the town have to improve sports facilities and parks for kids' safety? The skateboard park is vandalized daily with broken glass and stolen bike etc., and nearby is a hangout for druggies and kids smoke up. How is this being handled?**

Sports facilities are not owned by the Town of Onoway. There are in-kind services provided to community groups who maintain these facilities. Some of these in-kind services include grading, snow removal, water subsidies, and grass cutting. We work well with all partners and if there is a specific safety concern, please provide documentation.

Vandalism is an issue in a lot of community spaces, not just our community. As a resident, if you see suspicious activity or know of "hangouts for druggies" we encourage a proactive approach to call RCMP or Community Peace Officers and report. If crime is reported in the community, RCMP are able to make requests for an increase in services to increase their staffing. If suspicious activity is not reported, the RCMP are not aware that there are public safety concerns within our community.

Administration presented a graffiti awareness campaign to Council on to provide information to assists in the removal of graffiti. Record, report, remove are three essential tools that should be used. This information has been posted on the Town's Facebook page and the Town of Onoway website.

The Town contracts out bylaw services. We will review the concerns you have noted and discuss what can be done under the scope of bylaw.



## Question 9

**For almost five months Onoway went without policing. Why? Why wasn't the public informed?**

There was no lapse in policing services provided by the RCMP. This is an incorrect statement.

An Enforcement Services agreement between the Town of Onoway and Lac Ste. Anne County (LSAC) expired on January 31, 2023. Before renewing the agreement, contract options were explored including a cost-benefit analysis as enforcement service costs were increasing significantly. During this time the public was informed to contact the RCMP. An Enforcement Services agreement was renewed between the Town and LSAC and reinstated May 1, 2023. That is a lapse of three months for CPO and Bylaw services not policing.

In correspondence dated September 26, 2022 LSAC referenced correspondence to the Town of Onoway from September 27, 2021. This administration started the beginning of October 2022, received additional correspondence from LSAC on November 22, 2022. The correspondence was submitted to Council for review at their December 8, 2022 meeting. This administration will accept responsibility for not being aware of the correspondence from September 26, 2022 and it not reaching Council in a timely manner due to the crossover in Administration. The rate in the September 26, 2022 letter of \$107.25/hour was a significant increase therefore Council did request the analysis, although the original request of Administration was on October 28, 2021.

At the October 28, 2021 meeting Council passed the following motion.

### **Motion #441/21 – October 28, 2021**

**MOVED** by Councillor Robert Winterford that the Town agree to a fee increase from \$62.50 per hour to \$88.50 per hour for the 2022 year for Community Peace Officer Animal Control services provided by Lac Ste. Anne County, and further that Administration investigate options for the Onoway having in-house Officer(s) going forward. **CARRIED**

It is only with the additional administration staff that the cost-benefit research and analysis was able to be completed in a timely manner and presented to Council as soon as information was gathered.

Council directed Administration to request an extension to review the contract and negotiate with Lac Ste Anne County on December 14<sup>th</sup>, 2022. Lac Ste Anne County advised they were unable to extend the contract and the original termination date of January 31, 2023 stood.

This Council and Administration are committed to ensuring that contracted services are fair and a review of contract costs was warranted. The service level that LSAC is providing the Town of Onoway in shared services, creating economies of scale is appreciated. The Town of Onoway and Lac Ste Anne County continue to build relationships to serve residents, business, and visitors of the region.

**Question 10**

**In the last tax bill sent out, the numbers included were inaccurate and off by almost 60%. What is this and why wasn't there notification of the error or an explanation?**

There was an inaccuracy due to an incorrect formula in excel referencing incorrect cells. The correction was presented to Council at the Regular Meeting of June 8, 2023 as an information item. The correction presented to Council is attached. The correction was posted in Onowaves May 2023 edition.

Administration would like to note that while we strive for accuracy, at times there is a calculation error and it is corrected as soon as is practicable.

The note at the bottom of the article submitted to the Lac Ste Anne Bulletin that the "OTPA is asking for a referendum of Forensic Audit to be placed on September's By-Election ballot." For more information on the process that needs to be followed in accordance with *The Municipal Government Act*, Municipal Affairs is available to provide advice.

Sincerely,

Jennifer Thompson  
Chief Administrative Officer

61

Town of Onoway  
Mayor and Council  
c/o Chief Administrative Officer  
Box 540 Onoway, Ab  
T0E 1V0

July 20th,2023

Dear Mayor and Council:

**Subject – Request for Response to OTA Townhall Questions**

As Secretary to the Onoway Taxpayers Association, I am respectfully asking that your office follows up on the letter sent to your office on Friday June 16th, 2023, as well as the public announcement listed originally in the Lac Ste. Anne Bulletin newspaper June 26th. Collectively these undertakings resulted in 40 questions that your residents and ratepayers asked. The most urgent 10 questions have been presented to you and require a response. To date there has been no follow-up by your office and no formal reply either.

Considering also that Council did not sanction attendance of Councillor's and Admin at the inaugural Townhall, and that there has been no engagement between our groups to date, our members are concerned that their elected officials are dismissive of their taxpayers. Council's negligence in responding to these questions adds to the growing frustration of the electorate. It is, put bluntly, more of the same stonewalling that I ran into firsthand during my time in council chambers. It is a lack of transparency that shows our council breaking yet another promise to be open and honest.

As one further request, please provide a response by August 1st,2023. Our members are eagerly awaiting a reply to these important questions and we need your replies to complete our report. Please advise of your responses and actions to be taken/being taken to address the concerns of our members, your ratepayers.

**We look forward to your comments which will be presented at our next Town Hall meeting, currently scheduled for August 10th,2023.**

Sincerely,  
**Bob Winterford**  
Secretary,  
Onoway Taxpayers Association  
POB1254, Onoway T0E 1V0  
Proud Member of: *Canadian Taxpayers Association*

(62)

**My name is Shauna Johnston and I'll be your Moderator for tonight's Town Hall.**

**On behalf of the Onoway Tax Payer's Association we would like to welcome those of you present and coming in online to our first Onoway Town Hall meeting.**

**As an advocacy group our purpose is to field your questions and concerns and direct them to Onoway's Mayor, Council and Administrator.**

**It is also our mandate to report to you our Onway Taxpayers on activities, motions and by-laws that could directly effect your tax dollars.**

**Tonight's Program:**

**For the first 45 minutes (7pm-7:45) the panel will be accepting written questions, reviewing to reduce duplication and directing them through me to the representative (Mayor/Council/administrator) it's meant for.**

**After 45 minutes we will take a 15 minute break and resume with a respectful open forum allowing those present and online to ask questions. Kindly keep your questions short and direct to give others equal opportunity for their questions. The panel will ensure we stay on track.**

**A record of questions and answers will be retained and shared to provide complete transparency.**

**Also please note the Onoway Taxpayers Association will be asking that Town and Council to add a referendum of a Forensic Audit to the upcoming Bi-Election ballot.**

**Thank you for your participation!**

**OTPA**

63

## Welcome Fellow Onoway Tax Payer !!!

The OTPA (Onoway Taxpayers' Association) is an advocacy group dedicated to oversight and management of our municipal tax dollars.

By being an advocate and intermediary between those who spend and those who pay, OTPA is here to field your questions and facilitate open discussion. We are here to ensure that your voice is heard, your concerns addressed and that you remain informed and engaged.

Much has transpired with the recent Council and Administration that has not been shared, nor discussed with you - the residents and ratepayers - that affects both your interests and the Town's progress. I have been around that table, I know how hard it is to get (sincere) answers from our leaders, and I can only imagine how difficult it has been for others to engage during this time as well.

It is our intent as an Association to provide you with the facts and a platform to have discussions. While our Town's bi-weekly council meetings are public and are shared virtually, these debates go largely unmonitored by our ~~the~~ busy public. Decisions are made - and your money is spent - with the wave a hand. It is the taxpayer's money - your investment in this Town - that is in play here. Poor decisions, shortsighted gambles, and misguided focus all take us off course - there needs to be transparency on how our strategic vision is developed, managed and implemented - and tax payers have a part to play in that discussion.

We have - through this Mayor and Council - seen a decrease in Town's reserves from nearly \$1, 000,000 to now barely \$300,000. This is not because of new programs, road fixes, or equipment. This is primarily due to spiteful restructuring of municipal staff and services; dismissals and firings and all the legal and "consulting" work that comes with.

On top of this we have seen a near doubling of municipal staff and increases in taxes, but with no appreciable increase in service delivery. We are spending money to expand municipal office space, but we are forgetting to repair our sidewalks and

keep our community programs funded. This is a great town, but we have not grown so much as to justify this reprioritization of your hard-earned tax dollar.

Since 2021, there have been numerous concerns on budget, sustainability, allocation, governance, and administration that you as taxpayers have a right to know. Unfortunately, there has been no meaningful response to be had to these questions and only stonewalling by those in a position to provide transparency. We all deserve a great future in our great Town, but that requires a team effort and mindful leadership – it's time for all of us to get engaged.

As an Advocacy group working for the residents of Onoway, OTPA wants to keep you informed. We are here to ensure questions and concerns are being addressed. We believe in Onoway. It's future growth and opportunity and as your voice we wish to work collectively for a better tomorrow.

#### **JOIN US AT THE TOWN HALL**

- ✓ **When: June 20, 2023 7-9 pm**
- ✓ **Where: Onoway Heritage Centre across from the Onoway Public Library.**
- ✓ **Why: to ask your questions (respectfully) about Council and Administration.**

If unable to make the forum there is a question form on the reverse of this page. You can also forward your questions via email to:

[OTPAonowaytaxpayers@gmail.com](mailto:OTPAonowaytaxpayers@gmail.com)

or attend online via zoom. A moderator and panel will review and ask your questions on your behalf during the Town Hall.

Sincerely,

Bob Winterford  
OTPA

June 20, 2023 OTPA Town Hall

Submit your Questions:

Question:

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Question:

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Question:

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Question:

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Question:

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Submission By (Optional):

Would you like to ask this question(s) in person at the meeting, or have the moderator ask on your behalf (check one)?

- Ask In Person
- Have Moderator Present Question(s)

Continued from page 23

further information on health concerns and cyanobacteria, please call Health Link at 811. Additional information is also available online, at [www.ahs.ca/bga](http://www.ahs.ca/bga).

Alberta Health Services is the provincial health authority responsible for planning and delivering health supports and services for more than four million adults and children living in Alberta. Our mission is to provide a patient-focused, quality health system that is accessible and sustainable for all Albertans. Our current focus is on reducing emergency department wait-times, improving EMS response times, increasing access to surgeries, and improving patient flow.

## 4 Ways To Recycle Items That Don't Go In The Blue Box

(NC) Most of us know that we should be recycling. It's not a new concept. In fact, the curbside blue box program used for recycling in places around the world was first used in Kitchener, Ontario in the 1980s.

However, some items always make the cut for curbside collection – but that doesn't mean they aren't recyclable. Here are a few handy examples:

### 1. Carpet: Get it picked up

Old carpeting is not typically accepted in regional blue box programs, but if you call the manufacturer or a local recycling company, they can often bring it to a depot. There it's recycled into a new carpet or other items like plastic auto parts. Carpets are often made from synthetics or fossil fuel-based materials, so keeping them out of landfill is worthwhile.

### 2. Old pens: Drop off at a local store

Although much of the world has gone digital, there are still many of us who keep a trusty pen and paper on hand. Some local and national retailers collect pens and stationery items that would otherwise need to be thrown out. Check out your office supplies store to see if they take broken or dried up writing utensils, from pens to mechanical pencils and felt tip markers.

### 3. Re-sell or donate: Bicycles

Even if that old bicycle seems un-ridable, there are still plenty of ways to put it to use. There are many groups across the country that will take an old bike – either as a fixer upper or as a source for stripped parts that will create or repair another bicycle. Look locally for organizations or shops that sell or repair used bikes.

4. **Mail in programs:** Smoke-free products Recycling is a great way for all of us to be stewards of the planet and, in some cases, can be done from your home or office. Nicotine-containing products like vaping devices, pods and certain heated tobacco devices can be

safely recycled or disposed of for free with the national Smoke-Free Recycling program. Collect your items in any old box, print a free shipping label and send them off in the mail. There is also the option to recycle cigarette butts through the program.

Find more information on the program at [terracycle.com/en-ca/bri-gades/smoke-free-en.ca](http://terracycle.com/en-ca/bri-gades/smoke-free-en.ca).

## OTPA (Onoway Taxpayers Association)

As a not-for profit citizen's group we are dedicated to lower taxes, less waste and accountable government.

We field taxpayers questions and concerns seeking answers and advising irregularities. We invite you, the Onoway Taxpayer, to join (at no cost). When transparency is not found we will petition for accountability.

Our First Quarterly Report:

Meeting: June 20<sup>th</sup> at the Heritage Centre, 7 - 9 pm

Attending from Council: Councilor Bridgette Coninx

Absent: Mayor Leonard Kwasy, Deputy Mayor Lisa Johnson, Councilor Robin Murray, Administrator Jennifer Thompson

On behalf of the OTPA we thank our Moderator, panel and IT specialist for their kind assistance and to you, our dedicated taxpayers, who were in attendance or who sent in questions.

Over 60 in attendance in person and online; many with important questions for our elected and administration. Special thanks to Councilor Coninx for her attendance and responding where she could.

Too many questions to list here, however here is a sample of the some of the questions. The complete list will be published in our newsletter and provided to this Town administration for answers:

1. Recently a request to repair the fence at Shaul Park (about \$300.00) to prevent toddlers from escaping under it and onto Lac Ste. Anne Trail (an incident reported). Why did administration advise that, because it wasn't in the budget, it couldn't be fixed? Meanwhile approximately \$3,500 is being spent on painting a crosswalk that serves one group. The paint will fade and maintenance of another thousand or more yearly will be required if it's to stay. Isn't public safety a priority?
2. Why paint a crosswalk when a flag would do? There are over 20,000 special interest groups, is the intention to include them?
3. With 70% of the town's reserves gone how does the town hope to maintain services, equipment, repairs on roads, sewers, property management etc.
4. Why has almost \$700,000.00 been spent? Was it to payout staff who were unjustifiably dismissed and the legal costs incurred? What amount would you place on the years of experience lost? How much did the temporary CAO and company cost Onoway and is this company still given contracts? Why, despite numerous requests, have these numbers not been provided?
5. According to the last Council meetings renovations for the office are planned. Has this been budgeted?
6. What efforts are being made to encourage new business to Onoway and what's being done to promote existing businesses?
7. Currently the office has far more administrative staff then in previous years. This while the town has fewer people. What is the need and, with the increased staff, what does that mean to taxpayers like me?
8. What plan does the town have to improve sports facilities and parks for kids safety? The skateboard park is vandalized daily with broken glass and stolen bikes etc. and nearby is the hangout for druggies and kids smoking up. How is this being handled?
9. For almost five months Onoway went without policing. Why? Why wasn't the public informed?
10. In the last tax bill sent out, the numbers included were inaccurate and off by almost 60%. What was this and why wasn't there notification of the error or an explanation?

The balance of nearly 40 questions will be submitted for response.

\* Note: OTPA is asking for a referendum of Forensic Audit to be place on September's Bi-Election ballot.

Sincerely,  
Bob Winterford

(67)



## Jennifer Thompson

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**From:** Robert Winterford  
**Sent:** July 25, 2023 5:00 PM  
**To:** Jennifer Thompson  
**Subject:** Fw: Responses required by the Onoway Taxpayers Association

Good evening Jennifer:

Following up on your response and providing further clarification, OTPA's process will always be one of respect as we pursue the answers to questions asked and recommendations made by our taxpayers.

The correspondence sent from OTPA includes Administration as well as Council as the answers required are largely accounting and management of tax dollars.

Decisions that are and have been made regarding taxpayer revenues by you as CAO and the Interim CAO at the time, as well as Council approvals to release these funds, needs clarification.

Many of the unanswered questions requesting an account of why and how Town reserves were spent is still outstanding.

We respectfully ask for a response to the questions asked by August 1<sup>st</sup> 2023.

Sincerely,

Bob Winterford

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** Monday, July 24,  
**To:** 'Robert Winterford'  
**Cc:** Bridgitte Coninx <bconinx@onoway.ca>; Len Kwasny <lkwasny@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>; Robin Murray <rmurray@onoway.ca>  
**Subject:** RE: Responses required by the Onoway Taxpayers Association

Good Morning Mr. Winterford,

Thank you for the clarification. The Onoway Tax Payers information was received on June 12<sup>th</sup>. I was ensuring that the noted correspondence of June 16<sup>th</sup> was the information you referenced.

I would also ask that if information is being requested from our office and from Council that the process to be followed is a request, not the format sent which was a forwarded message that was being published in the Bulletin.

As the latest correspondence is addressed to Council, Council will consider it at their next meeting of August 10<sup>th</sup>.

Jennifer

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**From:** Robert Winterford <[robert.winterford@onoway.ca](mailto:robert.winterford@onoway.ca)>  
**Sent:** July 21, 2023 9:10 PM  
**To:** Jennifer Thompson <[cao@onoway.ca](mailto:cao@onoway.ca)>  
**Subject:** Re: Responses required by the Onoway Taxpayers Association

Jennifer:

Responding to you brief email of this morning.

1. A letter was delivered advising of the Town Hall meeting inviting Mayor, Councilors and Administration to attend. This was acknowledged as received as one of Town Council did attend.
2. In that letter the Town Hall meeting format was explained and also the steps to the outcome of that meeting, It was to be fair and transparent with questions from taxpayers online and in person. Questions asked would be respectful and answers or lack there of would be shared publicly both to members attending and those unable to attend through local media; (page 24 of the LSA Bulletin.)
3. Questions, of which there where more than forty were recorded. Ten of those questions were directed to your office to Mayor, Councilors and Administration for response. The questions acknowledged as received by actions taken and community conversation with Councilors
4. As our membership has not received a formal response to these questions we are once again asking for a response to those initial 10 concerns by taxpayers.
5. As stated in the previous email we require a response by August 1,2023. Also Mayor, Council and Administration are invited to attend the next Town Hall August 10<sup>th</sup> at the Heritage Centre 7pm. Please advise whether Mayor, Council and Administration plan to attend .

We look forward to a response to these initial questions at your earliest convenience.

Respectfully,

Bob Winterford

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**From:** Jennifer Thompson <[cao@onoway.ca](mailto:cao@onoway.ca)>  
**Sent:** Friday, July 21, 2023 8:54 AM  
**To:** 'Robert Winterford' <[robert.winterford@onoway.ca](mailto:robert.winterford@onoway.ca)>; [LKwasny@onoway.ca](mailto:LKwasny@onoway.ca) <[LKwasny@onoway.ca](mailto:LKwasny@onoway.ca)>;

[LJohnson@onoway.ca](mailto:LJohnson@onoway.ca) <[LJohnson@onoway.ca](mailto:LJohnson@onoway.ca)>; [RMurray@onoway.ca](mailto:RMurray@onoway.ca) <[RMurray@onoway.ca](mailto:RMurray@onoway.ca)>; 'Bridgitte Coninx' <[bconinx@onoway.ca](mailto:bconinx@onoway.ca)>

**Subject:** RE: Responses required by the Onoway Taxpayers Association

Mr Winterford,

Our office did not receive any correspondence on June 16<sup>th</sup> as indicated in the attached correspondence. Would you please resend or clarify the correspondence that is referred to?

Jennifer



**Jennifer Thompson**  
Chief Administrative Officer

Phone: 780-967-5338

Fax: 780-967-3226

E-Mail : [cao@onoway.ca](mailto:cao@onoway.ca)

Mail: Box 540 Onoway, AB T0E-1V0  
Town Office: 4812-51 Street Onoway

Web: [www.onoway.ca](http://www.onoway.ca)



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**From:** Robert Winterford <[robert.winterford@k.com](mailto:robert.winterford@k.com)>

**Sent:** July 20, 2023 10:10 PM

**To:** [LKwasny@onoway.ca](mailto:LKwasny@onoway.ca); [LJohnson@onoway.ca](mailto:LJohnson@onoway.ca); [RMurray@onoway.ca](mailto:RMurray@onoway.ca); Bridgitte Coninx <[bconinx@onoway.ca](mailto:bconinx@onoway.ca)>; [CAO@onoway.ca](mailto:CAO@onoway.ca)

**Subject:** Responses required by the Onoway Taxpayers Association

Please review the attached letter and advise at your earliest.

Thank you!

Bob Winterford

OTPA Secretary

email:[otpaonowaytaxpayers@gmail.com](mailto:otpaonowaytaxpayers@gmail.com)

## **Jennifer Thompson**

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**From:** Robert Winterford  
**Sent:** June 22, 2023 10:43 AM  
**To:** CAO@onoway.ca  
**Subject:** Fw: Good morning: Possible to publish this and if there is a cost OTPA will cover,  
**Flag Status:** Flagged

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**From:** Robert Winterford  
**Sent:** Thursday, June 22, 2023 7:54 AM  
**To:** The Bulletin <thelsabulletin@gmail.com>  
**Subject:** Good morning: Possible to publish this and if there is a cost OTPA will cover,

OTPA (Onoway Taxpayers Association):

As a not-for profit citizen's group we are dedicated to lower taxes, less waste and accountable government. We field taxpayers questions and concerns seeking answers and advising irregularities. We invite you the Onoway Taxpayer to join (at no cost). When transparency is not found we will petition for accountability.

Our First Quarterly Report:

Meeting: June 20<sup>th</sup> at the Heritage Centre 7-9

Attending from Council: Councilor Brridgette Coninx

Absent: Mayor Leonard Kwasy, Deputy Mayor Lisa Johnson, Councilor Robin Murray, Administrator Jennifer Thompson

On behalf of the OTPA we thanks our Moderator, panel and IT specialist for their kind assistance and to you our dedicated taxpayers who were in attendance or who sent in questions.

Over 60 in attendance in person and online, many with important questions for our elected and administration. Special thanks to Councilor Coninx for her attendance to respond where she could.

Too many questions to list here, however here as some and the complete list will be published in our new letter and provided to this Town administration for answers:

1. Recently a request to repair the fence at Shaul Park ( about\$300.00) to prevent toddlers from escaping under it on onto the Lac Ste. Anne trail ( an incident reported). Why did administration advise that because it wasn't in the budget it couldn't be fixed? Meanwhile approximately \$3,500 is being spent on painting a crosswalk that serves one group . The paint will fade or maintenance of another thousand or more will be required if it's to stay.

Isn't public safety a priority?

2) Why paint a crosswalk when a flag would do? There are over 20,000 special interest groups are to intend to include them?

3) With 70% of the town's reserves gone how does the town hope to maintain services, equipment and repairs on roads, sewers, property management etc.

4) Why has almost \$700,000.00 been spent ?Was it to payout staff who were unjustifiable dismissed and the legal costs incurred? What amount would you place on the years of experience lost ? How much did the temporary CAO and company cost Onoway and is this company still given contracts? Why ,despite numerous requests have these numbers been provided?

5) According to the last Council meetings renovations for the office are planned has this been budgeted?

6) What efforts are being made to encourage new business to Onoway and what's being done to promote exisiting business?

7) Currently the office has far more administrative staff then in previous years. This while the town has few people what is the need and with the increased staff what does that mean to taxpayers like me?

8) What plan does the town have to improve sports facilities and parks for ids saftey. The skateboard park is vandalized daily with broken glass and stolen bikes etc. and nearby is the handout for druggies and kids smoking up how is this being handled?

9) For almost five months Onoway went without policing why? Why wasn't the public informed?

10) In the last tax bill sent out the numbers included where inaccurate and off by almost 60% what was this and why wasn't there notification of the error or an explanation?

The balance of nearly 40 questions will be submitted for response.

\* Note; OTPA is asking for a referendum of Forensic Audit to be place on September's Bi-Election ballot.

Sincerely,  
Bob Winterford



# Town of Onoway TAX NEWSLETTER

MAY, 2023

## CONTACT INFO:

[www.onoway.ca](http://www.onoway.ca)  
 Ph.: 780-967-5338  
 Fax: 780-967-3226  
[info@onoway.ca](mailto:info@onoway.ca)  
 4812-51 Street  
 Box 540  
 Onoway, AB  
 T0E 1V0

## PRE-AUTHORIZED TAX PAYMENT PLAN

If you wish to pay your municipal taxes in monthly installments, please contact the Town Office to enroll in the PAT Plan.

## PRE-AUTHORIZED UTILITY PAYMENTS

If you wish to pay utility bills through automatic withdrawal from your bank account, please contact the office to enroll.

## MESSAGE FROM MAYOR LENARD KWASNY

We, in Onoway are fortunate to have the best Alberta has to offer. As the "Hub of the Highways" we continue to enjoy our small town living while being close to services that are not available within our community. Our businesses are an integral part of our community and I want to encourage everyone to shop local. That being said, Council has re-activated the Economic Development & Tourism Committee and has made Economic Development and business support a priority. This committee will be planning in 2023 along with introduction to business and development opportunities in 2023. This is an opportunity to plan sustainable growth in Onoway.

2023 Budget addressed rising inflation and third-party service costs. While increasing costs are difficult to manage Council understands that these costs affect not only local government but businesses and residents as well. The budget for 2023 includes a tax increase to cover inflation and amortization for capital improvements to ensure services levels are maintained at the current level. The increase is about \$4 per month for the average taxpayer. We believe that the Town of Onoway will continue to provide value for the amount that taxpayers invest in our community. Council and staff are looking at ways to be more efficient, including collaborating with neighbouring municipalities to develop cost-saving strategies that will maintain a low tax rate increase for the future.

We believe that Onoway will continue to grow sustainably and be the community of choice for urban living within a small town atmosphere!

## Taxes Due on Friday, June 30, 2023

The 2023 operating budget was passed with a 6.24% increase in municipal tax dollars collected, of which 4.30% is towards amortization of town owned capital assets for capital replacement and 1.94% towards expenses and reserves. (The 2022 budget was passed with a 3.8% increase)

### TAX PENALTY APPLICATION DATES

July	01	10% Current Levy	October	01	2% Current Levy
August	01	2% Current Levy	November	01	2% Current Levy
September	01	2% Current Levy	December	01	2% Current Levy

**January 01 15% All Outstanding Taxes**

Note: penalties do not apply to property owners enrolled in the preauthorized tax payment plan.

(73)



## **Council Meetings**

**WED. May 24, 2023\***  
**(\*note day/date change)**  
**June 8, 2023**  
**June 22, 2023**

Meetings start at 9:30 A.M. and are held at the Town Office. Any date or time change will be posted on the website. Meetings are open to the public; if you want to address Council you must make an appointment through the Town Office by noon Monday, the **week prior to the meeting.**

**Feel free to contact Council with any comments or concerns!**

### **MAYOR**

**Lenard Kwasny**  
**780.915-6780**  
[lkwasny@onoway.ca](mailto:lkwasny@onoway.ca)

### **DEPUTY MAYOR**

**Lisa Johnson**  
[ljohnson@onoway.ca](mailto:ljohnson@onoway.ca)

### **COUNCILLORS**

**Bridgitte Coninx**  
**780.340-3071**  
[bconinx@onoway.ca](mailto:bconinx@onoway.ca)

**Robin Murray**  
**780.264-3653**  
[rmurray@onoway.ca](mailto:rmurray@onoway.ca)

**Robert Winterford**  
**587.357-9099**  
[rwinterford@onoway.ca](mailto:rwinterford@onoway.ca)

## **ASSESSMENT INFORMATION**

The assessment value amount that is on your notice is an estimate of the market value of your property as of July 2022. The assessment complaint process is governed by the Municipal Government Act.

If you have concerns regarding the assessed value of your property, you should contact our assessor to try to resolve the issue. The primary objective is to give the complainant and the assessor the maximum opportunity to come to an agreement and so avoid an official complaint, and its costs.

On the back of your tax notice, you will find more information, including the contact information for our assessor. Please keep in mind that the assessor does not set the Town tax rates and therefore cannot answer questions about property taxation. Nor can they address questions about Town services, etc.

For tax rate questions, or questions about services, or for general inquiries, please contact our office.

## **TAX AND UTILITY PAYMENT OPTIONS**

**We have several options to pay taxes and utilities. These options include:**

1. Pay online through your banking institution.
2. In person at the Town Office with cash, cheque or debit.
3. Place a cheque and bottom of your bill in the Town Office front door slot.
4. Pay by e-transfer to [info@onoway.ca](mailto:info@onoway.ca)
5. Mail payment to Town of Onoway, Box 540, Onoway, AB T0E 1V0

**CREDIT CARD PAYMENTS ACCEPTED!** Pay using an option called OPTIONPAY. You can follow a link on our website to make payments on your tax and utility accounts. Please note that OPTIONPAY does have an added cost to the payor, however the payor will be notified of the cost prior to finalizing their transaction.

**MAILING ADDRESS:** If your mailing address is incorrect or if you will be moving in the near future, please advise Alberta Land Titles who, in turn, informs the Town Office. By provincial law, the Town of Onoway & Alberta Land Titles must use the mailing address you list on your Title. Please note that failure to receive a tax notice is not sufficient reason for late payment and penalties will be applied.

<b>Total Taxable Assessment</b>	<b>\$119,049,070</b>
<b>Total Exempt Assessment*</b>	<b>\$ 38,645,300</b>
<b>Total Municipal Assessment</b>	<b>\$157,694,370</b>

\*Approximately 25% of the Town's assessment are exempt from taxation: schools, churches, arena, curling rink, halls, provincial or federal buildings like Alberta Health Services, seniors facilities like Chateau, Beaupre and Seeley Manor.)

The **2023 Operating Budget** was passed with a **6.24% increase** in municipal tax dollars collected of which approximately **4.30%** is towards amortization of town owned capital assets for capital replacement. For the average residential home with an assessment value of \$188,000 in 2022 this results in approximately a **\$4/month increase or \$48/year for the general municipal portion.**

For reference, in 2022 the Town passed its Operating Budget with a 3.8% increase in municipal tax dollars collected.

(74)

### 2023 Capital Budget

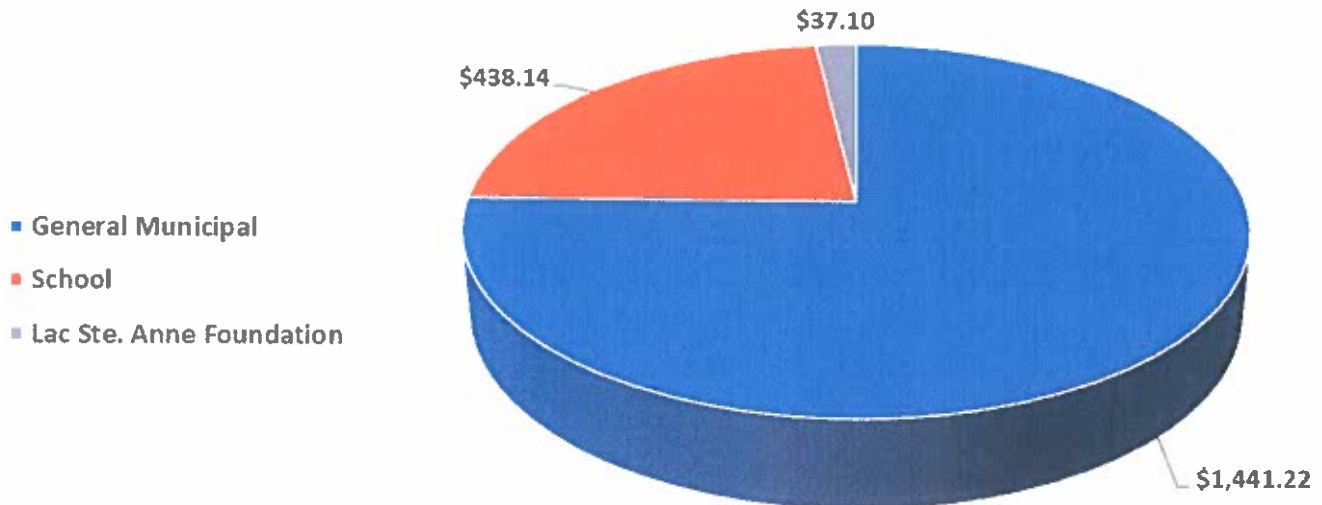
Projects include:

Administration Office Renovation	\$ 20,000.00	(funded through grants)
Asset Management	\$ 25,360.00	(funded through grants)
Road Repairs	\$ 30,000.00	(funded through grants)
Valve and Hydrant Replacement	\$ 85,000.00	(funded through grants)
WTP and Lift Station Mechanical Upgrades	\$ 40,000.00	(funded through grants)
Storm Water Rehab	<u>\$ 67,000.00</u>	(funded through grants and operational budget)
	<b>\$267,360.00</b>	

### 2023 Property Tax Levy Breakdown Based on \$188K Assessment Value

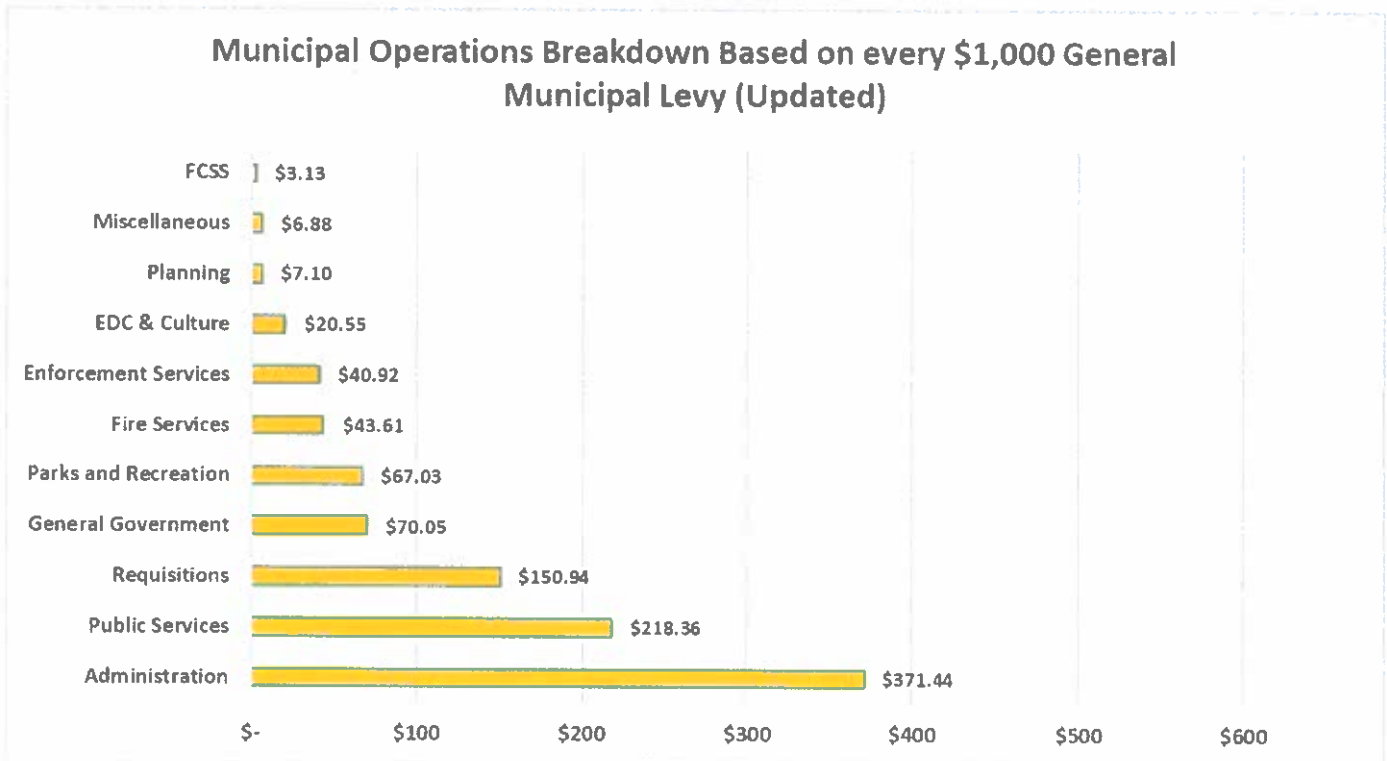
	\$	%
General Municipal	\$ 1,441.22	75%
School	\$ 438.14	23%
Lac Ste. Anne Foundation	\$ 37.10	2%
Total	\$ 1,916.45	100%

### 2023 Property Tax Breakdown Based on \$188K Assessment Value





Municipal Operations Breakdown Based on Every \$1,000 General Municipal Levy (Updated)	
Administration	\$ 371.44
Public Services	\$ 218.36
Requisitions	\$ 150.94
General Government	\$ 70.05
Parks and Recreation	\$ 67.03
Fire Services	\$ 43.61
Enforcement Services	\$ 40.92
EDC & Culture	\$ 20.55
Planning	\$ 7.10
Miscellaneous	\$ 6.88
FCSS	\$ 3.13
<b>Total</b>	<b>\$ 1,000.00</b>





## ADMINISTRATRATION MONTHLY REPORT- JULY 2023

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**COMPLETED BY:** Jennifer Thompson, CAO

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### TASKS

- Accommodate workflow as staff take holidays
- East End Bus meeting
- Work with Bylaw enforcement on complaints received through our office
- Assessment appeal period ended July 24<sup>th</sup>
- Staff updated Occupational Health & Safety Manual
- Confirmation of EI Reduction Program from 1.4 to 1.183 which will save the Town about \$1,450. The municipality is eligible because of the Short Term Disability program offered to staff.
- Subdivision process continues. Administration maintains contact and is providing assistance when required regarding the proposed development.

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### CONTINUING TASKS

- Fire services agreement and bylaw changes – provided to Chief Ives for revi

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### NOTE OF THANKS

Thank you to Glenn Jensen, Special Events Coordinator for his work assisting the Centennial Committee. Glenn's contract concluded after the Centennial Celebrations. We appreciated Glenn's ideas, friendliness and dedication to this project.

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### UPCOMING

- Personnel Policy Update – Anti-Harassment Policy
- Procedure Bylaw Update – include electronic meeting and public forum updates.
- Purchasing Policy Update
- CAO out of office August 18 – August 25



# DIRECTOR OF CORPORATE AND COMMUNITY SERVICES

## MONTHLY REPORT- July 2023

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**COMPLETED BY:** Gino Damo, Director of Corporate and Community Services

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### TASKS

- Onoway Lagoon/Regional Wastewater Discussion July 4.
- Climate Resilience Grant Orientation July 10.
- CRCB Community of Practice Meeting July 11.
- Submission of 2022 Canada Community Building Fund SFE
- Prepared and presenting Borrowing for Operating Costs Bylaw # 804-23 during Aug. 10 Council meeting.
- Prepared and presenting LSAC Municipal Services RFD during Aug. 10 Council meeting.
- Prepared and presented Health and Safety Policy during Aug. 10 Council meeting
- Municipal Owned Properties listed with realtor.
- Posting FCSS Round 2/Final Round ad in The LSAC Bulletin, The Community Voice, Town website and Town Facebook page.

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### CONTINUING TASKS

- Partners in Progress meeting August 9.
- Drafting 2024 Budget to present at a future Council meeting.
- Drafting Bullying and Harassment Policy to present at a future Council meeting.
- Drafting Food Truck/Vendor Policy to present at a future Council meeting.
- Climate Resilience Capacity Building Program Grant next steps.
- Sending FCSS Round 2/Final Round email reminders directly to 2022 FCSS recipients.
- Drafting Sanitary Sewer Backup Policy



## PUBLIC WORKS MONTHLY REPORT- JULY 2023

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**COMPLETED BY:** Gary Mickalyk

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### UPDATE

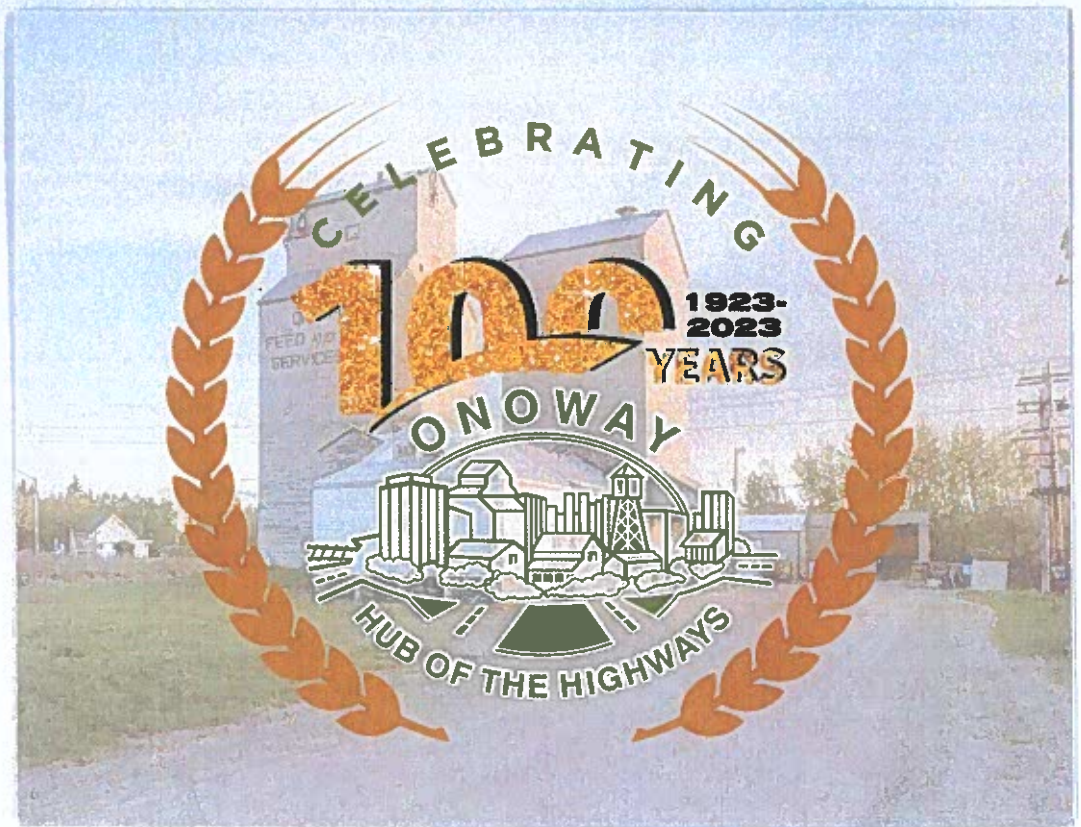
- Centennial time capsule on Aug 11
  - July was a normal operation for the PW department W.O received from rate payers where completed in a timely manner. We continue to address the issues as they come up.
- 

### PROJECTS:

- Asphalt crack seal and pot hole filling continue till end of season
- Grass cutting and whipping till end of season
- Pride flag painted on the side walk by the gazebo
- clean PW yard before winter
- Painting of water treatment on-going
- Updates to P.W work procedures and Hazard assessments completed

### ITEMS COMING UP IN AUG

- Prep for fall and inventory winter related items
- Pumps and maintenance review of WTP and Lift station with Joe
- Wet well clean out at lift station
- Possible discharge of lagoon and repair of berms
- Normal P.W daily operations



*Thank You*

**For your contribution  
in making Onoway's Centennial  
celebration a success!**

*The Onoway Centennial Committee*



# Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

July 20, 2023

Lac Ste. Anne County

Town of Onoway

Town of Mayerthorpe

Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,  
South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone

**Re: Alberta Beach Councillor Resignation  
Appointment of Mayor & Deputy Mayor**

Alberta Beach Council at their July 18<sup>th</sup>, 2023 regular Council meeting received a letter of resignation from Councillor (Mayor) Angela Duncan. At this meeting Council elected Councillor Tara Elwood as Mayor and Councillor Debbie Durocher as Deputy Mayor. As well Council made a motion that a By-election date be set for September 28, 2023.

Alberta Beach Council members are as follows;

Mayor..... Tara Elwood  
Deputy Mayor.....Debbie Durocher  
Councillor..... Kelly Muir  
Councillor..... Daryl Weber  
Councillor..... Vacant

Please do not hesitate to contact the undersigned at 780-924-3181 if you require any further information.

Sincerely,

*Kathy Skwarchuk*  
Kathy Skwarchuk,  
C.A.O.

(81)





Development Services  
for  
**Town of Onoway**

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

July 19, 2023

File: 23DP07-24

**Re: Development Permit Application No. 23DP07-24  
Plan 962 0336; Area 5 : 5340 Lac Ste. Anne Trail S (the "Lands")  
C3 – Commercial - Highway District : Town of Onoway**

**Preamble:** The Development Permit authorizes the location of the building with a rear yard set at the lot line.

APPROVAL OF DEVELOPMENT PERMIT

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

**CONSTRUCTION OF A COMMERCIAL BUILDING C/W VARIANCE TO THE SITING REQUIREMENTS (REAR YARD AT LOT LINE).**

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

- 1- All municipal taxes must be paid.
- 2- That the applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 4- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to demolition, FIRE, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 5- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 6- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- The applicants shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 8- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 9- **Development shall conform to the following site requirements:**
  - **Rear Yard Setback shall be the Lot Line;**
  - **Front Yard Setback shall be behind the front line of the Principal Building; and**
  - **Side Yard Setback shall be a minimum of 1.2 metres or greater distance as required under the Alberta Safety Codes Act.**



Development Services  
for  
**Town of Onoway**

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


**Note:** Please be reminded that where walls are located within 2.4 metres of the property line they shall be constructed as a fire separation of not less than 45 minutes. (Alberta Fire Code -Article 9.10.15.5).

**Note:** Development shall also conform to the Alberta Electrical and Communication Utility Code. A copy of TABLE 9 – Minimum Design Clearances From Wires and Conductors not Attached to Buildings, Signs and Similar Plants is attached to the permit for your information.

10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.

11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

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

Date Application Deemed Complete	<b>July 19, 2023</b>
Date of Decision	<b>July 19, 2023</b>
Effective Date of Permit	<b>August 17, 2023</b>
Signature of Development Officer	

Tony Sonnleitner, Development Officer for the Town of Onoway  
cc CAO, Town of Onoway  
cc Inspections Group Inc.

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

**Town of Onoway  
Box 540  
Onoway, AB T0E 1V0**

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

83



# Town of Onoway

## Report to Council

**Meeting:** August 10, 2023 - Regular Council Meeting

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

### Development Permits:

23DP07-24      Plan 962 0336; Area 5 : 5340 Lac Ste. Anne Trail S.  
Construction of a Commercial Building c/w variance to the  
siting requirements (Rear Yard at Lot Line.).

### Letter of Compliance:

23COMP15-24      Plan 802 0999, Block 10, Lot 5A : 4719 Miller Drive

Regards,

Tony Sonnleitner, Development Officer

84

July 28, 2023

Jennifer Thompson  
Town of Onoway  
Box 540  
Onoway AB T0E 1V0

Dear Jennifer,

As a valued partner and member of Yellowhead Regional Library (YRL), I am happy to share our 2022 Annual Report and the 2022 Return on Investment (ROI) Statement for Onoway Public Library.

For our member municipalities and school divisions, we know return on your investment with us is critical. The 2022 Annual Report demonstrates several key indicators of our value to your residents and students. Here are two examples from residents in the YRL region, including your community:

- 101,127 international newspaper and/or magazine issues read through [PressReader](#).
- 228,183 books, audiobooks and/or magazines checked out through [OverDrive](#).

The power of regional collaboration opens a world of resources to every person living in the YRL region. The power of our collective purchasing and distribution delivers a catalogue of materials beyond what any individual library could maintain on its own. And, the power of our continuous improvement brings the latest technology and best practices to each member library. I hope you find the Annual Report informative and reflective of a remarkable year.

The ROI statement includes your municipality's membership levy, direct financial return from the materials allotment and the total cost avoidance for technology, resource sharing and funded training. Also included is the numbers of hours your library staff participated in free professional development opportunities through YRL. We hope you find this information useful.

Libraries  
**VALUE  
BEYOND**  
words

I am available to discuss these documents and/or answer any questions you may have. Please contact me at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003, x226.

In addition, we would be happy to speak to your Council about YRL services and governance, and how our [2023-2025 Strategic Plan](#) will help libraries achieve success. To schedule a presentation, please contact our Executive Assistant, Laurie, at [lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca) or 780-962-2003, x221.

Thank you for your support of YRL and library services.

Yours truly,



Karla Palichuk, Director  
Yellowhead Regional Library

Enclosures

Copies: Lorne Olsvik, Town of Onoway Library Board  
Kelly Huxley, Onoway Public Library

## Onoway Public Library 2022 Return on Investment

### Your Membership

#### Total Financial Benefits

**\$258,546.84**

#### Return on Investment

**\$1.00 = \$56.28**

#### Membership levy

On behalf of Onoway Public Library in 2022	\$4,593.80
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#### Direct financial return

2022 Materials allotment from YRL	\$772.50
Allotment from other municipalities (if applicable)	\$2,676.40

<b>Total funds</b>	<b>\$3,448.90</b>
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#### Benefits of YRL services

##### Technology

Website	\$325.24
Software and licensing	\$752.57
SuperNet and hardware	\$11,301.13

<b>Cost avoidance</b>	<b>\$12,378.94</b>
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##### Resource sharing

Items borrowed from other libraries: <b>4,722</b>	\$68,469.00
Digital items borrowed through YRL: <b>3,485</b>	\$174,250.00

<b>Cost avoidance</b>	<b>\$242,719.00</b>
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##### Training

Free YRL training/workshop participation hours	2
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*Note: May not reflect all training provided, such as informal sessions.*

Crucial Conversations for Mastering Dialogue	\$0.00
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Homelessness Academy for Librarians	\$0.00
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<b>Cost avoidance</b>	<b>\$0.00</b>
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<b>Total financial savings</b>	<b>\$255,097.94</b>
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**With YRL membership, municipal residents gain:**

- Access to more than three million items in the TRAC<sup>1</sup> collection.
- Free province-wide resource sharing of physical material collections including interlibrary lending and onsite borrowing.
- Free access to digital content (eBooks, eAudiobooks, eComics, eMagazines, movies, music and television shows) through 31 online resources, including:
  - Centre for Equitable Library Access and National Network for Equitable Library Service: national collections for those with print disabilities.
  - Cypress Resume: professional-looking cover letters and resumes.
  - Grant Connect: linking Canadian nonprofits with funding programs.
  - LinkedIn Learning, a preeminent source for video tutorials in business, computer technology, software and creative skills.
  - PressReader, for local and international newspapers and magazines.
  - Pronunciator, multi-faceted learning options for 80 languages.
- Additional shared eBooks with Parkland Regional Library System in Lacombe.
- Access to library collections across Canada.

**And, Oneway Public Library has access to:**

- Free broadband Internet connection via SuperNet (paid for by the Government of Alberta) and WiFi.
- Hosted and managed websites with technical support.
- Computer and network support and services including password manager licensing for library managers. In 2022, we recommended wireless printing options for libraries and offered phish threat cybersecurity training with email phish testing (required by many insurance companies) for library staff.
- The library software that manages borrowers, circulation and materials
- An online catalogue and mobile app for the public to access library resources, manage their personal account and self-checkout items on the app.
- A bulk discount of 37% on library books purchased through YRL.
- Cataloguing and shelf-ready processing of purchased and donated materials.
- 118 shared specialty kit collections including Deakin (new in 2022), Indigenous, makerspace, read Alberta, storytime, storywalk, Xbox and world languages.
- Free delivery and pick up of materials at least once every week.
- Physical library cards at no cost.
- Professional library expertise and access to regional knowledge sharing.
- Training and materials for onboarding, skill building and professional development of library staff and board members.
- Core competencies skills and levels launched in late 2021 to help identify the knowledge, skills and abilities library workers need to grow and succeed.

<sup>1</sup> Originally formed in 2001, The Regional Libraries Computer Automation Systems Consortium (TRAC) Society is comprised of Marigold Library System in Strathmore, Northern Lights Library System in Elk Point, Peace Library System in Grande Prairie, and YRL in Spruce Grove.



Libraries  
**VALUE  
BEYOND**  
words

2022 Annual  
Report





## Message from the Board Chair

Over the past year, Yellowhead Regional Library (YRL) continued to demonstrate its commitment to service excellence. The role of YRL is to collaboratively support and enable public and school member libraries to deliver timely, responsive services to their respective patrons.

This partnership yields tremendous results, both financial and operational.

The return on investment to communities is more than monetary. We regularly hear stories of people accessing resources, upgrading job skills, learning to read and having fun – all at their local public and school libraries. Libraries truly are the hubs of their communities, and to more fully express this, the YRL team developed a tagline: Libraries Value Beyond Words. This tagline is being used on a range of materials, including approaches to advocacy with elected officials.

We believe this will help people to see libraries' full contributions to the quality of life we enjoy every day.

**Hendrik (Hank) Smit**

*Chair, Yellowhead Regional Library Board of Trustees*



# Message from the Director

This past year was incredibly active for YRL staff, with new programs and services delivered to public and school libraries within the region. These include: an updated program guide to help school librarians understand YRL's services, delivery of high-end training on topics such as managing the impacts of homelessness and how to hold crucial conversations, and new advocacy efforts to support a better understanding of the value that libraries bring to communities.

Additionally, YRL staff visited each of the 43 public libraries in the region, to meet with library staff and offer in-person support. We coordinated wireless printing options, made significant cyber-security upgrades, and completed the legwork on creating new library websites.

Perhaps the greatest outcome, though, is the daily collaboration that occurs between and among YRL staff and member libraries. Partnering with the wonderful library staff in communities across our region is highly rewarding. We appreciate the innovation and creativity that comes from our joint efforts. Working together, we can help all member libraries to shine brightly.

**Karla Palichuk**  
*Director, Yellowhead Regional Library*

## YRL In the Community

In 2022, Library Development Services staff met with 43 public libraries, provided 64 on site consulting visits, and held 1,329 remote consulting sessions (online). In addition, Technology Services staff met with 14 public libraries, provided 29 on site visits, held 200 remote sessions, and resolved 1,769 IT helpdesk tickets.

**57**

Public library visits

**93**

In-person consultations

**9**

School library visits

**1,529**

Remote consultations

**1,769**

Helpdesk tickets resolved







# Board of Trustees

## Executive Committee Members as of December 2022

**YRL Chair**

**Hendrik (Hank) Smit**

*Town of Hinton*

**YRL Vice Chair**

**Wayne Rothe**

*City of Spruce Grove*

**Barb Maddigan**

*Northern Gateway School Division*

**Robert (Bob) Robinson**

*City of Beaumont*

**Carla Frybort**

*City of Leduc*

**Sally Kucher Johnson**

*Parkland County*

**Eric Meyer**

*Town of Stony Plain*

**Sandy Morton**

*Town of Mayerthorpe*

**Kathy Rooyakkers**

*County of Wetaskiwin No. 10*

**Tara Elwood**

*Village of Alberta Beach*

For the complete list of trustees, please visit [yrl.ab.ca](http://yrl.ab.ca)

## YRL Leadership

Extending beyond their YRL roles, key personnel also held leadership positions with provincial organizations in 2022.

**Hank Smit**

*Vice President, Alberta  
Library Trustees' Association*

**Karla Palichuk**

*Chair, The Alberta  
Library*

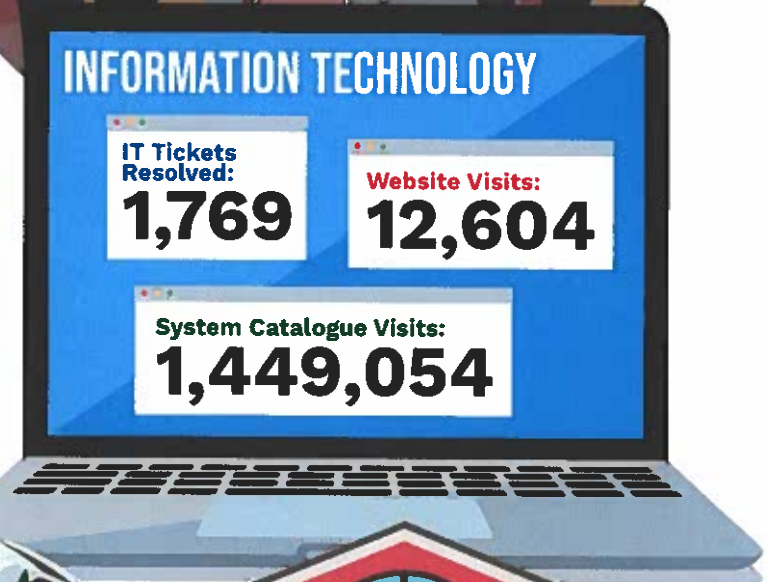
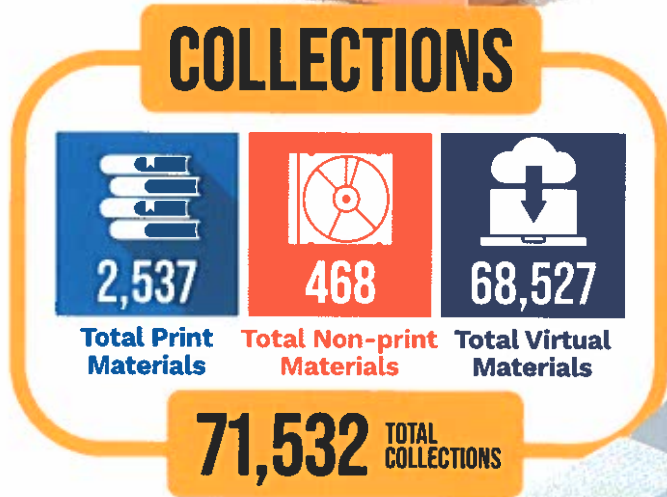
**Jessica Knoch**

*President, Library  
Association of Alberta*



# A Year in Review

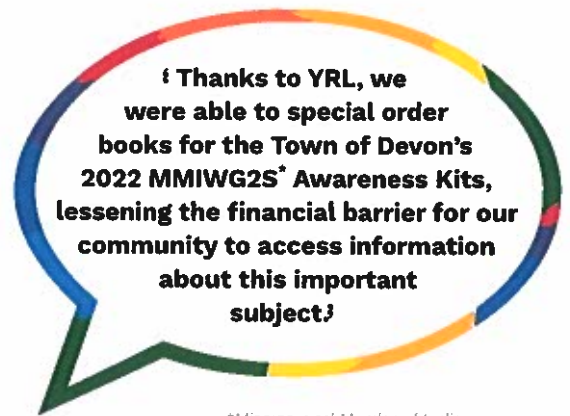
By the Numbers



## Collections and Resource Sharing (CRS)

Our member libraries took advantage of the access through YRL to many virtual and physical collections in 2022, helping their patrons in life-long learning and enjoying a variety of content.

- Overdrive and Libby checkouts increased to 228,183 (up from 225,552 in 2021). Audiobook Cloud use increased 3% and Read Alberta eBooks use increased by 50%.
- More than 240 library patrons, an increase of 10% from the previous year, used Pronunciator to help them to learn and practice languages, including: French, Spanish, Russian and Ukrainian.
- LinkedIn Learning saw patrons record 640 hours of training time, up 14% from 2021.
- CRS facilitated six special orders for school and public libraries to support grant-funded programs, community events, community partnerships, one school-one book programs and more.



*\*Missing and Murdered Indigenous Women, Girls, and Two-Spirit*

## Technology Services (TS)

2022 saw TS staff busy helping the member public libraries to upgrade and strengthen the technology and computer networks at their sites to ensure stable and secure connections.

- 52 equipment orders were placed by TS staff for 18 libraries ensuring good quality computers met network standards for security and function.
- 572 questions by patrons about CloudLibrary/OverDrive/hoopla were answered by TS staff, allowing better access to these popular virtual collections.
- 29 site visits were made by TS staff to work in person at member libraries to help maintain the computer networks.
- Cyber security training through Sophos Phish Threat was offered to libraries to lessen the chance of future cyber hacks or incidents.
- Jasper Municipal Library was supported by TS staff with technical advice, securing contingency funding in case network devices were impacted and arranging for extra wi-fi hubs to arrive during the major wildfire that impacted internet connectivity in the Jasper townsite.
- 6 libraries were supported by TS staff in upgrading to VOIP phone systems on the SuperNet network allowing for new money saving technology.
- Libraries were surveyed, and the data analysed about the new website platform coming in 2023, allowing libraries to provide their opinion on what priorities should be included.

## Library Development Services (LDS)

LDS staff were out and about in 2022 in person and remotely to support our members in making their libraries better than ever.

### Homeless Library Academy

<b>Total Tutorials</b>	<b>35</b>	<b>Total Tutorial Enrollments</b>	<b>288</b>
<b>Total Tutorials Accessed</b>	<b>35</b>	<b>Total Learners</b>	<b>85</b>

Over the past few years, public libraries have seen a marked increase in interactions with people who are unsheltered. LDS purchased specialized, self-paced homelessness training tutorials to help member library staff learn the skills needed to effectively work with this population.





Since its rollout in late 2021, all 35 virtual tutorials have been accessed by member library staff. LDS staff also had follow up discussions with members who viewed the tutorials about how to implement some of the concepts that were presented.

## Crucial Conversations

Being able to communicate effectively in the workplace is a skill everyone wants to do well especially with regards to human resources and promoting psychological safety in the workplace. To that end, LDS provided access to a virtual course and three workshops to help our member library directors, managers, and other library leadership to learn this skill set.

<b>Total Learners</b>	<b>36</b>
<b>Total Live Discussions</b>	<b>3</b>
<b>Total Visits to the Course Website</b> <i>(as of Dec 2022)</i>	<b>161</b>



## Networks and Group Meetups

Both the Indigenous Services Working Group and Peer Support Network for member library staff were new initiatives in 2022 and well received by our members. Both provided opportunities for networking and delving deeper into each subject matter.

	Total Sessions
<b>Peer Support Network for Library Staff</b>	<b>6</b>
<b>Indigenous Services Working Group</b>	<b>3</b>
<b>Coffee Chat for Managers</b>	<b>12</b>

## General Consultation and Client Support

Primary Purpose	In Person	Virtual	Email	Total
<b>AskYRL</b> <i>(all categories)</i>	0	0	1,329	<b>1,329</b>
<b>Collections</b>	16	14	0	<b>30</b>
<b>Customized Training</b> <i>(on site or at YRL)</i>	3	1	0	<b>4</b>
<b>Library Visits</b>	44	0	0	<b>44</b>
<b>Manager Onboarding</b>	9	0	0	<b>9</b>
<b>Policy</b>	1	12	0	<b>13</b>
<b>Strategic Planning</b>	1	2	0	<b>3</b>
<b>TOTAL</b>	<b>74</b>	<b>29</b>	<b>1,329</b>	<b>1,432</b>
<b>YRL Public Libraries Reached</b>	<b>100%</b>			
<b>YRL School Divisions Reached</b>	<b>100%</b>			
<b>YRL School Libraries Reached</b>	<b>24%</b> <i>(note this includes in-person or virtual contacts only and does not include email)</i>			

## Programming Support - Kits

<b>Total Kits</b>	<b>120</b>
<b>Total Kit Bookings</b>	<b>251</b>
<b>Public Libraries that Borrowed Kits</b>	<b>68%</b>

## Administrative Services (AS)

In 2022, the AS staff were behind the scenes, keeping staff, facilities and funding in line with the priorities and wants of our members.

### Planning and Finances

A new Plan of Service was completed for the period 2023-2025, based on the current plans of member libraries, municipalities and school divisions.

#### Revenue:

School Levies	\$146,899 (4.5%)
Contract Services	\$147,884 (4.5%)
Provincial Government	\$1,415,451 (43.5%)
Municipal Levies	\$1,546,823 (47.5%)
<b>Total</b>	<b>\$3,257,057</b>



#### Expenses:

Administration	\$152,638 (4.6%)
Building and Capital	\$180,330 (5.4%)
Direct Services	\$1,269,002 (38.4%)
Staffing	\$1,708,206 (51.6%)
<b>Total</b>	<b>\$3,310,176</b>

### Stewardship

- ✦ A new investment strategy was developed and approved, netting nearly \$70,000 in interest (compared to \$15,483 in 2021).
- ✦ A new cyber insurance policy was purchased, increasing the per-incident coverage from \$150,000 to \$2,000,000.
- ✦ A new vehicle was purchased to augment the fleet.

## Yellowhead Regional Library

#### Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

#### Building Location

433 King Street, Spruce Grove, AB T7X 2C6

#### Phone

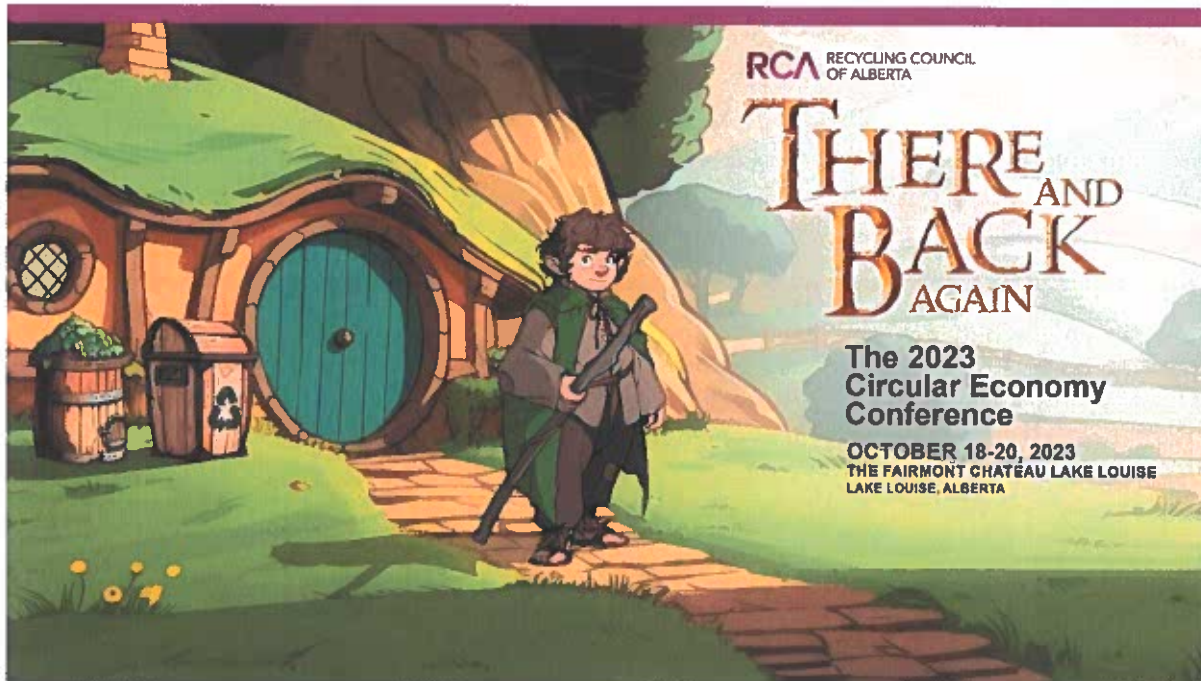
780-962-2003

#### Toll-free

1-877-962-2003

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Get ready for an unforgettable experience at the highly anticipated 2023 Circular Economy Conference, hosted by the Recycling Council of Alberta. Set against the breathtaking backdrop of the Fairmont Chateau Lake Louise, this conference will be held from October 18 to 20. Prepare to embark on a transformative journey as we delve into the theme, **'There and Back Again: The Journey to Circularity,'** drawing inspiration from the epic Lord of the Rings saga.

To explore the preliminary program and secure your registration, visit our conference website at [www.conference.recycle.ab.ca](http://www.conference.recycle.ab.ca). Don't miss the opportunity to choose from a wide range of sponsorship options or host a tradeshow exhibit during the event. We're here to assist you every step of the way.

**Early bird registration ends on September 8, 2023 – make sure to register before that date for reduced rates.**

For any further inquiries, please contact the RCA at 403.843.6563 or email us at [info@recycle.ab.ca](mailto:info@recycle.ab.ca). We look forward to making this conference an unforgettable experience!

**Speaker Session Announcement - One Cannot Just Say They Are Circular**



**SPEAKER SESSION ANNOUNCEMENT: ONE CANNOT JUST SAY THEY ARE CIRCULAR**

**CATHERINE TAYS**  
CSA GROUP

**MELISSA GORRIE**  
ECOJUSTICE

**VICENTE FRIAS**  
TOWN OF BANFF

**LORI KOEBEL**  
ABCRC

**SÉBASTIEN HARVEY**  
ENTROPIC

**MARIO PERRON**  
ENTROPIC

**OCTOBER 18-20, 2023 AT THE FAIRMONT CHATEAU LAKE LOUISE | WWW.CONFERENCE.RECYCLE.AB.CA**

In the session, titled “One Cannot Just Say They Are Circular”, an exceptional lineup of speakers will emphasize the criticality of measuring progress, with the adage in mind: “You can’t manage what you can’t measure.” Discover valuable insights on obtaining reliable data and, more importantly, how to leverage this data for informed decision-making.

- **Sébastien Harvey & Mario Perron (Entropic)** - Leveraging data to drive sustainable practices
- **Catherine Tays (CSA Group)** – Standardizing Recycling in Canada: Definitions, Measuring, and Reporting
- **Lori Koebel (ABCRC)** – ESG reporting
- **Melissa Gorrie (Ecojustice / Waste Free Edmonton)** – Ecojustice federal legal framework with accountability mechanisms
- **Vicente Frias (Town of Banff)** – Municipal waste dashboard

**Stay tuned to the website and our social media channels for updates on speakers for our other sessions! [More detailed bios on speakers can be found here.](#)**

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# 2023 BY-ELECTION WORKERS NEEDED

## MUST BE AVAILABLE:

- **AUGUST 30 (2PM-9PM)**
- **SEPTEMBER 9 (9AM-5PM)**
- **SEPTEMBER 11 (8AM-9PM)**
- **PAID TRAINING DAY - TO BE DETERMINED**

**RATE OF PAY \$20 PER HOUR.  
LOCATION OF TRAINING & POLL  
IS IN THE TOWN OF ONOWAY**

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