

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, FEBRUARY 22, 2024 IN THE COUNCIL CHAMBERS OF
THE ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM
COMMENCING AT 9:30 A.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

*THAT the February 22, 2024 Regular Council Meeting agenda be approved
as presented*

or

*THAT the February 22, 2024, Regular Council Meeting agenda be approved
with the following amendment(s) (as noted at meeting time)*

3. ADOPTION OF MINUTES

Pg 1-5 a) February 8, 2024 Regular Council Meeting

Recommendation:

*THAT the February 8, 2024 Regular Council Meeting minutes be approved
as presented*

or

*THAT the February 8, 2024 Regular Council Meeting minutes be approved
with the following amendment(s) (as noted at meeting time)*

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS

- Pg 18 a) C-FIN-REI-1-Reimbursement and Expense Claims Policy – A Request for Decision is attached

Recommendation:

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

or

some other direction as given by Council at meeting time

7. ACTION ITEMS

- Pg 19 a) Council Meeting of March 14, 2024 – A Request for Decision is attached

Recommendation:

THAT Council cancel the Regular Council Meeting of March 14, 2024 due to known loss of quorum

or

THAT Council change the Regular Meeting of Council to March 13, 2024 @ 9:30 a.m. from March 14, 2024 at 9:30 a.m.

or

some other direction as given by Council at meeting time

- Pg 20-30 b) Climate Vulnerability and Risk Assessment – A Request for Decision is attached

Recommendation:

THAT Council accept the Climate Vulnerability and Risk Assessment Report for information

Pg 31-33 c) Assessment Review Board – Officials Appointment – A Request for Decision is attached

Recommendation:

THAT Council approve the appointments to the Assessment Review Board (ARB) as follows: As per contract with Capital Region Assessment Services Commission, appoint Board members ARB Chairman Raymond Ralph; Certified ARB Clerk Gerryl Amorin; Certified Panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier and Raymond Ralph.

Pg 34-41 d) 2018-2023 Recreation Tax Analysis – A Request for Decision is attached

Recommendation:

*THAT Council accepts the information presented regarding 2018-2023 Recreation Tax Analysis
or
some other direction as given by Council at meeting time.*

e) Onway Ball Diamonds Funding Update – A Request for Decision to follow (late submission)

f)

g)

8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 3)

- d) Chief Administrative Officer Report – n/a
- e) Corporate and Community Services Director's Report – n/a
- f) Public Works Report – n/a

Recommendation:

THAT the Council written and verbal reports be accepted for information as presented

or

some other direction as given by Council at meeting time

9. INFORMATION ITEMS – n/a

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

“Disclosure harmful to business interests of a third party (Labour)”

11. ADJOURNMENT

12. UPCOMING EVENTS:

- March 14, 2024 – Regular Council Meeting 9:30 a.m.
- March 28, 2024 – Regular Council Meeting 9:30 a.m.
- April 11, 2024 – Regular Council Meeting 9:30 a.m.
- April 25, 2024 – Regular Council Meeting 9:30 a.m.
- May 9, 2024 – Regular Council Meeting 9:30 a.m.
- May 23, 2024 – Regular Council Meeting 9:30 a.m.
- September 25-27, 2024 – AB Munis Red Deer

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 8, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	PRESENT	<p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Robin Murray Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary</p> <p>1 member of the public attended via Zoom 2 members of the public attended in person</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 9:30 a.m., advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.
2.	AGENDA Motion #037/24	<p>MOVED by Councillor Sheila Pockett that Council adopt the agenda of the Regular Council meeting of Thursday, February 8, 2024 with the following additions:</p> <p>4. Appointments – 9:35 a.m. with Tyler Geddes Alberta Beach Snowmobile Club – requested by CAO Thompson</p> <p>7e) Onoway and District Agricultural Society (ODAS) Request - requested by Councillor Coninx</p> <p>7f) Request from Chief Ives, Fire Rescue International (FRI) to meet with Council – requested by CAO Thompson</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #038/24	<p>MOVED by Councillor Robin Murray that the January 25, 2024 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p> <p>Council moved to Policies and Bylaws at 9:35 a.m.</p>
6.	POLICIES AND BYLAWS Motion #039/24	<p>MOVED by Councillor Robin Murray that Council approve the Policy C-COU-SBU-1 Student Bursary Policy as presented.</p> <p style="text-align: right;">CARRIED</p> <p>Council moved to Appointments at 9:45 a.m.</p>

TOWN OF ONOWAY
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DRAFT

4.	APPOINTMENTS/PUBLIC HEARINGS	<p>Tyler Geddes, President, Alberta Beach Snowmobile Club attended the meeting from 9:45 a.m. until 10:00 a.m. to discuss their request for funding for a new used Snowcat.</p> <p style="text-align: right;">Motion #040/24</p> <p>MOVED by Councillor Bridgitte Coninx that Council accept the discussion with Tyler Geddes for information.</p> <p style="text-align: right;">CARRIED</p>
5.	FINANCIAL REPORTS	n/a
6.	POLICIES AND BYLAWS	<p>Tony Sonnleitner, Development Officer, attended the meeting from 10:00 a.m. until 10:15 a.m. to discuss the request from the Onoway Baptist Church (for the Lac Ste. Anne East Food Bank) to redistrict Plan 5726 CL: Pt H from Residential-Single Family District (R1) to Urban Services District (US).</p> <p style="text-align: right;">Motion #041/24</p> <p>MOVED by Councillor Bridgitte Coninx that Bylaw 807-24 Land Use Bylaw Amendment Bylaw, be given first reading.</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">Motion #042/24</p> <p>MOVED by Councillor Robin Murray that a public hearing for Bylaw 807-24 Land Use Bylaw Amendment Bylaw be set for March 28, 2024 at 10:00 a.m., during the scheduled Regular Council meeting in Council Chambers at the Onoway Civic Centre.</p> <p style="text-align: right;">CARRIED</p>
7.	ACTION ITEMS	<p style="text-align: right;">Motion #043/24</p> <p>MOVED by Deputy Mayor Lisa Johnson that Council approve the Mutual Aid Fire Agreement with Lac Ste. Anne County as presented which amends Appendix "A" Fee Schedule.</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">Motion #044/24</p> <p>MOVED by Deputy Mayor Lisa Johnson that Council authorize Mayor Kwasny and CAO Thompson to attend the 2024 Municipal Leaders Caucus with costs to be reimbursed as per policy.</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">Motion #045/24</p> <p>MOVED by Deputy Mayor Lisa Johnson that Mayor Kwasny and CAO Thompson attend the meeting with Minister McIver in Edmonton during the 2024 Municipal Leaders Caucus.</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">Motion #046/24</p> <p>MOVED by Councillor Bridgitte Coninx that the Alberta Beach Snowmobile Club request for funding be tabled for further information from Administration, at a future meeting, regarding:</p>

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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 8, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<ul style="list-style-type: none"> - Recreation Tax Allocation - Academy Reserve funding agreement - Confirm other municipal funding partners - Potential impacts of funding <p style="text-align: right;">CARRIED</p>
	Motion #047/24	<p>MOVED by Councillor Robin Murray that Council accepts the information presented regarding Lac Ste. Anne County FCSS process.</p> <p style="text-align: right;">CARRIED</p>
	Motion #048/24	<p>MOVED by Councillor Bridgitte Coninx that Council provide a letter of support for the Onoway and District Agricultural Society (ODAS), confirming the partnership between ODAS and the Town of Onoway and support for the services that ODAS provides to the community.</p> <p style="text-align: right;">CARRIED</p>
	Motion #049/24	<p>MOVED by Councillor Sheila Pockett that Council schedule a business meeting on March 8, 2024 at 9:30 a.m. with Chief Ives, Fire Rescue International (FRI), to discuss future contract needs.</p> <p style="text-align: right;">CARRIED</p>
8.	COUNCIL, COMMITTEE AND STAFF REPORTS Motion #050/24	<p>MOVED by Deputy Mayor Lisa Johnson that the Council and staff written and verbal reports be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
9.	INFORMATION ITEMS Motion #051/24	<p>MOVED by Councillor Robin Murray that Council accept the following items for information:</p> <ul style="list-style-type: none"> a) Town of Onoway Development Officer - February 8, 2024 report from Tony Sonnleitner b) Pembina Flaring Activity Notice – January 22, 2024 letter from Corey Aldrich c) Community Futures Yellowhead East (CFYE) – December 21, 2023 minutes d) Alberta Municipal Affairs Assessment Branch Update – January 2024 e) Community Futures Yellowhead East (CFYE) – January 26, 2024 email from Michelle Jones, Executive Director regarding Online Learning Project Pilot Test <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

10.	<p>CLOSED SESSION Motion #052/24</p>	<p>MOVED by Councillor Bridgitte Coninx that, pursuant to Section 197(2) of the Municipal Government Act, and Section 16(1)(c)(i) FOIP, Council move into a Closed Session at 11:05 a.m. to discuss the following item:</p> <p>Labour (disclosure harmful to business interests of a third party)</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 11:06 a.m. to 11:07 a.m. to allow the Director of Corporate and Community Services and the Recording Secretary to leave the meeting.</p> <p>CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Sheila Pockett Jennifer Thompson, Chief Administrative Officer</p> <p>Motion #053/24 MOVED by Councillor Bridgitte Coninx that Council move out of Closed Session at 11:40 a.m.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 11:40 a.m. to 11:42 a.m. to allow the Director and the Recording Secretary to return to the meeting.</p> <p>Motion #054/24 MOVED by Councillor Robin Murray that, based on the Lac Ste. Anne County/Town of Onoway Mutual Aid Fire Agreement, that Onoway Council uphold invoice 20230230 in the amount of \$3,296.70.</p> <p style="text-align: right;">CARRIED</p>																		
11.	<p>ADJOURNMENT</p>	<p>As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 11:42 a.m.</p>																		
12.	<p>UPCOMING EVENTS</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">February 22, 2024</td> <td style="width: 40%;">Regular Council Meeting</td> <td style="width: 30%;">9:30 a.m.</td> </tr> <tr> <td>March 14, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>March 28, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>March 28, 2024</td> <td>Public Hearing for Land Use Bylaw</td> <td></td> </tr> <tr> <td>April 11, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>April 25, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	February 22, 2024	Regular Council Meeting	9:30 a.m.	March 14, 2024	Regular Council Meeting	9:30 a.m.	March 28, 2024	Regular Council Meeting	9:30 a.m.	March 28, 2024	Public Hearing for Land Use Bylaw		April 11, 2024	Regular Council Meeting	9:30 a.m.	April 25, 2024	Regular Council Meeting	9:30 a.m.
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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 8, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

Mayor Lenard Kwasny

Debbie Giroux
Recording Secretary

UNAPPROVED



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	February 22, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Reimbursement and Expense Claims Policy

BACKGROUND / PROPOSAL

During the March 9, 2023 Council Meeting, Council made the following motion regarding the C-FIN-REI-1 Reimbursement and Expense Claims Policy:

6. POLICIES AND BYLAWS
Motion #079/23

MOVED by Deputy Mayor Lisa Johnson that Council approve Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy, as presented.

CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

In 2024, Canada Revenue Agency (CRA) amended the automobile allowance rates for the first 5,000 kms driven from \$0.68 in 2023 to \$0.70 in 2024. Based on the rate amendment, Administration proposes to update Schedule "A" in the policy by including the 2024 rate of \$0.70. 2024 meals and allowance rates without receipt under Sections 7b and 7c remain unchanged at \$23 per meal to a maximum of \$69 per day as per the CRA.

Administration proposes no further changes to the policy and the 2024 rate is effective Jan. 1, 2024.

STRATEGIC ALIGNMENT

Fiscal Sustainability
Strategic Governance

COSTS / SOURCE OF FUNDING

No material financial impact to 2024 operational budgets.

RECOMMENDED ACTION

1. That Council approve the Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy revision as presented.
2. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Approved Reimbursement and Expense Claims Policy (C-FIN-REI-1) on March 9, 2023.
- Draft Revised Reimbursement and Expense Claims Policy (C-FIN-REI-1).



Town of Onoway

Council Policy

Number	Title			
C-FIN-REI-1 [1.2, 3.1, 3.6]	Reimbursement and Expense Claims Policy			
Approval	Originally Approved		Last Revised	
	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

11



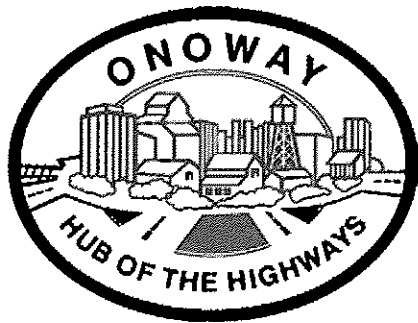
Town of Onoway

Council Policy

Schedule "A"

Schedule of Town All-Inclusive Mileage Rates

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



Town of Onoway

Council Policy

Number	Title		
C-FIN-REI-1 2.2.3.1.2.8	Reimbursement and Expense Claims Policy		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:	079/23	Resolution No:
	Date:	March 9, 2023	Date:
			Resolution No:
			Date:
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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.

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- 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:
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 - ii. Destination
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- 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.

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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

(17)



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
2024	\$0.70



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	February 22, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Council Meeting of March 14, 2024

BACKGROUND / PROPOSAL

Council preliminary discussed changing the Council meeting of March 14, 2024 due to the date conflict with the Municipal Leaders Caucus being held that Council has approved the Mayor and CAO to attend. Council asked Administration to review agenda items for the March 14, 2024 meeting and advise at the next regular meeting of Council on whether the meeting may be held that day or recommend to Council to change the date.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

At this time, March 14, 2024 will not have quorum due to Council members being away on municipal or personal business. Council has the ability to move the meeting to March 13, 2024 although staff do not currently have pressing matters for this meeting. Should Council change the date of the meeting to March 13, 2024, quorum is anticipated.

Council may cancel the March 14, 2024 meeting as well.

While administration has some items that Council will need to review, these items are expected to be complete for the Council meeting of March 28, 2024 due to capacity and information gathering at this time.

STRATEGIC ALIGNMENT

Good governance

COSTS / SOURCE OF FUNDING

Costs of Council reimbursement per meeting of \$175.00 @ 5 members \$875.00

RECOMMENDED ACTION

- 1) THAT Council cancel the Regular Council Meeting of March 14, 2024 due to known loss of quorum.

OR

- 2) THAT Council change the Regular Meeting of Council to March 13, 2024 from March 14, 2024 at 9:30 AM.

ATTACHMENTS:

NONE.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	February 22, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Climate Vulnerability and Risk Assessment

BACKGROUND / PROPOSAL

Council authorized Administration to submit an application for the Climate Vulnerability and Risk Assessment grant. Staff commenced the project after grant funding was achieved. The grant covered 100 percent of pre-GST capacity building services to a maximum funding cap of \$80,000.

Motion #084/23 | **MOVED** by Deputy Mayor Lisa Johnson that Council authorize administration to submit an application for the Climate Resilience Capacity Building Program.

CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Staff worked with Associated Engineering since March 2023 by providing information to assess the risk the Town of Onoway is exposed to with changing weather patterns and climate adaptation.

Working with Associated Engineering and All One Sky Foundation to determine the adaptability and the preparation for future maintenance and infrastructure planning, staff were able to gain an understanding of factors to consider when planning future capital projects.

Administration has attached the Executive Summary of the report for Council's review. The final report has been emailed separately to Council to save pages in the agenda. Once reviewed and accepted by Council, the full report will be available on the Town of Onoway Website.

STRATEGIC ALIGNMENT

Good governance
Service Excellence

COSTS / SOURCE OF FUNDING

Climate Resilience Capacity Building Program up to \$80,000 of which is 100% funded. The project cost was on budget at \$74,800 and an internal amount of \$5,200 that will be claimed.

RECOMMENDED ACTION

- 1) THAT Council accept the Climate Vulnerability and Risk Assessment Report for information.

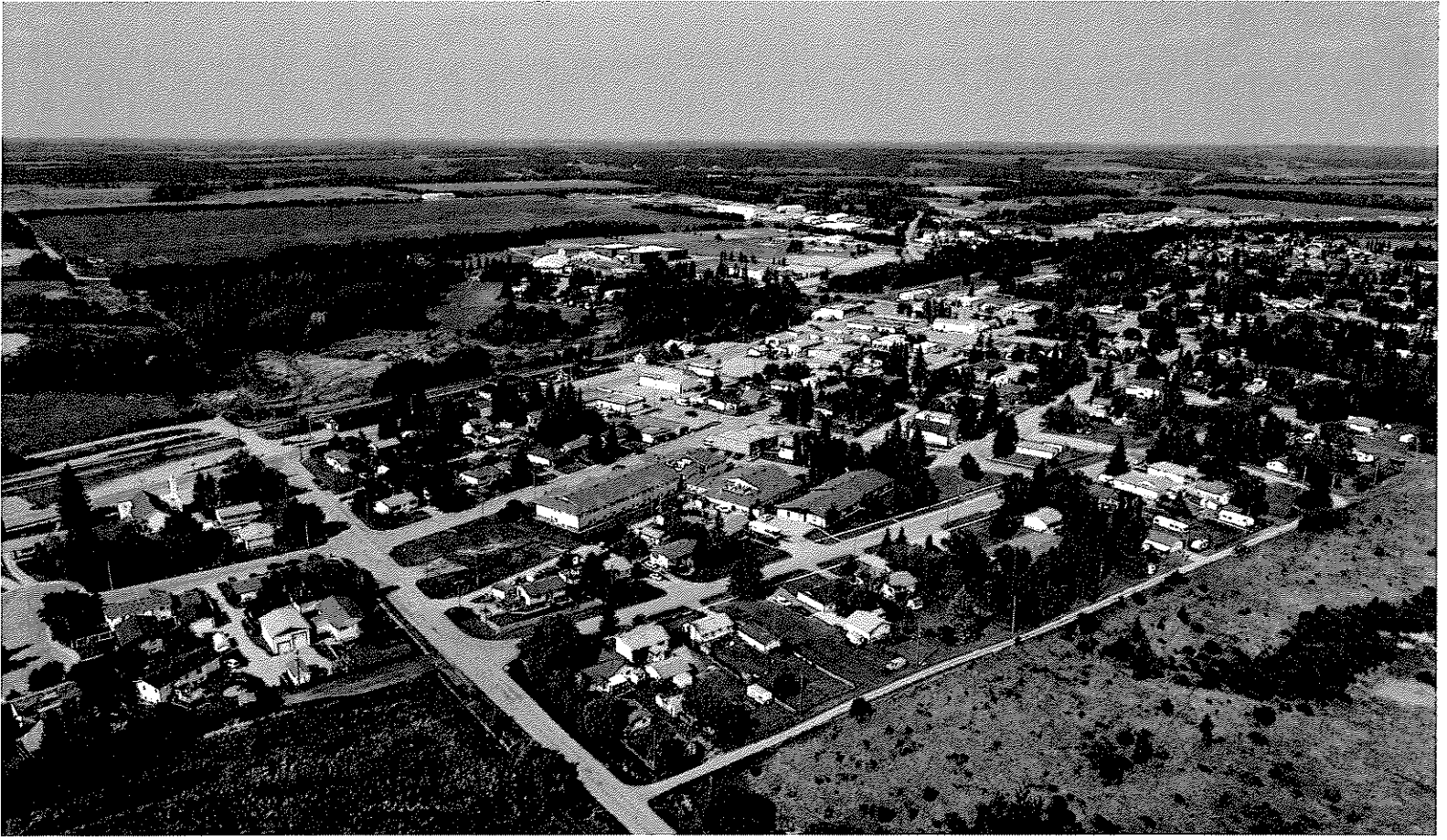
ATTACHMENTS:

Climate Vulnerability and Risk Assessment – Executive Summary

REPORT

Town of Onoway

Climate Vulnerability and Risk Assessment



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EXECUTIVE SUMMARY

Project Overview and Approach

The Town of Onoway (the Town) engaged Associated Engineering and All One Sky Foundation to develop an understanding of climate vulnerabilities and risks to Town owned infrastructure and assets. The Town is conducting this work with funding from the Municipal Climate Change Action Centre (MCCAC) Climate Resilience Capacity Building Program.

A series of risk identification and assessment workshops were conducted with the Town using the Public Infrastructure Engineering Vulnerability Committee (PIEVC) High Level Screening Guide (HLSG) Process. PIEVC is currently administered by the PIEVC Program Alliance consisting of Institute for Catastrophic Loss Reduction, the Climate Risk Institute, and Deutsche Gesellschaft fur Internationale Zusammenarbeit. The assessment was conducted on the following assets and areas:

- Water
- Wastewater
- Stormwater
- Solid Waste
- Facilities
- Roads
- Parks

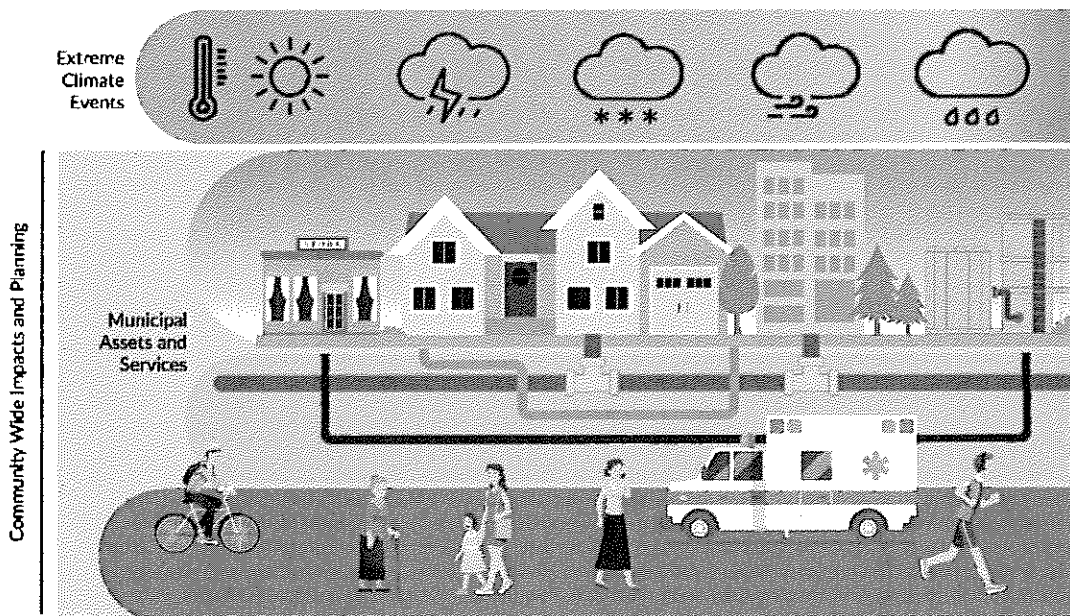
The purpose of this assessment is to conduct a climate-based risk analysis for the Town's infrastructure and to summarize the highest-priority climate risks. In addition, the assessment also identified facilities that would benefit from additional assessment efforts.

The project scope can be illustrated in Figure E-1 showing the scope of the climate risk assessment conducted on the following:

- Built environment with consideration of municipal infrastructure and building assets, as well as the level of service that these assets provide.
- Community-wide social, health, and local economy.

This encompassing evaluation allowed the assessment to recognize the dependencies between people and the services that the assets provide.

Figure E-1 Climate Risk Assessment on Community-Wide Asset and Services



Climate Hazards Impacts

Based on the climate model projection data for the Onoway area, some climate hazards are showing an increasing trend into the future. The largest shifts are for extreme heat (days above +30°C), number of cooling days, frost-free seasons, annual precipitation. Lightning, hailstorm, wildfire, drought, and high winds are not quantified, but the studies and consultation with our climate scientist suggested that more frequent events will be observed.

On the contrary, some climate events have a decreasing trend that may be beneficial to the Town. These climate events are low temperature days (days below -30°C), and number of freeze-thaw events. Precipitation with extreme rainfall events and persistent rainfall are increasing, but the climate model is not showing a high increase.







Results


Specific to the built infrastructure, the results for each infrastructure components aimed to answer the following **two** key questions:

1. Which climate hazards have the highest impacts on the infrastructure?
2. Which infrastructure components are the most vulnerable?

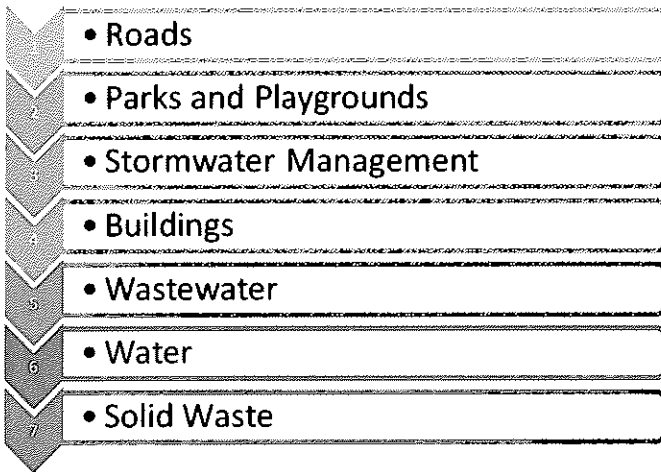
The two key questions illustrate which climate hazards may impact the asset the most and where efforts should be allocated. It is also important to note that other individual asset components with high-risk scores that are not necessarily listed under the risks, but are also noteworthy and should be reviewed as part of the Town asset management plan. The five highest risk climate hazards in mid to far future (2050 and 2080) are shown in Table E-4.

Table E-4 Five Highest Risk by Climate Hazards to Town Owned and Operated Assets

Rank	Climate Hazard	Impacts
1	 <p>High Winds</p>	<ul style="list-style-type: none"> • Damage to buildings, trees, signs • Tree fall/branches blocking roadways • Increase flying debris at landfills
2	 <p>Wildfire and Smoke</p>	<ul style="list-style-type: none"> • Reducing visibility • Increasing maintenance on equipment filtration system • Increasing emergency services attending to health issues • Health impacts on employees working outdoors • Damage to property
3	 <p>River Flooding</p>	<ul style="list-style-type: none"> • Flooding of stormwater systems, including storm ponds, catch basins, and drainage ditches • Flooding of buildings and basements • Washouts of gravel roads and trails
4	 <p>Hottest Days (Above 30°C)</p>	<ul style="list-style-type: none"> • Increasing use of energy to cooling buildings • Gravel and asphalt surface deterioration • Equipment running hot result in potential damage • Health impact on employees working outdoor • Resulting in poorer water quality • Stress on ornamental vegetation

Rank	Climate Hazard	Impacts
5	 Hailstorm	<ul style="list-style-type: none"> • Damage to exterior of buildings, outdoor equipment, vehicles • Damage to trees • Blocking catch basins • Causing injuries to outdoor staff

The infrastructure systems ranked from most impacted by the climate hazards in descending order are:



Priority would be given to the high-risk assets; however, attention should also be given to the low risk items to ensure level of service is met.

Table E-5 below shows highest risks impacting the community, as determined through the community-wide risk assessment. The impacts noted are mainly affecting the health and well being of the community.

Table E-5 Community-Wide Highest Risk Results

Impact	Historic Likelihood	Future Likelihood	Consequence Score	Risk Score	Risk Level
Water Supply Shortage	3	5	5	25	HIGH
Extended Heat Wave	3	5	4	20	HIGH
Increased Space Cooling Costs	3	5	4	20	HIGH
Drought Damage To Landscapes	3	5	4	20	HIGH
Drought Damage To Agricultural Crops	3	5	4	20	HIGH
Increased Water Consumption	3	5	4	20	HIGH
Major Hail Event	3	4	5	20	HIGH

Adaptation Planning

The Community Climate Adaptation Planning Guide developed by All One Sky Foundation was used in guiding the discussion. The recommended options for adaptation actions are listed in the following:

1. **No Action** – no additional actions are required, business as usual.
2. **Conduct Research, Studies, or Assessments** to obtain further information on the nature of the risk to better inform the decision-making process.
3. **Update Policies, Plans, Standards, Guidelines, or Bylaws** that considered climate risks and opportunities.
4. **Modify Operations and/or Maintenance Schedules, and Activities** that considered climate impacts.
5. **Build New or Upgrade Existing Infrastructure** to provide protection against climate risks.
6. **Increase Awareness and Education** to help community better understand risks and adaptation actions.
7. **Incorporate Emergency Management** such as response and evacuation planning, hazard mapping, and early warning, or alert systems.
8. **Consider Human Resourcing** options and evaluate the need for additional staff time allocated to climate adaptation planning, implementation, and establishing task force.

Associated Engineering facilitated the discussions, which identified the adaptation actions for each asset. These actions were examined for the medium to high-risk climate impacts. The discussions highlighted the following:

- Recommended adaptation actions
- Time frame of implementation
- Climate hazards scores (medium to high-risk)

Recommendations

1. **Prioritize Actions.** The critical infrastructure that has high impacts are Roads, Park, Stormwater, Buildings, and Wastewater systems. Priority consideration should be given to these assets to ensure level of service to the community is maintained. A list of recommended actions has been provided in Section 5 for the Town to consider and implement. Starting with low costs actions, these can be implemented with planned policy or bylaw updates.
2. **Cross Cutting Discussion and Information Sharing.** The Town is encouraged to share this information with other relevant departments and inform asset managers for future planning. Furthermore, the cross-departmental discussion can help to identify, assess, and address common problematic areas to protect assets.

Table ES-6 Potential Cross Cutting Adaptation Actions Applicable to All Departments/Corporations

All Departments/Corporation

Increase public engagement and community awareness of climate change impacts and adaptations through public open houses, schools, and other discussion forums.

Employ an adaptive management approach to climate adaptation planning.

Increase staff training on climate change impacts and adaptations across all departments.

Promote sharing of Town's maps and emergency information to improve emergency response.

Promote the use of renewable energy sources in homes and buildings.

All Departments/Corporation

Avoid flood prone areas through zoning, planning, and development restrictions.

Identify funding opportunities for green infrastructure and buildings to increase resilience.

1. **Monitor, Assess, and Update Risk Scores, and Adaptation Actions.** The Town is encouraged to identify performance or tolerance threshold (e.g., temperature, precipitation) of the asset so that it provides a baseline for monitoring. As the Town improves or make modifications to reduce the risks and vulnerabilities to the assets, the adaptation plans can be updated. This encourages improvements and furthering the reduction and removal of risks.
2. **Continual Review of Climate Data.** The Town, overtime, should also monitor the ongoing evolution of climate projections. This will allow the Town to update the risk score and evaluate its vulnerabilities and exposure based on current and science-based information. Adaptation actions will be adjusted accordingly while staying flexible and adaptable to the potential market fluctuations.

ACKNOWLEDGEMENTS

We would like to acknowledge the following key people who supported and participated in the workshops, and provided valuable feedback in this project:

Town of Onoway

- Jennifer Thompson, Chief Administrative Officer
- Gino Damo, Director of Corporate and Community Services
- Gary Michalyk, Public Works Manager

This report was developed with valuable input from the Town, and we appreciate the time, effort, and knowledge contributed to this assessment to help build resilience in the community.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	February 22, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Assessment Review Board – Officials Appointment

BACKGROUND / PROPOSAL

The Town is contracted with the Capital Region Assessment Services Commission (CRASC) for the provision of Assessment Review Board (ARB) services. Council approves appointments to the Assessment Review Board (ARB), as per Section 454 of the Municipal Government Act (MGA). At the October 26, 2023 Organizational Meeting, Council passed the following motion:

Motion #292/23

MOVED by Councillor Robin Murray that Council approve the appointments to the **Assessment Review Board (ARB)** as follows: as per contract with Capital Region Assessment Services Commission, appoint Board members ARB Chairman **Raymond Ralph**; Certified ARB Clerk **Gerryl Amorin**; Certified Panelists: **Darlene Chartrand**, **Tina Groszko**, **Stewart Hennig**, **Richard Knowles** and **Raymond Ralph**.

CARRIED

Administration has been requested by CRASC for an updated Council resolution to appoint ARB officials as there are 2 additional Certified Panelists who require appointment. (Names in **bold** in the recommended action.)

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

This is a legislated requirement of Section 454 of the MGA.

STRATEGIC ALIGNMENT

Good governance

COSTS / SOURCE OF FUNDING

n/a

RECOMMENDED ACTION

That Council approve the appointments to the Assessment Review Board (ARB) as follows:

As per contract with Capital Region Assessment Services Commission, appoint Board members ARB Chairman Raymond Ralph; Certified ARB Clerk Geryl Amarin; Certified Panelists: Darlene Chartrand, **Sheryl Exley**, Tina Groszko, Stewart Hennig, Richard Knowles, **Denis Meier** and Raymond Ralph.

ATTACHMENTS:

- 1) February 6, 2024 email from CRASC

debbie@onoway.ca

From: penny@onoway.ca
Sent: February 6, 2024 11:11 AM
To: 'Jennifer Thompson'; gino@onoway.ca
Cc: debbie@onoway.ca
Subject: FW: Appointment of ARB Officials 2024

Importance: High

From: Gerryl Amorin <gerryl@amorinaccounting.com>
Sent: February 6, 2024 10:59 AM
Subject: Appointment of ARB Officials 2024
Importance: High

Hello All,

As a participant in CRASC's ARB program, please be advised that your council is required to appoint the ARB Officials for 2024.

(As per MGA section 454)

All municipalities are required to appoint by resolution the following as your ARB officials for 2024.

ARB Chairman - Raymond Ralph
Certified ARB Clerk - Gerryl Amorin
Certified Panelists - Darlene Chartrand
Sheryl Exley
Tina Groszko
Stewart Hennig
Richard Knowles
Denis Meier
Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.
780 297 8185

Gerryl Amorin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edm AB T5G 0X5
Direct: 780 297 8185



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	February 22, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2018-2023 Recreation Tax Analysis

BACKGROUND / PROPOSAL

To provide important background information attached are Council motions pertaining to the Recreation Tax from 2018 to 2021.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As part of the 2024 Interim Operating Budget Deliberations Administration has completed an analysis of the Recreation Tax Revenue and Expenses from 2018 to 2023 (attached).

2018

Revenue

- GL 1-00-00-121 - \$11,550 approved revenue amount for Recreation Services Tax as per the 2018 Special Tax Bylaw No. 740-18.
- GL 1-71-00-470 - \$745 from Lac Ste Anne County (LSAC) program registration fees for summer programs.

Expense

- GL 2-71-00-241 - \$745 remitted to LSAC based on revenue collected above.
- GL 2-71-00-771 - East End Bus Society remitted \$7,070; \$6,600 for Operations and \$470 for Capital.
- GL 2-71-00-764 - \$10,446 consisted of the following transactions:
 - \$2,000 remitted to Onoway & District Agriculture Society as per Motion #262/18 (attached).
 - \$5,560 for purchase & installation of 2 new furnaces at the Onoway Community Hall as per Motion #171/18 (attached).
 - \$2,886 for purchase of Road Crush for the arena, curling rink and museum.
- GL 2-71-99-635 - \$28,062.26 for 2018 amortization journal entries.

2019

Revenue

- GL 1-00-00-121 - \$23,200 approved revenue amount for Recreation Services Tax as per 2019 Special Tax Bylaw No. 755-19.
- GL 1-71-00-470 - \$1,135 from Lac Ste Anne County (LSAC) program registration fees for summer programs.

- GL 1-74-00-590 - \$800 for a donation received from Onoway & District Heritage Society; reason for donation is unknown.

Expense

- GL 2-71-00-241 - \$1,135 remitted to LSAC based on revenue collected above.
- GL 2-71-00-771 - East End Bus Society remitted \$7,141; \$6,600 for Operations and \$541 for Capital.
- GL 2-71-00-764 - \$4,397.39 consisted of the following transactions:
 - \$903.50 for Onoway Community Hall electrical work as per Motion #091/19 (attached).
 - \$880 for Onoway Community Hall evacuation plan as per Motion #091/19 (attached).
 - \$744.95 for Onoway Community Hall fire system inspection as per Motion #091/19 (attached).
 - \$234 for Onoway Community Hall toilet purchase as per Motion #091/19 (attached).
 - \$499.94 for Onoway Community Hall elevator service.
 - \$1,135 for Onoway Community Hall on site fire protection services.
- GL 2-71-99-635 - \$1,938 for 2019 amortization year-end journal entries.

2020

Revenue

- GL 1-00-00-121 - \$23,150 collected revenue amount for Recreation Services Tax however as per 2020 Special Tax Bylaw No. 771-20 approved amount was \$23,200. \$50 variance based on Muniware Calculations.
- Summer programs did not run due to COVID.

Expense

- Summer programs did not run due to COVID.
- GL 2-71-00-764 - \$7,000 remitted to Onoway & District Agricultural Society for water consumption costs for the ice surface for a 3-year period starting in 2020 as per Motion #111/20 (attached).
- GL 2-71-99-635 - \$5,997.38 for 2020 amortization year-end journal entries.

2021

Revenue

- GL 1-00-00-121 – \$23,150 approved revenue amount for Recreation Services Tax as per 2019 Special Tax Bylaw No. 755-19 however year end balance was \$23,050 due to adjustments.

Expense

- GL 2-71-00-766 - \$4,152.57 for Onoway Community Hall repairs and maintenance expenses.
- GL 2-71-00-767 - \$11,994.56 consisted of the following transactions:
 - \$1,772.06 for Ruth Cust Dog Park supplies expenses as per Motion #390/21(attached).

- \$3,590 for Ruth Cust Dog Park garbage can purchase as per Motion #390/21(attached).
- \$3,522 for Bretzlaff Park basketball net structure purchase as per Motion #390/21(attached).
- \$3,110.50 for Bretzlaff Park improvements as per Motion #390/21(attached).
- GL 2-71-00-768 - \$7,000 remitted to Onoway & District Agricultural Society water consumption costs for the ice surface for a 3-year period starting in 2020 as per Motion #111/20 (attached).
- GL 2-71-99-635 - \$6,122.38 were 2021 amortization year-end journal entries.

2022

Revenue

- GL 1-00-00-121 - \$23,200 collected revenue amount for Recreation Services Tax however as per 2022 Special Tax Bylaw No. 797-22 approved amount was \$23,150. Variance based residential vacant reclass.

Expense

- GL 2-71-00-766 - \$385.57 for Onoway Community Hall lift inspection (\$265) & hall permit (\$120.57).
- GL 2-71-00-768 - \$7,000 remitted to Onoway & District Agricultural Society water consumption costs for the ice surface for a 3-year period starting in 2020 as per Motion #111/20 (attached).
- GL 2-71-00-771 - \$27,372.80 remitted to EEB for outstanding amount owing since 2017 and includes 2022 Operational Commitment amount of \$6,600. Capital amount of \$2,233.45 commitment was waived in 2021 and 2022 as per Motion #437/22 (attached).
- GL 2-71-99-635 - \$6,247.38 for 2022 amortization year-end journal entries.

2023

Revenue

- GL 1-00-00-121 - \$22,852 collected revenue amount for Recreation Services Tax however as per 2023 Special Tax Bylaw No. 801-23 approved amount was \$23,150. In regards to the variance, Administration will look into how Muniware calculates Recreation Services Tax and will ensure that in 2024 the collected amount will balance to the approved amount in the Special Tax Bylaw.

Expense

- GL 2-71-00-766 - \$10,000 for Onoway Facility Enhancement Association for 2022/2023 repairs and maintenance expenses as per Motion #398/23 (attached).
- GL 2-71-00-768 - \$7,500 remitted to Onoway & District Agricultural Society for the operation of the arena facility and the outdoor rink as per 3-year financial contribution starting in 2023 as per Motion #159/22 (attached).
- GL 2-71-00-771 - \$6,600 remitted to EEB for Operations and Capital amount of \$2,233.45 commitment was waived in 2023.
- GL 2-71-99-635 – 2023 amortization year-end journal entries will be completed during the year end process.

Below is some important information found during the Recreation Tax analysis:

- Motion #380/19 made during the Council meeting on December 5, 2019 indicates to purchase portable fire pit if quotes are in or around \$1,000 and costs to be covered through Recreation Tax Fund however, through the above detailed analysis, no fire pit purchase expense within the Recreation Fund expenses from 2019-2023.
- 2024 Proposed Budget Interim anticipates a surplus of approximately \$2,062 including amortization. Administration proposes to Council to consider utilizing the above surplus towards a sponsorship pool; if Council considers this option Administration proposes a sponsorship policy to provide Council a framework in providing sponsorships.

In summary, based on the above analysis, since 2018 the Recreation Tax Fund was primarily utilized

- By Onoway & District Agriculture Society for the arena facility and outdoor rink expenses and water consumption costs,
- By Onoway Facility Enhancement Association for Onoway Community Hall repair and maintenance for 2022-2023,
- For Onoway Community Hall various purchases and maintenance expenses,
- For improvements at Bretzlaff Park,
- For supplies at Ruth Cust Dog Park,
- By East End Bus Society for operational and capital funding, and;
- For LSAC summer programming.

STRATEGIC ALIGNMENT

- Service Excellence
- Good Governance
- Financial Sustainability

COSTS / SOURCE OF FUNDING

Currently there is no impact to the 2024 operating or capital budget.

RECOMMENDED ACTION

1. That Council accepts the information presented regarding 2018-2023 Recreation Tax Analysis.
2. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Recreation Tax Council Motions 2018- 2023.
- Recreation Tax Revenue and Expenses Actuals 2018-2023.

Recreation Tax Council Motions 2018- 2023

Motion #	Date	Description
52/18	February 1, 2018	MOVED by Councillor Lynne Tonita that a discussion regarding a "Recreation Tax" be brought back to a future meeting of Council. CARRIED
65/18	February 14, 2018	MOVED by Councillor Jeff Mickle that a Recreation Tax of \$25.00 per taxable parcel (excluding linear) be implemented in the 2018 Operating Budget. DEFEATED
66/18	February 14, 2018	MOVED by Councillor Lynne Tonita that administration be directed to build into the 2018 operating budget a \$25.00 Recreation Tax per taxable parcel (excluding linear) and bring back to Council for further discussion during the 2018 budget deliberations. CARRIED
170/18	May 1, 2018	MOVED by Councillor Wade Neilson that the Town of Onoway provide \$2,000.00 to the Onoway and District Agricultural Society for the replacement of the industrial hot water tank at the Arena. CARRIED
171/18	May 1, 2018	MOVED by Councillor Jeff Mickle that the Town of Onoway proceed with the purchase and installation of 2 new furnaces at the Community Hall. The \$5,560.00 in costs to be covered by the Recreation Tax Fund. CARRIED
262/18	June 21, 2018	MOVED by Councillor Jeff Mickle that the \$2,000.00 provided to the Onoway and District Agricultural Society for the replacement of their industrial hot water tank, as noted in Motion #170/18, be covered by the 2018 Recreation Tax. CARRIED
091/19	April 4, 2019	MOVED by Deputy Mayor Lynne Tonita that Administration be authorized to spend \$3,000.00 from the Recreation Tax to cover the year-to-date maintenance expenses at the Onoway Community Hall. CARRIED
112/19	May 2, 2019	MOVED by Councillor Jeff Mickle that Council approve the 2019 Operating Budget as presented which reflects less than a 1% increase in municipal tax dollars collected, as well as the recreation tax increase from \$25.00 to \$50.00 per property. CARRIED
380/19	December 5, 2019	MOVED by Councillor Pat St. Hilaire that Public Works obtain quotes for the purchase of a portable fire pit and, if the quotes are in or around \$1,000.00, that the Town purchase a portable fire pit and the costs be covered through the recreation tax fund. CARRIED

Recreation Tax Council Motions 2018- 2023

Motion #	Date	Description
111/20	April 16, 2020	MOVED by Deputy Mayor Lynne Tonita that the Town provide \$7,000.00 to the Onoway and District Agricultural Society for a 3-year period beginning in 2020 for water consumption costs for the ice surface. The 2020 remittance will depend on the lifting of the Covid-19 ban (and the arena opening and operating for the 2020/2021 season). CARRIED
114/21	March 18, 2021	MOVED by Councillor Lisa Johnson that the two special tax charges per taxable property for 2021 remain the same as they were in 2020, being: Recreational Services Tax - \$50.00; Regional Collaboration Cost Share Road Rehabilitation Tax - \$120.00. CARRIED
390/21	October 7, 2021	MOVED by Mayor Judy Tracy that Administration utilize \$11,150.00 from the 2021 Recreation Tax for improvements of Bretzlaff Park by installing donated playground equipment, building garden boxes and making improvements to the basketball court and bleachers. CARRIED
159/22	April 14, 2022	MOVED by Councillor Robin Murray that in consideration of the current funding agreement, the Town of Onoway agree to a further 3-year financial contribution of \$7,500.00/year for the years 2023, 2024 and 2025, to the Onoway and District Agricultural Society for operation of the arena facility and the outdoor rink. CARRIED
191/22	April 28, 2022	MOVED by Councillor Bridgitte Coninx that Council authorize the allocation of the remaining \$22,000 from the sale of Lot 16, Block 3, Plan 6288BZ to the following projects, both are subject to Town approval of plans: 1) community hall improvements \$11,000.00 and 2) ball diamond upgrades \$11,000.00 (once an agreement is in place between the Town of Onoway and Lac Ste. Anne County). CARRIED
437/22	November 24, 2022	MOVED by Deputy Mayor Lisa Johnson that Council review the information that Administration has provided and resolve to pay the outstanding amount owing to the East End Bus Society (EEB) totalling \$27,372.80. CARRIED

Recreation Tax Council Motions 2018- 2023

<u>Motion #</u>	<u>Date</u>	<u>Description</u>
091/23	March 23, 2023	MOVED by Councillor Bridgitte Coninx that Council revise Motion 191/22 to waive the requirement for an agreement with Lac Ste. Anne County and upon submission of a quote, the funds in the amount of \$11,000.00 to be released to the Onoway Ball Association; and final project pictures and invoice summary be provided to the Town. CARRIED
398/23	December 14, 2023	MOVED by Councillor Bridgitte Coninx that Council authorize administration to provide the Onoway Facility Enhancement Association (OFEA) with 2022 and 2023 recreation tax allocations totalling \$10,000.00 for community hall repair and maintenance. CARRIED



TOWN OF ONOWAY
Revenue & Expense

General Ledger	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Proposed Budget	Notes
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION Taxation	(11,550.00)	(23,200.00)	(23,150.00)	(23,050.00)	(23,200.00)	(22,852.00)	(23,150)	Calculated at end
REC PROGRAM REVENUE									
1-71-00-470	FROM UNRESTRICTED SURPLUS/RESERVES Reserve transfers	(745.00)	(1,135.00)	-	-	-	-	(11,000)	\$11k for ball diamond upgrades as per Motion #191/22.
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM. GROUP Admin fees/other	-	(800.00)	-	-	-	-	0	
TOTAL REC PROGRAM REVENUE		(12,295.00)	(25,135.00)	(23,150.00)	(23,050.00)	(23,200.00)	(22,852.00)	(34,150.00)	
REC PROGRAM EXPENSE									
2-71-00-240	REC - REGIONAL REQUISITION	-	-	-	-	-	-	0	
2-71-00-241	REC. - PROGRAM REGISTRATIONS	745.00	1,135.00	-	-	-	-	0	
2-71-00-513	REC - GENERAL SUPPLIES Goods & Supplies	-	-	-	-	-	-	0	
2-71-00-541	REC - POWER (SENIORS CENTRE) Utilities	-	-	-	-	-	-	0	
2-71-00-764	REC - GAS (SENIORS CENTRE)	-	-	-	-	-	-	0	
2-71-00-765	REC TAX - SENIORS	-	-	-	-	-	-	0	
2-71-00-766	REC TAX - HALL (INC. REPAIR/MAINTENANCE) Repairs & Maint	-	-	-	4,152.57	385.57	10,000.00	6,050	
2-71-00-767	REC TAX - OTHER Contracted Services	-	-	-	11,994.56	-	-	11,000	Based on Motion #191/22 states ball diamond upgrade \$11,000.
2-71-00-768	REC TAX-ARENA (\$7500-23/24/25#159/22) Contracted Services	-	-	-	7,000.00	7,000.00	7,500.00	7,500	Motion #159/22 states the Town provide \$7,500 to Onoway and District Agricultural Society for 3 year period from 2023, 2024 & 2025. No inflation.
2-71-00-771	REC TAX - SENIORS TRANSPORTATION Contracted Services	7,070.00	7,141.00	-	-	27,372.80	6,600.00	6,600	Amount for EEB breakdown as follows: \$6,600- Operating & \$2,233 estimated Capital will need to be reviewed. \$2,233 for Capital Replacement is waived for 2023.
TOTAL REC PROGRAM EXPENSE		7,815.00	8,276.00	-	23,147.13	34,758.37	24,100.00	30,150.00	
REC RESERVE TRANSFER									
2-71-00-764	RESERVE TRANSFER	10,446.00	4,397.39	7,000.00	-	-	-	0	
TOTAL REC RESERVE TRANSFER		10,446.00	4,397.39	7,000.00	-	-	-	0.00	
REC PROGRAM SURPLUS/DEFICIT		5,966.00	(12,461.61)	(16,150.00)	97.13	11,558.37	1,248.00	(4,000.00)	
Over/(Under) Spend (w/o Amortization)		(6,329)	(37,597)	(39,300)	(22,953)	(11,642)	(21,604)	(38,150)	
REC AMORTIZATION									
2-71-99-635	REC.-AMORTIZATION	28,062.26	1,938.00	5,997.38	6,122.38	6,247.38	-	1,938	Based on amort schedule
TOTAL REC AMORTIZATION		28,062.26	1,938.00	5,997.38	6,122.38	6,247.38	-	1,938.00	