

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, MARCH 28, 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 March 28, 2024 Regular Council Meeting agenda be approved  
as presented*

*or*

*THAT the March 28, 2024, Regular Council Meeting agenda be approved  
with the following amendment(s) (as noted at meeting time)*

**3. ADOPTION OF MINUTES**

Pg 1-3

a) February 22, 2024 Regular Council Meeting

*Recommendation:*

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

*or*

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

**4. APPOINTMENTS/PUBLIC HEARINGS**

a) 9:35 a.m. - Dale Johnson – Economic Development and Tourism Committee  
Chair

*Recommendation:*

*THAT the discussion with Dale Johnson, Chair, Economic Development and  
Tourism Committee be accepted for information*

*or*

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

- b) 10:00 a.m. Public Hearing – Land Use Bylaw Amendment Bylaw 807-24

Pg 4-12

A bylaw to amend the Town of Onoway Land Use Bylaw 712-13 to redistrict lands legally known as Plan 5726 CL: Block H from Residential – Single Family District (R1) to Urban Services District (US) (50)

No public submissions have been received as of March 20.

Mayor to declare the Public Hearing closed once the discussions are complete.

- c) 10:15 a.m.- Pat Hansard, Royal LePage Noralta Real Estate and Michelle Gallagher Patriot Law – Proposed Amendments to Development Agreements

*Recommendation:*

- 1) *THAT Council accept the discussion with Pat Hansard and Michelle Gallagher for information*
- 2) *THAT Council vary the agenda to move to Closed Session pursuant to Section 197(2) of the Municipal Government Act and Section 27 of the Freedom of Information and Protection of Privacy Act (FOIP) – Legal – Solicitor/Client privilege*

## 5. FINANCIAL REPORTS

Pg 13-35

- a) 2023 Q4 Financial Variances – A Request for Decision is attached

*Recommendation:*

*THAT Council accept the Q4 Financial Variances as presented  
or  
some other direction as given by Council at meeting time*

## 6. POLICIES & BYLAWS

Pg 36-37

Bylaw 807-24- Land Use Bylaw Amendment Bylaw

*Recommendation: Depending on the public hearing, Council may wish to:*

- a) *Give consideration to second and third readings of Bylaw #807-24:*

*THAT Bylaw # 807-24 the Land Use Bylaw Amendment Bylaw be given second reading*

*THAT Bylaw # 807-24 the Land Use Bylaw Amendment Bylaw be given third reading and adopted*

or

b) *Defer further consideration of this Bylaw to a future meeting*

or

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

## **7. ACTION ITEMS**

P938-54 a) *Economic Development and Tourism Committee Recommendations – A Request for Decision is attached*

*Recommendation:*

1) *THAT Council accept the minutes for the Economic Development and Tourism Committee of October 3, 2023*

2) *THAT Council accept the recommendation of the Economic Development and Tourism Committee and hold semi-annual Business Breakfasts on April 12, 2024 and October 11, 2024*

3) *THAT Council request staff to increase the Economic Development Budget in order to implement a Business Improvement Grant for 2024 in the amount of \$5,000.00*

or

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

P955-56. b) *Council Meetings Schedule – A Request for Decision is attached*

*Recommendation:*

*THAT Council cancel the following Regular Meetings of Council: July 25, 2024 and August 22, 2024*

or

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

P957-75<sup>e</sup>) 2023 Library Manager's Annual Report – A Request for Decision is attached  
Recommendation:

*THAT Council acknowledge and accept for information the Library Manager's Annual Report 2023.*  
or  
*some other direction as given by Council at meeting time*

P976-77<sup>d</sup>) Northern Alberta Lemonade Day – Saturday, June 15, 2024 – A Request for Decision is attached  
Recommendation:

*THAT the Town of Onoway agree to the request from CFYE to be a host community partner and provide support as requested:*

- 1) \$500.00 Entrepreneur of the Year sponsorship*
- 2) Publicly proclaim Lemonade Day and assist with promotion and marketing*
- 3) Free training space to train the entrepreneurs*
- 4) 3 volunteer judges (minimum) to assist on Lemonade Day*
- 5) Business licenses to be provided*
- 6) Participants be allowed to register for their licensing at the Town office*
- 7) A staff member to be the main liaison between CFYE Lemonade Day staff and the Town*

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

P978-84<sup>e</sup>) Beautification Committee – A Request for Decision is attached  
Recommendation:

- 1) THAT Council approve the Beautification Committee Terms of Reference as presented*
- 2) THAT Council request administration provide council committee structure within a \_\_\_\_\_ Bylaw.*

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

P905-109

2018-2023 Recreation Tax Analysis Invoice Request – 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

P9110-112

g) Guard Rail Replacement – A Request for Decision is attached

Recommendation:

THAT Council approve Option 1 for guardrail installation along Lac Ste Anne Trail North and South

or

some other direction as given by Council at meeting time

h) Residential Land Sale – information to be provided at meeting time

i)

j)

**8. COUNCIL, COMMITTEE & STAFF REPORTS**

a) Mayor’s Report

b) Deputy Mayor’s Report

c) Councillor’s Reports (x 3)

P9113-114

d) Chief Administrative Officer Report – attached

P9115

e) Corporate and Community Services Director’s Report – attached

P9116-117

f) Public Works Report – attached

Recommendation:

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

or

some other direction as given by Council at meeting time

## 9. INFORMATION ITEMS

Pg 118 a) Town of Onoway Student Bursary – Student Information and Advertisement Page

Pg 119 b) Alberta Municipal Affairs ICF Engagement – Undated letter from Minister Ric McIver to all Mayors

Pg 120-121 c) Town of Onoway Development Permit 24DP02-24 – 5502 Lac Ste. Anne Trail, N- Renovation of an existing building and operation of a veterinary clinic

Pg 122-124 d) Town of Onoway Development Permit 24DP01-24 – 4904-49 Street – construction of an addition to an existing commercial building and use of an indoor eating establishment

Pg 125-127 e) Onoway Regional Fire Services - February 29, 2024 letter from the Mayors of Alberta Beach, Silver Sands, Sunset Point, Val Quentin, South View and Nakamun Park to the Town of Onoway

Pg 128-130 f) Onoway Regional Fire Services Mutual Aid/Dual Dispatch - February 29, 2024 letter from the Mayors of Alberta Beach, Silver Sands, Nakamun Park, Val Quentin and South View to Lac Ste. Anne County

Pg 131 g) Public Library Board Budgets 2024 - February 29, 2024 letter from Minister Ric McIver advising that library operating grant funding is remaining the same

Pg 132-134 h) Community Futures Yellowhead East (CFYE) January 18, 2024 Meeting minutes

Pg 135 i) Thank you card from Santa's Helpers

Pg 136 j) Thank you card from the Onoway Mustangs Basketball Team for donation for trip to provincials

Pg 137-138 k) Alberta Public Safety and Emergency Services – January 31, 2024 letter from Peter Lemieux attaching Onoway's Police Funding Model invoice in the amount of \$51,417.00 for 2024

Pg 139 l) Alberta Municipal Affairs Provincial Education Requisition Credit Program Extension – undated letter from Minister Ric McIver to municipalities

m)

*Recommendation:*

*THAT Council accept the above noted items for information*

## 10. CLOSED SESSION

Pursuant to Section 197(2) of the Municipal Government Act and:

1. Section 27 of the Freedom of Information and Protection of Privacy Act (FOIP)  
“Legal” – solicitor/client privilege
2. Section 16(1)(c) FOIP  
“Disclosure harmful to business interests of a third party (Labour)”
3. Section 17(4)(d) FOIP - “Personnel” – CAO Performance Appraisal (MGA 205.1)

## 11. ADJOURNMENT

## 12. UPCOMING EVENTS:

- |  |           |
|--|-----------|
| - 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 22, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

UNAPPROVED

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  Deputy Mayor: Lisa Johnson  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>5 members of the public attended via Zoom</p>
	<b>ABSENT</b>	Councillor: Bridgitte Caninx
1.	<b>CALL TO ORDER</b>	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.	<b>AGENDA Motion #055/24</b>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Thursday, February 22, 2024 with the following addition:</p> <p>7f) CAO Performance Appraisal Process – requested by Mayor Kwasny</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES Motion #056/24</b>	<p><b>MOVED</b> by Councillor Robin Murray that the February 8, 2024 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	n/a
5.	<b>FINANCIAL REPORTS</b>	n/a
6.	<b>POLICIES AND BYLAWS Motion #057/24</b>	<p><b>MOVED</b> by Councillor Sheila Pockett that Council approve the Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy revision as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>ACTION ITEMS Motion #058/24</b>	<p><b>MOVED</b> by Councillor Robin Murray that the Regular Council meeting of March 14, 2024 be cancelled.</p> <p style="text-align: right;"><b>CARRIED</b></p>



TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, FEBRUARY 22, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

UNAPPROVED

	<b>Motion #059/24</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the Climate Vulnerability and Assessment Report for information.  <b>CARRIED</b>
	<b>Motion #060/24</b>	<b>MOVED</b> by Councillor Sheila Pockett 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.  <b>CARRIED</b>
	<b>Motion #061/24</b>	<b>MOVED</b> by Councillor Robin Murray that Council accepts the information presented regarding the 2018-2023 Recreation Tax Analysis and that Administration provide additional detail as requested.  <b>CARRIED</b>
	<b>Motion #062/24</b>	<b>MOVED</b> by Councillor Sheila Pockett that Council revise Motion 091/23 to redirect the release of funds in the amount of \$11,000.00 to Lac Ste. Anne County for the Swede Moren Ball Rejuvenation Project.  <b>CARRIED</b>
	<b>Motion #063/24</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the process for the CAO Performance Review, to be reviewed in closed session on March 28, 2024.  <b>CARRIED</b>
8.	<b>COUNCIL, COMMITTEE AND STAFF REPORTS</b> <b>Motion #064/24</b>	<b>MOVED</b> by Councillor Sheila Pockett that the Council and staff written and verbal reports be accepted for information.  <b>CARRIED</b>
9.	<b>INFORMATION ITEMS</b>	n/a
10.	<b>CLOSED SESSION</b> <b>Motion #065/24</b>	<b>MOVED</b> by Councillor Robin Murray 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 10:51 a.m. to discuss the following item:  Labour (disclosure harmful to business interests of a third party) <b>CARRIED</b>  Council recessed from 10:51 a.m. to 10:52 a.m. to allow the Director of Corporate and Community Services and the Recording Secretary to leave the meeting.

②

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, FEBRUARY 22, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<p><b>CLOSED SESSION:</b>  The following individuals were present for the Closed Session:  Mayor Lenard Kwasny  Deputy Mayor Lisa Johnson  Councillor Robin Murray  Councillor Sheila Pockett  Jennifer Thompson, Chief Administrative Officer</p> <p>Council recessed from 12:53 p.m. to 12:55 p.m. to allow the Director and the Recording Secretary to return to the meeting.</p> <p><b>Motion #066/24</b> <b>MOVED</b> by Deputy Mayor Lisa Johnson that Council move out of Closed Session at 12:55 p.m. <span style="float: right;"><b>CARRIED</b></span></p> <p><b>Motion #067/24</b> <b>MOVED</b> by Mayor Lenard Kwasny that the Town of Onoway provide notice to Onoway Regional Fire Services member municipalities and Northwest Fire Rescue-Onoway Ltd./Fire Rescue International that the Town of Onoway is providing one years notice as per the Master Agreement section 36 and all Municipalities Fire Service Agreement section 20 to end fire service provisions and that one year notice shall be effective the date of this resolution. <span style="float: right;"><b>CARRIED</b></span></p>															
11.	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 1:00 p.m.															
12.	<b>UPCOMING EVENTS</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">March 14, 2024</td> <td style="width: 40%;">Regular Council Meeting</td> <td style="width: 30%;">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>	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.
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.															

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

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

**TOWN OF ONOWAY  
PUBLIC HEARING  
HEARING WITH RESPECT TO BYLAW NO. 807-24**

**A G E N D A**

**DATE:** Thursday, March 28, 2024  
**TIME:** 10:00 am  
**PLACE:** Town of Onoway Council Chambers, 4812 – 51 Street, Onoway, AB

1. Call to Order and Opening Remarks

2. Adoption of Agenda

3. Introductions

4. Public Hearing

Hearing with respect to the adoption of Bylaw No. 807-24 where the purpose of this Bylaw is to redistrict lands legally known as Plan 5726 CL; Block H from Residential – Single Family District (R1) to Urban Services District (US).

5. Development Officer's Report

6. Review and discussion of written submissions, for and against the proposed Bylaw, received by the Municipality prior to 12:00 pm. (noon) on March 25, 2024.

7. Oral presentations in favour of the proposed Bylaw No. 807:24.

8. Oral Presentations opposed to the proposed Bylaw No. 807:24.

5. Adjourn the Public Hearing

---

**DEVELOPMENT OFFICER'S REPORT BYLAW**  
**807-24 March 28, 2024**

---

**APPLICANT:** Brian Siewert, Pastor / Onoway Baptist Church

**OWNER:** Onoway Baptist Church

**EXISTING USE:** Single Detached Dwelling

**DISTRICT:** R1 – Residential – Single Family

**LEGAL DESCRIPTION:** Plan 5726 CL; H (the "Lands")

---

**PROPOSAL:**

Redistrict the subject Lands from Residential – Single Family District (R1) to Urban Services District (US).

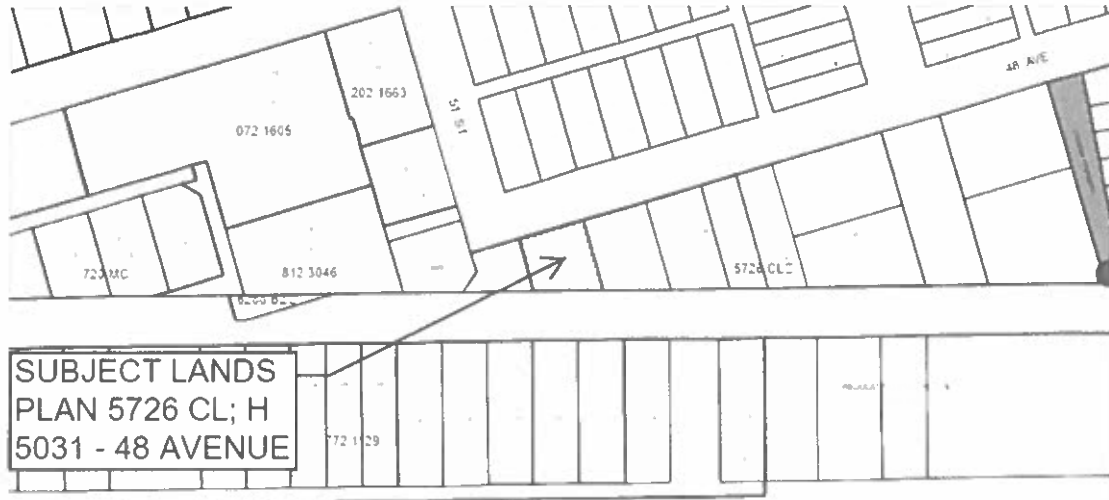
**REGULATIONS:**

MGA	Section 692
MDP 776-20	Objective 3-3(6) Policy 4.6.2
LUB 712-13	Section 5.2 R1 – Residential – Single Family District Section 5.15 US – Urban Services District

**COMMENTS:**

Currently, the parcel Plan 5726 CL; H (5031 – 48<sup>th</sup> Avenue) has an area of 607.03 SQ. M. (6534 SQ. Ft.), is districted R1 – Residential – Single Family District and is bounded on three sides by municipal roadways: 47<sup>th</sup> Avenue – South, 51<sup>st</sup> Street – West, and 48<sup>th</sup> Avenue – North; where access to the existing roadway system is to the North. The applicant proposes a redistricting of Lands. The proposal seeks to redistrict Lands to US – Urban Services District, to allow for the relocation of the Lac Ste. Anne East Food Bank from its existing location at 5024 – 48<sup>th</sup> Avenue to the Lands. The redistricting is required as the R1 – Residential – Single Family District does not provide for a Food Bank as either a Permitted, or Discretionary, use; where the US – Urban Services District provides for such.

Map of Area to be redistricted:



The proposed redistricting conforms to the provisions of the Town of Onoway Municipal Development Plan No. 776-20, specifically:

**Objective 3.3 Local Development Objectives**

**6. Onoway recreational, educational and cultural facilities support local and regional needs.**

The proposed redistricting conforms to the provisions of the Town of Onoway Land Use Bylaw No. 712-13, specifically:

**Section 5.15 US – URBAN SERVICES**

**(1) General Purpose of District**

**This land use district is generally intended to establish an area for the development of publicly or privately owned institutions or community services.**

Uses under the US – Urban Services District, including Government service, Library, Place of Worship, School, and Senior citizen housing are in-keeping with the proposed use of the Lands and those upon immediately adjacent lands.

**RECOMMENDATION: APPROVAL - It is submitted that the proposed redistricting bylaw meets the requirements of the Municipal Government Act, the Town of Onoway Municipal Development Plan No. 776-20 and Land Use Bylaw No. 712-13. As such, it is recommended that Bylaw 807-24 be brought forward for assent (second and third readings) at the regular meeting of the Council of the Town of Onoway.**



# TOWN OF ONOWAY

Box 540, 4812 - 51 Street, Onoway, Alberta, T0E 1V0  
Phone (780) 967-5338 Fax (780) 967-3226 Email: info@onoway.com

## NOTICE OF PUBLIC HEARING BYLAW NO. 807-24

Pursuant to Section 606 of the Municipal Government Act, the Council of the Town of Onoway gives notice that it has given First Reading to Bylaw No. 807-24 a bylaw to amend Land Use Bylaw No. 712-13.

The purpose of this Bylaw is to redistrict a portion of the lands legally known as Plan 5726 CL; Block H from Residential – Single Family District (R1) to Urban Services District (US) as shown on the map below.



### PUBLIC HEARING

The Public Hearing for Bylaw No. 807-24 will be held on Thursday, March 28, 2024 at 10:00 a.m. at the Town of Onoway Council Chambers, 4812 – 51 Street, Box 540, Onoway, Alberta T0E 1V0.

### REPRESENTATION

As a property owner, you can participate in this public hearing process and ensure your voice is heard, whether for or against the initial intent of this proposed bylaw. Anyone affected by this bylaw may make a written submission before 12:00 p.m. on Monday, March 25, 2024.

- 1. Written submissions prior to the hearing:** If you wish to provide a written submission that will be considered at the public hearing prior to oral presentations you must submit same by 12:00 p.m. on Monday, March 25, 2024. Your submission should contain the following:
  - a) your name and address;
  - b) the location of your land; and
  - c) your comments
- 2. Written and verbal submissions at the hearing:** You have the opportunity to attend the public hearing in person and make a verbal and/or written submission at the time of the hearing. There will be a presentation sign-in sheet at the meeting and those wishing to be heard will need to sign this sheet.

Written Submissions can be provided to:

TOWN OF ONOWAY

Mail: Box 540, Onoway, AB T0E 1V0

Fax: (780) 967-3226

Email: info@onoway.ca

Drop-off: 4812 – 51 Street, Onoway, AB

Questions or Further Information can be obtained from:




Tony Sonleitner, Development Officer, at (780) 718-5479

You may contact the Town office for a copy of the proposed Bylaw 807-24.



**To:** Town of Onoway  
Development Office

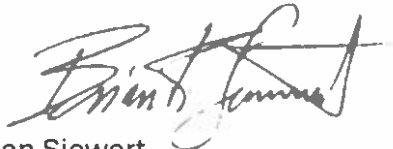
January 25, 2024

 (780) 668-6652  
 [pastorbrian@onowaybaptist.ca](mailto:pastorbrian@onowaybaptist.ca)  
 [www.onowaybaptist.ca](http://www.onowaybaptist.ca)

Onoway Baptist Church requests redistricting the house and yard at 5031 – 48 Ave, Onoway, AB from “Residential” to “Urban Services”. This redistricting would allow the house to be used as the new location for Lac Ste. Anne East Food Bank from 5024 – 48 Ave., Onoway, AB.

Thank you for your attention to this matter, as we would like to proceed with the relocation of the Food Bank as soon as possible. We are confident in the substantial value the Food Bank provides to many in our community and the need to enable them to continue to provide these needed services.

Respectfully,



Brian Siewert  
Pastor



LAND TITLE CERTIFICATE

S LINC SHORT LEGAL TITLE NUMBER
0010 347 367 5726CL;H 032 419 486

LEGAL DESCRIPTION

ALL THAT PORTION OF BLOCK (H) ON PLAN 5726CL WHICH LIES WEST OF A LINE DRAWN PARALLEL TO THE EAST BOUNDARY THEREOF AND TWO HUNDRED (200) FEET PERPENDICULARLY DISTANT WESTERLY THEREFROM CONTAINING FORTY EIGHT HUNDREDTHS (0.48) OF AN ACRE MORE OR LESS.

EXCEPTING THEREOUT:

- (A) ALL THAT PORTION DESCRIBED AS FOLLOWS: ALL THAT PORTION WHICH LIES BETWEEN TWO LINES DRAWN PARALLEL TO THE EAST BOUNDARY THEREOF AND RESPECTIVELY TWO HUNDRED (200) FEET AND TWO HUNDRED AND SIXTY (260) FEET PERPENDICULARLY DISTANT WESTERLY THEREFROM, CONTAINING TWELVE HUNDREDTHS (0.12) OF AN ACRE, MORE OR LESS.
(B) ALL THAT PORTION SHOWN COLORED RED ON FILED PLAN 5401MC CONTAINING NINE HUNDREDTHS (0.09) OF AN ACRE, MORE OR LESS.
(C) ALL THAT PORTION WHICH LIES WEST OF THE WESTERLY LIMIT OF THAT PORTION SHOWN COLORED RED ON RIGHT OF WAY PLAN 5401MC, CONTAINING TWELVE HUNDREDTHS (0.12) OF AN ACRE, MORE OR LESS.
EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 5;2;54;35;SW
ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF ONOWAY

REFERENCE NUMBER: 942 145 458

Table with 5 columns: REGISTRATION, DATE (DMY), REGISTERED OWNER(S) DOCUMENT TYPE, VALUE, CONSIDERATION. Row 1: 032 419 486, 31/10/2003, TRANSFER OF LAND, \$55,000, \$55,000

OWNERS

ONOWAY BAPTIST CHURCH.
OF P.O. BOX 510, ONOWAY
ALBERTA T0E 1V0

(DATA UPDATED BY: CHANGE OF ADDRESS 032456174)

9



ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

# 032 419 486

REGISTRATION

NUMBER      DATE (D/M/Y)      PARTICULARS

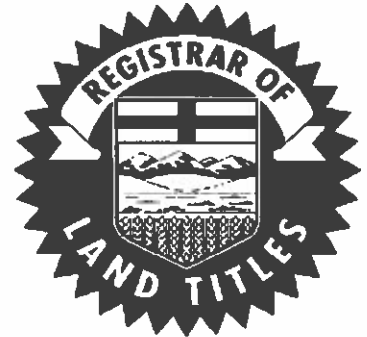
NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 1 DAY OF FEBRUARY, 2024 AT 09:06 A.M.

ORDER NUMBER: 49613390

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

10

## Planning bylaws

692(1) Before giving second reading to

- (a) a proposed bylaw to adopt an intermunicipal development plan,
- (b) a proposed bylaw to adopt a municipal development plan,
- (c) a proposed bylaw to adopt an area structure plan,
- (d) a proposed bylaw to adopt an area redevelopment plan,
- (e) a proposed land use bylaw, or
- (f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

(2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.

(3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,

- (a) councils may hold a joint public hearing to which section 184 does not apply, and
- (b) municipalities may act jointly to satisfy the advertising requirements of section 606.

(4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),

- (a) include in the notice described in section 606(2)
  - (i) the municipal address, if any, and the legal address of the parcel of land, and
  - (ii) a map showing the location of the parcel of land,
- (b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and
- (c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.

(5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

(6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical



errors and does not materially affect the bylaw in principle or substance. (6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.

(7) In this section,

(a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes

(i) land that would be contiguous if not for a highway, road, river or stream, and

(ii) any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;

(b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.

(8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must

(a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and

(b) decide whether or not to proceed with consultation.

(9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

RSA 2000 cM-26 s692;2008 c37 s9;2009 cA-26.8 s83



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 28, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2023 Q4 Financial Variances

### **BACKGROUND / PROPOSAL**

During the October 12, 2023 Council Meeting, Council made the following motion regarding the 2023 Q3 Financial Variances:

#### **FINANCIAL REPORTS**

**Motion #270/23**

**MOVED** by Councillor Robin Murray that Council accept the Q3 Financial Variances as presented.

**CARRIED**

It is imperative that Administration keeps Council informed throughout the year of the financial health of the Town of Onoway.

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

The attached report outlines operational revenues collected and operational expenses incurred up to the end of December 2023/Year End in contrast to the approved 2023 operational budget allocations.

It is important to note that at this time the Year End financial audit is occurring therefore transfers from and to reserves as well as amortization expense transfers will occur after completion of the audit.

The list below highlights some areas where the variances differ materially and is not a comprehensive list.

#### **Revenue**

##### *GL 1-01-00-550 Return on Investment (Bank Interest)*

Approximately 419% above budget. Main reasons for this are that the prime rate has increased many times over the past year which has increased the bank account interest.

##### *GL 1-01-00-740 Provincial Unconditional Grants*

No amount approved in budget as the Climate Resiliency Capacity Grant Funding was awarded after budget approval. This project completed on February 29, 2024.

##### *GL 1-12-00-510 A/R Penalty Revenue*

Approximately 112% below budget. Amounts are penalty revenue that are uncollectible therefore reversed.

**GL 1-12-00-990 Other Revenue**

Approximately 83% above budget. The reason for this approximately \$1,179 for Bank Statement Corrections from 2019-2023.

**GL 1-61-00-523 Compliance Certificates**

Approximately 672% above budget, which is approximately \$2,034 reimbursement for 3<sup>rd</sup> plan review of new subdivision development adjacent to Payne Avenue.

**Expense**

**GL 2-31-00-520 Oil & Gas (Fuel)**

Approximately 59% below budget.

**GL 2-12-00-245 Administration/CAO Contract**

Approximately 63% below budget.

**GL 2-12-00-514 Public Relations/Promotion**

Approximately 157% above budget. Additional promotional items were purchased for the Town Centennial event and coded to this account. This amount was included in the Centennial Budget.

**GL's 2-12/31/41/42/-00-542 Power & Natural Gas**

Approximately 7% (Power) & 24% (Natural Gas) below budget, respectively.

<b>Power</b>					
GL #	Description	2023 Actual	2023 Budget	% of Budget	Comments
2-12-00-541	ADMIN - POWER (OFFICES&FIRE)	\$ 8,652.83	\$ 14,850.00	58.27%	N/A
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	\$ 7,493.40	\$ 3,080.00	243.29%	Budget improperly allocated.
2-31-00-541	PW - POWER (5104 - 41 STREET)	\$ 3,491.92	\$ 4,840.00	72.15%	N/A
2-32-00-542	STREETS - POWER (STREET LIGHTS)	\$ 82,357.69	\$ 85,800.00	95.99%	N/A
2-72-00-541	PARKS - POWER	\$ 3,159.60	\$ 5,500.00	57.45%	N/A
2-41-00-541	WATER - POWER	\$ 11,587.85	\$ 12,100.00	95.77%	N/A
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	\$ 8,881.02	\$ 8,250.00	107.65%	N/A
2-71-00-541	REC - POWER (SENIORS CENTRE)	\$ -	\$ -	0.00%	N/A
	<b>Total</b>	<b>\$ 125,624.31</b>	<b>\$ 134,420.00</b>	<b>93.46%</b>	<b>N/A</b>

<b>Natural Gas</b>					
GL #	Description	2023 Actual	2023 Budget	% of Budget	Comments
2-12-00-542	ADMIN - NATURAL GAS	\$ 3,944.96	\$ 9,350.00	42.19%	N/A
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	\$ 5,107.49	\$ 5,500.00	92.86%	N/A
2-41-00-542	WATER - NATURAL GAS	\$ 3,936.87	\$ 3,850.00	102.26%	N/A
2-42-00-542	SEWER - NATURAL GAS	\$ 2,835.16	\$ 2,200.00	128.87%	Budget improperly allocated.
	<b>Total</b>	<b>\$ 15,824.48</b>	<b>\$ 20,900.00</b>	<b>75.72%</b>	<b>N/A</b>

**GL 2-12-00-110 Wages-Admin**

Approximately 2% above budget based on reallocating 10% of Finance Officer from GL PW Salary & Wages 2-31-00-110 and under budgeted with one Admin Assistant position.

**GL 2-12-00-130 Employee Benefits-Admin**

Approximately 2% below budget.

*GL's 2-31/32/41/42/72-00-110 Wages-Public Works*  
Approximately 7% below budget. 10% is built in for Overtime.

*GL's 2-31/32/41/42/72-00-130 Employee Benefits-Public Works*  
Approximately 12% below budget.

*GL 2-11-00-513 Council Supplies*  
Approximately 59% below budget. This includes purchase of new devices. Devices were purchased at a significant discount.

*GL 2-12-00-271 Admin – Election*  
No amount approved in budget due By-Election occurring after budget approval. These were unbudgeted funds that were required.

*GL 2-31-00-250 PW – Building Repair & Maintenance.*  
Approximately 240% above budget due to unforeseen expense of replacing holding tank due to collapse (appx. \$12,290) & Radiant Tube heaters repairs (appx. \$2,282).

*GL 2-31-00-253 PW – Equipment Repair & Maintenance*  
Approximately 14% below budget.

*GL 2-32-00-252 Streets - CNR Crossing Maintenance*  
Approximately 64% above budget. Includes 50% cost share from damage at railway crossing lights from a MVC due to winter conditions.

*GL 2-41-00-243 Water – Computer Maintenance/Service*  
Approximately 167% above budget due to Neptune Water Meter Endpoint software purchase for \$2,500.

*GL 2-42-00-243 Sewer – Computer Services/Support*  
Approximately 287% above budget due to Unforeseen expense of replacing keypad at the Sewage Lagoon (appx. \$1,815). Remainder is sewer lift station work.

*GL 2-69-00-516 EDC – Ind Invest/Partn Pro*  
100% below budget. Project has been approved and completion of the project is expected in 2024.

*GL 2-69-00-516 EDC – Support Physician Retention (ORMC)*  
100% below budget. In 2023 the town was not approached by any physicians.

## **STRATEGIC ALIGNMENT**

Fiscal Sustainability

## **COSTS / SOURCE OF FUNDING**

No financial impact to 2023 operational or capital budgets.

**RECOMMENDED ACTION**

- That Council accept the Q4 Financial Variances as presented.
- (Or some other direction as given by Council at meeting time).

**ATTACHMENTS**

- Q4 Revenue & Expense Report as of December 31, 2023.



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
<b>TAXES REVENUE</b>			
1-00-00-111	RESIDENTIAL TAXES	(656,309.03)	(644,897.00)
1-00-00-112	FARMLAND TAXES	(618.00)	(618.00)
1-00-00-113	COMMERCIAL TAXES	(660,662.05)	(641,679.00)
1-00-00-114	INDUSTRIAL TAXES	(280.55)	(305.00)
1-00-00-120	COST SHARE ROAD TAX	0.00	0.00
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION	(22,852.00)	(23,150.00)
1-00-00-190	ELEC. POWER, PIPE, CABLE TV	(51,870.68)	(72,364.00)
1-19-00-750	ASFF SCHOOL REQUISITION RESIDENTIAL	(189,866.87)	(195,547.17)
1-19-00-751	LSA FOUNDATION REQUISITION	(23,395.48)	(23,491.76)
1-19-00-754	ASFF SCHOOL REQUISITION NON-RESIDENTIAL	(117,548.00)	(120,354.99)
<b>TOTAL TAXATION REVENUE</b>		<b>(1,723,402.66)</b>	<b>(1,722,406.92)</b>
<b>REQUISITIONS</b>			
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL	193,160.72	195,547.17
2-19-00-751	LAC STE. ANNE FOUNDATION REQUISITION	23,491.76	23,491.76
2-19-00-752	DESIGNATED INDUSTRIAL PROPERTY	0.00	281.00
2-19-00-754	SCHOOL REQUISITION OVER/UNDER LEVY NON-RES	0.00	0.00
2-19-00-755	SCHOOL REQUISITION NON-RESIDENTIAL	118,887.63	120,354.99
2-19-00-756	SCHOOL REQUISITION OVER/UNDER LEVY RESID.	(7,000.00)	(7,000.00)
<b>TOTAL REQUISITIONS</b>		<b>328,540.11</b>	<b>332,674.92</b>
<b>TAX REVENUE AVAILABLE FOR MUNI</b>		<b>(1,394,862.55)</b>	<b>(1,389,732.00)</b>
<b>GENERAL REVENUE</b>			
1-01-00-510	PENALTIES & COSTS ON TAXES	(28,149.82)	(24,240.00)
1-01-00-540	FRANCHISE REVENUE - ATCO	(32,523.45)	(30,300.00)
1-01-00-541	FRANCHISE REVENUE - FORTIS	(85,924.58)	(83,830.00)
1-01-00-550	RETURN ON INVESTMENT (BANK INTEREST	(41,909.00)	(8,080.00)
1-01-00-740	PROVINCIAL UNCONDITIONAL GRANTS	(60,000.00)	0.00
1-01-00-840	CONDITIONAL OPERATIONAL GRANTS	(15,000.00)	(15,000.00)
1-03-12-920	RESERVE TRANSFER - ADMIN.	0.00	(54,780.42)

17





# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
<b>TOTAL GENERAL REVENUE</b>		<b>(263,506.85)</b>	<b>(216,230.42)</b>
<b>LEGISLATIVE EXPENSE</b>			
2-11-00-130	COUNCIL - CPP	1,703.62	2,101.20
2-11-00-131	COUNCIL - EI	0.00	0.00
2-11-00-132	COUNCIL-EMP. BENEFIT ER-AMS	26,369.25	28,016.00
2-11-00-137	COUNCIL-WCB	804.01	727.58
2-11-00-141	COUNCIL DEVELOPMENT	9,095.75	8,080.00
2-11-00-150	COUNCIL FEES	43,975.00	55,620.00
2-11-00-211	COUNCIL MILEAGE & SUBSISTANCE	7,100.17	6,060.00
2-11-00-216	COUNCIL-TELEPHONE/INTERNET/MEETING PREP.	17,175.02	18,200.00
2-11-00-242	COUNCIL LEGAL FEES	18,583.00	20,050.00
2-11-00-252	COUNCIL DONATION	600.00	1,000.00
2-11-00-270	COUNCIL MEMBERSHIPS	0.00	0.00
2-11-00-274	COUNCIL INSURANCE	290.00	351.00
2-11-00-513	COUNCIL SUPPLIES	3,453.65	8,434.00
2-11-00-514	PUBLIC RELATIONS/PROMOTIONS	2,383.81	4,000.00
2-11-00-770	COUNCIL LEADERSHIP BURSARY	600.00	1,750.00
<b>TOTAL LEGISLATIVE EXPENSE</b>		<b>132,133.28</b>	<b>154,389.78</b>
<b>SURPLUS/DEFICIT LEGISLATIVE</b>		<b>132,133.28</b>	<b>154,389.78</b>
<b>ADMIN REVENUE</b>			
1-12-00-274	INSURANCE - CLAIMS/REBATES	0.00	0.00
1-12-00-410	GENERAL SERVICE & SUPPLY REVENUE	(1,365.00)	(2,215.00)
1-12-00-510	A/R PENALTY REVENUE	119.43	(1,005.00)
1-12-00-560	RENTALS, LEASES	(1,300.00)	(1,260.00)
1-12-00-591	REBATES, DIVIDENDS	(109.34)	(305.00)
1-12-00-840	ADMIN - MSIO	(90,428.00)	(90,428.00)
1-12-00-850	ADMIN - TRANSFER FROM RESERVES	0.00	(10,000.00)
1-12-00-930	CONTRIBUTION-OTHER FUNCTIONS-FIRE/ELECT	0.00	0.00
1-12-00-940	ADMIN - SENATE ELECTION	0.00	0.00
1-12-00-990	OTHER REVENUE	(5,550.55)	(3,030.00)
1-12-00-991	OTHER REVENUE - 100 YR ANNIVERSARY	(27,250.00)	(31,000.00)
1-12-00-992	TRANSFER FROM RESERVE - STAFF CHANGES	0.00	0.00
<b>TOTAL ADMIN REVENUE</b>		<b>(125,883.46)</b>	<b>(139,243.00)</b>

18



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
<b>ADMIN EXPENSE</b>			
2-12-00-110	ADMIN - SALARIES AND WAGES	415,842.60	407,725.30
2-12-00-130	ADMIN - EMP BENEFIT ER - CPP/EI/AMS/RPP	80,564.73	82,047.62
2-12-00-131	ADMIN - EMP BENEFIT ER - E.I.	0.00	0.00
2-12-00-132	ADMIN - EMP BENEFIT ER - AMS	0.00	0.00
2-12-00-133	ADMIN - EMP BENEFIT ER - RPP	0.00	0.00
2-12-00-137	ADMIN - WORKER'S COMPENSATION	5,074.75	4,573.36
2-12-00-141	ADMIN - STAFF DEVELOPMENT	3,464.00	2,520.00
2-12-00-142	ADMIN - EMPLOYEE RECOGNITION	1,127.29	3,045.00
2-12-00-211	ADMIN - TRAVEL & SUBSISTANCE	3,432.37	4,040.00
2-12-00-215	ADMIN - POSTAGE, FREIGHT, COURIER	4,732.98	7,560.00
2-12-00-216	ADMIN - TELEPHONE, FAX	14,404.45	12,000.00
2-12-00-221	ADMIN - ADVERTISING	2,815.59	1,515.00
2-12-00-231	ADMIN - AUDIT FEES	27,422.89	16,000.00
2-12-00-232	ADMIN - ASSESSMENT FEES	16,321.95	13,420.22
2-12-00-241	ADMIN - INSURANCE FEES	33,941.32	33,839.64
2-12-00-242	ADMIN - LEGAL FEES	34,147.91	15,050.00
2-12-00-243	ADMIN - COMPUTER SERVICE & SUPPORT	34,396.10	25,535.00
2-12-00-244	ADMIN - GIS PROJECT	4,285.41	6,060.00
2-12-00-245	ADMINISTRATION/CAO CONTRACT	13,169.69	35,392.45
2-12-00-246	ADMIN - BYLAW/POLICY REVIEW	0.00	0.00
2-12-00-247	ADMIN - RECORDS RETENTION PROJECT	0.00	0.00
2-12-00-250	ADMIN - BUILDING MAINT & REPAIR	2,086.95	25,050.00
2-12-00-252	ADMIN - OFFICE CLEANING	9,000.00	9,000.00
2-12-00-260	ADMIN - OFFICE MACHINES MAINT/REPAI	9,267.08	7,575.00
2-12-00-261	ADMIN - OFFICE MACHINES RENT/LEASE	11,616.97	12,120.00
2-12-00-270	ADMIN - MEMBERSHIP FEES	3,813.86	3,850.00
2-12-00-271	ADMIN - ELECT/ PLEB/CENSUS (TO RESERVE)	11,155.30	0.00
2-12-00-272	ADMIN - 100 YR ANNIVERSARY EXPENSE	48,133.20	42,407.00
2-12-00-511	ADMIN - STATIONERY	4,688.52	4,545.00
2-12-00-512	ADMIN - OFFICE LANDSCAPING	0.00	0.00
2-12-00-513	ADMIN - GENERAL SUPPLIES	5,538.96	6,550.00
2-12-00-514	ADMIN - PUBLIC RELATIONS/PROMOTION	7,773.68	3,030.00
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	8,652.83	14,850.00
2-12-00-542	ADMIN - NATURAL GAS	3,944.96	9,350.00
2-12-00-810	ADMIN - INTERES-SHORT TERM BORROW	1,749.51	7,000.00
2-12-00-811	ADMIN - BANK CHARGES	1,973.39	3,030.00
2-12-00-990	ADMIN-CAO CONTINGENCY FUND (MOST)	0.00	0.00

19



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-12-00-992	ADMIN - ALLOWANCE FOR STAFF CHANGES	0.00	0.00
2-12-99-625	ADMINISTRATION-BUILDING AMORTIZATION	0.00	5,101.00
2-12-99-635	ADMINISTRATION-M & E AMORTIZATION	0.00	4,080.00
<b>TOTAL ADMIN EXPENSE</b>		<b>824,539.24</b>	<b>827,861.59</b>
<b>SURPLUS/DEFICIT ADMIN</b>		<b>698,655.78</b>	<b>688,618.59</b>
<b>FIRE REVENUE</b>			
1-23-00-420	BAY RENTAL FEES	(26,400.00)	(26,400.00)
1-23-00-850	FIRE - ORFS CONTRIB. ADM/COPIES/POSTAGE	(13,000.00)	(13,000.00)
1-23-00-920	FIRE - TRANSFER FROM RESERVES	0.00	0.00
1-23-00-930	CONTRIBUTION - OTHER FUNCTIONS-DISPATCH	(9,809.76)	(4,377.68)
1-23-00-931	FIRE REV. - LSAC MVA RESPONSE	3,015.00	0.00
1-23-00-940	FIRE - ONOWAY INCIDENT RECOVERY	(11,522.32)	(10,000.00)
1-23-00-990	OTHER REVENUE - ADMIN CHARGES	0.00	0.00
1-23-00-991	BLDG REIMBURSEMENT(\$5000/\$7370)	(12,370.00)	(12,370.00)
<b>TOTAL FIRE REVENUE</b>		<b>(70,087.08)</b>	<b>(66,147.68)</b>
<b>FIRE EXPENSE</b>			
2-23-00-110	FIRE - ONOWAY INCIDENT RESPONSES	13,494.19	10,000.00
2-23-00-111	FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	0.00	0.00
2-23-00-112	FIRE EXP. - LSAC MVA RESPONSES	0.00	0.00
2-23-00-216	FIRE - RADIOS/LEGAL	0.00	0.00
2-23-00-226	FIRE ADMIN FEE (\$11,779.64)	12,233.52	11,897.80
2-23-00-241	FIRE HALL INSURANCE	313.43	313.43
2-23-00-250	FIRE - BUILDING REPAIR, MAINTENANCE	14,856.93	5,050.00
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	0.00	0.00
2-23-00-350	FIRE-CONTRACT (\$51425)	53,060.56	51,938.91
2-23-00-351	911 DISPATCH CONTRACT PARKLAND COUNTY	6,989.76	6,901.00
2-23-00-352	FIRE - NWFR CONTRACT	0.00	0.00
2-23-00-353	FIRE - WATER USE/MISC	1,737.12	2,020.00
2-23-00-354	FIRE -ONOWAY PORT BLDG REIMB (TO RESER)	0.00	0.00
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	7,493.40	3,080.00
2-23-00-542	FIRE - PROPANE	74.02	880.00

20



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-23-00-543	FIRE - SEPTIC SERVICES	5,826.94	2,020.00
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	0.00	2,020.00
<b>TOTAL FIRE EXPENSE</b>		<b>116,079.87</b>	<b>96,121.14</b>
<b>FIRE SURPLUS/DEFICIT</b>		<b>45,992.79</b>	<b>29,973.46</b>
<b>ONOWAY REGIONAL FIRE SERVICES</b>			
1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES	(56,426.25)	(45,000.00)
1-23-00-993	ORFS - OPERATIONAL COST (other munis)	(52,807.22)	(52,807.26)
1-23-00-994	ORFS - MWF CONTRACT (other munis)	(217,155.40)	(217,155.43)
1-23-00-995	ORFS - INCIDENT RECOVERY (EXC ONOWAY)	(134,680.31)	(30,000.00)
1-23-00-996	ORFS - FIRE RESER TRANS (\$9761 & \$7801)	0.00	0.00
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway)	(65,294.07)	(65,294.07)
<b>TOTAL ONOWAY REGIONAL FIRE SER</b>		<b>(526,363.25)</b>	<b>(410,256.76)</b>
<b>ONOWAY REGIONAL FIRE SERVICES</b>			
2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	11,691.48	14,740.00
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP	146,641.37	40,000.00
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC ONOWAY)	8,393.81	30,000.00
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS	0.00	1,941.74
2-23-00-143	ORFS - COPIES/POSTAGE	1,000.00	1,000.00
2-23-00-211	ORFS - ADMINISTRATION	12,000.00	12,000.00
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH)	82.50	250.00
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE	1,480.00	1,480.00
2-23-00-218	ORFS - RESERVES	0.00	3,000.00
2-23-00-219	ORFS - MWF CONTRACT (other munis)	0.00	0.00
2-23-00-220	ORFS - ADD OPERATIONAL (AB & ON)	14,670.00	14,740.00
2-23-00-221	ORFS - HALL IMPR (\$5000 ONO \$6800 AB)	11,800.00	11,800.00
2-23-00-223	ORFS - RADIOS	4,518.00	0.00
2-23-00-224	ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00
2-23-00-225	ORFS - RADIOS LICENSE	1,000.62	1,189.02
2-23-00-274	ORFS - LEGAL	3,400.00	700.00
2-23-00-513	ORFS - CONTRACT	270,215.99	270,215.99
2-23-00-517	ORFS - RADIO REPAIR	676.00	7,200.00
<b>ONOWAY REGIONAL FIRE SERVICES</b>		<b>487,569.77</b>	<b>410,256.75</b>

(21)



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
<b>ONOWAY REGIONAL FIRE SERVICES</b>		<b>(38,793.48)</b>	<b>(0.01)</b>
<b>EMERG. MGT/DISASTER SERV. REV.</b>			
1-24-00-840	DIS. SERV - REGIONAL COLL. GRANT	0.00	0.00
1-24-00-841	EMERG MGT- REG RADIO NETWORK GRANT	0.00	0.00
1-24-00-990	EMERG MNGMNT - RADIO SALES (BINS)	0.00	0.00
<b>TOTAL DISASTER SERVICES REV.</b>		<b>0.00</b>	<b>0.00</b>
<b>EMERGENCY MGT./DISASTER SERVI</b>			
2-24-00-141	DIS.SERV. - STAFF DEVELOPMENT	0.00	1,515.00
2-24-00-211	DIS.SERV. - TRAVEL & SUBSISTENCE	0.00	505.00
2-24-00-245	DIS. SERV. - CONTRACTED WORK	809.10	0.00
2-24-00-246	DIS. SERV. - REGIONAL EMERG. SERV. STUDY	0.00	0.00
2-24-00-247	EMRG MGT-REG. RADIO	0.00	0.00
2-24-00-510	DIS SERV. - GENERAL SUPPLIES	112.69	2,020.00
<b>TOTAL DISASTER SERVICES EXPENS</b>		<b>921.79</b>	<b>4,040.00</b>
<b>AMBULANCE REVENUE</b>			
1-25-00-351	CONTRIBUTION - OTHER ORGANIZATIONS	0.00	0.00
1-25-00-840	CONDITIONAL GRANT-AMBULANCE	0.00	0.00
1-25-00-990	AMBULANCE-OTHER REVENUE	0.00	0.00
<b>TOTAL AMBULANCE REVENUE</b>		<b>0.00</b>	<b>0.00</b>
<b>AMBULANCE EXPENSE</b>			
2-25-00-240	AMBULANCE - TRANSFER PAYMENTS	0.00	0.00
2-25-00-262	AMBULANCE - STAFF ACCOM. ODATION RENT	0.00	0.00
<b>TOTAL AMBULANCE EXPENSE</b>		<b>0.00</b>	<b>0.00</b>
<b>SURPLUS/DEFICIT AMBULANCE</b>		<b>921.79</b>	<b>4,040.00</b>
<b>BYLAW REVENUE</b>			
1-26-00-420	DOG POUND CHARGES, DOG SALES	0.00	(450.00)
1-26-00-513	WEED&SNOW REMOVAL COST RECOVERY	(2,475.00)	(500.00)

22



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
1-26-00-520	ANIMAL LICENSES	(510.00)	(300.00)
1-26-00-530	MUNICIPAL FINES (DOGS, WEEDS)	0.00	(400.00)
<b>TOTAL BYLAW REVENUE</b>		<b>(2,985.00)</b>	<b>(1,650.00)</b>
<b>BYLAW EXPENSE</b>			
2-26-00-242	BYLAW-LEGAL FEES	0.00	505.00
2-26-00-245	BYLAW - CONTRACT	0.00	0.00
2-26-00-271	BYLAW - POUND/VET FEES	0.00	1,010.00
2-26-00-513	BYLAW - CONTRACTED WEED&SNOW REMOVAL	2,585.00	400.00
<b>TOTAL BYLAW EXPENSE</b>		<b>2,585.00</b>	<b>1,915.00</b>
<b>BYLAW SURPLUS/DEFICIT</b>		<b>(400.00)</b>	<b>265.00</b>
<b>POLICING REVENUE</b>			
1-27-00-530	RCMP & CPO FINE REVENUE	(6,590.94)	(10,100.00)
1-27-00-531	SCHOOL RESOURCE OFFICER	0.00	0.00
<b>TOTAL POLICING REVENUE</b>		<b>(6,590.94)</b>	<b>(10,100.00)</b>
<b>POLICING EXPENSE</b>			
2-27-00-240	COMMUNITY PEACE OFFICER CONTRACT	62,910.00	57,600.00
2-27-00-241	POLICE COSTING MODEL	32,599.00	32,599.00
2-27-00-245	POLICING - SCHOOL RESOURCE OFFICER	0.00	0.00
<b>TOTAL POLICING EXPENSE</b>		<b>95,509.00</b>	<b>90,199.00</b>
<b>POLICING SURPLUS/DEFICIT</b>		<b>88,918.06</b>	<b>80,099.00</b>
<b>PW REVENUE</b>			
1-31-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
1-31-00-990	OTHER REVENUE (FROM RESERVES - TIRES)	0.00	0.00
<b>TOTAL PW REVENUE</b>		<b>0.00</b>	<b>0.00</b>
<b>PW EXPENSE</b>			
2-31-00-110	PW - WAGES	36,772.62	42,893.56
2-31-00-111	PW - CONSULTING FEES	0.00	0.00

23



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-31-00-130	PW - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	11,900.48	9,107.96
2-31-00-131	PW - EMPLOYEE BENEFIT EI	0.00	0.00
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS	0.00	0.00
2-31-00-133	PW - EMPLOYEE BENEFIT RPP	0.00	0.00
2-31-00-137	PW - WORKERS COMPENSATION	804.01	727.58
2-31-00-141	PW - STAFF DEVELOPMENT	369.95	1,010.00
2-31-00-211	PW - TRAVEL & SUBSISTANCE	209.12	505.00
2-31-00-215	PW - POSTAGE & FREIGHT	0.00	0.00
2-31-00-216	PW - TELEPHONE CHARGES	5,035.07	4,848.00
2-31-00-221	PW - ADVERTISING	813.02	303.00
2-31-00-224	P W - MEMBERSHIPS	92.89	1,100.00
2-31-00-241	PW - INSURANCE PREMIUMS	8,668.59	8,668.99
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT	2,539.52	1,010.00
2-31-00-245	PW - CONTRACT WORK	0.00	0.00
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE	20,641.80	6,060.00
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE	43,680.17	50,500.00
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS)	8,581.09	12,625.00
2-31-00-514	PW - SAFETY EQU. (OH&S) &PROGRAM MANUAL	2,522.21	4,545.00
2-31-00-520	PW - OIL & GAS	16,876.59	40,850.00
2-31-00-541	PW - POWER (5104 - 41 STREET)	3,491.92	4,840.00
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	5,107.49	5,500.00
2-31-00-543	PW - SHOP PUMP OUT FEES	861.04	1,010.00
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER	0.00	0.00
2-31-00-998	P W - GAIN/LOSS TCA	0.00	0.00
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION	0.00	1,632.00
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION	0.00	3,060.00
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?	0.00	6,121.00
<b>TOTAL PW EXPENSE</b>		<b>168,967.58</b>	<b>206,917.09</b>
<b>PW SURPLUS/DEFICIT</b>		<b>168,967.58</b>	<b>206,917.09</b>
<b>ROADS REVENUE</b>			
1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING	0.00	0.00
1-32-00-840	ROADS REV - SHORT TERM BORROWING PRINC.	0.00	0.00
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS	(11.75)	0.00
1-32-00-990	STREETS - OTHER REVENUE	(1,137.50)	(10,100.00)

24



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
<b>TOTAL ROADS REVENUE</b>		<b>(1,149.25)</b>	<b>(10,100.00)</b>
<b>ROAD EXPENSE</b>			
2-32-00-110	STREETS - WAGES	81,023.48	82,511.24
2-32-00-111	STREETS CONSULTING FEES	0.00	0.00
2-32-00-130	STREETS - EMPLOYEE BENEFIT CPP/EI/AMS/RPP	13,807.49	17,298.87
2-32-00-131	STREET - EMPLOYEE BENEFIT EI	0.00	0.00
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS	0.00	0.00
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-32-00-137	STREETS - WORKERS COMPENSATION	2,182.28	1,717.00
2-32-00-215	STREETS - POSTAGE & FREIGHT	0.00	0.00
2-32-00-231	STREETS - ENGINEERING	0.00	0.00
2-32-00-241	STREETS - INSURANCE PREMIUMS	1,091.01	1,202.04
2-32-00-245	STREETS - CONTRACTED WORK	43,609.00	51,714.00
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE	5,966.64	3,636.00
2-32-00-513	STREETS - GENERAL SUPPLIES	6,787.34	4,040.00
2-32-00-514	STREETS-SNOW PLOWING DAMAGES	0.00	505.00
2-32-00-531	STREETS - SAND/CHIP/ETC.	5,320.64	32,250.00
2-32-00-532	STREETS - SIGNS, CULVERTS	404.70	1,515.00
2-32-00-533	STREETS - SIDEWALKS	13.56	0.00
2-32-00-534	STREETS - CHRISTMAS DECORATIONS	1,427.84	3,000.00
2-32-00-542	STREETS - POWER (STREET LIGHTS)	82,357.69	85,800.00
2-32-00-762	STREETS-CAPITAL FUNCT. CONTR. (2018-2022)	0.00	0.00
2-32-00-810	STREET-SHORT TERM BORROWING INTEREST	0.00	0.00
2-32-00-811	STREETS REPAY TO RESERVES	0.00	0.00
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT	0.00	2,142.00
2-32-99-635	STREETS M&E AMMORTIZATION	0.00	0.00
<b>TOTAL ROAD EXPENSE</b>		<b>243,991.67</b>	<b>287,331.15</b>
<b>ROADS SURPLUS/DEFICIT</b>		<b>242,842.42</b>	<b>277,231.15</b>
<b>PARKS REVENUE</b>			
1-72-00-410	PARKS - RV SANI DUMP FEES	(5,362.75)	(7,070.00)
1-72-00-590	PARKS - BEAUTIFICATION	0.00	0.00
1-72-00-591	PARKS DONATED FUNDS	0.00	0.00
1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	0.00	0.00

25





# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
1-72-00-840	CONDITIONAL GRANTS - RECREATION	0.00	0.00
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR. RESERVES	0.00	0.00
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	(6,300.00)	(10,500.00)
<b>TOTAL PARKS REVENUE</b>		<b>(11,662.75)</b>	<b>(17,570.00)</b>
<b>PARKS EXPENSE</b>			
2-72-00-110	PARKS - WAGES	66,722.56	72,900.76
2-72-00-130	PARKS - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	8,243.29	10,202.74
2-72-00-131	PARKS - EMPLOYEE BENEFIT EI	0.00	0.00
2-72-00-132	PARKS- EMPLOYEE BENEFIT AMS	0.00	0.00
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-72-00-137	PARKS - WORKERS COMPENSATION	1,378.19	1,247.28
2-72-00-141	PARKS - STAFF DEVELOPMENT	0.00	505.00
2-72-00-221	PARKS - ADVERTISING	0.00	202.00
2-72-00-241	PARKS - INSURANCE	1,561.89	1,561.89
2-72-00-243	PARKS - CONTRACT WORK	1,068.80	3,225.00
2-72-00-250	PARKS - REPAIR & MAINTENANCE	3,089.23	3,150.00
2-72-00-510	PARKS - GENERAL SUPPLIES	1,625.03	3,030.00
2-72-00-541	PARKS - POWER	3,159.60	5,500.00
2-72-00-542	PARKS-FORTIS (TREES/KIDS COR./RUTH CUST)	1,848.80	11,000.00
2-72-00-543	PARKS-SEPTIC SERVICES	2,587.42	2,525.00
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	2,638.53	3,030.00
2-72-99-615	PARKS-ENGINEERING STRUCTURES AMORTIZATIO	0.00	500.00
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??	0.00	0.00
2-71-00-764	RESERVE TRANSFER	0.00	17,200.00
<b>TOTAL PARKS EXPENSE</b>		<b>93,923.34</b>	<b>135,779.67</b>
<b>PARKS SURPLUS/DEFICIT</b>		<b>82,260.59</b>	<b>118,209.67</b>
<b>STORM WATER REVENUE</b>			
1-37-00-840	CONDITIONAL GRANTS-STORM WATER	0.00	0.00
<b>TOTAL STORM WATER REVENUE</b>		<b>0.00</b>	<b>0.00</b>
<b>STORM WATER EXPENSE</b>			
2-37-00-231	STORM WATER - ENGINEERING	250.24	0.00

(26)



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-37-00-245	STORM WATER - CONTRACTED WORK	441.00	14,953.00
2-37-99-615	STORM WATER-ENGINEERING STRUCTURES AMORT	0.00	0.00
2-42-00-540	SEWER - LAGOON POWER	0.00	0.00
<b>TOTAL STORM WATER EXPENSE</b>		<b>691.24</b>	<b>14,953.00</b>
<b>STORM WATER SURPLUS/DEFICIT</b>		<b>691.24</b>	<b>14,953.00</b>
<b>WATER REVENUE</b>			
1-41-00-121	LOCAL IMPROVEMENT - WATER LINES	0.00	0.00
1-41-00-440	BASIC WATER FEE	(125,408.55)	(126,389.00)
1-41-00-441	SALE OF METERED WATER	(203,773.10)	(191,400.00)
1-41-00-442	SALE OF WATER METERS	0.00	0.00
1-41-00-443	SERVICE CHARGES (TURN ON, THAWS)	0.00	(500.00)
1-41-00-444	ADMIN SERVICE FEES	(19,164.40)	(20,163.00)
1-41-00-445	REGIONAL WATER DEBENTURE REVENUE	(66,695.17)	(76,563.00)
1-41-00-446	WATER - REGIONAL WATER PHASE ( III & IV)	0.00	0.00
1-41-00-447	REGIONAL WATER CONSUMPTION FEES	(205,103.55)	(191,400.00)
1-41-00-590	PENALTIES	(3,395.28)	(3,030.00)
1-41-00-591	SENIOR'S WATER REBATE	0.00	0.00
1-41-00-592	SENIOR'S ADMIN FEE REBATE	0.00	0.00
1-41-00-840	CONDITIONAL GRANTS - WATER	0.00	0.00
1-41-00-850	LOCAL GOVERNMENT TRANSFERS	0.00	0.00
1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND	0.00	0.00
<b>TOTAL WATER REVENUE</b>		<b>(623,540.05)</b>	<b>(609,445.00)</b>
<b>WATER EXPENSE</b>			
2-41-00-110	WATER - WAGES	56,235.98	60,690.30
2-41-00-111	WATER CONSULTING FEES (2 + 5)	15,150.26	9,020.00
2-41-00-121	WATER - FREEZE UP CONSUMP ADJUST	0.00	0.00
2-41-00-130	WATER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	9,975.42	12,559.28
2-41-00-131	WATER - EMPLOYEE BENEFIT EI	0.00	0.00
2-41-00-132	WATER - EMPLOYEE BENEFIT AMS	0.00	0.00
2-41-00-133	WATER - EMPLOYEE BENEFIT RPP	0.00	0.00
2-41-00-137	WATER - WORKERS COMPENSATION	804.01	727.58
2-41-00-141	WATER - STAFF DEVELOPMENT	123.82	4,040.00
2-41-00-211	WATER - TRAVEL/SUBSISTANCE	0.00	1,010.00

27



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY	0.00	0.00
2-41-00-216	WATER - WTP PHONE/FAX	1,150.98	1,212.00
2-41-00-217	WATER - WTP INTERNET	785.00	757.50
2-41-00-224	WATER MEMBERSHIPS	514.50	1,318.00
2-41-00-230	WATER - ENGINEERING	1,773.62	0.00
2-41-00-240	WATER - REGIONAL SYSTEM FEES	13,038.42	13,038.60
2-41-00-241	WATER - INSURANCE PREMIUMS	7,483.24	7,560.00
2-41-00-243	WATER - COMPUTER MAINT/SERVICE	2,700.00	1,010.00
2-41-00-245	WATER - CONTRACT WK (METER RD/LABS)	1,838.57	2,200.00
2-41-00-246	WATER - WTP MAINTENANCE	13,380.94	7,575.00
2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES	1,485.08	505.00
2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT	0.00	0.00
2-41-00-252	WATER - LINE REPAIR (INC DRIPS)	3,071.50	44,000.00
2-41-00-447	WATER-REGIONAL WATER USAGE FEES	290,218.05	238,350.00
2-41-00-513	WATER - TREATMENT SUPPLIES	1,352.41	1,515.00
2-41-00-541	WATER - POWER	11,587.85	12,100.00
2-41-00-542	WATER - NATURAL GAS	3,936.87	3,850.00
2-41-00-543	WATER - PUMP OUT FEES	0.00	505.00
2-41-00-591	WATER-SENIORS WATER REBATE	0.00	0.00
2-41-00-592	WATER-SENIORS ADMIN FEE REBATE	0.00	0.00
2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS	49.80	200.00
2-41-00-762	WATER - 1 TIME EXP. REG. WATER CONNECT	0.00	0.00
2-41-00-764	RESERVE TRANSFER - WATER	0.00	0.00
2-41-00-810	WATER - SHORT TERM BORROW INTEREST	0.00	0.00
2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE	0.00	0.00
2-41-00-831	WATER - DEBENTURE INTEREST	30,063.24	32,173.56
2-41-00-832	WATER PRINCIPLE	0.00	44,609.32
2-41-00-833	WATER-WLD DEBENTURE(PHASE I & II)	40,717.78	40,718.00
2-41-00-834	WATER-WLD DEBENTURE (PHASE III & IV)	31,695.86	31,695.85
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO	0.00	29,880.00
2-41-99-635	WATER- M&E AMORTIZATION	0.00	8,000.00
<b>TOTAL WATER EXPENSE</b>		<b>539,133.20</b>	<b>610,819.99</b>
<b>WATER SURPLUS/DEFICIT</b>		<b>(84,406.85)</b>	<b>1,374.99</b>

SEWER REVENUE





# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	0.00	(88,960.00)
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	(30,191.91)	(30,466.00)
1-42-00-410	SEWER - LAGOON USE (TRSFER TO RESERVE)	(93,925.00)	(78,780.00)
1-42-00-411	SEWER LAGOON (outside use)	0.00	0.00
1-42-00-440	BASIC SEWER FEE	(46,654.91)	(47,470.00)
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	(149,564.81)	(151,500.00)
1-42-00-444	SEWER - ADMIN. SERVICE FEES	(12,577.43)	(12,786.60)
1-42-00-445	SEWER - GRANT CONSULTING FEES	(10,431.55)	0.00
1-42-00-590	SEWER -PENALTIES	(3,524.90)	(3,030.00)
1-42-00-591	SENIOR'S SEWER REBATE	0.00	0.00
<b>TOTAL SEWER REVENUE</b>		<b>(346,870.51)</b>	<b>(412,992.60)</b>

### SEWER EXPENSE

2-42-00-110	SEWER - WAGES	45,287.44	48,445.93
2-42-00-111	SEWER CONSULTING FEES	15,150.26	9,525.00
2-42-00-130	SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	8,104.02	10,055.76
2-42-00-131	SEWER - EMPLOYER BENEFIT EI	0.00	0.00
2-42-00-132	SEWER - EMPLOYER BENEFIT AMS	0.00	0.00
2-42-00-133	SEWER - EMPLOYER BENEFIT RPP	0.00	0.00
2-42-00-137	SEWER - WORKERS COMPENSATION	459.43	415.76
2-42-00-141	SEWER - STAFF DEVELOPMENT	603.57	1,515.00
2-42-00-211	SEWER - TRAVEL&SUBSITANCE	0.00	1,010.00
2-42-00-215	SEWER - POSTAGE & FREIGHT	0.00	0.00
2-42-00-216	SEWER - LIFT STATION PHONE/FAX	862.54	808.00
2-42-00-217	SEWER - LIFT STATION INTERNET	1,151.38	808.00
2-42-00-218	SEWER - LAGOON INTERNET	675.00	707.00
2-42-00-224	SEWER-MEMBERSHIPS	0.00	660.00
2-42-00-231	SEWER - ENGINEERING LIFT STATION	250.24	0.00
2-42-00-239	SEWER - BILLING	0.00	0.00
2-42-00-241	SEWER - INSURANCE PREMIUMS	3,953.52	3,240.00
2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	3,903.55	1,010.00
2-42-00-244	SEWER - GRANT CONSULTING FEES	0.00	2,020.00
2-42-00-245	SEWER - CONTRACT WORK	9,649.40	6,450.00
2-42-00-250	SEWER - LINES REPAIR/MAINT (30+71 MOST)	95,221.05	121,210.00
2-42-00-251	SEWAGE LAGOON MAINTENANCE	25,470.43	20,000.00
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUIP.	1,138.47	1,515.00

29



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	8,881.02	8,250.00
2-42-00-542	SEWER - NATURAL GAS	2,835.16	2,200.00
2-42-00-543	SEWER - PUMP OUT FEES	0.00	0.00
2-42-00-591	SEWER-EFFLUENT RESERVE	0.00	20,000.00
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	0.00	0.00
2-42-00-635	SEWER - M&E AMORTIZATION	0.00	0.00
2-42-00-762	SEWER - TRANSFER TO CAPITAL	0.00	0.00
2-42-00-764	RESERVE TRANSFER - FORCEMAIN PAYBACK	0.00	30,466.00
2-42-00-831	SEWER - DEBENTURE INTEREST	30,063.24	29,563.00
2-42-00-832	SEWER PRINCIPLE	0.00	46,719.50
2-42-99-615	SEWER-ENGINEERING STRUCTURES AMORTIZATIO	0.00	6,200.00
<b>TOTAL SEWER EXPENSE</b>		<b>253,659.72</b>	<b>372,793.95</b>
<b>SEWER SURPLUS/DEFICIT</b>		<b>(93,210.79)</b>	<b>(40,198.65)</b>
<b>WASTE COLLECTION REV</b>			
1-43-00-441	WASTE COLLECTION FEES	(68,788.16)	(75,970.00)
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL TIPPAGE	0.00	0.00
1-43-00-443	RECYCLING FEE	(13,528.50)	(14,490.00)
1-43-00-444	WASTE MISC (FIRESMART)	0.00	0.00
<b>TOTAL WASTE COLLECTION REV</b>		<b>(82,316.66)</b>	<b>(90,460.00)</b>
<b>WASTE COLLECT EXP</b>			
2-43-00-239	GARBAGE - BILLING	0.00	0.00
2-43-00-240	GARBAGE - LANDFILL PAYMENTS	17,173.28	18,000.00
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE	0.00	0.00
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6 13)	25,623.86	27,484.43
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS	9,951.85	7,272.00
2-43-00-350	GARBAGE - HHW	0.00	0.00
2-43-00-351	RECYCLING - CONTRACT FOR PICKUP (3 22)	14,683.76	14,490.00
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5 13)	22,509.21	23,000.81
2-43-00-520	FUEL SURCHARGE	1,428.59	2,010.00
<b>TOTAL WASTE COLLECT EXP</b>		<b>91,370.55</b>	<b>92,257.24</b>

30



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
<b>WASTE COLLECT SURPLUS/DEF</b>		<b>9,053.89</b>	<b>1,797.24</b>
<b>FCSS REVENUE</b>			
1-51-00-587	FCSS-INTERAGENCY GROUP	0.00	0.00
1-51-00-588	FCSS - YOUTH GROUP	0.00	0.00
1-51-00-589	FCSS-BEAUTIFICATION PROJECT	0.00	0.00
1-51-00-591	FCSS - GRANT FOR OUTSIDE PROJECTS	0.00	0.00
1-51-00-592	FCSS - OUTSIDE PROJECTS CONTRIBUTIONS	0.00	0.00
1-51-00-840	F C S S . PROV . CONDITIONAL GRANT	(32,050.22)	(27,562.00)
1-51-00-850	FCSS - MUNICIPALITIES CONTRIBUTION	(50,456.53)	(44,205.10)
1-51-00-851	FCSS - ADMIN. FEE RE. MUNICIPALITIES	(7,980.00)	(7,800.90)
1-51-00-852	FCSS - ONOWAY ADMIN FEE	0.00	(5,167.95)
1-51-00-990	FCSS - OTHER REVENUE	0.00	0.00
<b>TOTAL FCSS REVENUE</b>		<b>(90,486.75)</b>	<b>(84,735.95)</b>
<b>FCSS EXPENSE</b>			
2-51-00-110	FCSS OUTSIDEPROJECT CONTRACTOR & COSTS	0.00	0.00
2-51-00-111	FCSS-YOUTH GROUP	0.00	0.00
2-51-00-112	F C S S - ANNUAL COMMUNITY CHRISTMAS	0.00	0.00
2-51-00-113	FCSS - BEAUTIFICATION PROJECT	0.00	0.00
2-51-00-201	FCSS - VOLUNTEER RECOGNITION EVENT	0.00	0.00
2-51-00-750	CONTRIBUTION TO JOINT F C S S . PROG	22,997.00	29,285.05
2-51-00-751	FCSS-MUNICIPALITIES CONTR. TO PROGRAMS	45,168.55	34,205.10
2-51-00-752	FCSS - ADMIN. FEES MUNICIPALITIES	0.00	0.00
2-51-00-753	FCSS-ADMIN. FEE ONOWAY	0.00	5,167.95
<b>TOTAL FCSS EXPENSE</b>		<b>68,165.55</b>	<b>68,658.10</b>
<b>FCSS SURPLUS/DEFICIT</b>		<b>(22,321.20)</b>	<b>(16,077.85)</b>
<b>PLAN REVENUE</b>			
1-61-00-521	PLANNING - DEVELOPMENT PERMITS	(2,828.33)	(1,500.00)
1-61-00-522	SAFETY CODES PERMITS	(2,212.40)	(2,500.00)
1-61-00-523	COMPLIANCE CERTIFICATES	(2,318.91)	(300.00)
1-61-00-524	PERMITS - SAFETY CODES COUNCIL LEVY	0.00	0.00
1-61-00-525	PLANNING - APPEALS	0.00	0.00

31



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
1-61-00-840	CONDITIONAL GRANTS-PLANNING	0.00	0.00
<b>TOTAL PLAN REVENUE</b>		<b>(7,359.64)</b>	<b>(4,300.00)</b>
<b>PLANNING EXPENSE</b>			
2-61-00-110	PLAN - DEVELOPMENT OFFICER WAGE	0.00	0.00
2-61-00-221	PLAN - ADVERTISING	0.00	0.00
2-61-00-230	PLAN-ENGINEERING SERVICES	84,863.32	0.00
2-61-00-242	PLAN - LEGAL	0.00	0.00
2-61-00-245	PLAN-CONTRACT SERVICES (SDAB)	300.00	1,515.00
2-61-00-270	PLAN - DEV OFFICER CONTRACT	11,802.70	14,140.00
2-61-00-271	PLAN - SAFETY CODES	0.00	0.00
2-61-00-513	PLAN - SUPPLIES	0.00	0.00
<b>TOTAL PLANNING EXPENSE</b>		<b>96,966.02</b>	<b>15,655.00</b>
<b>PLANNING SURPLUS/DEFICIT</b>		<b>89,606.38</b>	<b>11,355.00</b>
<b>LAND REVENUE</b>			
1-66-00-400	SALE OF LAND INVENTORY	0.00	0.00
1-66-00-401	SALE OF LAND-COST RECOVERY	0.00	0.00
1-66-00-592	OFF-SITE LEVIES	0.00	0.00
<b>TOTAL LAND REVENUE</b>		<b>0.00</b>	<b>0.00</b>
<b>LAND EXPENSE</b>			
2-66-00-221	LAND-ADVERTISING	0.00	0.00
2-66-00-230	LAND - ENGINEERING/CONTRACT SERVICES	0.00	0.00
2-66-00-242	LAND - LEGAL COSTS	411.00	3,000.00
2-66-00-270	LAND - CONTRACTED SERVICES	0.00	3,000.00
2-66-00-570	LAND - COST OF LAND SALES	0.00	0.00
<b>TOTAL LAND EXPENSE</b>		<b>411.00</b>	<b>6,000.00</b>
<b>LAND SURPLUS/DEFICIT</b>		<b>411.00</b>	<b>6,000.00</b>
<b>EDC REVENUE</b>			
1-69-00-410	EDC - BUSINESS LICENCE FEES	(3,000.00)	(2,525.00)
1-69-00-940	EDC - TRSFR DEFERRED	0.00	(53,732.72)
1-69-00-941	RESERVE TRANSFER (MOST)	0.00	0.00

32



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
<b>TOTAL EDC REVENUE</b>		<b>(3,000.00)</b>	<b>(56,257.72)</b>
<b>EDC EXPENSE</b>			
2-69-00-110	EDC - EDO/GRANT WRITER	0.00	0.00
2-69-00-130	EDC - CPP	0.00	0.00
2-69-00-131	EDC - EI	0.00	0.00
2-69-00-132	EDC - AMS BENEFITS	0.00	0.00
2-69-00-133	EDC - RPP	0.00	0.00
2-69-00-137	EDC - WCB	0.00	0.00
2-69-00-140	EDC - PUBLIC RELATIONS (LSAC DRAINAGE)	0.00	0.00
2-69-00-141	EDC - TOURIST INFO BOOTH	0.00	0.00
2-69-00-211	EDC - TRAVEL & SUBSISTANCE	0.00	0.00
2-69-00-216	EDC - PHONE & FAX CHARGES	0.00	0.00
2-69-00-221	EDC - ADVERTISING	1,279.50	1,505.00
2-69-00-270	EDC - MEMBERSHIPS	0.00	110.00
2-69-00-275	EDC-SUPPORT PHYSICIAN RETENTION (ORMC)	0.00	12,120.00
2-69-00-512	EDC - ONOWAY HIGH INVESTMENT-NR RESERVE	0.00	0.00
2-69-00-513	EDC - SUPPLIES	0.00	202.00
2-69-00-514	EDC - BROCHURE/PROMOTION	0.00	0.00
2-69-00-515	EDC - POSTAGE / FREIGHT/	0.00	0.00
2-69-00-516	EDC-IND INVEST/PARTN.PRC(129,900+20,000)	0.00	53,732.72
<b>TOTAL EDC EXPENSE</b>		<b>1,279.50</b>	<b>67,669.72</b>
<b>EDC SURPLUS/DEFICIT</b>		<b>(1,720.50)</b>	<b>11,412.00</b>
<b>REC PROGRAM REVENUE</b>			
1-71-00-470	FROM UNRESTRICTED SURPLUS/RESERVES	0.00	(11,000.00)
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM. GROUP	0.00	0.00
<b>TOTAL REC PROGRAM REVENUE</b>		<b>0.00</b>	<b>(11,000.00)</b>
<b>REC PROGRAM EXPENSE</b>			
2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00
2-71-00-241	REC - PROGRAM REGISTRATIONS	0.00	0.00

33





# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-71-00-513	REC - GENERAL SUPPLIES	0.00	0.00
2-71-00-541	REC - POWER (SENIORS CENTRE)	0.00	0.00
2-71-00-765	REC TAX - SENIORS	0.00	0.00
2-71-00-766	REC TAX - HALL (INC. REPAIR/MAINTENANCE)	10,000.00	5,050.00
2-71-00-767	REC TAX - OTHER	0.00	11,000.00
2-71-00-768	REC TAX-ARENA (\$7000-20/21/22#111/20)	7,500.00	7,000.00
2-71-00-771	REC TAX - SENIORS TRANSPORTATION	6,600.00	6,600.00
2-71-99-635	REC -AMORTIZATION	0.00	1,938.00
<b>TOTAL REC PROGRAM EXPENSE</b>		<b>24,100.00</b>	<b>31,588.00</b>
<b>REC PROGRAM SURPLUS/DEFICIT</b>		<b>24,100.00</b>	<b>20,588.00</b>
<b>CULTURE REVENUE</b>			
1-74-00-541	CULTURE - HALL POWER	(5,434.74)	(7,150.00)
1-74-00-542	CULTURE - HALL GAS	(4,125.79)	(3,410.00)
<b>TOTAL CULTURE REVENUE</b>		<b>(9,560.53)</b>	<b>(10,560.00)</b>
<b>CULTURE EXPENSE</b>			
2-74-00-250	CULTURE - BUILDING REPAIR AND MAINTENANC	0.00	0.00
2-74-00-510	CULTURE - GENERAL SUPPLIES	0.00	0.00
2-74-00-541	CULTURE - HALL POWER/UTILITY (MOST)	4,765.43	7,150.00
2-74-00-542	CULTURE - HALL GAS (MOST)	3,319.45	3,410.00
2-74-00-543	CULTURE - HALL INSURANCE	0.00	6,048.00
2-74-00-771	CULTURE - GRANTS TO LIBRARIES	13,872.62	14,746.00
2-74-00-772	CULTURE - GRANT TO COMMUNITYGROUPS	0.00	0.00
2-74-99-625	CULTURE-BUILDINGS AMORTIZATION	0.00	1,020.00
<b>TOTAL CULTURE EXPENSE</b>		<b>21,957.50</b>	<b>32,374.00</b>
<b>CULTURE SURPLUS/DEFICIT</b>		<b>12,396.97</b>	<b>21,814.00</b>
<b>MISC EXPENSE</b>			
2-97-00-912	MISC - ALLOW. FOR UNCOLLECT. TAXES	0.00	0.00
2-97-00-913	MISC - ALLOW FOR ASSESS. APPEAL TAX	0.00	0.00
2-97-00-990	MISC - ALLOW. FOR EXCESS COLLECTION	0.00	0.00
2-97-00-991	MISC - TAX DISCOUNTS	0.00	0.00
2-97-00-992	MISC - TAX COLLECTION COSTS	2,250.00	3,000.00

34



# TOWN OF ONOWAY

## Revenue & Expense

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-97-00-993	MISC - CANCEL UNCOLLECTABLE ACCTS.	0.00	200.00
2-97-00-994	MISC-RESERVE TRSFR LEGAL, INFLATION, MSI	0.00	10,000.00
<b>TOTAL MISC EXPENSE</b>		<u>2,250.00</u>	<u>13,200.00</u>
<b>MISC SURPLUS/DEFICIT</b>		<u>2,250.00</u>	<u>13,200.00</u>
<b>TOTAL SURPLUS/DEFICIT</b>		(300,020.45)	(0.96)

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

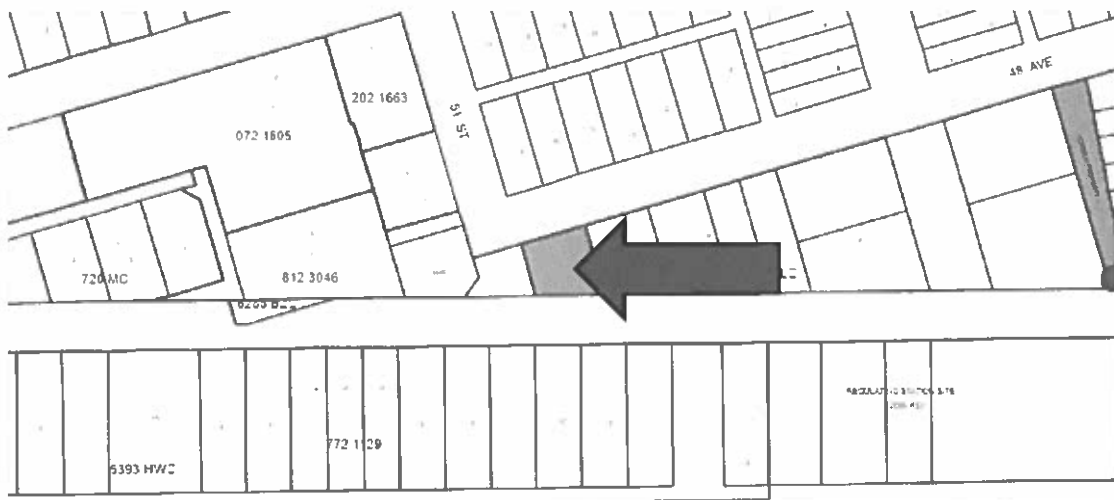
**TOWN OF ONOWAY  
PROVINCE OF ALBERTA  
LAND USE BYLAW AMENDMENT  
BYLAW # 807-24**

**WHEREAS**, under the provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 2000, a municipality may amend an adopted Land Use Bylaw.

**AND WHEREAS** the Council of the Town of Onoway has determined it necessary to amend the Town of Onoway Land Use Bylaw No. 712-13 as a means to promote effective and efficient land use within the municipality.

**NOW THEREFORE** the Council of the Town of Onoway duly assembled hereby enacts as follows:

1. That the Town of Onoway Land Use Bylaw No. 712-13 containing the Land Use District Map, be amended as follow:
  - 1.1 To redistrict a portion of lands legally known as Plan 5726 CL: Pt H from Residential – Single Family District (R1) to Urban Services District (US) as shown on the map below.



2. This amending bylaw shall be consolidated into the Town of Onoway Land Use Bylaw No. 712-13.
3. That this Bylaw comes into full force and effect upon third and final reading and is duly signed.

First Reading carried this 8<sup>th</sup> day of February , A.D. 2024.

SIGNED  
\_\_\_\_\_  
Mayor  
(SEAL)  
SIGNED  
\_\_\_\_\_  
Chief Administrative Officer

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

\_\_\_\_\_  
Mayor  
(SEAL)  
\_\_\_\_\_  
Chief Administrative Officer

Read a third and final time this \_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

Signed \_\_\_\_\_, 2024

\_\_\_\_\_  
Mayor  
(SEAL)  
\_\_\_\_\_  
Chief Administrative Officer



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 28, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Economic Development & Tourism Committee Recommendations

### **BACKGROUND / PROPOSAL**

The Economic Development & Tourism Committee re-created in 2023 has set an annual work plan and presented it to Council. Their meetings have been set for the first Thursday of each month starting in April 2024.

Council's Strategic Plan highlights Economic & Business Growth as one of five priorities. Within this priority the following are noted:

- Support and enable the new economic development committee;
- Develop a marketing strategy and action plan that focusses on business retention, growth and attraction of new businesses in Onoway
- Create strategies that continue to make Onoway a sustainable, connected, healthy community that is a good place to live and situate a business.

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

The committee is eager to provide the following recommendations to Council regarding Economic Development initiatives for 2024.

Excerpt from the attached minutes of February 21, 2024 of the EDT Committee.

### **RECOMMENDATIONS TO COUNCIL**

03/24 L. Kwasny THAT semi-annual Business Breakfasts be held in 2024 on April 12<sup>th</sup> & October 11<sup>th</sup>. CARRIED.

04/24 L. Kwasny THAT the Economic Development & Tourism Committee recommend to Council to implement a 2024 Business Improvement Grant budget of \$5,000. CARRIED.

Administration would need to increase the Economic Development budget by \$5,000 in order to implement the above recommendation. This would mean an increase in the overall budget equivalent to 0.29% tax increase.

Staff have prepared the attached Store Front Refresh guidelines and application that the Economic Development Committee has approved.

### **STRATEGIC ALIGNMENT**

Economic & Business Growth

Good Governance

**COSTS / SOURCE OF FUNDING**

Economic Development Budget – Business Breakfast

Economic Development Budget Increase of \$5,000 – 0.29% tax increase

**RECOMMENDED ACTION**

- 1) That Council accept the minutes for the Economic Development & Tourism Committee of October 3, 2023.
  
- 2) THAT Council accept the recommendation of the Economic Development & Tourism Committee and hold semi-annual Business Breakfast on April 12<sup>th</sup> & October 11<sup>th</sup>, 2024.
  
- 3) THAT Council request staff to increase the Economic Development Budget in order to implement a Business Improvement Grant for 2024 in the amount of \$5,000.

OR

- 4) Any other direction as given by Council.

**ATTACHMENTS**

Minutes including recommendations of February 21, 2024 Economic Development & Tourism Committee

Business Breakfast Notice

Business Refresh Grant Package (DRAFT)

# TOWN OF ONOWAY

## ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

Meeting held on October 3, 2023 at 10:00 AM in Town of Onoway Council Chambers.

**PRESENT:**

Mayor Lenard Kwasny  
Deputy Mayor Lisa Johnson  
Dale Johnson

**ADMINISTRATION:**

Jennifer Thompson, Chief Administrative Officer

**CALL TO ORDER:**

The meeting was CALLED TO ORDER at 10:00 AM by Dale Johnson

**DISCUSSION ITEMS:**

- 1) Meeting attended by Mayor Kwasny with Bloom CME on regional opportunities via introductions through Mr. Duhamel's network. Connection was made with the Greater Parkland Regional Chamber.
- 2) Implement bi-annual business breakfast
- 3) Collaborate with the Onoway & District Chamber of Commerce
- 4) Economic Development Officer position feasibility for 2024
- 5) There has been some movement in the Industrial district with a new business in the planning and implementation stage.
- 6) Possibility for Chairman & CAO to meet with Delburne and Castor regarding high-speed internet feasibility.
- 7) Attendance at Edmonton Home shows to promote the Town of Onoway.
- 8) Grant opportunities
- 9) Business retention and attraction
  - a. Branding and print materials
  - b. Internet Service Providers Opportunities
  - c. Engagement with regional partners
  - d. Grant opportunities for Economic Development

**ADJOURN**

Mayor Lenard Kwasny ADJOURNED the meeting at 12:22 P.M.

**RECOMMENDATIONS TO COUNCIL:**

- 1) THAT the Committee recommend advertising in the Greater Parkland Regional Chamber Annual Magazine for 2024 with a ½ page colour ad at a cost of \$1,309.50
  
- 2) THAT the Committee recommend an increased in the Economic Development budget for 2024 to accommodate the following work plan
  - a. Increase advertising and trade show budget
  - b. Committee member drive
  - c. Engagement of the Onoway Chamber of Commerce
  - d. Membership in Economic Development Alberta
  - e. Capacity of administration
  - f. Inventory of privately owned industrial properties
  - g. Engagement opportunities



**TOWN OF ONOWAY**  
**ECONOMIC DEVELOPMENT & TOURISM COMMITTEE**

WEDNESDAY, FEBRUARY 21, 2024

COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

**PRESENT:**

Mayor Lenard Kwasny  
Deputy Mayor Lisa Johnson  
Dale Johnson

**ADMINISTRATION:**

Jennifer Thompson, Chief Administrative Officer

**CALL TO ORDER:**

The meeting was CALLED TO ORDER at 9:30 AM by Chair Dale Johnson.

**AGENDA:**

01/24 L. Kwasny That the agenda be ADOPTED with the addition of:  
5 h) Regular meeting dates

CARRIED.

**MINUTES:**

02/24 L. Johnson That the minutes of the Regular Meeting of the Economic  
Development & Tourism committee of October 3, 2023 be ADOPTED.

CARRIED.

**OLD BUSINESS: NONE.**

**NEW BUSINESS:**

- a. Economic Tourism Committee Bylaw Recommendations to Council
  - Composition of committee – remove youth member
- b. Annual Work Plan Confirmation
  - Committee member drive
  - Engagement with Onoway Chamber of Commerce
  - Capacity of Administration
  - Inventory of privately owned industrial properties
  - Grant Opportunities for Economic Development

**RECOMMENDATION TO COUNCIL**

03/24 L. Kwasny THAT semi-annual Business Breakfasts be held in 2024 on April 12<sup>th</sup> &  
October 11<sup>th</sup>.

CARRIED.

(42)

**c. Economic Development Budget – Request to Council for increase**  
**RECOMMENDATION TO COUNCIL**

04/24 L. Kwasny THAT the Economic Development & Tourism Committee recommend to Council to implement a 2024 Business Improvement Grant budget of \$5,000.

CARRIED.

**d. Edmonton Fall Home Show**

Request of Administration to research the attendance at the Edmonton Fall Home Show.  
Request of Administration to create a Residential Investment Strategy with incentives, to be approved by Council, including community attributes to be handed out at the Edmonton Fall Home Show.

**e. Encouraging Economic Development Article**

Discussion relating to business support by providing Store Front Improvement Grant

- Store Front Improvement Grant
  - Maximum funding of \$5,000
  - Individual business maximum funding of \$1,000
  - Matching 50/50 Contribution
  - Must hold a valid Business Licence
  - Commercial Zoned
  - One time funding
  - Committee to review applications

Administration to present to the EDTC Committee and if approved by Council at next Regular Council Meeting, to be presented at the Business Breakfast.

**f. Committee Member Drive**

05/24 L. Johnson THAT Administration advertise for committee members in the Lac Ste Anne Bulletin, Town of Onoway website and through social media channels.

CARRIED.

**g. Update on Economic Activity**

- The Town of Onoway has some a commercial lot on Lac Ste. Anne Trail.
- Staff have sent correspondence to all industrial lot owners to achieve permission to post their empty lots on the Town website.
- The Town is in need of a pound as Lac Ste Anne County, as bylaw enforcement, does not have anywhere to take impounded animals. Dale Johnson to reach out to local Vets to see if they would like to partner with the Town of Onoway.
- The Town of Onoway sold a commercial lot on Lac Ste Anne Trail for a new business opportunity.

**h. Regular Meetings of the Economic Development & Tourism Committee**

- Meetings to be scheduled once per month with the ability to cancel if required.

06/24 L. Johnson THAT the Economic Development & Tourism Committee schedule meetings the first Wednesday of each month at 9:30 AM in Council Chambers, starting in April 2024.

CARRIED.

### ADJOURN

Chair Dale Johnson ADJOURNED the meeting at 12:24 P.M.

---

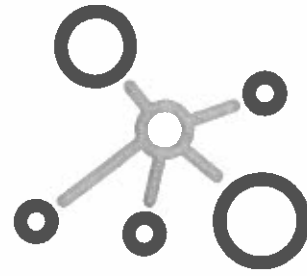
### RECOMMENDATIONS TO COUNCIL

03/24 L. Kwasny THAT semi-annual Business Breakfasts be held in 2024 on April 12<sup>th</sup> & October 11<sup>th</sup>.

CARRIED.

04/24 L. Kwasny THAT the Economic Development & Tourism Committee recommend to Council to implement a 2024 Business Improvement Grant budget of \$5,000.

CARRIED.



# BUSINESS BREAKFAST MIXER

The Onoway Economic Development & Tourism Committee is delighted to invite your business to our upcoming Business Breakfast Networking Event. This breakfast promises to be a morning of valuable connections, insightful conversations, and new opportunities.



Friday, April 12, 2024



7:00AM - 9:00AM



Onoway Community Hall  
4920-49 Avenue



Businesses you can book a maximum of 2 attendees. To book you must RSVP by Wednesday, April 3, 2024. E-mail your Business Name, with up to 2 attendees names.



shelleyk@onoway.ca



780-967-5338



**DRAFT**



# STOREFRONT REFRESH GRANT PROGRAM GUIDELINES 2024

Contains Basic Guidelines for the Town of Onoway  
Storefront Refresh Grant Program





Small Projects can make a big impact! The Storefront Refresh Grant Program provides matching reimbursement grants of up to \$1000.00 to commercial property owners and businesses for small storefront renovations such as paint and flower planters. To be eligible, projects must be located within the commercial area. An attractive, well-cared for building can help increase customer traffic and contribute to a vibrant, pedestrian-friendly commercial street.

## ELIGIBILITY CRITERIA

Storefront Refresh Grant projects are small in scope. The grant will cover up to 50% of costs for eligible renovations, up to a maximum of \$1000. Please note that the Storefront Grant Funding is limited and the grant will be closed to applications once all funding is allocated.

Projects that are eligible to apply for a Storefront Refresh Grant must meet all of the following criteria:

- Commercial unit is located on the main floor and facing the street
- Commercial unit is located in the Commercial District.
- The project is a small scale renovation project; and is not part of a larger renovation effort.
- The property owner is current on municipal property taxes for the building.
- The Business has a valid Business license.
- The person submitting the application is the property owner or person/tenant legally designated by the property owner to complete the Storefront Grant Application.
- The work that you are requesting a grant for must be one or more of the eligible enhancements listed.
- The project must not start before funding is approved by the Committee. Successful applicants will be notified with an Allocation Letter.

## ITEMS INELIGIBLE FOR REIMBURSEMENT

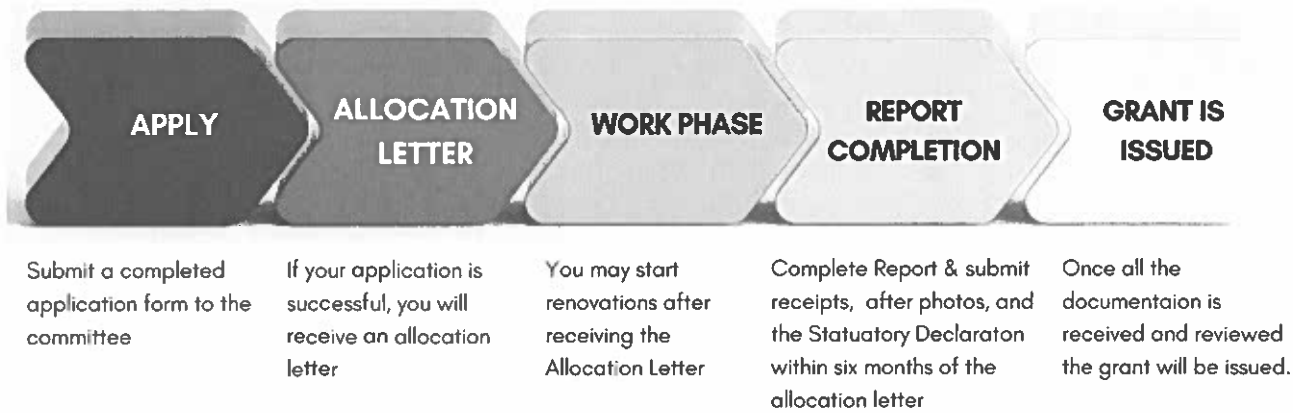
- Permit Fees
- Insurance
- Lightbulbs
- Seasonal items. ex Christmas
- Anti-Aviary Spikes
- Window Cleaning
- Security Spikes or Bars
- Marketing Material
- Plant Material
- Incidentals
- Rolling Shutters
- Bike Racks

Or other additional item that arises once reviewed by committee.

Your name, contact information, and program information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) This information will be used to administer the storefront Refresh Program. If you have any questions about the collection and use of your personal information. Contact [cao@onoway.ca](http://cao@onoway.ca). Please note that the name and location of the building, building details, grant amounts, and total costs of projects may be released to various organizations, media, and the public in connection with the Storefront Refresh



## STOREFRONT REFRESH GRANT PROCESS



### Step 1: Apply to the Program

Applications will be accepted on a first-come first served basis starting Date, 2024 and will no longer be accepted once all funding is allocated. Check the Town website for details [www.onoway.ca](http://www.onoway.ca)

#### How to apply:

- Review program Guide and Application package carefully.
- Complete the Application Package. The Application form details the documentation that has to be submitted with the application package.
- Submit a completed application package to the Committee during the Application period.

#### Important to know:

- There is no waiting list for the program, and incomplete applications are not kept on file
- Review by the Committee is not a formal review of plans and does not guarantee that projects will be approved for Development or Building Permits.
- Please note that it is Business Owner/Operator's responsibility to determine whether permits are required for their Storefront Refresh Grant project.

### Step 2: Allocation Letter

Applications are reviewed by the Economic Development & Tourism Committee for completeness and project eligibility. If the Committee approves the application, an Allocation Letter will be sent to you.

The Allocation Letter outlines the following:

- The allocated dollar amount of funding for the approved project
- Description of the project.
- The date by which the project is required to be completed ( Six months from the date of the Allocation Letter.)

**Please note that all decisions by the Economic Development & Tourism Committee to approve or decline an application are final and cannot be appealed.**



## Step 3: Work Phase

You may begin work on your Storefront Refresh Grant project once an Allocation Letter is received, and all applicable permits are obtained where required. Please note that any work started, including purchasing materials before this time will not be eligible for reimbursement. The Project must be completed in its entirety by the deadline in the Allocation Letter.

## Step 4: Report Completion and Submitting required Documentation

You must report completion to the CAO by the assigned completion date for your project, which is six months after the date of the Allocation Letter. At the same time that completion is reported, all documentation must be submitted.

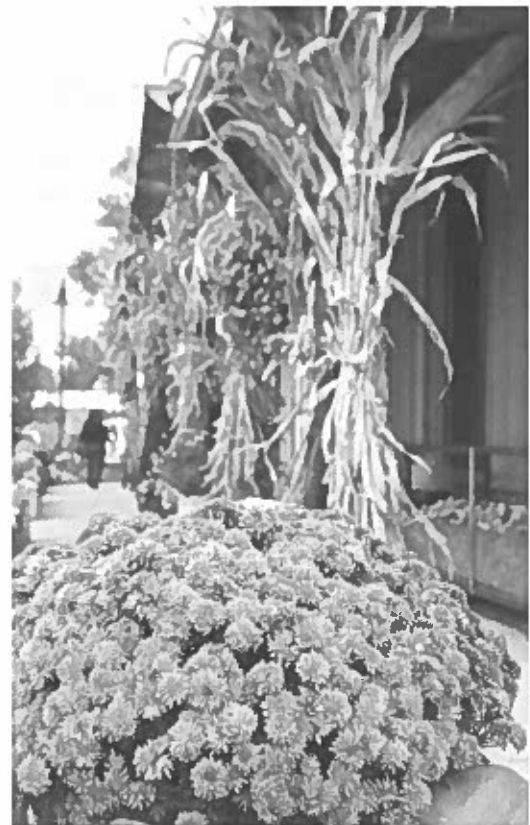
This documentation includes:

- Invoices/receipts for the eligible work
- Three "After photos" of the completed renovations. One must be a photograph of the entire frontage.
- Permit service reports showing that any work requiring a permit has been completed to the satisfaction of The Inspections Group.
- A Statutory Declaration must be completed.

## Step 5: Grant is Issued

Once completion is reported to the Town of Onoway, the Chief Administrative Officer will review submitted documentation. The maximum grant amount issued will be 50% of the total eligible items of work identified in the Allocation Letter, to a maximum of \$1000. A grant cheque will be sent by mail once all documentation is submitted and verified.

If you wish to move forward with a submission for consideration of the Grant Program, go to the Application Form.





**DRAFT**



# STOREFRONT REFRESH GRANT APPLICATION 2024

Contains Application for the Town of Onoway  
Storefront Refresh Grant Program



50

# STOREFRONT REFRESH GRANT APPLICATION 2024



## OVERVIEW

The Economic Development & Tourism Committee is here to support you through the Grant process.

We want you to succeed, therefore carefully review both the Guidelines, the Application and qualifying items.

- If you start work before receiving an Allocation Letter, the project will not receive a grant.
- It is your responsibility to determine whether or not the Storefront Grant project requires a permit to complete. If so it is your responsibility to obtain any necessary permits. Such as Building Permits, Electrical, signage, etc...
- It your responsibility to manage contractors and keep track of your invoices.
- It is your responsibility to request approval for any changes in design after the Grant Agreement is signed.
- Grant Maximums will not exceed \$1000. and maximum of one per property owner.

## ITEMS INELIGIBLE FOR REIMBURSEMENT

- Permit Fees
- Insurance
- Lightbulbs
- Seasonal items. ex Christmas
- Anti-Aviary Spikes
- Window Cleaning
- Security Spikes or Bars
- Marketing Material
- Plant Material
- Incidentals
- Rolling Shutters
- Bike Racks

Or other additional item that arises once reviewed by committee.

## APPLICATION PACKAGE

Your application package must be completed in full, and must include the following:

- Part 1: Applicant Property Information Form (Complete Agent for Property Owner only if applicant is not the property owner.)
- Part 2: Application Declaration
- Part 3: Attach Required Documentation

**Incomplete Applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file.**

Your name, contact information, and program information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) This information will be used to administer the storefront Refresh Program. If you have any questions about the collection and use of your personal information. Contact [cao@onoway.ca](mailto:cao@onoway.ca). Please note that the name and location of the building, building details, grant amounts, and total costs of projects may be released to various organizations, media, and the public in connection with the Storefront Refresh program.

# STOREFRONT REFRESH APPLICATION 2024



## Part 1: Applicant/Property Information

**\*Fill out all fields. Incomplete applications will not be considered or kept on file**

Date \_\_\_\_\_

Business Name \_\_\_\_\_

Applicant is the:  Property Owner  Agent of Property Owner  Tenant

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Project Information

Dollar Value of the Project: \_\_\_\_\_

Grant Amount requested (max \$1000.) \_\_\_\_\_

Building Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

## Commercial Business Type

Personal Service  Retail  Hospitality  Vacant

Other: Explain: \_\_\_\_\_

Property Owner/Applicant Signature: \_\_\_\_\_

Date : \_\_\_\_\_



**If the applicant is not the property owner, have owner please fill out the following:**

Property Owner Signature: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

# APPLICANT DECLARATION



## Part 2: Applicant Declaration

- I understand that submitting an application package **does not** guarantee funding by way of a Storefront Refresh Grant. I further certify that:
- I/we have reviewed the Grant Program Guidelines and I/we understand the conditions attached to the funding.
- This application includes all relevant documentation.
- All information in this application, and in supporting documents, is true and complete to the best of my/our knowledge.
- The Business has a valid Business License
- Incomplete applications and those that do not meet the eligibility criteria, will not be evaluated or kept on file.
- If funding is approved, work will be completed in accordance with the terms and conditions of the Allocation Letter.
- I/we acknowledge that it is my/our responsibility to determine whether or not my/our Storefront Refresh project needs a permit to complete, and to therefore obtain any necessary permits. Reimbursement will not be granted to projects completed without the required permits.
- I/we understand that all decisions regarding applications are final and cannot be appealed.
- I/we acknowledge that funding is granted on a first come, first served basis. Submission of an application package does not guarantee grant funding.

Applicant Name : \_\_\_\_\_  
(please print)

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

Date: \_\_\_\_\_

# STOREFRONT REFRESH APPLICATION 2024



## Part 3: Attach required Documentation

To complete the application, please attach the following documentation.

- Three photos of existing storefront, one of them must be of the entire storefront (these will be your projects before pictures)
- Signed Application, and if applicant is not the property owner, the signed declaration portion of the Application must also be completed.
- Quotation for work with material and labour broken out
- Application Declaration

## How to Contact us

Any question please call Jennifer Thompson-Chief Administrative Officer.



780-967-5338

## How to Apply

Submit your application to Jennifer Thompson-Chief Administrative Officer via e-mail.



cao@onoway.ca

## Town of Onoway Mailing Address



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



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 28, 2024
Presented By:	Jennifer Thompson, CAO
Title:	Council Meetings Schedule

### BACKGROUND / PROPOSAL

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

Administration is proposing to cancel the following meeting dates:

- July 25, 2024
- August 22, 2024

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

It is a Council decision to reduce the number of meetings during the summer. Staff are recommending this for 2024 as the trial last summer was successful. In requesting these cancellations at this time, staff are able to plan future reporting, provide public notice and adjust personal workplans.

Council is able to complete business required by convening the Regular Council meetings once per month.

If Council does wish implement one meeting per month through the summer months, this does not prohibit Council from holding special meetings should business arise where an issue is time sensitive between monthly meetings.

#### Special council meetings

##### 194(1) The chief elected official

- may call a special council meeting whenever the official considers it appropriate to do so, and
- must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

(2) A special council meeting called under subsection (1)(b) must be held within 14 days after the date that the chief elected official receives the request or any shorter period provided for by bylaw.

(3) The chief elected official calls a special council meeting by giving at least 24 hours' notice in writing to each councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

(4) A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

(5) No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

1994 cM-26.1 s194

### STRATEGIC ALIGNMENT

Good Governance and Service Excellence

**COSTS / SOURCE OF FUNDING**

Budget savings of \$875 per meeting.

**RECOMMENDED ACTION**

THAT Council cancel the following Regular Meetings of Council: July 25, 2024 and August 22, 2024.

Or

Some other direction provided by Council.

**ATTACHMENTS**

NONE.



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 28, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2023 Library Manager's Annual Report

### **BACKGROUND / PROPOSAL**

Pursuant to the Alberta Libraries Regulation, an Annual Report is submitted to Alberta Municipal Affairs, Public Libraries Branch.

At the March 5, 2024 Library Board Meeting the following motion was passed:

*MOVED by Shirley Boissonnault that the Library Manager's 2023 Year End Report, required to be submitted to the Municipal Affairs Public Library Services Branch, be approved, and recommended to the Town of Onoway for Council's information.*

The Board manages, regulates and controls the municipal library as per Bylaw No 751-18.

### **STRATEGIC ALIGNMENT**

Service excellence

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

N/a

### **RECOMMENDED ACTION**

- That Council acknowledge and accept for information the Library Manager's Annual Report 2023.
- (Or some other direction as given by Council at meeting time).

### **ATTACHMENTS**

- 2023 Library Manager's Annual Report.





# Onoway Public Library

## Annual Report 2023



The library had **1,400** open hours in 2023!



**440** people have a card at our library



**17,250** people walked through our doors last year



In addition to **2,164** website visits



The library added **634** new items last year



Bringing the total collection to **13,141**



There were **3,782** downloads of e-Content



Contributing to a total of **22,435** checkouts!



We lent our items to libraries outside of our system **2,498** times



Our service is delivered by **2** dedicated staff



And **90** amazing volunteers



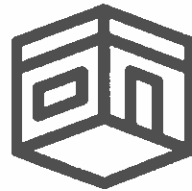
The library has **10** public computers



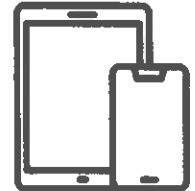
And brought in **4,834** items upon patron request



We answered **693** reference questions



And our meeting spaces were booked **15** times



mobile devices available for loan



We offered **53** in person programs



virtual programs



And digital literacy programs



**2,974** people attended in total!



And our Wi-Fi had **6,261** connections!

**AB Library Statistics**

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

Video Resources:

Completing the Public Library Survey and Annual Report using LibPAS

This webinar provides a brief overview of what the Survey and Annual Report is, and why library boards need to do it. The focus of the training is an examination of each field in the report and what the expectations are for reporting. It also demonstrates some tips and tricks on using LibPAS.

How to Access and Run Reports in LibPAS

This webinar is an introduction to using the reporting feature in LibPAS. It shows how to access reports, how to run reports, filter information and how to make use of the provided templates.

**Survey Report**

The Alberta Public Library Survey captures current year information.

This information is used in the *Alberta Public Library Directory*, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

**Onoway Library Board, Town of - Onoway 2023**

**Approval**

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
	2024-02-21

**Library Board**

The legal name of the library board.

	Name of library board
	Town of Onoway Library Board

**Name of Library**

Provide the name of the library operated by the library board.

	Name of library
	Onoway Public Library

**Library Phone, Email, Website**

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Library website
	780-967-2445	onowaylibrary@yrl.ab.ca	www.onowaylibrary.ab.ca

**Library Address**

Report the current address of the library.

	Street address	P.O. box	City/town, etc.	Province	Postal code
	4708 Lac Ste. Anne Trail N	Box 484	Onoway	AB	T0E 1V0

60

## Onoway Library Board, Town of - Onoway 2023

---

### Contacts

Library Manager: Provide the name and work email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Kelly Huxley	onowaylibrary@yrl.ab.ca
Respondent (if different than above)		

## Onoway Library Board, Town of - Onoway 2023

### Board Governance - Board Members

Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and must be provided for all board members, including those members who are also councillors. The board term expiry date should not reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board* or *Appointments to the Intermunicipal Library Board* fact sheets (<https://www.alberta.ca/public-library-board-development.aspx>) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or 780-427-4871 for support.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair	Lorne Olsvik	780-967-5242	lolsvik@lsac.ca	2025-11-01	
Board Member 1	Marge Hanssen	587-986-7885	marge.hanssen@svnakamun.com	2025-01-01	
Board Member 2	Shirley Boissonnault	780-967-5856	buzzno1@telus.net	2027-01-01	
Board Member 3	Heather Breitreuz	780-965-2440	heatherlitebreit@gmail.com	2027-01-01	
Board Member 4	Bridgitte Coninx	780-340-3071	bconinx@onoway.ca	2024-11-01	Yes
Board Member 5	Jean Moses	780-967-2433	mosesjr2@outlook.com	2025-01-01	
Board Member 6	Sheila Pockett	780-902-5755	spockett@onoway.ca	2024-11-01	Yes
Board Member 7	George Vaughan	780-967-3469	GVaughan@lsac.ca	2025-01-01	
Board Member 8					
Board Member 9					

**Annual Report**

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

**Board Governance**

Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

	Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
	feb 7, Apr 4, May 5, Sep 19, Nov 21	60

**Library Hours**

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.
2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	1,400

**Personnel**

Paid and unpaid staff that worked in the library during the reporting year.

**Onoway Library Board, Town of - Onoway 2023**

**Staff**

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	0	0.00
Library technician	0	0.00
All other credentials (e.g. high school, Library Operations Certificate, diploma, other university degree)	2	2,202.00
Total	2	2,202.00

**Volunteers**

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	90	260.00

**Collections**

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

**Collection management**

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	604	687
Non-print items	30	6
Total	634	693

**Print and non-print items**

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	11,374	1,767	13,141

**Electronic equipment for loan**

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	3	n.a.	3

**E-content**

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
		n.a.	n.a.	0



**Onoway Library Board, Town of - Onoway 2023**

**Total collections**

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	13,144	0	13,144

**Library board contributions**

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	n.a.

**Circulation**

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

**Circulation**

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	15,137	2,724	127	3,782	665	0	22,435

**Interlibrary loan**

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	4,834	2,496
Outside of Alberta	0	2
Total	4,834	2,498

66

## Onoway Library Board, Town of - Onoway 2023

### In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	18,250

### Library Access

This section will cover the ways that library users access the library and the range of services available to them.

### Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	440

### Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	17,250	2,164

**Onoway Library Board, Town of - Onoway 2023**

**Information Services**

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	742	693

**Examination Services**

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	3

**Meeting space**

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	15

**Onoway Library Board, Town of - Onoway 2023**

**Public Workstations**

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	5	5	10

**Public workstation and wi-fi sessions**

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	523	6,261

**Facility**

Provide Information on the building the library was housed in during the reporting year.

**Facility ownership**

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Society

**Facility size**

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	209.7

**Facility status**

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

## Onoway Library Board, Town of - Onoway 2023

### Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For **hybrid programs** (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

### In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

**Participants should also be counted on a per session basis.** If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	31	662
Young adult	9	138
Adult	9	121
Multigenerational	4	1,693
Total	53	2,614

**Onoway Library Board, Town of - Onoway 2023**

**Digital literacy programs**

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	n.a.	0

**Outreach programs**

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	n.a.	0

**Virtual programs**

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

**Synchronous virtual programs**

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

**Sessions:** Count the total number of synchronous virtual program sessions offered across all platforms.

**Participants:** For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

**Asynchronous virtual programs**

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

**Sessions:** Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

**Participants:** Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	n.a.	0



**Onoway Library Board, Town of - Onoway 2023**

**Take-home programs**

Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

**Take-home program sessions:** count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

**Take-home program participants:** count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	6	360

**Total programs**

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	59	2,974

**Library Trends**

Each year this question will change to capture current trends in Alberta's public libraries.

**Does your library board have a current technology plan?** A technology plan outlines a library board's goals and strategies for utilizing technology to achieve its overall mission, goals, and objectives. It also addresses the current inventory of technology equipment and software utilized in the library, as well as a plan for the future purchase/replacement/maintenance of equipment and software.

Select the answer from the choices below. If you wish to provide additional information please use the notes field.

	Does your library board have a current technology plan?
	No

**Onoway Library Board, Town of - Onoway 2023**

**Accomplishments & Comments**

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	Onoway Public Library celebrated 50 years of service in May 2023. Several former board members, dignitaries and patrons dropped in during the open house to reminisce over the displays. It was amazing to see how far the library has come and showcase the services that are provided today. We also added a Happiness Programme, which is a first of its kind initiative to our collection. Using this interactive projector, light projects onto multiple types of surfaces, and as hands, arms or feet move through the light, the games that projected begin to change and move. This program is suitable for all ages, and we have been using it for Storytime and our out of school programs. We will be expanding, as an outreach program in the new year doing events with the senior centers and other community groups.



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 28, 2024
Presented By:	Jennifer Thompson, CAO
Title:	Northern Alberta Lemonade Day – Saturday, June 15, 2024

### **BACKGROUND / PROPOSAL**

Community Futures Yellowhead East (CFYE) plans to host Lemonade Day on Saturday June 15, 2024 and is requesting Onoway to be a host community partner again.

Lemonade Day is a free, fun and educational experience that teaches youth to start, own and operate their own business. Youth participation has increased each year and the community has come out to support the booths on Lemonade Day.

Onoway has participated since 2019 and has provided Judges as well as the other commitments requested below by CFYE.

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

The commitments for the host community partner are:

- 1) \$500.00 Entrepreneur of the Year sponsorship
- 2) Publicly proclaim Lemonade Day and assist in promoting and marketing (communications material supplied by CFYE)
- 3) Free training space to train the entrepreneurs
- 4) 3 volunteer judges (minimum) to assist on Lemonade Day
- 5) Business licenses to be provided
- 6) Participants be allowed to register for their licensing at the Town office
- 7) A staff member to be the main liaison between CFYE Lemonade Day staff and the Town

### **STRATEGIC ALIGNMENT**

Economic and Business Growth/Service Excellence

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

\$500.00 for sponsoring the Entrepreneur of the Year

## **RECOMMENDED ACTION**

THAT the Town of Onoway agree to the request from CFYE to be a host community partner and provide support as requested:

- 1) \$500.00 Entrepreneur of the Year sponsorship
- 2) Publicly proclaim Lemonade Day and assist with promotion and marketing
- 3) Free training space to train the entrepreneurs
- 4) 3 volunteer judges (minimum) to assist on Lemonade Day
- 5) Business licenses to be provided
- 6) Participants be allowed to register for their licensing at the Town office
- 7) A staff member to be the main liaison between CFYE Lemonade Day staff and the Town

or

Some other direction as given by Council at meeting time.



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 28, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Beautification Committee

### **BACKGROUND / PROPOSAL**

Council requested administration create a terms of reference for a beautification committee as the composition of Council as the Beautification Committee was not feasible. Staff reviewed multiple Beautification Committee terms of reference and have compiled the attached to present to Council.

Council volunteered their time for the Beautification Committee by setting the theme for the year, sourcing and pickup of plants with the assistance of Public Works. Council then made coordinated time to plant and weed (when required).

The Town has implemented landscape fabric and bark mulch to reduce the growth of weeds.

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

The attached Beautification Committee Terms of Reference attempts to encompass Council discussion regarding their vision for the Beautification Committee.

Administration encourages Council to adjust the Terms of Reference to suit the needs of the community with the vision of Council.

Within the MGA Council may, by bylaw create committees.

#### **Bylaws — council and council committees**

**145(1)** A council may, by bylaw, establish the procedures to be followed by the council.

**(2)** A council may, by bylaw, establish council committees and other bodies.

**(3)** Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

RSA 2000 cM-26 s145:2015 c8 s15:2022 c16 s9(36)

#### **Composition of council committees**

**146** A council committee may consist entirely of councillors, entirely of persons who are not councillors or of both councillors and persons who are not councillors.

RSA 2000 cM-26 s146:2022 c16 s9(36)

While legislation states council "may" create committees by bylaw, Municipal Affairs position is that committees need to be created by bylaw. In reviewing best practices of municipalities of similar size, there are a few options that Administration would ask Council's preference.

- 1) Create a Council Committee Bylaw with a short terms of reference for each committee as an attached schedule to the bylaw which includes the mandate of the committee. This allows for the majority of the Committee structure to be placed within a main bylaw. This also consolidates all committees of Council into one bylaw.
- 2) Add committee creation into the Procedure Bylaw. Staff are currently working to complete an updated Procedure Bylaw to present to Council for input. Within the procedure bylaw, it states that Committees of Council are governed under the Procedure Bylaw and created with a Terms of Reference approved by Council.

Council's have the ability to create "ad hoc" committees which are for a specified time and they are not created by bylaw although they are created with a Terms of Reference with a definitive end date.

Administration is presenting a Terms of Reference for Council's review for the Beautification Committee until such time as direction is provided on preference for where Committees are structured depending on Bylaw type.

### **STRATEGIC ALIGNMENT**

Good Governance

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

None.

### **RECOMMENDED ACTION**

- 1) That Council approve the Beautification Committee Terms of Reference as presented.
- 2) That Council request administration provide council committee structure within a \_\_\_\_\_ Bylaw.
- 3) Or other direction of Council

### **ATTACHMENTS**

Terms of Reference – Beautification Committee



**Town of Oneway –Beautification Committee  
Terms of Reference**

**Established by Council:**

**Regular Review Timeframe: Annually - first committee meeting of the year**

**Date Committee Ends: On going**

**REPORTING STRUCTURE**

While it is the legislative mandate of Oneway Town Council to make the final decision on all matters that affect the municipality, the role of the Oneway Beautification Committee is to provide recommendations, advice and information to the Town Administration on those specialized matters which relate to the purpose of the Beautification Committee.

**MANDATE**

The Beautification Committee’s mandate is to:

- ❖ To Foster civic pride, environmental responsibility and beautification through community involvement, with a focus on enhancing green spaces and parks in our community.
- ❖ To provide enhancements or improvements to municipally owned land, buildings or structures in the downtown core; beyond that which is provided at the expense of the municipality;
- ❖ To make recommendations to the Town Administration on various issues related to the Committee’s objectives;
- ❖ To serve as an advisory, resource and information support group to the Town;
- ❖ To support the work of the Municipality to beautify the Downtown Core of Oneway, green spaces ,and parks
- ❖ To enhance the quality of life in the Town

**OBJECTIVES**

The objective of the Beautification Committee is to prioritize issues and actions in cooperation with the Town Council. At the beginning of each year, the Beautification Committee, will present an annual progress report to Council.



The Work Plan will include: (Spring plant planning, budgeting, ordering and pick up of plant material. weeding through the season, present ideas to council for improvements in Town aesthetics.)

The Beautification Committee Work Plan shall be accomplished within its allocated annual budget.

The Beautification Committee Work Plan status will be presented at each regular meeting of council until accomplished.

The Beautification Committee will prepare, by March 1st of each year, a projected budget and work plan for the current year. The projected budget and work plan shall be presented with the Annual Operating Budget for Council's for final approval.

### **TERM OF APPOINTMENT**

The Council member representative, and an Alternate, shall be appointed annually at the Organizational meeting.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee.

Committee members shall be re-appointed by Town Council.

### **COMPOSITION OF COMMITTEE MEMBERS**

The Beautification Committee is composed of four (4) members of the Community, one (1) member of Council, and one (1) Alternate member of Council.

If a Committee member is unable to complete the term as set out above, a new Committee member will be selected by the Committee and approved by Town Council.

Committee members shall serve without remuneration.

### **VOLUNTEERS**

Volunteerism is encouraged and community members do not need to be a member of the committee to participate. However they will not have a vote on the Beautification committee.



## **RECRUTIMENT OF CITIZEN APPOINTMENTS**

Recruitment of citizens to be appointed to the Beautification Committee will be placed in an ad in the Lac Ste Anne Bulletin, on the Town's website, and Facebook page, and through word of mouth in the community.

## **STAFF APPOINTMENT TO THE COMMITTEE**

A member of the Town Administration staff, or designate will serve as the Committee Secretary and will provide support for the activities of the Beautification Committee.

## **QUORUM**

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the time for which the beginning of meeting was scheduled and so noted on the agenda or notice of the meeting.

The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

## **FREQUENCY AND LOCATION OF MEETINGS**

The Beautification Committee will meet approximately five (5) times per year, or as determined by the Committee at the call of the Chair and held in the Council Chambers. Length of meetings shall vary depending on the agenda.

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council shall advertise for the vacant position.

All meetings shall be open to the public, in accordance with the Town of Onoway's Procedural By-Law and the Municipal Government Act.

## **AGENDAS AND MINUTES**

A copy of the Agenda shall be prepared by the Committee Secretary and provided to Committee members, and administration will post the agenda on the Town's website.

Minutes of all meetings of the Committee shall be forwarded to the council for approval. The Beautification Committees' proceeding minutes shall be attached in the Agenda package.

## **SELECTION OF THE CHAIR AND VICE-CHAIR**

The Beautification Committee Chair shall be selected by the Committee at the first meeting. The Chair shall not be the member of Council.

## **ROLE OF THE CHAIR AND VICE-CHAIR**

The role of the Chair is to:

- ❖ Preside at the meetings of the Beautification Committee, and keep discussion on topic;
- ❖ Provide leadership to the Beautification Committee members to encourage the committee to remain focused on its mandate as an advisory committee of Council;
- ❖ Recognize each Member's contribution to the Committee's work;
- ❖ Liaise with the Town's Chief Administrative Officer, the Public Works Manager and the Town Council on a regular basis (if applicable); and

In the absence of the Chair, the committee shall appoint a member to run the meetings and act for the Chair as necessary.

## **ROLE OF COMMITTEE MEMBERS**

The role of Committee members is to:

- ❖ Work collaboratively with each other, and Town staff to develop a beautification plan and prepare annual progress reports.
- ❖ The plan will ensure workload is manageable and appropriately shared between Beautification Committee members and staff;
- ❖ Assist in presenting annual progress reports to Council on behalf of the Beautification Committee and Board;
- ❖ Ensure that the mandate of the Beautification Committee is being fulfilled;
  
- ❖ Provide the Chair with agenda items;
- ❖ Comply with the:
  - Town of Onoway's Code of Conduct;
  - Town of Onoway's Procurement By-Law;
  - Other applicable Town by-laws and policies;
  
- ❖ Notify Town Administration within 24 hours of the Beautification Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member or the Committee as a whole has the authority to make direct representations of the Town.

## **PURCHASING POLICY**

The beautification Committee has no authority to expend funds of the town. Purchases made by the Beautification Committee are in compliance with the Town's Procurement By-Law.

## **INSURANCE**

The Town of Onoway's General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Town of Onoway and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Town of Onoway Administration and Council. Members must adhere to the policies and procedures of the Town of Onoway and Council, including the Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Town of Onoway, including those provided by the Workplace Compensation Board of Alberta and are responsible for their own medical, disability or health insurance coverage.

## **EXPULSION OF A MEMBER**

The Committee may recommend to Council the expulsion of a member, or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Government Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.

## **TERMS OF REFERENCE**

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via administration through a report to Council.

At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 28, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2018-2023 Recreation Tax Analysis Invoice Request

### **BACKGROUND / PROPOSAL**

During the February 22, 2024 Council Meeting, Council made the following motion regarding the 2023 Q3 Financial Variances:

#### **Motion 061/24**

**MOVED** by Councillor Robin Murray that Council accepts the information presented regarding the 2018-2023 Recreation Tax Analysis and that Administration provide additional detail as requested.

**CARRIED**

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

As per the above motion below is the additional detail Council requests.

#### **2018**

##### *Expense*

- GL 2-71-00-764
  - \$5,560 for purchase & installation of 2 new furnaces at the Onoway Community Hall as per Motion #171/18 (Four Y's Plumbing & Sheet Metal).
  - \$2,886 for purchase of Road Crush for the arena, curling rink and museum (Alberta Rock Products Ltd).

#### **2019**

##### *Expense*

- 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 (Assertive Electric Ltd.).
  - \$880 for Onoway Community Hall evacuation plan as per Motion #091/19 (Bolson Engineering).
  - \$744.95 for Onoway Community Hall fire system inspection as per Motion #091/19 (On Site Fire Protection Services Ltd.).
  - \$234 for Onoway Community Hall toilet purchase as per Motion #091/19 (Home Depot).
  - \$499.94 for Onoway Community Hall elevator service (Edmonton Elevator Services Corporation).
  - \$1,135 for Onoway Community Hall on site fire protection services (On Site Fire Protection Services Ltd.-Unable to locate invoice at this time).

## **2021**

### ***Expense***

- GL 2-71-00-766 - \$4,152.57 for Onoway Community Hall repairs and maintenance expenses.
  - \$954.30 for changing locks at Onoway Community Hall (Lock Surgeon Bee Cool Win).
  - \$285.02 for various materials (Onoway Timbrmart).
  - \$1,867.42 for concrete work (Unicon Concrete Specialist).
  - \$600 for dirt fill. (Jim Hay Trucking Ltd.- Unable to locate invoice at this time).
  - \$265 for Community Hall Elevator inspection (AEDARSA).
  - \$115.33 for Permit Device- E997044 (AEDARSA- Unable to locate invoice at this time).
  - \$65.50 for water usage (Town of Onoway- Unable to locate invoice at this time).
  
- 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.
    - 2 x \$482 for waste bin with dispenser + \$108.06 shipping & handling (Practica).
    - \$700 for doggy bags/new waste receptacle (Practica- Unable to locate invoice at this time).
  - \$3,590 for Ruth Cust Dog Park garbage can purchase as per Motion #390/21(Canaan Site Furnishings).
  - \$3,522 for Bretzlaff Park basketball net structure purchase as per Motion #390/21(Tomko Sports Systems).
  - \$3,110.50 for Bretzlaff Park improvements as per Motion #390/21 (Onoway Timbrmart).

### **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**

- 2018-2021 Rec Tax Analysis Invoices.

INVOICE / STATEMENT

2262

**Four Y's**

Plumbing & Sheet Metal

Box 883, Onoway, AB T0E 1V0  
PHONE 780-967-3260

SOLD TO:  
TOWN OF ONOWAY

RECEIVED  
SEP 13 2018

DATE: Sept 13/18 G.S.T. #132531559 TERMS:

QTY.	DESCRIPTION	AMOUNT
	REPLACE FURNACES IN THE COMMUNITY HALL	
	MATERIAL	4060.00
	LABOR	1500.00
	ENTERED <u>Sept 14/18</u>	

RECEIVED BY:  2% PER MONTH ON OUTSTANDING BALANCE.	SUB-TOTAL	5560.00
	G.S.T.	278.00
	TOTAL	\$5838.00

87

Bus: 780-967-5338

Fax: 780-967-3226



Box 540, 4812 - 51 Street, Onoway, AB T0E 1V0

**TOWN OF ONOWAY**

00542

Date May 18 THE ABOVE NUMBER MUST APPEAR ON ALL INVOICES AND PACKAGES

TO Four Y's  
\_\_\_\_\_  
\_\_\_\_\_

INVOICE OUT TO		INVOICE #
GL ACCT #	AMOUNT	

PLEASE SHIP THE FOLLOWING TO \_\_\_\_\_

WHEN SHIP \_\_\_\_\_ SHIP VIA \_\_\_\_\_

QUANTITY ORDERED	QUANTITY SHIPPED	SUPPLIER PART NO	DESCRIPTION	PRICE	GST	TOTAL
			2 Furnaces @ Comm Hall			

*[Handwritten Signature]*  
TOWN OF ONOWAY

SUPPLIER'S COPY - WHITE    ACCOUNTING COPY - YELLOW    BRANCH COPY - PINK    PER \_\_\_\_\_

**Alberta Rock Products Ltd.**

15315 - 123 Ave  
 Edmonton, AB. T5V 1S6  
 Phone 780 - 451 - 2260  
 Fax 780 - 454 - 5468

**Invoice**

Date	Invoice #
5/31/2018	3997

Invoice To

Town of Onoway  
 Box 540  
 Onoway, Alberta  
 T0E 1V0



P.O. No.	Terms
536	Net 30

*Arena, Curling Park, Museum*

Ticket #	Item	Qty	U/M	Rate	Amount
185686	Road Crush - 3/4"	67.6	tonne	26.00	1,757.60
185695	Road Crush - 3/4"	15	tonne	26.00	390.00
185697	Road Crush - 3/4"	28.4	tonne	26.00	738.40

*code to Rec text ?*

**Sales Tax Summary**

GST @ 5.0% 144.30  
 Total Tax 144.30

**Total** \$3,030.30

GST/HST No. 124085846

89



Assertive Electric Ltd.  
 PO Box 1601  
 Onoway AB T0E1V0  
 780-967-3827  
 rick@assertive-electric-ltd.ca  
 www.assertive-electric-ltd.ca  
 GST Registration No.: 840627558RT0001



INVOICE TO  
 Town of Onoway  
 4812 51st  
 Box 540  
 (Jason) 780-868-4467

# C 1055  
 DATE 07/03/2019  
 DUE DATE 06/04/2019  
 TERMS Net 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Sales For work done at Community Hall in Onoway on March 7th, 2019--Labour	2.50	90.00	G	225.00
Sales Material Replacing 5 Exit signs with LED running man signs. Testing and verifying.	1	678.50	G	678.50

SUBTOTAL 903.50  
 GST @ 5% 45.18  
 TOTAL 948.68  
 BALANCE DUE **\$948.68**

ENTERED  
 Mar 11/19

*[Handwritten signature]*

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	45.18	903.50

90

# BOLSON

ENGINEERING  
*AND*  
ENVIRONMENTAL SERVICES

**INVOICE TO:**

Attn: Jason Madge  
Town of Onoway  
[jason@onoway.com](mailto:jason@onoway.com)

**INVOICE #** 110-1912 INV 1

GST # 84354 3554 RT0001

19-Mar-19

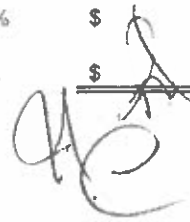
**PROJECT:** Onoway Community Hall Evacuation Plan

1 Fire Escape Plan \$ 880.00

TOTAL PROGRESS TO DATE: \$ 880.00

GST - 5% \$ 44.00

INVOICE TOTAL \$ 924.00



ENTERED  
Mar 19/19

**2% INTEREST PER MONTH ON OVERDUE AMOUNTS**

91

**On Site Fire Protection Services Ltd**

6307 Wagner Road NW

Edmonton AB T6E 4N4

(780)490-5254

ar@onsitefirepro.ca

GST/HST Registration No.: 854091279

# Invoice



**INVOICE TO**  
 Town of Onoway  
 4812 - 51 St  
 Box 540  
 Onoway AB T0E 1V0

**SHIP TO**  
 Onoway Community Centre  
 4812 - 51 St.  
 Onoway, AB

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
12760	19/03/2019	\$782.20	18/04/2019	Net 30	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	QTY	RATE	AMOUNT
<b>Kitchen Fire System Inspection Flat Rate</b> Up to 5 Nozzles, Includes Parts & Labour	1	299.95	299.95
<b>Kitchen Fire System Inspection - Additional 5 Nozzles</b>	1	100.00	100.00
<b>Fire Alarm System Inspection - A/C</b> No Pannel A/C System	1	250.00	250.00
<b>Conventional Pull Station</b>	1	50.00	50.00
<b>Truck Charge</b>	1	45.00	45.00

Terms are Net 30 days unless otherwise noted. Overdue accounts are subject to 10% late payment fee. Credit Card secured accounts where charges are declined, or any account over 90 days are subject to 20% non-payment fee. Deposit of 50% on System installations and modifications, or any work over \$10,000.

<b>SUBTOTAL</b>	744.95
<b>GST @ 5%</b>	37.25
<b>TOTAL</b>	782.20
<b>BALANCE DUE</b>	<b>\$782.20</b>

ENTERED  
11/04/19

92



More saving.  
More doing.™

SPRUCE GROVE AB 960-5600  
STORE MANAGER WINE WHITTAKER  
08/03/19 11:08 A4

00003 24913  
732291701885 Toilet \*A- 199.00  
04905703739 Map Valve \*A- 23.20  
049077103029 Air Filter \*A- 11.80  
SUBTOTAL 234.00  
TAX 11.70  
TOTAL \$245.70

Auth Code 00850070033249 Verified By PIN  
Chip Read  
AID A0000000041010  
TYP 0000000000  
TSI E800  
ARC 00  
P.O.#/JOB NAME: NO



5% GST R135772911  
0% PROVINCIAL TAX  
RETURN POLICY DEFINITIONS  
POLICY ID 90 POLICY EXPIRES ON  
1 THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS.

KEEP YOUR RECEIPT FOR FASTER RETURNS  
SHOP ONLINE AT WWW.HOMEDEPOT.CA  
More saving. More Doing.

ENTER FOR A CHANCE  
TO WIN A \$3,000  
HOME DEPOT GIFT CARD!

Tell us about your store visit!  
Complete our short survey and  
enter for a chance to win at:  
[www.homedepot.com/survey](http://www.homedepot.com/survey)  
on-line.

You will need the following to enter  
on-line:  
User ID:  
H89 57165 50118  
Password:  
19158 50115

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.  
(Le sondage est également offert en  
français sur le Web.)

# Edmonton Elevator Services Corporation.

4351 - 68 Avenue NW - Edmonton, AB T6B 2N2 - Tel: (780) 436-5111 - Fax: (780) 436-5710  
 GST #807224407



## INVOICE

Invoice #
7932

**Bill To:** Onoway Community Hall  
 4920 - 49 Avenue  
 Onoway, AB T0E 1V0

**Address:** 4920 - 49 Avenue  
 Onoway, AB T0E 1V0

**ID:** ONOWAYHALL

**Email:**

Date	Mar 28, 2019	Terms	Net 30 Days	Route	Misc	Job #	473
Invoice #.	7932	PO #		Territory	Sales	Type	Repair

Quantity	Description	Taxable	Price	Amount
1.00	LABOUR - REG	Yes	159.98	159.98
2.00	LABOUR - TRAVEL	Yes	159.98	319.96
1.00	PARTS	Yes	20.00	20.00

SERVICE ELEVATOR - 3/6/2019  
 Complete deficiencies  
 Work performed by Marc

Sub-Total	499.94
GST	25.00
<b>TOTAL</b>	<b>524.94</b>

ENTERED  
 (Cipr 11/19)

*CAH*

94

LOCK SURGEON BEE COOL WIN  
17812 118 AVE NW  
EDMONTON, AB T5S2W3  
(+1) 780-448-9243

Order #: 0000372078  
01/25/2021  
Phil J.

TID: 011  
RRN: 00000001085  
12:03:58

## SALE

44706  
\$954.30 x 1

954.30

Subtotal: 954.30  
Tax: 0.00  

---

Total: \$954.30

Card #: \*\*\*\*\*2272  
Mastercard

Auth #: 025253  
Entry Method: Chip

## APPROVED

### Verified By PIN

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder

GST#: R137506465

Thank you for your business!  
Lock Surgeon | Door Surgeon  
| Bee Cool Glass Coatings  
17812 118 Ave  
Edmonton, AB T5S 2W3  
780-448-9243

AID: A0000000041010  
TVR: 0020008000  
TSI: E800  
AC: 253ABC9D19E4DA28  
ARC: 3030

Payment services provided by:



2-74-00-250

195



ONOWAY TIMBERMART  
 PO BOX 175  
 St. Albert, AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**



**INVOICE**

2107-161799 PAGE 1 OF 1

SOLD TO
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0

JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967-5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	7/15/2021 8:31:27 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR2
CASHIER	KATH
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
2	EA	KAESW	ELBOW SQUARE ALUM WHITE 2 5" X 2 5" KAYCAN		Y	3.5100	EA	7.02
2	EA	7796741	224W HOOD VENT DRYER PLSTC 4" WHITE		Y	9.5545	EA	19.11
16	EA	2863835	24477 SYLVANIA FLUORESCENT LAMP 40W T12 LAMP MEDIUM G13 DAYLIGHT		Y	5.4900	EA	87.84
16	EA	1256528	25037 SYLVANIA HIGH-OUTPUT FLUORESCENT LAMP 95W T12 COOL WHITE		Y	11.5300	EA	184.48

*Handwritten signature and initials*

ENTERED

Payment Method(s) Charge to Acct 313 37 GST/HST #R814563144

SubTotal	298.45
Sales Tax	14.92
GST	14.92
Deposit	
<b>Please Pay This Amount</b>	<b>313.37</b>

GST# 814563144RT0001  
 ALL METAL IS FINAL SALE  
 NON RETURNABLE  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780-967-2274

*Handwritten signature*

Signature

96



ONOWAY TIMBERMART  
 PO BOX 175.  
 St. Albert, AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**



**RETURN**

2108-166604 PAGE 1 OF 1

SOLD TO
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0

JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967-5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	8/17/2021 10:36:34 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR1
CASHIER	HOME
SALESPERSON	
ORDER ENTRY	

Returned items from invoice 2108-166588

Quantity	UM	Item	Description	D	T	Price	Per	Amount
-6	EA	TS2412	2 X 4 12' TREATED SIENNA Return Reason: WRONG-Wrong Product		Y	17.8800	EA	-107.28
6	EA	S2412	2X4-12' #2&BTR PREMIUM SPRUCE		Y	9.2600	EA	55.56

2-71-00-764  
 Jim

Payment Method(s) GST/HST #R814563144  
 Refund to Acct 54 31

SubTotal	-51.72
Sales Tax	-2.59
Deposit	
<b>Refund</b>	<b>-54.31</b>

GST# 814563144RT0001  
 ALL METAL IS FINAL SALE  
 NON RETURNABLE  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780-967-2274

*Handwritten signature*

Signature

97





ONOWAY TIMBERMART  
 PO BOX 175  
 St. Albert, AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**



**INVOICE**

2108-166588 PAGE 1 OF 1

SOLD TO
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0

JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967 5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	8/17/2021 9:25:35 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR2
CASHIER	HOME
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
2	EA	TS4408	4 X 4-8' TREATED SIENNA		Y	18.4300	EA	36.86
6	EA	TS2412	2 X 4-12' TREATED SIENNA		Y	17.8800	EA	107.28
1	EA	2116879	SPIKE GROUND ECOSPIKE 32"		Y	15.1200	EA	15.12

2-71-00-766  
Jm

Payment Method(s) GST/HST #R814563144

Charge to Acct 167.22

- 0.00	SubTotal	159.26
GST 7.96	Sales Tax	7.96
	Deposit	
<b>Please Pay This Amount</b>		<b>167.22</b>

GST# 814563144RT0001  
 ALL METAL IS FINAL SALE  
 NON-RETURNABLE  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780-967-2274

*D on B*

Signature

98



ONOWAY TIMBERMART  
 PO BOX 175  
 St. Albert, AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**



**INVOICE**

2108-166764 PAGE 1 OF 1

SOLD TO
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0

JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967-5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	8/18/2021 10:30:49 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR1
CASHIER	HOME
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	7245XIC01	SUN-PROOF E/F LTX SUPER WHITE		Y	46.7500	EA	46.75
1	EA	EF2	ECOLOGY FEE		Y	1.0000	EA	1.00
1	EA	7084015	RLR RFL 15MM T 240MM L		Y	27.9900	EA	27.99

71-760  
gm

Payment Method(s) GST/HST #R814563144

Charge to Acct 79.53

SubTotal	75.74
Sales Tax	3.79
Deposit	
<b>Please Pay This Amount</b>	<b>79.53</b>

GST# 814563144RT0001  
 ALL METAL IS FINAL SALE  
 NON-RETURNABLE  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780 967-2274

*[Handwritten Signature]*

Signature

99



ONOWAY TIMBERMART  
 PO BOX 175  
 St. Albert, AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**




**INVOICE**

2104-147998 PAGE 1 OF 1

SOLD TO
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0

JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967-5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	4/21/2021 1 39 26 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR1
CASHIER	SADI
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	3597176	PP84RB 3/8" X 3/4" COMP DISHWASHER ELBOW		Y	8 7200	EA	8 72
<p>71-766              May 3/21</p>								

Payment Method(s)	GST/HST #R814563144	SubTotal	8 72
Charge to Accl	9 16	Sales Tax	0 44
		Deposit	
		Please Pay This Amount	9 16

GST# 814563144RT0001  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780-967-2274



Signature

100



ONOWAY TIMBERMART  
 PO BOX 175  
 St. Albert, AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**



**INVOICE**

2103-144490 PAGE 1 OF 1

SOLD TO
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0

JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967-5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	3/26/2021 11:11:38 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR1
CASHIER	SADI
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	2126225	CAULKING GUN 32117-14"ME TAL		Y	18.9100	EA	18.91
2	EA	3352077	GREAT STUFF GAPS & CRACKS FOAM SEALANT 12OZ		Y	9.6900	EA	19.38

74-250  
9m C

April 13/21

<b>Payment Method(s)</b>	GST/HST #R814563144	SubTotal	38.29
Charge to Acct	40.20	- 0.00 Sales Tax	1.91
		GST 1.91	
		Deposit	
		<b>Please Pay This Amount</b>	<b>40.20</b>

GST# 814563144RT0001  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780-967-2274

*[Handwritten Signature]*

Signature

101



ONOWAY TIMBERMART  
 PO BOX 175  
 St. Albert, AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**



**INVOICE**

2103-144534 PAGE 1 OF 1

SOLD TO
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0

JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967-5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	3/26/2021 1:43:20 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR1
CASHIER	SHAR
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	3352077	GREAT STUFF GAPS & CRACKS FOAM SEALANT 12OZ		Y	9.6900	EA	9.69
1	EA	2126225	CAULKING GUN 32117-14"ME TAL		Y	18.9100	EA	18.91
<p>74-2500            gm</p> <p>Circle 13/21</p>								

<b>Payment Method(s)</b>	GST/HST #R814563144	SubTotal	28.60
Charge to Acct	30.03	- 0.00 GST 1.43	Sales Tax 1.43
		Deposit	
		<b>Please Pay This Amount</b>	<b>30.03</b>

GST# 814563144RT0001  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780-967-2274

*[Handwritten Signature]*

Signature

(103)



Unicon Concrete Specialties Ltd.  
 Unicon Edmonton Warehouse  
 11740 156 St NW  
 Edmonton AB T5M 3T5  
 Canada

# Sales Order

#SO001-63494  
 Online Order #

**Bill To:**  
 Town of Onoway - Jason 780-868-4467  
 CASH SALE  
 11740 - 156 Street NW  
 Edmonton AB T5M 3T5  
 Canada

**Ship To**  
 CASH SALE  
 11740 - 156 Street NW  
 Edmonton AB T5M 3T5  
 Canada

3/26/2021

<b>Payment Method</b>	<b>PO #</b>	<b>Written By</b>	<b>Shipping Method</b>	<b>Ship Date</b>
\$1,053.40		Morgan Gerlinsky	(CPU)	3/26/2021

Quantity	Fulfilled	Item	Rate	Amount
24	0	POURTHNSL POURTHANE SL 825ML **DO NOT FREEZE** POURTHANE SL 825ML	\$28.01 ea	\$672.24
100	0	7765504 ETHAFOAM ROD 1 600'/BOX ETHAFOAM ROD 1 600'/BOX	\$0.44 ea	\$44.00
4	0	5012 FOUNDATION COATING #501 (20L PAIL), 6340005 FOUNDATION COATING #501 (20L PAIL)	\$71.75 ea	\$287.00
1		Customer Pick Up (CPU)	\$0.00 ea	\$0.00

**Subtotal** \$1,003.24

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

**Tax (%)** \$50.16  
**GST#: R121951933**  
**PST:** \$0.00

Date: \_\_\_\_\_ Unicon Employee: \_\_\_\_\_

**Total** \$1,053.40

**Terms & Conditions of Sale**

Always communicate with us before returning goods. Returns will only be accepted within 30 days of purchase. Unicon must provide RGA#; special order items are non-returnable. A minimum restocking charge of 15% will apply to all products deemed acceptable for return. All returns will be issued to the original payment method.

**Terms & Conditions of Rental**

- All lost material will be charged to credit card or renter's account with Unicon Concrete Specialties Ltd.
- Bundling of rental items is not included in rental fee and will be charged at \$2.75/bundle.
- All goods remain property of Unicon Concrete Specialties Ltd unless purchased by renter and paid in full.
- All stamps must be returned clean, if they are returned dirty, a cleaning fee of \$25.00 per stamp will be applied.



SO001-63494

74-250 gm

103



Unicon Concrete Specialties Ltd.  
 Unicon Edmonton Warehouse  
 11740 156 St NW  
 Edmonton AB T5M 3T5  
 Canada

# Sales Order

#S0001-63570  
 Online Order #

**Bill To:**  
 JASON 780-868-4467  
 CASH SALE  
 11740 - 156 Street NW  
 Edmonton AB T5M 3T5  
 Canada

**Ship To**  
 CASH SALE  
 11740 - 156 Street NW  
 Edmonton AB T5M 3T5  
 Canada

3/29/2021

<b>Payment Method</b>	<b>PO #</b>	<b>Written By</b>	<b>Shipping Method</b>	<b>Ship Date</b>
\$907.39	TOWN OF ONOWAY	Mickey Lyall	(CPU)	3/29/2021

Quantity	Fulfilled	Item	Rate	Amount
24	0	POURTHNSL POURTHANE SL 825ML **DO NOT FREEZE** POURTHANE SL 825ML	\$24.91 ea	\$597.84
24	0	4726302 SEALANT, POLYURETHANE POURTHANE NON SAG 300ML (24/ctn)(60/ctn skid) **DO NOT FREEZE** SEALANT, POLYURETHANE POURTHANE NON SAG 300ML	\$10.91 ea	\$261.84
50	0	7761504 ETHAFOAM ROD 1/2 2500'/BX ETHAFOAM ROD 1/2 2500'/BX	\$0.09 ea	\$4.50
1		Customer Pick Up (CPU)	\$0.00 ea	\$0.00

**Subtotal** \$864.18

**Tax (%)** \$43.21

**GST#: R121951933**

**PST:** \$0.00

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

Date: \_\_\_\_\_ Unicon Employee: \_\_\_\_\_

**Total** \$907.39

**Terms & Conditions of Sale**

Always communicate with us before returning goods. Returns will only be accepted within 30 days of purchase. Unicon must provide RGA#; special order items are non-returnable. A minimum restocking charge of 15% will apply to all products deemed acceptable for return. All returns will be issued to the original payment method.

**Terms & Conditions of Rental**

- All lost material will be charged to credit card or renter's account with Unicon Concrete Specialties Ltd.
- Bundling of rental items is not included in rental fee and will be charged at \$2.75/bundle.
- All goods remain property of Unicon Concrete Specialties Ltd unless purchased by renter and paid in full.
- All stamps must be returned clean, if they are returned dirty, a cleaning fee of \$25.00 per stamp will be applied.



S0001-63570

74-2509m

1 of 1

104



6-389 Clyde Road  
Cambridge, ON N1R 5S7

Phone # 519-624-9001 / 1-866-819-5559  
Fax # 519-624-0021  
info@practica.ca  
www.practica.ca

**PAID**  
10/12/2021

<b>Invoice To / Facture</b>
Attn: Jason Madge Box 540 4812 - 51 Street Onoway, AB T0E 1V0

<b>Invoice</b>	Date	Invoice #
	10/12/2021	43202

<b>Ship To / Livrer a</b>
Attn: Jason Madge Box 540 4812 - 51 Street Onoway, AB T0E 1V0

P.O No. / No de commande	Terms / Termes	Due Date / Date limite	Rep	Ship Date / D.d L	Ship / Expédie via
	Mastercard	10/12/2021	DT	10/13/2021	UPS
Item / Produit	Description	Qty	Rate / Taux	Amount / Montant	
503-Waste Bin ...	Waste Bin with Dispenser GREEN/ Conteneur a dechets avec distributeur VERT	2	482.00	964.00	
Shipping	port et manutention GST On Sales		108.06 5.00%	108.06 53.60	

2-71-00-767

GST/HST No. 862954468	<b>Subtotal / Montant</b>	<b>CAD 1,072.06</b>
QST No. 1218401186	<b>Sales Tax / Total de la taxe de vente</b>	<b>CAD 53.60</b>
No merchandise returnable without our authorization. A 20% restocking charge will be applied to all items returned for credit.	<b>Total</b>	<b>CAD 1,125.66</b>
	<b>Balance Due/Solde à payer</b>	<b>CAD 0.00</b>
We appreciate your business! Thank you.		

105



# Invoice INV012852

Invoice and shipping address:

Town of Onoway, Jason Madge  
5104 41st  
Onoway AB T0E1V0  
Canada  
7808684467

**Description:** PO 2021Park  
**Invoice Date:** 10/12/2021  
**Source:** SO11500  
**Salesperson:** Rankine

Description	Quantity	Unit Price	Taxes	Amount
[CAY119B] Metal Heavy Duty Trash Can (32 Gal.)	3.0	1020.00	GST for sales - 5%	\$ 3060.00
[SER100] Shipping Service Freight based on regular delivery. Additional charges will be assessed if tailgate, inside delivery or if an appointment is required.	1.0	530.00	GST for sales - 5%	\$ 530.00

<b>Total Without Taxes</b>	\$ 3590.00
<b>Taxes</b>	\$ 179.50
<b>Total (CAD)</b>	\$ 3769.50

Tax	Base	Amount
GST for sales - 5%	\$ 3590.00	\$ 179.50

**Payment Term: Immediate Payment**

**Terms and Condition: Terms and Conditions:**

- All quoted prices are valid for a 30 day period from the date of quotation unless agreed to in writing stating otherwise.
- Canaan reserves the right to correct all typographical or clerical errors which may be present in Seller's prices or specifications. Buyer cannot modify, cancel, or otherwise alter orders without Canaan's written consent.
- While Canaan will use commercially reasonable efforts to deliver Products in accordance with delivery dates quoted or acknowledged by Canaan, all such dates are approximate and are not guaranteed. Canaan shall not be responsible for non-shipment of goods or delays in delivery or performance due to causes beyond its reasonable control. Acceptance of goods upon delivery shall constitute a waiver by Buyer of any claim for damages on account of non-shipment or delays in delivery or performance.
- Merchandise may be returned for refund or exchange if purchaser received damaged, defective, or the wrong item(s). The refund in the full amount of your order will be assessed the industry standard 25% restocking fee, and 10% payment processing fee if applicable. Shipping fees cannot be refunded.
- No claim shall be valid unless notice thereof, in writing, is received by Canaan within three (3) days after purchaser's receipt of merchandise. It is the purchaser's responsibility to inspect shipment at the time of delivery and note any damage on the bill of lading or delivery receipt. Return, refund or exchanges will not be made on custom made, used, modified, final sale or as-is items. Products must be returned in its original condition and packaging.

72-542  
*[Handwritten Signature]*

*(106)*



**Tomko Sports Systems Inc.**  
 185 - 8660 Graybar Road  
 Richmond, B.C. V6W 1H9

**INVOICE**

Invoice No.: 17596  
 Date: 10/25/2021  
 Ship Date:  
 Page: 1  
 Re: Order No. 9267

**Sold to:**  
 Town of Onoway  
 5104 41st St  
 Onoway, AB T0E 1V0

**Ship to:**  
 Town of Onoway  
 5104 41st St  
 Onoway, AB T0E 1V0  
 Attn: Jason Madge  
 PO#Parks2021

Business No.:

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
SB-GNAF5	System	2	Gooseneck Fan System w/ UFM3 Ultimate Double-Rim Goal	G	1,489.50	2,979.00
SB-GNS	Each	2	Gooseneck Pole Ground Sleeve - 4.5"OD x 45" L	G	106.50	213.00
FR-GEN	Each	1	Shipping	G	330.00	330.00
Subtotal:						3,522.00
G - GST @ 5%						
GST						176.10
Tomko Sports Systems Inc. GST #R126065648						
Shipped By: Tracking Number:					Total Amount	3,698.10
Comment: Past due accounts subject to 18% yearly finance charge					Amount Paid	0.00
Sold By:					Amount Owng	3,698.10

107



ONOWAY TIMBERMART  
 PO BOX 175  
 St. Albert AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**



**INVOICE**

2111-178204 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0	TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967-5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	11/9/2021 8:37:44 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR2
CASHIER	SADI
SALESPERSON	
ORDER ENTRY	ANDY

Quantity	UM	Item	Description	D	T	Price	Per	Amount
Order: 2111-C77455								
180	EA	SOC77455-000	7/8 CORRUGATED 24Ga. GALVALUME 10@41" 20@79" 10@17"		Y	6.5000	EA	1,170.00
70	EA	TS2608	2 X 6-8' TREATED SIENNA		Y	14.7900	EA	1,035.30
10	EA	TS4408	4 X 4-8' TREATED SIENNA		Y	16.7100	EA	167.10
320	EA	C5166	CARRIAGE BOLT 5/16X6" JBN Dont have enough in stock need to order more		Y	0.7400	EA	236.80
320	EA	N516	NUTS HEX 5/16" FHNC5Z516VP		Y	0.0900	EA	28.80
320	EA	FW516	WASHERS FLAT 5/16" PWZ516VP		Y	0.0900	EA	28.80

*Butzla-H Park*  
*71-767*  
*J. C.*

<b>Payment Method(s)</b>	GST/HST #R814563144	SubTotal	2,666.80
Charge to Acct	2,800.14	Sales Tax	133.34
		GST	133.34
		Deposit	
<b>Please Pay This Amount</b>		<b>2,800.14</b>	

GST# 814563144RT0001  
 ALL METAL IS FINAL SALE  
 NON-RETURNABLE  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780-967-2274

Signature

108



ONOWAY TIMBERMART  
 PO BOX 175  
 St. Albert AB T8N 1N3  
 780-967-2274  
 Fax: 780-967-3490

**CUSTOMER COPY**



**INVOICE**

2111-178208 PAGE 1 OF 1

SOLD TO
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0

JOB ADDRESS
TOWN OF ONOWAY BOX 540 ONOWAY AB T0E 1V0 967-5338

ACCOUNT	JOB
TOWONO	0
SOLD ON	11/9/2021 8:59:34 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	LBR2
CASHIER	SADI
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
30	EA	TS2608	2 X 6-8' TREATED SIENNA		Y	14 7900	EA	443 70
<i>But before price</i> <i>71-767</i> <i>Jan @</i>								

Payment Method(s) GST/HST #R814563144

Charge to Acct 465.89

SubTotal	443 70
Sales Tax	22 19
GST 22.19	
Deposit	
<b>Please Pay This Amount</b>	<b>465 89</b>

GST# 814563144RT0001  
 ALL METAL IS FINAL SALE  
 NON-RETURNABLE  
 THANK YOU FOR SHOPPING AT  
 ONOWAY TIMBERMART  
 780-967-2274

Signature

109



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 28, 2024
Presented By:	Gary Mickalyk, Public Works Manager
Title:	Guard Rail Replacement

### **BACKGROUND / PROPOSAL**

At the time of this report, sections of a guardrail for traffic safety on a section of road from Range Road 21 to Lac Ste Anne Trail North and Lac Ste Anne Trail South from HWY 37 are either missing or damaged.

The cause of the missing or damaged sections are unknown.

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

To remediate the guardrail, Public Works proposes the following options:

#### **Option 1 - Steel Post Material**

We replace the missing section of the guardrail with a steel post material and W-beam with a flare on one end and reconnect this new section to the existing guardrail on Range Road 21.

#### **Option 2 - Wood Post Material**

We replace the missing section of the guardrail with a wood post material and W-beam with a flare on one end and reconnect this new section to the existing guardrail on Range Road 21.

Public works recommends option 1 because installation times for steel posts are less and a much stronger system than wood posts. Also, steel posts are easier to replace and maintain when struck.

If Council chooses to replace the guardrail, an existing 2024 capital project may need to be postponed to 2025 in order to be within budget.

### **STRATEGIC ALIGNMENT**

Sustainable Infrastructure

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

The proposed cost of installation and materials total \$19,846.17 and is currently unbudgeted within the 2024 operating or capital budget.

110

## RECOMMENDED ACTION

- That Council approve Option 1 for guardrail installation along Lac Ste Anne Trail North and South.
- (Or some other direction as given by Council at meeting time).

## ATTACHMENTS

- Overhead map location of guardrail replacement.



112



# ADMINISTRATION MONTHLY REPORT-

## February/March 2024

---

COMPLETED BY: Jennifer Thompson, CAO

---

### TASKS

- Audit

Audit was completed March 8, 2024 with Metrix. We have an expectation that the financial statement will be back before the end of April 2024.

- Municipal Accountability Review – Phase 2

Administration was contacted by Municipal Affairs regarding the Municipal Accountability Review – Phase 2. This was completed March 11, 2024 via electronic meeting after all requested documentation was provided electronically. The final report from Municipal Affairs is expected in the next few months. The report is intended to assist municipalities in compliance of the Municipal Government Act including a review of current bylaws, minutes and legislative requirements.

- East End Bus

Completed yearend and review for East End Bus with Coyle & Co. The Annual General Meeting is scheduled for March 26<sup>th</sup>, 2024.

- Administrative Updates

- Transition to new Information Technology company occurred on March 11, 2024.
- Training with eScribe, which allows for electronic meeting management has been completed. Council can expect the new process for the second meeting in May.
- Transition of fire services contract which provided all member municipalities as well as the current fire services provider with one years notice.
- Attended ABMunis Spring Leaders Caucus

- Economic Development

- Administration is working on the Town of Onoway Brand Update to be presented to Council over the next couple weeks. Staff recommend holding two open houses where residents may attend to discuss the new branding options for the Town of Onoway and provide feedback.



- Administration completed a Store Front Refresh guide and application to present to Council as requested by the Economic Development & Tourism Committee.
- Update of the Economic Development Bylaw for Council review, propose new Committee Bylaw which includes Terms of Reference for all committees.
- Added municipal information into the Alberta Regional Dashboard in the Alberta Site Selector Tool. This will list the municipality so that investors have that information directly and may communicate easily with the municipality regarding services, infrastructure, permits and bylaw compliance.

---

## UPCOMING

- Council Code of Conduct Bylaw update
- Joint Use Planning Agreement with Northern Gateway School Division



# DIRECTOR OF CORPORATE AND COMMUNITY SERVICES

## MONTHLY REPORT- February 2024

---

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

---

### TASKS

- Presented Student Bursary Policy at February 8 Council meeting.
  - Drafted and presented LSAC FCSS Process during February 8 Council meeting.
  - Drafted and presented Onoway Ball Diamonds Funding Update during February 22 Council meeting.
  - Drafted and presented Recreation Tax Analysis during February 22 Council meeting.
  - Amended and presented Reimbursement and Expense Claims Policy during February 22 Council meeting.
  - eScribe pretraining February 5.
  - LGFF Webinar February 9.
  - eScribe training throughout February.
  - Citizen Engagement Survey kickoff meeting February 20.
  - Silversmith GIS meeting February 21.
  - FCSS Tri-Village Round 1 preparation.
- 

### CONTINUING TASKS

- FCSS Tri-Village Round 1 Meeting March 5.
- Onoway Library Board Meeting March 5.
- Revising Vacation Day Policy to present at a future Council meeting.
- Drafting Procurement Policy to present at a future Council meeting.
- Completing Financial Year-End tasks.
- eScribe training and implementation.
- Citizen Engagement Survey implementation.



## PUBLIC WORKS MONTHLY REPORT- MARCH

---

COMPLETED BY: Gary Mickalyk

---

### UPDATE

- Normal operation for the PW department. Work orders received from rate payers were completed in a timely manner. We continue to address the issues as they come up.
- Snow clearing awareness was sent out in Feb. that was created by administration to help educate the public on snow removal process just in time to see that large snowfall in February.
- Water Treatment Plant (WTP) Heater on east wall completely failed. Unit was a smaller garage type heater only making 35,000 Btu's is being replaced with larger heater with 65,000 Btu's this should help with heating in the WTP.
- Tube heater in PW shop failed and was replaced with equivalent or better
- Summer student ad was released on Facebook, town webpage, and copies hung on bulletin boards around town. The cut-off for applications is April/12/2024
- Sewer camera provided by Camtrac was completed Mar/19/2024 there were 2 locations in town that needed to be inspected for upcoming projects
- Open culverts by steaming to help direct water through spring thaw

### ONGOING PROJECTS

- Hanging flower baskets - Bison and Grow greenhouses will hold cost from last year for pots @ 52.00/basket. Requesting Council to provide colour choices as soon as possible

116

- Tandem dump truck - need work on dump box- pricing for sandblasting, relining, and paint to be coming in next month
- Sidewalks Canada to come and do assessment of sidewalks in spring of 2024
- Section of apron at fire hall to be replaced this coming summer. Quote's are in and being reviewed.

#### ITEMS COMING UP IN APRIL

- Priorities to be determined



# STUDENT BURSARY 2024

ONOWAY COUNCIL IS PROUD TO ADMINISTER BURSARY OPPORTUNITIES TO ONOWAY HIGH SCHOOL STUDENTS.

THE BURSARY AMOUNT IS \$500.00 AND WILL BE AWARDED TO UP TO THREE STUDENTS ANNUALLY, TOWN COUNCIL WILL APPROVE THE SELECTION OF RECIPIENTS.



## How do I qualify?

- Student must reside in Onoway, and provide proof of such.
- Must be currently attending Onoway Jr.Sr. High School.
- Must provide proof of registration & acceptance to a qualified Post Secondary in a Full or Partime program. (if awarded)
- Must be attending First Year of Studies.
- Secondary Considerations, must demonstrate good citizenship within the community, social participation, volunteer work, etc..



## How do I apply?

For full details and Application. got to [www.onoway.ca](http://www.onoway.ca)  
Click on Residents and Education and you will find the Bursary information and application.

## Bursary



### Purpose

To provide Financial assistance to Onoway High School students who are entering or enrolled in a qualified post-secondary institution.



### Timing

- Application deadline is June 1@ 11:59 PM of the current year without exception.
- Awards will be dispersed by August 31 annually.



### How is the Bursary awarded?

The Bursaries will be awarded by Council resolution. The Identity of the applicants will be concealed to support a fair and accountable process.

## GET IN TOUCH

780-967-5338

[info@onoway.ca](mailto:info@onoway.ca)  
[www.onoway.ca](http://www.onoway.ca)

Mailing Address:  
Box 540 Onoway, AB  
T0E-1V0

Town Office:  
4812-51 Street  
Onoway, AB



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113898

To All Chief Elected Officials:

I am inviting your municipality to participate in the review of the *Municipal Government Act* requirements related to Intermunicipal Collaboration Frameworks (ICFs). ICFs encourage integrated and strategic planning, delivery, and funding of inter-municipal services.

Municipal Affairs welcomes your insight and feedback to ensure any future legislative changes consider the needs of municipalities. The scope of this engagement covers the following topics:

- required content of ICFs;
- ICF agreement duration;
- cost calculations;
- mediation and arbitration; and
- enforcement.

I encourage you to complete the survey and share your perspectives on these important matters. The survey is available at [extranet.gov.ab.ca/opinio6//s?s=ICFReview](https://extranet.gov.ab.ca/opinio6//s?s=ICFReview) and should take 15 to 20 minutes to complete. The survey is available until **April 12, 2024**.

Ministry staff will also be seeking input from chief administrative officers through discussion sessions to supplement the survey and focus on practical implementation considerations. The collective outcomes of the engagement will inform future legislative changes targeted for 2025.

If you have any questions about this review or the collection and use of this information, please email [ma\\_engagement@gov.ab.ca](mailto:ma_engagement@gov.ab.ca).

Thank you for your participation.

Sincerely,

Ric McIver  
Minister

cc: All Chief Administrative Officers

119



Development Services  
for  
**Town of Onoway**

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

February 15, 2024

File: 24DP02-24

Re: **Development Permit Application No. 24DP02-24**  
**Plan 783 NW; Block A : 5502 Lac Ste. Anne Trail N. (the "Lands")**  
**M – Industrial District : Town of Onoway**

**Preamble:** The development encompasses the renovation of an existing Industrial Building, c/w construction of an addition, installation of a septic system (holding tank), and operation of a Veterinary Clinic.

APPROVAL OF DEVELOPMENT PERMIT

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

**RENOVATION OF AN EXISTING INDUSTRIAL BUILDING, CONSTRUCTION OF AN ADDITION, INSTALLATION OF A SEPTIC SYSTEM (HOLDING TANK), AND OPERATION OF A VETERINARY CLINIC.**

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

- 1- All municipal taxes must be paid.
- 2- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to HEALTH, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 4- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 5- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 6- That all improvements shall be completed within twelve (12) months of the effective date of the permit.




Development Services  
for  
**Town of Onoway**

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

- 7- Access to the parcel shall be to the satisfaction of the Public Works Manager (or his designate) for the Town of Onoway. Contact Gary Mickalyk, Public Works Manager at (780) 967-2309.
- 8- Twenty-four (24) parking spaces shall be provided, conforming to the requirements of Section 259 Off-Street Parking of the Town of Onoway Land Use Bylaw 712-13, to the satisfaction of the Development Authority.
- 9- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 10- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

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

Date Application Deemed Complete	<b>February 15, 2024</b>
Date of Decision	<b>February 15, 2024</b>
Effective Date of Permit	<b>March 15, 2024</b>
Signature of Development Officer	

Tony Sonnleitner, Development Officer for the Town of Onoway

- cc Jennifer Thompson, CAO, Town of Onoway
- cc Inspections Group Inc.

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

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0

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

121





Development Services  
for  
**Town of Onoway**

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

February 15, 2024

File: 24DP01-24

Re: **Development Permit Application No. 24DP01-24**  
**Plan 6288 BZ, Block 2, Lot 16 : 4904 – 49<sup>th</sup> Street (the "Lands")**  
**C1 – Commercial – Office, Retail and Service District : Town of Onoway**

**Preamble:** The development encompasses the removal of the existing patio area and 8' X 19' addition, construction of an addition (18' X 45') to the existing commercial building, and extension of the use of an indoor eating establishment into that addition.

APPROVAL OF DEVELOPMENT PERMIT

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

**CONSTRUCTION OF AN ADDITION (75.3 SQ. M.) TO AN EXISTING  
COMMERCIAL BUILDING AND USE OF AN INDOOR EATING  
ESTABLISHMENT**

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

- 1- All municipal taxes must be paid.
- 2- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- The applicant shall provide to Inspections Group Inc., construction plans for the proposed structure satisfactory to that organization in order facilitate compliance monitoring. Contact Inspections Group Inc. at (780) 454-5048.
- 4- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to HEALTH, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 5- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 6- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.

(122)



Development Services  
for  
**Town of Onoway**

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

- 7- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 8- Access to the parcel shall be to the satisfaction of the Public Works Manager (or his designate) for the Town of Onoway. Contact Gary Mickalyk, Public Works Manager at (780) 967-2309.
- 9- Two (2) parking spaces shall be provided, conforming to the requirements of Section 259 Off-Street Parking of the Town of Onoway Land Use Bylaw 712-13, to the satisfaction of the Development Authority.
- 10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.



Development Services  
for  
**Town of Onoway**


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

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

Date Application Deemed Complete **February 15, 2024**

Date of Decision **February 15, 2024**

Effective Date of Permit **March 15, 2024**

Signature of Development Officer 

Tony Sonnleitner, Development Officer for the Town of Onoway

cc Jennifer Thompson, CAO, Town of Onoway

cc Inspections Group Inc.

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

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0

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

(124)



February 29, 2024

Sent via email

Attention: Town of Onoway Council and Administration

Re: Onoway Regional Fire Services Decision-Making and Communication Process

The Councils of the undersigned member municipalities would like to make the Town of Onoway aware of concerns that have developed regarding decisions that are being made and communications that are being sent out on behalf of Onoway Regional Fire Services and its member municipalities.

As you are aware, the Town holds the Fire Services Agreement with our contracted service provider and the member municipalities have agreements with the Town for the provision of fire services. Recently, the town has been negligent in its duties, as they pertain to its various contracts. Most notably, the Town has been making decisions and issuing communications without prior discussion, direction, or approval from the Fire Services Committee. While this has been an ongoing issue for some time, there are two recent examples of this occurring that we would like to highlight, in order to demonstrate the issue: the December 21, 2023 letter from the Town and Lac Ste Anne County regarding changes to dispatch procedures, and the January 16, 2024 letter from Onoway to Chief Ives regarding medical consumables.

The December 21, 2023 letter outlines changes to dispatch protocols. It is our understanding that these changes occurred in October and were at the direction of Lac Ste Anne County. This letter, signed by the CAO of Onoway, implies that the Town was both a party to, and in favour of, this decision. These changes should not have been agreed to by the Town and a letter sent from the Town without first discussing the situation and the appropriate response with the Fire Services Committee. While these changes may appear inconsequential, and in fact they may be, it was not for the Town to decide. Further, it is prudent to remind the Town that the dual dispatch system originated after significant effort by the Town and its partner municipalities, on behalf of Onoway Regional Fire Services, following the deaths of four (4) people on Highway 633 in two separate incidents. We would like to know more about how the decision was made, Onoway's role in it, and how these changes are being implemented through the dispatch center. We would also appreciate written confirmation from the Town of Onoway that you have confirmed that Onoway Regional Fire Services is being called out to all calls where there is a life-safety risk. Public safety must be our number one priority, and this decision may very well put the safety of our residents in question.

The January 16, 2024 letter to Chief Ives also shows an example of decisions being made without due process. Neither the Fire Services Committee nor the membership has passed a Fire Administration budget for the 2024 year. Without this budget being passed, we do not yet know what the committee or membership will approve regarding consumables in 2024. We ask that you do not make commitments on our behalf without due process. Further, the 2024 fire administration budget should have been passed in 2023 or early in 2024, yet no meeting has been scheduled for the purposes of passing the budget. We

1125

require that a meeting be scheduled with the Fire Services membership for the purpose of passing the 2024 budget.

The Town is also likely aware of a letter that was sent on January 10, 2024 from Lac Ste Anne County Reeve Blakeman regarding mutual aid and dual dispatch. In this letter, Reeve Blakeman states his belief that the Town of Onoway can independently make decisions, including changing service providers for Onoway Regional Fire Service, without the consent of the member municipalities. We are not sure why he believes this, but would like to ensure that the Town does not share in this sentiment. Both the Contract between the Town and Fire Rescue International (previously Northwest Fire and Rescue) and the Contracts between the Town and the member municipalities have a section regarding the Fire Services Committee. For ease of reference this section reads:

*The Town will facilitate the creation of a Fire Services Committee comprised of such representatives of the Town and other municipalities with whom the Town has contracted respecting Fire Services as deemed appropriate. The Fire Service Committee shall have such duties as the Town, the other municipalities, and the committee deem appropriate. It is expected that these duties will include making recommendations to the Town respecting the use of any reserve fund created in respect of Fire Services. (The Fire Services Committee will initially consist of 3 elected representatives: one from Onoway, one from Alberta Beach, and one from the Summer Villages group.)*

This verbiage is the same in all agreements, with the exception of the part in brackets which is only included in the agreements between the Town and the member municipalities. Additionally, to refresh your memory, recently, our fire service provider changed its name and status to the non-profit, Fire Rescue International. This was an exercise in frustration as this simple change required the consent of all of Onoway Regional Fire Services member municipalities. We can only imagine the challenge the Town would have changing our fire service provider, even with the consent of the membership. We expect that, in the future, all decision and direction regarding Onoway Regional Fire Services be discussed and decided at the committee level. These are NOT decisions for Onoway Council or Administration to make.

Reeve Blakeman's letter also highlights disappointment with the tone and nature of recent public communications. We agree there are recent communications, initiated by Fire Chief Ives, which have been unnecessary and/or inappropriate. It is important to note that the Town is not faultless here. The comments made by Fire Chief Ives were an understandable and relatable reaction to being left in the dark on the nature and implementation of critical changes that have the potential to significantly impact public safety. Fire Chief Ives attempted to address these concerns with the Town, who should be its administrative advocate, not its gatekeeper, with limited success. The frustrations and communications from Fire Chief Ives were, in part, the result of your administrative failure, and now we are all apologizing for this oversight – you should consider doing the same.

Further to this, we understand that, at your February 22, 2024 Regular Council meeting, a motion was passed to give one years notice to terminate the Fire Contract. We acknowledge that both the agreement between the Town and Fire Rescue International (Northwest Fire and Rescue) and the Town and the member municipalities have a termination clause, and the Town may terminate these agreements. However, our agreements with the Town specifically refer to the service provider being Northwest Fire and Rescue (or Fire Rescue International); any change to service provider for Onoway Regional Fire Service, without the consent of the group, is not contemplated in the agreement. Recall, again, the struggle we

have had simply changing the name of our current service provider. We request the exact wording of the motion from the February 22, 2024 Regular Council Meeting, so that we may plan accordingly.

Although we are not surprised by the actions of Onoway Council and Administration, we are disappointed that significant decisions are being made, that impact the entire region without input or discussion from the Town's partners. We hoped that you would have the courage and resolution to at least hold a meeting and inform us of your intentions to withdraw from our agreements, instead of hastily passing an impactful motion that will put the health and safety of all of our residents in jeopardy.

Finally, we would like to reiterate that Administration for the Town of Onoway should be managed separately from the Administration of Onoway Regional Fire Services and the Fire Service Contracts. What is in the best interest of the Town may not be in the best interest of Onoway Regional Fire Services, or vice versa. When acting in the capacity of administration for Fire Services it is your responsibility and obligation to work in the best interest of the fire service, as a whole, not the best interests of Onoway.

Sincerely,



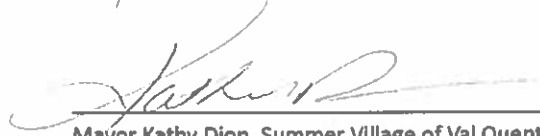
\_\_\_\_\_  
Mayor Kelly Muir, Alberta Beach



\_\_\_\_\_  
Mayor Bernie Poulin, Summer Village of Silver Sands



\_\_\_\_\_  
Mayor Gwen Jones, Summer Village of Sunset Point



\_\_\_\_\_  
Mayor Kathy Dion, Summer Village of Val Quentin



\_\_\_\_\_  
Mayor Sandi Benford, Summer Village of South View



\_\_\_\_\_  
Mayor Marge Hanssen, Summer Village of Nakamun Park

Cc: Onoway Regional Fire Services Member Municipalities  
Lac Ste Anne County Council and Administration



February 29, 2024

Sent via Email

Attention: Lac Ste Anne County Reeve and Council

Re: January 10, 2024 Letter from Reeve Blakeman regarding Onoway Regional Fire Services Mutual Aid / Dual Dispatch

The Councils of the undersigned municipalities acknowledge receipt of the above noted correspondence from Reeve Blakeman and have had an opportunity to discuss this correspondence, individually and collectively. In his letter, Reeve Blakeman covers a variety of points which we feel are necessary for us to respond to.

First and foremost, we echo your frustration with the public discourse and communications that have happened, as of late, particularly regarding fire. It is disconcerting to see the relationships that we have worked so hard to build and maintain start to crumble over the past several months. Open, honest, and upfront communication have been key to relationship building in the region and it appears that the current lack of open, honest and upfront communication is playing a role in our current conundrum.

Thank you for your interpretation of the various contracts and agreements between the Town of Onoway, our fire service provider, the various municipalities served through Onoway Regional Fire Service, and Lac Ste Anne County. For the record, we disagree with much of your interpretation and would like to offer clarification, from our perspective.

**Mutual aid agreements, automatic aid, and dual dispatch:**

As you point out, Lac Ste. Anne County has a mutual aid agreement with the Town of Onoway and it is agreed that this Agreement does not cover automatic aid or dual dispatch. We would like to point out that each municipality who contracts with Onoway Regional Fire Services has signed an addendum, as per section 28 of the Mutual Aid Agreement, essentially making this an Agreement amongst Onoway, Lac Ste. Anne County, and the members of Onoway Regional Fire Service. We would also like to draw to your attention section 7 of the Agreement, which states:

*The parties covenant and agree they will actively consider, in good faith, whether they can respond in a timely fashion to calls received from the Dispatch Centre, in light of, among other things, their current manning, the location of the incident in question, and the seriousness of the incident.*

We also agree that, without a written agreement otherwise, LSAC may alter the terms of our dual dispatch protocols. However, we did have various verbal agreements regarding these protocols. Changing these protocols without first discussing them with us and then waiting months to inform us, when there were

verbal agreements in place, caught us off-guard as we were operating under the assumption that you and the County could be taken at your word.

Once again, Lac Ste. Anne County has withdrawn or changed the nature of how we work together with zero communication or consultation with its regional partners. The changes to dispatch protocols occurred in October, and we were not notified until December, after we had discovered the change through other means. Which leads us to two important questions. Would we have been informed, had we not found out otherwise? And, what prompted these changes?

While on the topic, we have been informed that section 16 of the Mutual Aid Agreement between the Town and LSAC is not being followed. "Both Parties agree to participate in semi-annual meetings of their respective Fire Chiefs and appropriate staff as deemed necessary". Despite repeated attempts by our Fire Chief to schedule meetings, they have not been occurring.

**Agreements between Onoway, Fire Rescue International, and member municipalities:**

Your interpretation of how the various agreements work and interact with each other was curious but we disagree. Our interpretation of the agreements is that the Town cannot commit the members of Onoway Regional Fire Service to a new service provider without the consent of the member municipalities. There is an obligation for the Town to maintain our current service provider, or withdraw from the agreements with the members of Onoway Regional Fire Service, entirely, should they wish to change providers without the consent of the group.

**Discourse and Communication:**

We understand and agree that there have been heated public communications, of late, from our fire service provider. Some of these communications were unnecessary and we are dealing with the matter internally. However, we ask that you consider the reasons for the reaction.

We do not know why the County has made changes to the protocols; we do not know why the County chose to communicate these changes months after the fact, or if LSAC did communicate these changes and the communications didn't make it to us. We are concerned about the safety of our residents, and county residents as well, on our highways. Let us not forget that there were four (4) deaths in two separate incidents on Highway 633 in the lead up to our dual dispatch protocols. These protocols were implemented to ensure that all of our residents and visitors could count on a high quality of emergency response when travelling through our region. If the standard of service is changing, we ought to be engaged in the decision-making process.

Onoway Regional Fire Services is highly trained in medical response and offers a high level of service, in addition to chute times that are comparable to paid city fire departments. We know that an ambulance from AHS is often 20-30 minutes away. That is an awfully long time to wait, injured and distressed, on the side of the highway, even if you are not at risk of dying. We ask that you truly consider if your training, response levels, and times are equal to or better than ours. If they are not, it would be prudent to reconsider this change to dispatch protocols, in the name of public safety.

This is not to call into question the capabilities of the County Fire Service. We appreciate their work, and commitment to public safety. However, the County has informed us, on many occasions, that the paid-on-call nature of your fire service means that there may not be someone there to answer the call. When



seconds matter, this dual dispatch system has saved lives. Our Fire Chief has asked Onoway, Lac Ste. Anne County and Parkland Dispatch to comment on the changes: why they were made, how they are being rolled out, and when they will be dually dispatched. The response has been underwhelming. We are trying to understand the change and ensure that all our residents are taken care of to the highest possible standard.

We value our partnership with Lac Ste Anne County and look forward to continuing to work together in the future. In addition to considering if this change is truly in the public interest, we ask that Lac Ste Anne County considers their role in this communication conundrum, while we deal with our part. Moving forward, we trust that LSAC will engage with us regarding changes that will impact our operations or our residents. Further, we encourage collaboration and communication **before** changes are made that will impact us, so that we may work together to ensure public safety and to avoid unpleasantness, conflict, and unanticipated consequences. Public Safety must be the number one priority. It is time to get back to working together towards ensuring this is the case.

Sincerely,




Mayor Kelly Muir, Alberta Beach



Mayor Bernie Poulin, Summer Village of Silver Sands



Mayor Marge Hanssen, Summer Village of Nakamun Park



Mayor Kathy Dion, Summer Village of Val Quentin



Mayor Sandi Benford, Summer Village of South View

Cc: Onoway Regional Fire Services Member Municipalities  
Town of Onoway Administration  
Town of Onoway Council

(130)



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113944

February 29, 2024

Dear Public Library Boards:

I am pleased to share that *Budget 2024* includes stable funding for public library boards and public library network supports. Your board will be eligible for the same provincial operating grant in 2024/2025 as you received in 2023/2024.

We are maintaining the 10 per cent increase to library operating grants that was part of *Budget 2023*. Many of you have written to me or told me that you appreciate the per capita rate increase and the addition of the \$9,000 base grant for local library boards.

I am proud that Municipal Affairs supports a robust public library network in Alberta. Not only does provincial funding help local boards provide services for your communities, but our funding of SuperNet connectivity, interlibrary loan delivery, services for print-disabled readers, and e-content for all Alberta library patrons also ensures everyone has access to library service.

I am also proud of the work public libraries do to enrich the lives of Albertans every day in this province. We all know public libraries play a key role in keeping people connected. I know from your communications with me that the services provided by library boards and staff make a real difference to children learning to read, adults improving literacy skills, seniors learning digital literacy, job seekers positioning themselves for the workforce, newcomers learning about Alberta and Canada, and anyone looking for a safe and welcoming public space.

Our detailed grant information, including grant charts and grant application forms, will be available on our ministry website in early April. Until then, if you have questions about your 2024/2025 grant, please contact Public Library Services Branch staff at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

Thank you for everything that public libraries do to create vibrant and supportive communities.

Sincerely,

Ric McIver  
Minister

**Community FUTURES YELLOWHEAD EAST**  
**CFYE Regular Board Meeting Minutes**  
**Location: Community Futures Yellowhead East Office**  
**Thursday January 18, 2024**

**In Attendance** Anna Greenwood, Ty Assaf, Jim Hailes, Liz Krawiec, Michelle Jones, Serena Lapointe, Matthew Hartney, Daryl Weber, Nick Gelych

**REGRETS:** MARVIN SCHATZ, DAVE KUSCH, ROBIN MURRAY

- |  |  |                |
|--|--|----------------|
| <b>1) CALL TO ORDER:</b>               | Meeting Called to Order at 1:04  |                |
| <b>2) ADOPTION OF AGENDA:</b>          | <u>Motion# 44 Moved by Daryl Weber</u><br>That the Agenda be accepted as presented   | <b>CARRIED</b> |
| <b>3) MINUTES OF PREVIOUS MEETING:</b> | <u>Motion # 45 Moved by Serena Lapointe</u><br>That the minutes of the December 21, 2023, regular board meeting be accepted as presented.  | <b>CARRIED</b> |
| <b>4) TREASURERS REPORT:</b>           | <p><b>4.1 Budget Variance Report – As Attached</b></p> <p><b>4.2 Monthly Payables Report – As Attached – Approval Signature Required.</b></p> <p><u>Motion# 46 Moved by: Liz Krawiec</u><br/>Treasurer: Liz Krawiec made the motion to adopt the treasurers report as presented.</p>   | <b>CARRIED</b> |
| <b>5) CHAIR REPORT</b>                 | <p><u>5.1 Board Chair Update</u></p> <ul style="list-style-type: none"> <li>• Board chair provided update overview of CFNA Board efforts.</li> <li>• Provided an understanding of the NDA agreement requirements.</li> <li>• Discussion ensued around CFYE ROI</li> </ul>  |                |
| <b>6) IRC REPORT</b>                   | <p><u>6.1 Business Analyst Update – As attached,</u></p> <p><u>6.2 Follow Up from previous meeting:</u><br/>Board advised clients had been informed of boards decision to request received.</p> <p><u>6.3 RRRF Repayment Report – As Attached</u><br/>Board requested ongoing follow up report after deadline, confirming final repayment results.</p> <p><b>6.3 Regular Monthly Loan Client Report – As attached.</b></p> <p><u>Motion # 47 Moved by Daryl Weber</u><br/>To approve IRC Report as Information</p> | <b>CARRIED</b> |

**6.3: RFD – RRRF Clients Interest Only Payments**

**Motion # 48 Moved by Jim Hailes**

*Board made the motion to allow CFYE business analyst with the discretionary ability to, offer RRRF loan clients, as deemed necessary, with an option of making monthly RRRF loan re-payments, equal to a minimum of interest only + 10% of their outstanding principal balance, until November 31, 2026, understanding that the remaining principle balance will remain due as one final balloon payment on or before December 31, 2026. This provision will be provided under extreme circumstances only.*

**CARRIED**

**6.4 – Prairies Can – Messaging RRRF Loan Collections.**

- Board was provided a copy of the messaging reminder coming from Prairies Can regarding the collections of RRRF loan repayments.

**7) OLD BUSINESS**

**7.1 2024 – 2025 Operations Plan Due – January 31, 2024**

Review and provide approval to the 2024-2025 Operations Plan as attached.

**Motion # 49 Moved by: Daryl Weber**

*Board made the motion to accept the 2024-2025 Operations Plan, as amended, allowing for the final spelling and grammatical edits to be made as necessary, including the last paragraph under Section 3.0 Planning, 3.1 External and Internal Environment.*

**CARRIED**

**7.2 External Funds Investment Committee (Daryl, Serena, Ty, Nick )**

Re-Discuss – Intent to consider including the proposals to be discussed in the Budget due for April 1, 2024 and the upcoming annual council presentations? Date Early or Late March. Proposals could be submitted to committee via email for review if necessary.

**7.3 Lemonade Day – Confirmation on Number of Communities**

**7.4 CFLIP Investment Pool – Discussion**

**8) NEW BUSINESS**

**8.1 Vision 2024-2025**

**CFYE Strategic Planning Review Date:**

April 18<sup>th</sup> possible date for the Strategic Planning Session, dependent on facilitator ability. Executive Director to look into possible facilitators and get back to board.

**8.2 – Board Training – CF BC is hosting virtual Board Training again in Feb. – Information provided at meeting**

Board requested information on which courses have been completed to date. Information will be shared with new Woodlands County Board Member if he wants to register.

**9) EXECUTIVE DIRECTOR**

**9.1 Executive Director –**

BSN, Lunch n Learns- Google my business , DSS, EDA training courses.

133

**UPDATE  
STAFF REPORTS**

Financial Literacy Lunch n learns . Online Learning System, Business  
Continuity & Disaster Recovery Project Update.  
**9.2 CED Report – As Attached For Information**  
**9.3 DSS Report –As Attached For Information**

**Motion # 51 Moved by Anna Greenwood**

*Motion to accept staff reports as information.*

**CARRIED**

**10) CORRESPONDENCE**

**Attached for Information:  
EDP Zebra Program**

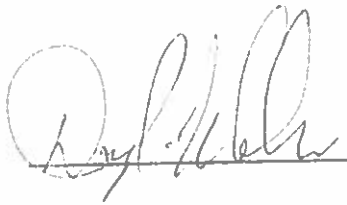
**11) ADJOURNMENT**

**Motion 52 Moved by Jim Hailes**

*Motion to adjourn meeting at 3:58*

**NEXT MEETING:**

**CARRIED  
February 15, 2023**

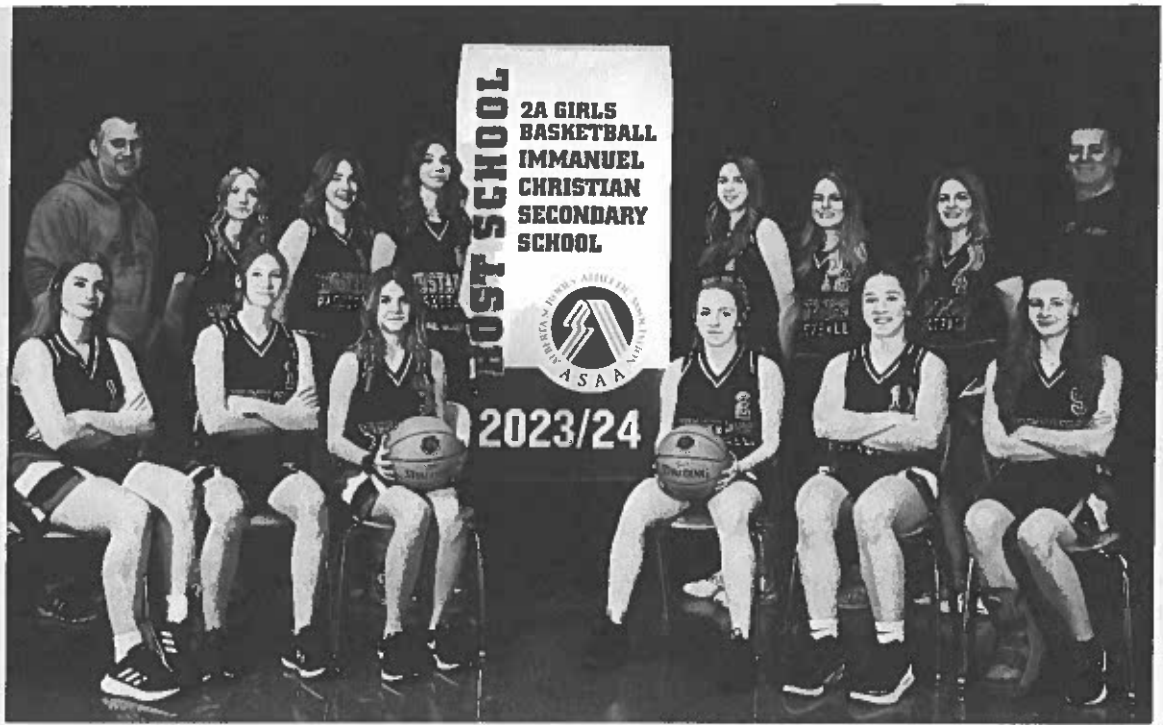


February 15 2023

Santa's Helpers is made possible with the support we receive from amazing community members just like yourself. Thank you for serving your community, you make it a better place!

Elf  
Keri

Elf  
Kelly



Town of Oroway,  
 Thank you for your  
 donation to our  
 teams swag bags  
 for Provincials!! It was  
 very much appreciated!  
 Oroway Mustangs!

thankyou  
 -vi

Thank you  
 Kyle

Thank you!  
 -Dakota

Thank You!  
 -Harlyn

Thank you!  
 -Katlyn

Coach Eastman


Thank you!

~Christina M

Thanks for  
 everything!!!  
 -Bailey

thank you  
 so much  
 -Jaklin J.

Thank you!  
 -Rebecca P.

Coach 

-Taniel  
 Thank you

January 31, 2024

Ms. Jennifer Thompson  
Chief Administrative Officer  
Town of Onoway  
PO Box 540  
Onoway AB T0E 1V0

Dear Ms. Thompson:

This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 30 per cent cost recovery for the fiscal year 2023-24. Total revenue generated is estimated to be \$67,495,200 and will be reinvested in Alberta policing initiatives. For fiscal year 2024-25 and beyond, further increases to the cost recovery percentage or revenue base estimate are not planned at this time. Any changes to the PFM will not be made until consultation with municipalities has occurred, and adequate notice has been provided.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at [gordon.crawford@gov.ab.ca](mailto:gordon.crawford@gov.ab.ca). Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at [lisa.gagnier@gov.ab.ca](mailto:lisa.gagnier@gov.ab.ca).

Sincerely,



Peter Lemieux, MAdem, CD1  
Acting Assistant Deputy Minister



### Cost Breakdown

The provincial payment generating \$67,495,200 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

#### *Provincial Data*

Revenue Generated 2023-24 after modifiers	Total Municipal Population (2022)	Total Equalized Assessment (2024)	Total Revenue Base Estimate
\$67,495,200	789,507	325,648,566,623	\$69,800,000

#### *Municipal Data*

Town of Onoway	Data/Cost Breakdown
2022 Population	927
2024 Equalized Assessment	\$122,652,644
Equalized Assessment per capita	\$132,311
Population % of total for PFM	0.11742%
Equalized Assessment % of total for PFM	0.03766%
Amount based on 50% Population (A)	\$40,980
Amount based on 50% Equalized Assessment (B)	\$13,143
Total share policing cost C = (A + B)	\$54,123
<b>Less modifiers:</b>	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 0
Subsidy from Shadow Population (variable %) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$2,706
Total share with modifiers	\$51,417

#### Notes

Population estimate provided by Alberta Treasury Board and Finance

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

**Note 1:** CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

**Note 2:** Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

**Note 3:** No detachment subsidy provided if town/municipality does not have access to a detachment.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114060

**Subject: Provincial Education Requisition Credit Program Extension**

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

Ric McIver  
Minister

139