

**AGENDA FOR THE ORGANIZATIONAL MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, OCTOBER 26, 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 (by CAO)**

- 2. COUNCILS LEGISLATIVE RESPONSIBILITIES** – Council is to review documents (previously distributed with your Councillor Orientation Material binders) specifically noting: What Every Councillor Needs to Know (updated 2021 Sept); Pecuniary Interest for Municipal Councillors (Jan 2021); Roles and Responsibilities of Municipal Officials; Commissioner for Oaths Regulation; **Council Code of Conduct Bylaw 791-21**; **Council & Committee Procedure Bylaw 792-21 (updated Dec 2021)**; **Public Participation Policy C-COU-PAR-1**; and the Municipal Government Act.

**(Bolded items are attached to the agenda)**

*(pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received and reviewed in 2023)*

**3. APPROVAL OF AGENDA**

- as is, or with additions or deletions

- 4. METHOD OF VOTING** – (to be by secret ballot, in case of tie vote lowest vote count will be eliminated from the next round of voting)

**5. NOMINATIONS FOR MAYOR**

(Edward Gallagher, Lawyer, Patriot Law, to administer the Oath of Office)

**6. NOMINATIONS FOR DEPUTY MAYOR**

(Edward Gallagher, Lawyer, Patriot Law, to administer the Oath of Office)

**Council photograph to be taken at this time.**

## 7. COUNCILLOR COMMITTEE APPOINTMENTS

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### a) Appointment to Quasi-Judicial Boards

- **Assessment Review Board** – As per contract with Capital Region Assessment Services Commission (expires end of 2024), appoint Board members: ARB Chairman Raymond Ralph; Certified ARB Clerk Gerryl Amarin; Certified Panelists: Darlene Chartrand; Tina Groszko; Stewart Hennig; Richard Knowles and Raymond Ralph (Bylaws 780-21; 781-21)
- **Subdivision and Development Appeal Board** – As per agreement with Milestone Municipal Services, appoint Board Members: Jason Shewchuk; Rainbow Williams; John Roznicki; Denis Meier; Jamie Kralej; John McIvor; Gerald Stark; Chris Zaplotinsky; Kerry McElroy; Charles Clow. Appoint Designated Officers (Clerks) Emily House and Janet Zaplotinsky (Bylaw 761-19).

### b) Appointment to Statutory Committees

- **Municipal Planning Commission** (Council as a Whole)
- **Subdivision Authority** (Council as a Whole)

### c) Appointment to Regional Service Commissions

- **Capital Region Assessment Services Commission** (is Murray rep, Vacant alt)
- **Highway 43 East Solid Waste Commission** (is Kwasny rep, Johnson alt)
- **West Inter Lake District (WILD) Regional Water Services Commission** (is Murray rep, Johnson alt)

#### **d) Appointments to Regional Boards**

- **East End Bus Society** (is Murray rep, Johnson alt)
  
- **Yellowhead East Community Futures** (is Murray rep, Johnson alt)
  
- **Lac Ste. Anne Foundation** (is Kwasny rep)
  
- **Yellowhead Regional Library Board** (is Coninx rep)
  
- **Economic Development Committee/Partnership Committee**  
(are Coninx and Murray reps, Vacant alt)
  
- **Community Policing Advisory Committee (CPAC)** (is Johnson rep, Murray alt)
  
- **Onoway Regional Medical Clinic/Physician Recruitment Retention Committee** (is Coninx rep, Kwasny alt)
  
- **North Saskatchewan Watershed Alliance** (is Coninx rep, Rudderham to the technical committee)
  
- **Onoway Regional Fire Services** (is Kwasny rep, Johnson alt, CAO or designate to attend)
  
- **Emergency Management/Disaster Services Committee** (are Johnson and Coninx reps)
  
- **Revenue and Cost Sharing Study Committee** (is Johnson rep, Coninx alt, CAO or designate to attend)  
**(Council requested that Administration ask Alberta Beach about the status of this Committee and have been advised that the grant is complete and the Committee is no longer active. Administration recommends removing this Committee)**

**e) Appointments to Local Boards:**

- **Town of Onoway Library Board** (are Coninx and Johnson)
- **Region 1 Recreation and FCSS Board** (Council as a whole)
- **Onoway and District Chamber of Commerce** (is Johnson rep, Kwasny alt)
- **Onoway Beautification Committee** (Council as a whole)  
(Council requested to appoint one member during October 12, 2023 Council Meeting and for Administration to recommend terms of reference be presented to Council before Spring 2024).
- Pg 33-34 - **Onoway & District Agricultural Society (ODAS) – Arena** (is Coninx rep, Vacant alt)  
(Council requested during the October 12, 2023 Council meeting that Administration ask ODAS for feedback regarding Town representation and a response is attached requesting a Town representative continue to attend meetings)
- **Onoway Facility Enhancement Association (OFEA) – Community Hall** (is Murray rep, Johnson alt)  
(Council requested to remove during October 12, 2023 Council Meeting)
- Pg 35-36 - **Onoway & District Historical Guild** (is Johnson rep, Murray alt)  
(Council requested that Administration ask the Guild for feedback regarding Town representation and a response is attached advising that the Guild would appreciate a Council volunteer)
- **Regional Wastewater Line Committee** – (is Kwasny rep, Johnson alt)
- **Onoway Ball Diamonds Committee** - (is Coninx rep; 2<sup>nd</sup> rep vacant, Gino Damo and Gary Mickalyk to attend)  
(Council requested to remove during October 12, 2023 Council Meeting)

- **Regional Trail Committee** – (is Coninx rep; 2<sup>nd</sup> rep vacant)  
(Council requested during the **October 12, 2023 Council meeting** that Administration clarify with LSAC the requirement for 2 Town representatives. Lead time was not sufficient for a response to be received to date)
- **Onoway Economic Development and Tourism Committee** – (are Kwasny and Johnson reps)
  - Sub Committee- **Onoway Interagency Committee** (is Johnson rep, Vacant Alt)  
(Council requested to move as a sub-committee under Onoway Economic Development and Tourism Committee during **October 12, 2023 Council Meeting**).

**f) Miscellaneous Council Appointments:**

- **Inter Municipal Development Plan Negotiating Committee** (is Coninx rep, Vacant alt)
- **Highway 43 Functional Planning Study – Technical Review Committee** (is Coninx rep, Johnson alt)  
Council requested during the **October 12, 2023 Council meeting** that Administration ask LSAC if the Committee was still active. Lead time was not sufficient for a response to be received to date)

**9. FINANCIAL CONFIRMATION**

- a) **Signing Authority** – all of Council, CAO, Director of Corporate and Community Services and Municipal Clerk
  - Currently 2 signatures required
  - One signature to be any member of Council
  - One signature to be one of: CAO Jennifer Thompson; Director of Corporate and Community Services Gino Damo; or Municipal Clerk Penny Frizzell
- b) **Banking Authority** –ATB Financial

**10. APPOINTMENT OF AUDITOR (Metrix Group)**

**11. APPOINTMENT OF ASSESSOR** (Capital Region Assessment Services Commission, with Grant Clark of KCL Consulting Inc. as assessor)

**12. APPOINTMENT OF WEED INSPECTOR** (to be determined)

**13. CHIEF ADMINISTRATIVE OFFICER** (Jennifer Thompson)

**14. DEVELOPMENT OFFICER** (Tony Sonnleitner)

**15. INVESTIGATOR** - as per the Council Code of Conduct Bylaw 791-21, a third party investigator may be appointed (Section 2.1(e) - page 2);

2.1(e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;

**16. SOLICITOR CONFIRMATION** (Patriot Law Group Onoway and Brownlee LLP, Edmonton)

**17. MUNICIPAL PLANNING COMMISSION CONFIRMATION** (All of Council)

**18. FOIP COORDINATOR CONFIRMATION** (Director of Corporate and Community Services)

**19. COMMUNITY PEACE OFFICER (CPO) CONFIRMATION** (As per CPO agreement with Lac Ste. Anne County):

- Sgt. Choma (Community Peace Officer)
- Officer Dow (Community Peace Officer)
- Officer Jendrick (Community Peace Officer)
- Officer Martin (Community Peace Officer)
- Officer Town (Bylaw Officer)
- Officer Harder (Bylaw Officer)
- Officer Sroka (Bylaw Officer)

20. **FIRE CHIEF** – (Chief Dave Ives)

Pg 37-38 21. **MEETING DATES/TIME/LOCATIONS** (2<sup>ND</sup> and 4<sup>th</sup> Thursday at 9:30 a.m.,  
Onoway Civic Center, Council Chambers) – A Request for Decision is attached

22. **MUNICIPAL OFFICE LOCATION** – Onoway Civic Centre (4812 – 51 Street, within  
the Town of Onoway)

23. **REQUIREMENT FOR ADVERTISING OF REGULAR AND SPECIAL MEETINGS**  
(Onowaves, website and Civic Centre bulletin board)

24. **COUNCIL EXPENSE REIMBURSEMENT POLICIES** - attached

Pg 39-44 Policy C-FIN-REI-1 – Reimbursement and Expense Claims Policy

Pg 45-47 Policy C-COU-REM 1 – Councillor, Committee and Board Member Remuneration  
Policy

25. **ADJOURNMENT**

**TOWN OF ONOWAY**  
**By-Law 791-21**

**A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Onoway;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

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

**1. Short Title**

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

**2. Definitions**

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- (c) "CAO" means the chief administrative officer of the Municipality, or their delegate;
- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act,



R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- (f) "Member" means a member of Council and includes any member of Council and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (ff) "Municipality" means the municipal corporation of the Town of Onoway.

### **3. Purpose and Application**

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **4. Representing the Municipality**

#### **4.1. Members shall:**

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### **5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.

- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

## **6. *Respecting the Decision-Making Process***

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **7. *Adherence to Policies, Procedures and Bylaws***

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **8. *Respectful Interactions with Council Members, Staff, the Public and Others***

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status,

source of income, family status or sexual orientation.

8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

8.6. Members must not:

(a) involve themselves in matters of Administration, which fall within the jurisdiction of the "CAO" as defined above;

(b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or

(c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **9. Confidential Information**

9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

9.2. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

9.3. In the course of their duties, Members may also become privy to confidential information received outside of a "closed session" meeting. Members must not:

(a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;

(b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

(c) use confidential information for personal benefit or for the benefit of any other individual or organization.

## **10. Conflicts of Interest**

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Members are to be free from undue influence and not act or appear to act in

order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

### ***11. Improper Use of Influence***

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

### ***12. Use of Municipal Assets and Services***

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 12.2. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

### ***13. Orientation and Other Training Attendance***

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.

- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 13.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

#### ***Gifts and Hospitality***

- 13.5. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 13.6. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed one hundred dollars (\$100.00).

#### ***Election Campaigns***

- 13.7. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

#### ***Informal Complaint Process***

- 13.8. Any person or Any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 13.9. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

#### ***14. Formal Complaint Process***

- 14.1. Any person or Any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in

contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- (b) All complaints shall be addressed to the Investigator;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

### **15. Compliance and Enforcement**

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 15.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
- (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
  - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
  - (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

## **16. Review**

- 16.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

## **17. Repeal**

- 17.1 Bylaw 744-18, Code of Conduct Bylaw, is hereby repealed.

READ a First time this 16<sup>th</sup> day of September, 2021.

READ a Second time this 16<sup>th</sup> day of September, 2021.

UNANIMOUS CONSENT to proceed to third reading this 16<sup>th</sup> day of September, 2021.

READ a Third time this 16<sup>th</sup> day of September, 2021.

SIGNED AND PASSED this 16<sup>th</sup> day of September, 2021.

  
\_\_\_\_\_  
MAYOR JUDY TRACY  
\_\_\_\_\_  
WENDY WILDMAN  
CHIEF ADMINISTRATIVE OFFICER



**BYLAW NO. 792-21  
TOWN OF ONOWAY**

**Being a Bylaw of the Town of Onoway to regulate the proceedings and the conduct of business at Town of Onoway Council and Committee Meetings.**

**WHEREAS**, the Council of the Town of Onoway feels it is expedient to make rules and regulations for calling meetings, governing its proceedings and the conduct of its members;

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

**TITLE:** The Bylaw may be cited as the Council Procedure Bylaw.

**DEFINITIONS:**

1. In this bylaw:

- a) "Acting Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of both the Mayor and the Deputy-Mayor;
- b) "Agenda" means the agenda for a regular or special meeting of Council prepared pursuant to the "Agenda" Section of this bylaw;
- c) "Bylaw" means a bylaw of the Town of Onoway;
- d) "CAO" means Chief Administrative Officer or Municipal Manager, or delegate, for the municipality;
- e) "Committee" means a body of members delegated to consider, investigate, take action on or report on some legislative matters;
- f) "Council" means the Mayor and Councillors of the Town of Onoway for the time being elected pursuant to the provisions of the Local Authorities Election Act and Municipal Government Act whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
- g) "Deputy Mayor" means the member who is elected by Council at the Organizational meeting to hold that position;
- h) "Delegation" means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee;

- i) "Disruption" means any act meant to impede the proceedings of a meeting whether the source be council members, delegates or public at large;
- j) "Mayor" means the member of council who is elected pursuant to the provisions of the Local Authorities Election Act and Municipal Government Act whose term is unexpired, who has not resigned and who continues to be eligible to hold office under the terms of the related provincial legislation, who serves as chairman of council meetings;
- k) "Member" means a member of Council, duly elected and continuing to hold office or a person at large appointed by council to a committee of council;
- l) "Municipality" means the Municipality of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- m) "point of order" means a demand that the Chair enforce the rules of procedure;
- n) "point of privilege" means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual councilors and includes the: organization or existence of council, comfort or members or conduct of employees or members of the public in attendance at the meeting;
- o) "postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- p) "Presiding Officer" means the member selected to serve as chairman of that particular committee or council; mayor.
- q) "Quorum" means the majority of the valid members of all the councilors that comprise the Council;
- r) "table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- s) "Town" means the Town of Onoway;

**APPLICABILITY:**

1. This bylaw applies to all members attending meetings of council, or committees established by council.



**SEVERBILITY:**

1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**AGENDA AND ORDER OF BUSINESS:**

1. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before council. Any member of Council, Town official or any other person wishing to have an item of business placed on the agenda shall make the submission to the CAO no later than noon (12:00 p.m.) on the Monday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
2. The agenda for each regular and special meeting shall be prepared by the CAO and submitted, together with copies of all pertinent correspondence, statements and reports, to each member of Council by 4:30 p.m. on the Friday of the week prior to the meeting.
3. No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council present agree to the item being placed on the agenda. The Mayor, any Councillor or the CAO shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
4. Where the deadlines in section 1 & 2 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
5. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
  1. Call to Order
  2. Adoption of agenda
  3. Adoption of previous minutes
  4. Appointments/Public Hearings
  5. Financial Reports
  6. Policies & Bylaws
  7. Action Items
  8. Council, Committee & Staff Reports
  9. Information Items
  10. Closed Session
  11. Adjournment
  12. Upcoming Events

6. The order of business at a meeting is the order of the items on the agenda except:
  - a) When the same subject matter appears in more than one place on the agenda and council decides, by motion, to deal with all items related to the matter at the same time;
  - b) Council decides not to deal with an item on the agenda and no motion is made about it;
  - c) When altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote, upon a matter of priority of business shall be decided without debate.

### **GENERAL RULES OF COUNCIL**

1. The day and time on which the regular meeting of Council should commence, and the location, shall be set by a resolution of Council at the Organizational Meeting.
2. If Standing Committees of Council are established, they may be established by bylaw, and any such bylaw shall state how the Standing Committees shall function.
3. As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting to order.
4. In a case where the neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the CAO or Municipal Manager shall call the meeting to order and an Acting Mayor shall be chosen by the Councillors present. The Acting Mayor shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
5. If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the CAO or Municipal Manager shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime.
6. If a meeting begins with quorum, but a member is unable to continue or in some other manner leaves the meeting and quorum is lost, the incident shall be duly recorded and the meeting shall absolutely adjourn until the next regular meeting unless a special meeting has been duly called in the meantime.
7. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolution. Decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present.

8. If order is lost and a disruption occurs, the Mayor or Presiding Officer shall request the offender(s) leave the council chambers at once. If the offender(s) refuse, a recess shall be called and the appropriate law enforcement agency contacted for assistance.
9. When a Mayor or Presiding Officer is called on to decide a point of order or practice, he/she shall do so without argument or comment and shall state the rule of authority applicable to the case.
10. Every member wishing to speak to a question or motion shall address himself/herself to the Mayor or Presiding Officer.
11. The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same question or resolution having due regard to the importance of the matter.
12. A motion submitted to Council does not require a seconder.
13. Negative motions may not be accepted by the Presiding Officer nor considered by members.
14. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
  - (1) A motion to refer the main question to some other person or group for consideration;
  - (2) A motion to amend the main question;
  - (3) A motion to table the main question;
  - (4) A motion to postpone the main question to some future time;
  - (5) A motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
15. Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
16. After any question is finally put by the Mayor or other Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the Presiding Officer as to whether the question has been finally put shall be conclusive.
17. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Presiding Officer;
18. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council,

shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council.

19. Council shall hear all delegations who have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.
20. Members shall vote on all motions brought forward in meetings unless a conflict of interest or pecuniary interest has been declared prior to the motion.
21. If any member of the Council shall call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
22. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
23. Council and council committees may close all or part of a meeting to the public if a matter to be discussed is one of the exemptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. When the Mayor or Presiding Officer declares an item "Closed Session", the reason shall be stated and recorded in the minutes, and all attendees except those specifically designated to be in attendance, shall clear the council chambers. A sign indicating "Closed Session" shall be posted on the exterior of the chamber doors and shall remain in place until the item(s) have been dealt with and the session is moved back into the public realm.
24. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

#### **RECORDING OF MINUTES:**

1. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
2. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.

#### **AUDIO/VIDEO RECORDINGS OF MEETINGS:**

1. All meetings of Council shall be audio and/or video recorded, except for those portions of a meeting which transpire during closed session. These recordings shall be posted to the website and retained in the municipal record.

(15)

**BYLAWS:**

1. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
2. Every bylaw shall have three readings.
3. After a member has made the motion for the first reading of the bylaw Council may:
  - a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.
4. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
5. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.

The Town of Onoway Bylaw No. 763-19 is hereby repealed.

This Bylaw comes into full force and effect upon third and final reading.

**Read a first time this 2nd day of December, 2021.**

**Read a second time this 2nd day of December, 2021.**

**Given unanimous consent to proceed to third reading, this 2nd day of December, 2021.**

**Read a third time and final time this 2nd day of December, 2021.**

**Signed by Mayor Lenard Kwasny**

**Signed by Chief Administrative Officer  
Wendy Wildman**

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### 3.7 Mandatory Policies

#### 1. Public Participation Policy

LEGISLATIVE REQUIREMENTS: MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Does the policy identify:
  - types or categories of approaches the municipality will use to engage the public; and
  - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

COMMENTS/OBSERVATIONS: The town passed Public Participation Policy No. C-COU-PAR-1, on June 21, 2018 (council resolution 245/18). The policy includes the required information, and is available on the town website.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.





# Town of Onoway Council Policy

Number	Title			
C-COU-PAR-1	Public Participation Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	472/18	Resolution No:	245/18
	Date:	Dec. 19, 2018	Date:	June 8, 2019

## PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

## GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole, and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.



# Town of Onoway Council Policy

## DEFINITIONS

1. **“Chief Administrative Officer”** means the chief administrative officer of the Municipality or their delegate, abbreviated “CAO”.
2. **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Municipality.
3. **“Municipality”** means the Town of Onoway.
4. **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
5. **“Public Participation Plan”** means a plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance.
6. **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
  - (a) in-person participation which may include at-the-counter interactions, door- knocking, interviews, meetings, round-tables, town halls, open houses, and workshops;
  - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
  - (c) written participation which may include written submissions, email, and mail-in surveys, polls, and workbooks; and
  - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee, or citizen board.

## POLICY RESPONSIBILITIES

### 1. Council Responsibilities



# Town of Onoway Council Policy

## (a) Council shall:

- i. review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
- i. consider input obtained through Public Participation; and
- ii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies, and the spirit and intent of Public Participation.
- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

## 2. Administration Responsibilities

### (a) CAO shall:

- i. in accordance with this Policy, or as directed by Council, develop Public Participation Plans, for Council approval;
- i. implement approved Public Participation Plans; and
- ii. report the findings of the Public Participation to Council.
- iv. consider timing, resources, engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

## II. PUBLIC PARTICIPATION OPPORTUNITIES

### (b) CAO shall develop and implement a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;
- iii. when identifying Council priorities;



# Town of Onoway Council Policy

- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council.

## **POLICY EXPECTATIONS**

### **1. Legislative and Policy Implications**

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act*, and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

### **2. Public Participation Standards**

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing, and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate, or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and



# Town of Onoway Council Policy

Municipal Stakeholders in a timely manner in accordance with municipal policies.

## **PUBLIC PARTICIPATION PLANS**

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - i. the nature of the matter for which Public Participation is being sought;
  - ii. the impact of the matter on Municipal Stakeholders;
  - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize the level of engagement and time for input;
  - iv. the timing of the decision and time required to gather input;
  - v. what information is required, if any, to participate; and
  - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
  - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
  - ii. identification of which Public Participation Tools will be utilized;
  - iii. timelines for participation;
  - iv. information about how input will be used;
  - v. the location of information required, if any, to inform the specific Public Participation.

## **REPORTING AND EVALUATION**

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.



# Town of Onoway Council Policy

- b. The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan and how it was developed;
  - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

**Legal References:** MGA 216.1, 230, 606, 692

**Cross References:** International Association for Public Participation

**Attachment:** Public Participation Spectrum

**Revisions:**

Resolution Number	MM/DD/YY



# Town of Onoway Council Policy

## IAP2 spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.



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**Town of Onoway**  
**2023 Organizational Meeting – Commission/Committee**  
**Background Report**

**Various Regional Service Commissions**

- **Capital Region Assessment Services Commission.** The CRASC was formed by ministerial order in 1996 and has 31 member municipalities to which Onoway is a member. The CRASC provides the Town's assessment services (actual assessments of each property). Executive meetings are quarterly, and then there is an annual meeting in Fall. One member of Council is appointed to this Commission.
  
- Subdivision and Development Appeal Board.** Milestone Municipal Services is under agreement with the Town to provide Subdivision and Development Appeal (SDAB) services (provide the board members and secretary (clerk) to hear any SDAB appeals). There are no Councillors on this Board.
  
- **Highway 43 East Waste Commission.** This Commission is made up of 17 member municipalities from within Lac Ste. Anne County boundaries and it owns and operates the regional landfill site located just west of Gunn along Highway 43. There is an executive board of 7 members (LSAC 2, Mayerthorpe 1, Alberta Beach 1, Onoway 1, Summer Villages 2) who meet as required (every couple months or quarterly), usually in the morning at the County office. The administration and management of the Commission is contracted to Lac Ste. Anne County. One Councillor and alternate are appointed to this Board.
  
- **West Inter Lake District (WILD) Regional Water Services Commission.** The start up meetings for this Commission commenced back in 2005 and the Commission was established by Ministerial Order in 2007. Member municipalities have continued to increase over the years and currently there are 17, with 4 additional municipalities pending. The Town has been a member since inception. The mandate of this group was to bring treated water to the communities of the member municipalities. It was late in 2017 when regional water actually came to Onoway. Phase I is a waterline constructed to Wabamun and Paul First Nation. Phase II is a waterline constructed to Onoway, Alberta Beach and north around the lake past Gunn and to Alexis First Nations. Phase III is



still in construction and is extending out to Seba Beach and Entwistle areas, and Phase IV is complete to Sandy Beach and yet to be constructed to Rich Valley. Total construction costs are in excess of 100 Million to which the member municipalities have to cover 10%. The Town pays annual governance and operating costs (prorated based on membership of around \$19,000.00) and annual debenture costs for Phase I and II construction of around \$41,000.00; Phase III (\$17,702.73) and IV (\$13,993.12). The executive of the WILD Water Commission consists of 8 members (1 from each Parkland County, Paul First Nation, Lac Ste. Anne County, Alberta Beach, Onoway, Alexis Nakota First Nation and 2 from the Summer Villages group) and this executive board meets every couple of months. Board members are paid their respective honorariums directly by the Commission. One Councillor and alternate are appointed to this Commission.

#### a) Appointments to Regional Boards

- **East End Bus Society.** A regional initiative and partnership that has been in existence since 2008. The Society executive consists of 5 members on the Board and they meet quarterly. This Society owns and operates the east end bus and the various trips and programs provided within. The 3 larger partners being the County, Onoway and Alberta Beach each provide in kind support (Onoway provides administration, Alberta Beach houses the bus, and the County covers repair costs) and each also provides an annual contribution towards the annual operating costs and bus replacement fund. Onoway's portion is \$6,600.00/year for Operating and \$2,233.00/year Capital replacement fund (which was waived for 2023). Each of the 12 Summer Villages provide an annual contribution to the bus replacement of \$350.00 each. One Councillor and alternate are appointed to this Society.

- **Yellowhead East Community Futures.** This group has been in existence for 20 plus years and has gone through some name changes over that time. YECF consists of 10 member municipalities each having 1 member representative, and they meet once a month. They offer many programs and services to the various communities. Council previously approved the Town participating in the CFYE Traveling Incubator One Year Pilot Project and provide occasional office space (Council Chambers) for CFYE to work out of and meet with clients, beginning in January 2022. The incubator was paused in 2023 and we have not had a further request for use of Council Chambers for this purpose. One Councillor and alternate are appointed to YECF.

- **Lac Ste. Anne Foundation.** Every municipality in the Province of Alberta must belong to a Seniors Foundation and in our area it is the Lac Ste. Anne Foundation. Our Foundation runs from Fox Creek to Onoway and owns and operates, or just operates on behalf of the Province, the Seniors facilities and assisted living, and/or affordable housing facilities in the various member communities. The Board meets monthly, and Foundation covers the members respective honorariums. Directors include 1 rep from each Onoway, Alberta Beach, Lac Ste. Anne County, Mayerthorpe, Whitecourt and Woodlands County, and 2 from the Summer Villages group. One member of Council is appointed to the Foundation.
  
- **Yellowhead Regional Library Board.** There are various regional library boards struck throughout the Province and in our area it's the YRL which in general terms is the greater Edmonton area west to the BC border and consists of municipalities and school boards. They have an executive board which meets every couple of months, and then one annual meeting. One member of Council is appointed to this Board.
  
- **Economic Development Committee/Partnership Committee.** This is an initiative between the Town and Lac Ste. Anne County which really rolled its sleeves up and got working in 2019. In 2021 Alberta Beach joined the partnership. This committee has created Partners in Progress, Shop the County and Come to Life in Lac Ste. Anne. The group was meeting monthly (second Tuesday of the month) and the Town and County each had 2 reps and Alberta Beach 1. Meetings have not taken place recently. The administration is provided by Lac Ste. Anne County and they have a consultant(s) working with them. It was in response to this committee that the Town initiated its business license program. Two members of Council and one alternate are appointed to this Committee.
  
- **Community Policing Advisory Committee (CPAC).** Meetings take place at the Spruce Grove RCMP detachment and include RCMP and various other community stakeholders. The Town has had a Council rep on this group for many years. One Council member and one alternate are appointed to this Committee.
  
- **Onoway Regional Medical Clinic/Physician Recruitment Retention Committee.** This group was originally formed 20 years ago and consisted of majority of the communities within Lac Ste. Anne County. In 2015 when the County disbanded the municipal services package, many Summer Villages and Alberta Beach withdrew from this committee. Currently this committee consists of Lac Ste. Anne County, Onoway and 4 Summer Villages (Ross Haven, Val Quentin, West Cove and Silver Sands). This

group oversees the operation of the medical clinic in Town. In 2020 the County purchased the medical clinic building/pharmacy in Onoway and proceeded with the expansion to the medical clinic. In recent years we have recruited 3 new Doctors and demand for this service continues. As of November 2022, 2 doctors are employed. Meetings are at the call of the Chair, usually quarterly. One member of Council and one alternate are appointed to this Committee.

- **North Saskatchewan Watershed Alliance.** This group includes the municipalities and various stakeholders within the watershed area. Meetings are quarterly, with occasional workshops. The Town is a member and our annual membership fee is \$556.20. One member of Council and one technical member (Administration/Public Works) are appointed.
  
- **Onoway Regional Fire Services.** Previous to 2015 the County provided our fire service and rented our fire hall, but in 2015 the County advised they were pulling their fire department out of our hall and would station them somewhere in east end of Lac Ste. Anne County and that our fees for service would double (based on call volume as opposed to parcel count). In 2016, a group of east end municipalities contracted North West Fire Rescue (now Fire Rescue International) to provide fire service to our communities. There are 10 municipalities in this group known as Onoway Regional Fire Services and two fire stations are operated - one in Alberta Beach and one in Onoway. The Town provides the administration to this group. Executive meetings are normally 2 to 4 per year, and one annual meeting. The Executive consists of 1 Alberta Beach rep, 1 Onoway rep and 1 rep from the 8 Summer Village members. One member of Council and alternate, as well as the CAO are appointed to this Committee.
  
- **Emergency Management/Disaster Services Committee.** After the many Provincial natural disaster (fires of Slave Lake, Fort Mac, Calgary flood, etc) the Province raised the bar with respect to expectations on municipalities to have a emergency management plan in place. The Town has been working on bringing our program up to standards. Meetings are usually a couple of times a year. Two members of Council are appointed to this Committee.
  
- **Revenue and Cost Sharing Study Committee.** This committee started approximately 6 years ago with the approval of grant funding and Alberta Beach provided the administration. A consultant was hired to complete assessments of the various recreational buildings in our municipalities. All municipalities within Lac Ste. Anne County are included in this committee.

The building assessments are completed and nothing has happened now for over 3 years. One member of Council and alternate, and CAO are appointed to this Committee. Alberta Beach has advised that the grant is completed and the Committee is no longer active.

**b) Appointments to Local Boards:**

- **Town of Onoway Library Board.** In 2019 the Town restructured its OPL and currently have 8 members (maximum is 10) of which 2 are Town Council members and the remainder are appointed at large. Meetings are usually quarterly, and the Town provides the administration.
  
- **Region 1 Recreation and FCSS Board. Region 1 Recreation and FCSS Board.** The Town has been administering this program on behalf of the Town and several other municipalities when the County withdrew its services in 2016. There have not been meetings in several years and funds are distributed simply by respective Council or municipal direction. The Town has an agreement with the Province for FCSS funds which on an annual basis the Province provides \$27,562 (80%) and the Town \$6,891 (20%) for a total annual allocation of \$34,453 (this allocation changed in the middle of 2023 based on the increased funding from the Province for 2023-2025). These funds are then distributed to community groups and individuals to provide various services and events throughout the community. Council as a whole are appointed.
  
- **Onoway and District Chamber of Commerce.** This group started up several years back and has done some great work. I believe meetings are held monthly. One member of Council and one alternate are appointed to the Chamber.
  
- **Onoway Beautification Committee.** Council as a whole were appointed to this Committee. Council requested during the October 12, 2023 Council meeting to appoint one member and for Administration to recommend terms of reference be presented to Council before Spring 2023.
  
- **Onoway & District Agricultural Society (ODAS) – Arena.** ODAS owns and operates the Onoway Arena and the outdoor arena known as “the Joe”. The Town appoints a rep to attend their executive board meetings which are held monthly. In April 2022, the Town agreed to a further 3 year financial contribution of \$7,500.00/year for the years 2023, 2024 and 2025, for operation of the arena facility and the outdoor rink. One member of Council

and one alternate are appointed to this Society. ODAS has requested that a Town representative continue to attend their meetings.

- **Onoway Facility Enhancement Association (OFEA) – Community Hall**  
The Community Hall and parking lot are owned by the Town. For many years the OFEA has had a lease with the Town with respect to the operation of the hall. A new three year lease has been agreed to (expires 31 December 2025). Meetings are once a month. Council has one member and one alternate appointed to this Association. As of October 2023, Council requested to remove appointing a representative.
  
- **Onoway & District Historical Guild.** This group owns and operates the museum and heritage centre building. Their meetings are once a month. One member of Council and one alternate are appointed to this Society. The Guild has advised that they would welcome Council as volunteers.
  
- 
  
- **Regional Wastewater Line Committee.** For several years now the County has been proposing a regional sewer system that would encompass communities in both Lac Ste. Anne as well as Parkland Counties. There was one phase of the project which Town Council had agreed in principle to and that was a sewer transmission line from the Sandy Beach lagoon directly to the Onoway lagoon. Back in 2017 the Town of Onoway negotiated to receive wastewater effluent from the Summer Villages of Sunrise Beach and then in 2018 from the Summer Village of Sandy Beach (their sewage lagoon had been closed). Currently there is only one sewage hauler who has been granted truck access to the lagoon and that is Standstone. Late In 2023, CAO Thompson joined the technical committee. One member of Council and one alternate are appointed to this Committee.
  
- **Onoway Ball Diamonds Committee.** The Onoway ball diamonds are located on lands now owned by Northern Gateway (NG). This committee is intended for ball diamonds upgrades and collaboration and this is separate from the Onoway Minor Ball Association. Currently one member of Council and two members of Administration are appointed to this Committee. As of October, 2023, Council requested to remove appointing representatives.
  
- **Regional Trail Master Plan Committee.** The County is leading this initiative to connect by developing trails in Onoway and area, in conjunction with Alberta Beach, West Cove, Sunset Point, Parkland County, Town of Stony Plain and Onoway. Sunset Point has applied for grant dollars on

behalf of the group. Maps are being drawn and a review of trails with the public is being undertaken. Hopefully will increase tourism and offer more local choices to our residents. Council has two members appointed to this Committee. Council asked Administration to contact Lac Ste. Anne County to clarify if two representatives were required to be appointed. Lead time was not sufficient to receive a response.

- **Centennial Committee 2023.** Complete

- **Economic Development and Tourism Committee (Onoway).** Further to a presentation by Dale Johnson earlier in 2022, Council has directed administration to complete work required to create an economic development and tourism committee. An advertisement in the Bulletin requested volunteers or an Economic Development Committee. The Committee is currently completing the 2024 workplan. Council has two members appointed to this Committee.

**c) Miscellaneous Council Appointments:**

- **Inter Municipal Development Plan Negotiating Committee.** This is a planning document requirement by the Province and is in partnership with Lac Ste. Anne County for lands within close proximity of the Town. This committee has not met in years (since the IDP was approved) but I do believe a review of our IDP should take place within the next year or so (abandoned landfill and lagoon at Ruth Cust Park needs to be included in IDP for example). One member of Council and one alternate are appointed to this Committee.

- **Highway 43 Functional Planning Study – Technical Review Committee.** This committee has not met in years and probably won't until Alberta Transportation, the County or the Town decides to initiate something. This committee was looking at the future access to Onoway (current access off Hwy 43 would be removed and future access would move farther north and swing northeast to Hwy 37 and then south past WTP road). One member of Council and one alternate are appointed to this Committee. Council asked Administration to contact Lac Ste. Anne County to clarify if the Committee is still active. Lead time was not sufficient to receive a response.

- **Onoway and Area Interagency Committee.** This Committee is led by Lac Ste. Anne County and members include: Alberta Health; Alberta Health Services; Onoway Moms and Tots; Towns of Whitecourt and Onoway; Healthy Family Futures; NorQuest College Whitecourt; Northern Gateway School

Division representatives and a representative from both Onoway Schools (Elementary and Jr./Sr. High). They meet every other month and discuss collaboration and share information on their local projects/initiatives. One member of Council and one alternate are appointed to this Committee.

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**debbie@onoway.ca**

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**From:** Corinne Feth <  
**Sent:** October 19, 2023 9:52 AM  
**To:** debbie@onoway.ca  
**Subject:** Fw: Reasons for keeping council rep

Hi it's Corinne these are the reason we need council rep. My manager of our ag society said this way better than I could word it. Please add this to your next council meeting.

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**From:** ODAS Arena <odasarena@gmail.com>  
**Sent:** October 12, 2023 9:19 PM  
**To:** Corinne Feth <  
**Subject:** Reasons for keeping council rep

We are a unique provincial government society.

We live in rural Alberta and having an AG society in your community is very important. Once you lose your AG you will never get one back.

Why wouldn't the town want to know what the AG is doing especially with the business that is brought in with our business operations from September to March.

Our property is also needed for access to the county ball diamonds. As the only other access is NGPS property.

The size and venue of the facility we run should be of importance to the council as an amenity for attracting families or business to the community.

If a rep is removed from our board it may not be seen as an appropriate choice and negatively looked at for a decision from Council as there has sat a rep on our board for many years.

If the town council feels we are not of importance for a rep to be assigned to from the council then we will accept their decisions.

I could say some more but unfortunately it would have a lot of F-Bombs.

Kind Regards  
Amy Warren  
Arena Facility Manager ODAS  
Odasarena@gmail.com



**debbie@onoway.ca**

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**From:** debbie@onoway.ca  
**Sent:** October 17 2023 9:25 AM  
**To:** j.  
**Subject:** Onoway and District Agricultural Society (ODAS)

Hello Corinne – Council is reviewing their memberships on community boards in order to achieve cost savings. They have requested administration reach out to your organization (ODAS) to inquire about the effectiveness of having a Council representative at all of your meetings.

Council's attendance should be to assist community groups regarding issues affecting the Town. Council does not belong to every group and wants to ensure fairness to all groups; and the sheer time commitment required of each Council member is significant. Council does not wish to discourage participation however does want to ensure that the time commitment is warranted. Committees are always welcome to speak to administration and/or Council on concerns that Council may assist with.

Can you please provide feedback to our office ASAP? Thank you Corinne.

Debbie (on behalf of Jennifer Thompson, Chief Administrative Officer)

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

Follow

**Debbie Giroux**  
Administrative Assistant

780-967-5338  
debbie@onoway.ca  
Town Office: 4812-51 Street  
Mail: Box 540 Onoway, AB T0E-1V0

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**debbie@onoway.ca**

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**From:** Hazel Bourke <  
**Sent:** October 17, 2023 2:52 PM  
**To:** debbie@onoway.ca  
**Subject:** Re: Onoway and District Historical Guild

Good afternoon Deb.

As an organization that feels we operate in a successful manor, we do appreciate sharing our success. We operate with a great bunch of volunteers and yearly provide an operational plan and budget. We do have money in the bank but operating a 37,000 square foot building we have to be prepared for the unknown. We feel that the success of our facility is a feather in cap of the whole community including the town. We understand if you need to cut back on your budget expenses. We would accept any council members that wish to join our board as a volunteer. It is important to not just be involved because they are paid but because they care about their community.

Not sure if this helps and we do know where to find you if we need any advice or assistance. Would love to have Jennifer drop by one day for the grand tour.

Take care, respectfully submitted.  
Hazel Bourke

On Oct 17, 2023, at 9:42 AM, admin@onowaymuseum.ca wrote:

I let Debbie know that one of us would respond shortly.

Emily Fyfe  
Facility Manager  
Onoway Heritage Centre/Museum and Visitor Information Centre  
(owned and operated by the Onoway & District Historical Guild)  
780-967-1015

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**From:** debbie@onoway.ca <debbie@onoway.ca>  
**Sent:** October 17, 2023 9:31 AM  
**To:** admin@onowaymuseum.ca  
**Cc:** Jennifer Thompson <cao@onoway.ca>  
**Subject:** Onoway and District Historical Guild

Hello Hazel – Council is reviewing their memberships on community boards in order to achieve cost savings. They have requested administration reach out to your organization (Onoway and District Historical Guild) to inquire about the effectiveness of having a Council representative at all of your meetings.

Council's attendance should be to assist community groups regarding issues affecting the Town. Council does not belong to every group and wants to ensure fairness to all groups; and the sheer time commitment required of each Council member is significant. Council does not wish to discourage

participation however does want to ensure that the time commitment is warranted. Committees are always welcome to speak to administration and/or Council on concerns that Council may assist with.

Can you please provide feedback to our office ASAP? Thank you Hazel.

Debbie (on behalf of Jennifer Thompson, Chief Administrative Officer)

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Administrative Assistant

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debbie@onoway.ca  
Town Office: 4812-51 Street  
Mail: Box 540 Onoway, AB T0E-1V0



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	October 26, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Request For Change of Council Meeting Times

### **BACKGROUND / PROPOSAL**

During the October 12 Council meeting, Council discussed exploring options in changing current Council meeting times. Some options discussed were changing both monthly meetings from daytime to evening or changing one daytime meeting to an evening meeting every quarter.

In 2018 Council passed Motion 281/18:

**MOVED** by Councillor Lynne Tonita that the second Council meeting in the months of July, August and September (Thursday, July 19, Thursday, August 16 and Thursday, September 20) commence at 7:00 pm and adjourn prior to 10:00 p.m. in Council Chambers. Council will revisit meeting times at the Thursday, October 18, 2018 Organizational meeting.

**CARRIED**

Council moved at the October 18, 2018 Organizational meeting continue with the second Council meeting of the month to be held in the evening (Motion 407/18).

**MOVED** by Deputy Mayor Lynne Tonita that Council meetings be scheduled as follows:  
1<sup>st</sup> Thursday of the Month – 9:30 a.m. at the Civic Centre  
3<sup>rd</sup> Thursday of the Month – 7:00 p.m. at the Civic Centre

**CARRIED**

From July 19, 2018 until October 24, 2019, Council held their second meeting in the evening and during this time attendance was recorded as follows:

#### **2018**

July 19 – 7 public  
Aug 16 – Public Hearing re Cannabis – 6 public  
Aug 16 – Regular Meeting – 4 public  
Sept 20 – 3 public  
Oct 18 – ORG MEETING HELD DURING DAY – 0 public  
Nov 15 – 3 public  
Dec 20 – 0 public

#### **2019**

Jan 24 – 1 public  
Feb 7 – MEETING HELD DURING DAY (Muni Affairs attended mtg.) – 1 public  
Mar 21 – 0 public

April 18 – 0 public  
May 16 – 0 public  
Jun 20 – 0 public  
July 18 – 0 public  
Aug 15 – 0 public  
Sept 19 – 1 public  
Oct 24 – ORG MEETING HELD IN EVENING – 1 public

A Councillor resigned on Oct 28, 2019 and as a result, both monthly Thursday meetings schedule reverted to daytime.

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

If Council meeting times were changed from daytime to evening the amount of public attending evening meetings would not differ considerably from 2018/19.

Analysis of staff overtime costs for evening meetings is not available at this time. Also, there is consideration that other administration staff will not be available for information retrieval or answering questions during an evening meeting.

One of the reasons for the change in meeting times is to increase public transparency. Some members of the public are unable to attend daytime meetings due to work commitments. It important to note that currently Administration accommodates to members of the public that request to present or attend a daytime Council meeting.

Additionally, members of the public can attend or present virtually as daytime Council meetings are live streamed and recorded. These recordings are posted on the Town website and available to the members of the public to view at their convenience.

Council members work commitment to a change in meeting times should be a consideration as well.

### **STRATEGIC ALIGNMENT**

Good Governance

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

Financial impact to 2023 & 2024 Operating Budget depends on Council decision.

### **RECOMMENDED ACTION**


- That Council direct Administration to explore options in changing current meeting times and present at a future Council meeting.
- (direction as given by Council at meeting time).

**ATTACHMENTS** None



# Town of Onoway

## Council Policy

Number	Title		
C-FIN-REI-1 <small>(1.2, 3.1, 3.6)</small>	Reimbursement and Expense Claims Policy		
Approval	Originally Approved		Last Revised
	Resolution No:	079/23	Resolution No:
	Date:	March 9, 2023	Date:
			Resolution No:
			Date:
			Resolution No:
			Date:

### Purpose

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

### Policy Statement

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

### Definitions

For the purposes of this policy:

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

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

## 1. General Provisions

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

## 2. Responsibilities

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

### 3. Accommodations

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

### 4. Travel

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

### 5. Parking

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

### 6. Taxi

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

### 7. Meal Allowances

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



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

Conference itinerary or registration must be submitted with expense claim.

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

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

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

## 8. Gratuities

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

## 9. Hosting/Business Meals

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

## 10. Incidentals/Per Diem

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

## 11. Review Period

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

## 12. Legal References

N/A

**13. Cross References**

N/A

**14. Revisions**

N/A

Resolution Number	MM/DD/YY



# Town of Onoway

## Council Policy

### Schedule "A"

#### Schedule of Town All-Inclusive Mileage Rates


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

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# Town of Onoway

## Council Policy

Number	Title			
C-COU-REM-1 <small>(1.2, 3.1, 3.6)</small>	<b>Councillor, Committee and Board Member Remuneration Policy</b>			
Approval	Originally Approved		Last Revised	
	Resolution No:	077/23	Resolution No:	
	Date:	March 9, 2023	Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

### Purpose

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

### Policy Statement

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

### Definitions

For the purposes of this policy:

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

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## 1. Standards

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

## 2. Legal References

N/A

## 3. Cross References

N/A

### Revisions:

Resolution Number	MM/DD/YY



# Town of Onoway

## Council Policy

### Schedule "A"

#### 1. Honorariums

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

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

- a) Meeting rates for Council-appointed board and committee members, training and conventions shall be set as follows

- o \$100 for meetings less than 4 hours;
- o \$175 for meetings exceeding 4 hours and less than 6 hours;
- o \$250 for meetings exceeding 6 hours in a day.

- b) Description or name of the meeting attended must be provided in the Meeting Expense Claim Form submitted to Finance.

- c) Travel time will be included.

#### 3. Communications Expense

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

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

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

#### 4. Donations

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