

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, APRIL 25, 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 April 25, 2024 Regular Council Meeting agenda be approved  
as presented*

*or*

*THAT the April 25, 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) April 4, 2024 Special Council Meeting

*Recommendation:*

*THAT the April 4, 2024 Special Council Meeting minutes be approved  
as presented*

*or*

*THAT the April 4, 2024 Special Council Meeting minutes be approved  
with the following amendment(s) (as noted at meeting time)*

Pg 4-7 b) April 11, 2024 Regular Council Meeting

*Recommendation:*

*THAT the April 11, 2024 Regular Council Meeting minutes be approved  
as presented*

*or*

*THAT the April 11, 2024 Regular Council Meeting minutes be approved  
with the following amendment(s) (as noted at meeting time)*

**4. APPOINTMENTS/PUBLIC HEARINGS**

Pg 8

- a) 9:35 a.m. – Dustin Medori and Rory Ernewein - Academy Fabricators

*Recommendation:*

*THAT the discussion with Academy Fabricators be accepted for information or some other direction as given by Council at meeting time*

**5. FINANCIAL REPORTS – n/a**

**6. POLICIES & BYLAWS – n/a**

**7. ACTION ITEMS**

Pg 9-11

- a) Seniors Week 2024 – Community Declaration – A Request for Decision is attached

*Recommendation:*

*THAT the Town of Onoway declare June 3 to 9 as Seniors' Week 2024 and host a Seniors Appreciation Tea or some other direction as given by Council at meeting time*

Pg 12-16

- b) Library Board Member Appointment – A Request for Decision is attached

*Recommendation:*

*THAT the Town of Onoway approve the recommendation from the Town of Onoway Library Board to appoint Jennifer Corkum as a Board member at large, to a 3-year term (from May 1, 2024 and expiring May 1, 2027)*

c)

d)

## 8. COUNCIL, COMMITTEE & STAFF REPORTS

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

*Recommendation:*

*THAT the Council 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 17-22 a) Lac Ste. Anne County Enforcement Report – 2024 Quarterly Report Onoway
- Pg 23 b) East End Bus Society 2024 Requisition – April 10, 2024 letter from Chair Lorne Olsvik in the amount of \$6,549.48
- Pg 24 c) Alberta Municipal Affairs – April 5, 2024 letter from Minister Ric McIver regarding funding for the forensic audit
- Pg 25 d) Onoway Heritage Society – April 11, 2024 letter from President Corinne Feth requesting permission to conduct the Onoway Heritage Days Parade on June 15, 2024
- Pg 26-30 e) Yellowhead Regional Library (YRL) – April 8, 2024 email from Chair Hendrik (Hank) Smit attaching the YRL 2023 Annual Report.
- Pg 31-33 f) WCB Day of Mourning information – April 28, 2024
- g)

*Recommendation:*

*THAT Council accept the above noted item(s) for information*

**10. CLOSED SESSION**

Pursuant to Section 197(2) of the Municipal Government Act and FOIP 17(4)(d):

“Personnel” – CAO Performance Appraisal (MGA 205.1)

**11. ADJOURNMENT**

**12. UPCOMING EVENTS:**

- May 9, 2024 – Regular Council Meeting 9:30 a.m.
- May 23, 2024 – Regular Council Meeting 9:30 a.m.
- June 13, 2024 – Regular Council Meeting 9:30 a.m.
- June 27, 2024 – Regular Council Meeting 9:30 a.m.
- July 11, 2024 – Regular Council Meeting 9:30 a.m.
- August 8, 2024 – Regular Council Meeting 9:30 a.m.
- September 12, 2024 – Regular Council Meeting 9:30 a.m.
- September 26, 2024 – Regular Council Meeting 9:30 a.m.
- September 25-27, 2024 – AB Munis Red Deer

TOWN OF ONOWAY  
SPECIAL COUNCIL MEETING - THURSDAY, APRIL 4, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

**UNAPPROVED**

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  Deputy Mayor: Lisa Johnson  Councillor: Bridgitte Coninx  Councillor: Robin Murray  Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer  Gino Damo, Director of Corporate and Community Services  Debbie Giroux, Recording Secretary</p> <p>6 members of the public attended via Zoom  3 members of the public attended in person</p>
1.	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 2:30 p.m., advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.
2.	<b>AGENDA Motion #099/24</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Council adopt the agenda of the Special Council meeting of Thursday, April 4, 2024 as presented.  <b>CARRIED</b>
3.	<b>MINUTES</b>	n/a
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	n/a
5.	<b>FINANCIAL REPORTS</b>	n/a
6.	<b>POLICIES AND BYLAWS</b>	n/a
7.	<b>ACTION ITEMS</b>	n/a
8.	<b>COUNCIL COMMITTEE AND STAFF REPORTS</b>	n/a
9.	<b>INFORMATION ITEMS</b>	n/a
10.	<b>CLOSED SESSION Motion #100/24</b>	<b>MOVED</b> by Councillor Robin Murray that, pursuant to Section 197(2) of the Municipal Government Act and Section 27 FOIP, Council move into Closed Session at 2:31 p.m. to discuss the following item:  "Legal" – Solicitor/Client Privilege (updating Council regarding the Forensic Audit)  <b>CARRIED</b>

TOWN OF ONOWAY  
SPECIAL COUNCIL MEETING - THURSDAY, APRIL 4, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<p>Council recessed from 2:31 p.m. to 2:35 p.m. to allow the members of the public and Recording Secretary to leave the meeting.</p> <p><b>CLOSED SESSION:</b>  The following individuals were present for the Closed Session:  Mayor Lenard Kwasny  Deputy Mayor Lisa Johnson  Councillor Bridgitte Coninx  Councillor Robin Murray  Councillor Sheila Pockett  Jennifer Thompson, Chief Administrative Officer  Gino Damo, Director of Corporate and Community Services  Lisa Majeau Gordon, FCPA, FCA, GA-IFA, CFE, CFF  National Leader, Forensics and Litigation Support, MNP  David Dempster, CPA, CA, ANZ, CFF, CFE, CCEP  Senior Manager, Forensics and Litigation Support, MNP  K. Colleen Verville, K. Partner, ML Aikins, LLP</p> <p>Ms. Majeau Gordon, Mr. Dempster and Ms. Verville left the meeting at 4:15 p.m.</p> <p><b>Motion #101/24</b> <b>MOVED</b> by Councillor Bridgitte Coninx that Council move out of Closed Session at 4:15 p.m.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 4:15 p.m. to 4:17 p.m. to allow the Recording Secretary and members of the public on Zoom to return to the meeting.</p> <p><b>Motion #102/24</b> <b>MOVED</b> that Council provide the following update regarding the forensic audit: Jennifer Thompson, CAO and Bloom CME, Tim Duhamel &amp; associates have been found not to have misused or misappropriated any of the Town's funds and have worked in the best interests of the Town; and that a proof of loss claim has been filed with the Town's insurers as a result of a financial misappropriation that has been discovered during the audit and that the audit investigation is continuing and we will provide an update closer to completion of the forensic audit.</p> <p style="text-align: right;"><b>CARRIED</b></p>						
11.	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 4:18 p.m.						
12.	<b>UPCOMING EVENTS</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">April 11, 2024</td> <td style="width: 33%;">Regular Council Meeting</td> <td style="width: 33%;">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>	April 11, 2024	Regular Council Meeting	9:30 a.m.	April 25, 2024	Regular Council Meeting	9:30 a.m.
April 11, 2024	Regular Council Meeting	9:30 a.m.						
April 25, 2024	Regular Council Meeting	9:30 a.m.						

UNAPPROVED

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TOWN OF ONOWAY  
SPECIAL COUNCIL MEETING - THURSDAY, APRIL 4, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

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

\_\_\_\_\_  
Jennifer Thompson  
Chief Administrative Officer

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TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 11, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

**UNAPPROVED**

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  Deputy Mayor: Lisa Johnson  Councillor: Bridgitte Coninx  Councillor: Robin Murray  Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer  Gino Damo, Director of Corporate and Community Services  Debbie Giroux, Recording Secretary</p> <p>2 members of the public attended via Zoom</p>
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 Land.
2.	<b>AGENDA Motion #103/24</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Thursday, April 11, 2024 as presented.  <b>CARRIED</b>
3.	<b>MINUTES Motion #104/24</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that the March 28, 2024 Regular Council Meeting minutes be approved as presented.  <b>CARRIED</b>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS  Motion #105/24</b>	Phil Dirks, Metrix Group, Auditor for the Town of Onoway, attended the meeting from 9:32 a.m. until 10:00 a.m. to present Draft 2023 Audited Financial Statements.  <b>MOVED</b> by Councillor Bridgitte Coninx that Council approve the Town's Draft 2023 Audited Financial Statements as presented.  <b>CARRIED</b>
5.	<b>FINANCIAL REPORTS  Motion #106/24</b>	Council recessed from 10:45 a.m. until 10:52 a.m.  <b>MOVED</b> by Councillor Robin Murray that Council approve the 2024 Operating Budget as presented with a 3.88% increase.  <b>CARRIED</b>



TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 11, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<b>Motion#107/24</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council approve the 2024 Capital Budget and the 2025-2029 Capital Plan as presented.  <b>CARRIED</b>
<b>6.</b>	<b>POLICIES &amp; BYLAWS</b>	n/a
<b>7.</b>	<b>ACTION ITEMS</b> <b>Motion #108/24</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council accept the discussion regarding the Town of Onoway Rebrand for information.  <b>CARRIED</b>  Council recessed from 12:00 p.m. until 1:00 p.m.  Council varied the agenda to move into Closed Session at 1:01 p.m.
<b>10.</b>	<b>CLOSED SESSION</b> <b>Motion #109/24</b>	<b>MOVED</b> by Councillor Robin Murray that, pursuant to Section 197(2) of the Municipal Government Act, Section 27 FOIP, Section 17(4)(d) FOIP (and MGA 205.1), Council move into Closed Session at 1:01 p.m. to discuss the following items:  "Legal – Solicitor/Client Privilege-Forensic Audit "Personnel – CAO Performance Appraisal  <b>CARRIED</b>  Council recessed from 1:02 p.m. to 1:05 p.m. to allow the members of the public and Recording Secretary to leave the meeting.  CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Sheila Pockett Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services
	<b>Motion #110/24</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council move out of Closed Session at 2:02 p.m.  <b>CARRIED</b>  Council recessed from 2:02 p.m. to 2:04 p.m. to allow the Recording Secretary and members of the public on Zoom to return to the meeting.

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TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 11, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<b>Motion #111/24</b>	<b>MOVED</b> by Councillor Robin Murray that Administration proceed as directed in Closed Session regarding the Forensic Audit.  <b>CARRIED</b>
	<b>Motion #112/24</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that the CAO Performance Appraisal be moved to the agenda of the next regular Council meeting.  <b>CARRIED</b>
7.	<b>ACTION ITEMS</b> <b>Motion #113/24</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council authorize Administration to submit an application for the Blue Cross Built Together Grant Program in the amount of \$50,000.00 for park improvements and to continue to apply annually.  <b>CARRIED</b>
	<b>Motion #114/24</b>	<b>MOVED</b> by Councillor Robin Murray that Council approve the Council Media Relations Workshop Proposal.  <b>CARRIED</b>
	<b>Motion #115/24</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Council purchase a membership with the Greater Parkland Regional Chamber at a cost of \$29,000.  <b>CARRIED</b>
	<b>Motion #116/24</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Administration bring a report to a future Council meeting regarding membership in the Onoway and District Chamber of Commerce.  <b>CARRIED</b>  Councillor Pockett left the meeting at 2:11 p.m.
8.	<b>COUNCIL COMMITTEE AND STAFF REPORTS</b> <b>Motion #117/24</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that the Council and staff written and verbal reports be accepted for information.  <b>CARRIED</b>
9.	<b>INFORMATION ITEMS</b> <b>Motion #118/24</b>	<b>MOVED</b> by Councillor Robin Murray that Council accept the following items for information:  a) Alberta Municipal Affairs – Assessment Model Review (AMR) – March 18, 2024 letter from Minister Ric McIver to all Mayors b) Onoway and District Historical Guild – May 10, 2024 Fundraising Auction – request for donation.  <b>CARRIED</b>

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, APRIL 11, 2024  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

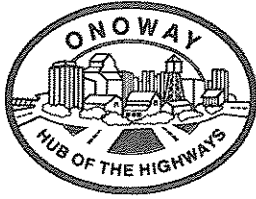
<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 2:24 p.m.		
<b>12.</b>	<b>UPCOMING EVENTS</b>	April 25, 2024	Regular Council Meeting	9:30 a.m.
		May 9, 2024	Regular Council Meeting	9:30 a.m.
		May 23, 2024	Regular Council Meeting	9:30 a.m.
		June 13, 2024	Regular Council Meeting	9:30 a.m.
		June 27, 2024	Regular Council Meeting	9:30 a.m.
		Sept 25-27, 2024	AB Munis Red Deer	

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

\_\_\_\_\_  
 Jennifer Thompson  
 Chief Administrative Officer

UNAPPROVED





## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	April 25, 2024
Presented By:	Jennifer Thompson, CAO
Title:	2024 Seniors' Week Community Declaration

### **BACKGROUND / PROPOSAL**

The Government of Alberta has celebrated Seniors' Week in June for the past 38 years. Seniors' Week in 2024 will be held from June 3 to 9. The Town is being asked to declare this week as Seniors' Week in the Town of Onoway.

Administration is suggesting that Council consider hosting an early afternoon Seniors Appreciation Tea during the week of June 3, 2024. Refreshments and pastries would be provided and Administration is suggesting the Heritage Centre as the venue.

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

The Town of Onoway can show support for their seniors by declaring Seniors' Week and having an event to recognize them.

### **STRATEGIC ALIGNMENT**

Service Excellence

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

\$300.00 – venue and refreshments

### **RECOMMENDED ACTION**

THAT the Town of Onoway declare June 3 to 9 as Seniors' Week 2024 and host a Seniors Appreciation Tea  
or  
some other direction as given by Council at meeting time.

### **ATTACHMENTS**

Seniors' Week 2024 Community Declaration email.

**debbie@onoway.ca**

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** April 16, 2024 2:31 PM  
**To:** debbie@onoway.ca  
**Subject:** FW: Recognizing Seniors' Week 2024 - Community Declaration  
**Attachments:** Seniors' Week 2024 Community Declaration.pdf

**From:** Seniors Information <Seniorsinformation@gov.ab.ca>  
**Sent:** April 16, 2024 2:22 PM  
**To:** Seniors Information <Seniorsinformation@gov.ab.ca>  
**Subject:** Recognizing Seniors' Week 2024 - Community Declaration

For 38 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 3 to 9, and will be kicked off with a provincial launch event on June 3 in the Town of Banff.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, the declaration must be made by a senior official (i.e., Mayor/Reeve, Chief) of an Alberta community. This is done at the community level, such as at a town council meeting. If your community does not have a declaration template, attached is a Community Declaration. Once your community has made the declaration, kindly notify us at [seniorinformation@gov.ab.ca](mailto:seniorinformation@gov.ab.ca) by May 31, 2024, so that we can recognize your community on [our website](#).

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit [www.alberta.ca/seniors-week.aspx](http://www.alberta.ca/seniors-week.aspx) or email us at [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services  
Government of Alberta



# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 3 – 9, 2024 to be Seniors' Week in

Community

Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community  
and Social Services



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	April 25, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Town of Onoway Library Board Appointments

### **BACKGROUND / PROPOSAL**

Town of Onoway Library Board – Board Members

The Town of Onoway Library Board advertised to recruit new Board members. The Libraries Act states that a municipal library board must have a minimum of 5 and maximum of 10 board members. The Board currently has eight members.

- 1) The members of the OPL Board passed a motion at their March 5, 2024 meeting recommending that the Town appoint Jennifer Corkum as a Board member at large, to a 3-year term (from May 1, 2024 and expiring May 1, 2027).

The pertinent information from the Libraries Act is attached, as well as the list of current Board members.

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

Under the Libraries Act, Council appoints municipal library board members. Jennifer Corkum is an active library user. The new Board member also helps with succession planning. The Board has reviewed Jennifer Corkum's letter of application and Chair Olsvik has had a discussion with her, prior to this recommendation coming forward to the Town for a new appointment.

### **STRATEGIC ALIGNMENT**

Good governance

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

There is no cost to the Town for Board member recruitment. The advertising costs were part of the library budget. Board members are unpaid volunteers.



## **RECOMMENDED ACTION**

THAT the Town of Onoway approve the recommendation from the Town of Onoway Library Board to:

- 1) appoint Jennifer Corkum as a Board member at large, to a 3-year term (from May 1, 2024 and expiring May 1, 2027)

## **ATTACHMENTS**

- 1) Libraries Act information
- 2) List of current Board members

# Appointments to the Municipal Library Board

## A Fact Sheet for Alberta Public Library Boards and Councils

Municipal councils select individuals from their communities to sit on a library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

### Appointment Basics

#### Board Members

As per the *Libraries Act*, council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors (for more information about appointing councillors to a municipal library board, see Public Library Services Branch (PLSB)'s *Appointing Councillors to the Municipal or Intermunicipal Library Board* fact sheet).

Only the council of the municipality that established the library board has the authority to appoint members. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing. When making an appointment, council should include the name of the individual(s) being appointed and their term length in the motion.

#### Term Limits

Library board members are appointed for a term not exceeding 3 years. A board member cannot automatically serve more than 3 consecutive terms. If council wishes to have an individual on the municipal board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term. This 2/3 majority vote must occur every time the individual is re-appointed. If a former board member who has not served on the board for a period of time seeks to be appointed to the board again, council may appoint this individual for a brand new term, regardless of whether they served 3 terms during their previous time on the board.

#### Selecting Board Members

Council has the prerogative to decide who is appointed to the municipal library board; however, it is good practice for council to involve the library board with recruitment and selection of board members. The board can suggest what skillsets would be beneficial to the board, assist with any interview processes, and put forward names to council. It is then council's decision whether or not to appoint the suggested individuals. Council does not simply approve the names put forward – they must *appoint* each individual. Please note that library staff, as employees of the board, cannot be board members. Staff can attend board meetings in a supporting capacity if the board desires.

Councils are only responsible for appointing individuals, and may not appoint officer positions. The election of officers is a process that happens at the board table amongst board members.

It is recommended that council not add details surrounding appointments within the municipal establishment bylaw. This can lead to inflexibility and redundancy (or contradiction) with clauses stated within provincial legislation. The establishment bylaw simply creates the municipal library board.

#### Board Turnover

Once a board member's term expires, council has two options – appoint the individual again (ensuring 2/3 of council has approved the resolution if beyond 3 consecutive terms), or opt not to reappoint. In the latter case, council must appoint another individual to the board as soon as reasonably possible, particularly if board membership drops below the minimum of 5 members.

A board member is not permitted to serve more than three terms (unless approved by 2/3 of council) to allow for turnover of library board membership and allow new individuals to be appointed and share their perspectives. The library board belongs to the whole community – not simply a select few individuals. Other community members should have the opportunity to have a voice at the table should they wish to. Councils in smaller communities may assert that it is

a struggle to find new individuals to appoint to the library board, citing a lack of willing volunteers from the community to sit on the board. It is worthy of note that there is no residency requirement for library board members. Board members need not live in the same municipality as the council that created the board. In fact, it can be beneficial to appoint individuals living outside of the municipality to garner perspective from surrounding municipalities, whose community members may utilize those library services.

### **Municipal vs. System Appointments**

Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

### **The Importance of Ensuring ALL Board Members are Appointed**

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

### **Board Member Responsibilities**

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions. Councils may not appoint alternates

to these library boards because an alternate cannot represent the views of another individual.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

### **Support and Resources**

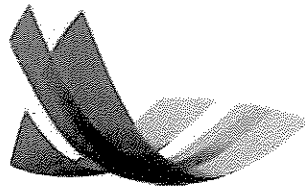
If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [www.albertalibraries.ca](http://www.albertalibraries.ca).

# TOWN OF ONOWAY LIBRARY BOARD

## 2024 BOARD MEMBER LIST

NAME	TERM EXPIRY	EMAIL
Lorne Olsvik, Chair Board Member at Large	Nov. 2025 3 year term (reappointed in Nov 2022) (2 year reappointment in Jan 2021)	<a href="mailto:lolsvik@lsac.ca">lolsvik@lsac.ca</a>
Marge Hanssen, Vice Chair Board Member at Large	Jan. 2025 3 year term (reappointed in Jan 2022)	<a href="mailto:marge.hanssen@svnakamun.com">marge.hanssen@svnakamun.com</a>
Shirley Boissonnault, Board Member at Large	Feb. 2027 3 year term (reappointed in Feb 2024)	
Heather Breitzkreuz Board Member at Large	Feb. 2027 3 year term (reappointed in Feb 2024)	
Bridgitte Coninx Town Elected Board Member	Nov 2024 1 year term (reappointed Oct 2023)	<a href="mailto:bconinx@onoway.ca">bconinx@onoway.ca</a>
Jean Moses Board Member at Large	Jan. 2025 3 year term	
Sheila Pockett Town Elected Board Member	Nov 2024 1 year term	<a href="mailto:spockett@onoway.ca">spockett@onoway.ca</a>
George Vaughan Board Member at Large	Jan. 2025 3 year term (reappointed in Jan 2022)	<a href="mailto:GVaughan@lsac.ca">GVaughan@lsac.ca</a>

**LAC STE. ANNE COUNTY**



**2024**

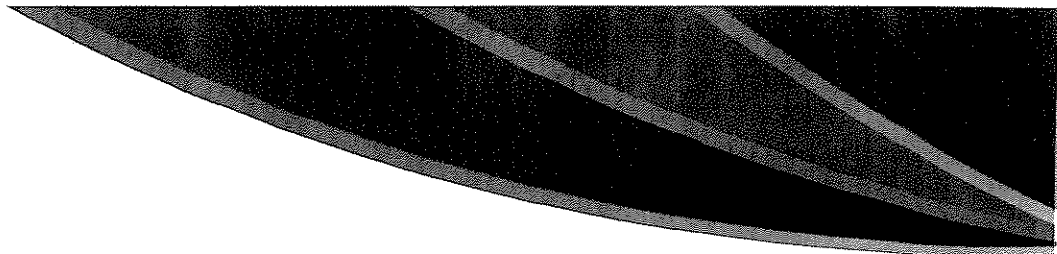
**QUARTERLY**

**REPORT -**

**ONOWAY**

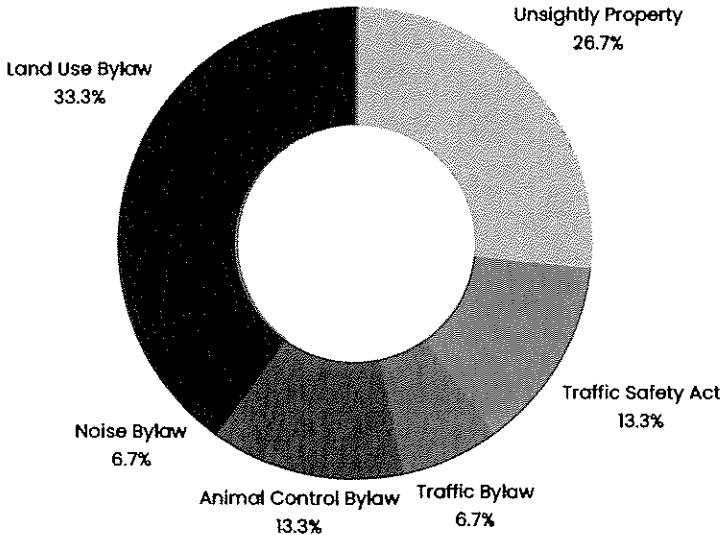
Enforcement Services issued a total of 24 tickets with a fine value of \$4,782 and 4 warnings with an unissued fine value of \$729.

Citation	Number of Citations
Transporting Liquor in Vehicle	1
Drive at excess speed during time estab'd	2
failure to provide P.O. w/operator's license	1
operate MV w/o holding subsisting operator's license	1
Operate MV/Trailer w/o subsisting cert of reg	6
Drive uninsured MV on hwy	2
Possess mutilated/defaced/altered/false documents	1
Failure to maintain equipment	2
Drive MV w/o license plate secured	4
Fail to stop at stop sign	1
Operate MV with non-compliance	2
Fail to obey directions of control	2
Driver not wearing seatbelt	3



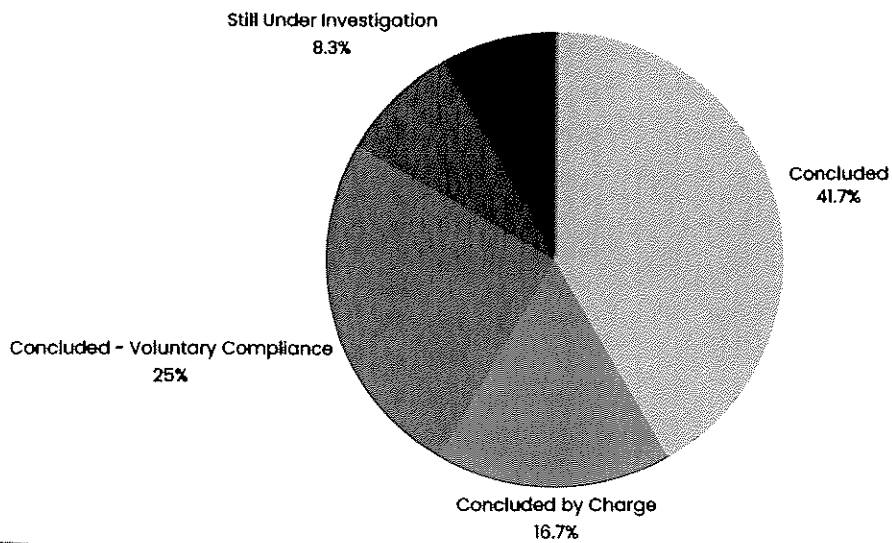
At the time of drafting this, Enforcement Services has dealt with a total of 15 Incidents. You can find a breakdown of the categories below.

Incident Type	Incident Count
Unsightly Property	4
Traffic Safety Act	2
Traffic Bylaw	1
Animal Control Bylaw	2
Noise Bylaw	1
Land use Bylaw	5



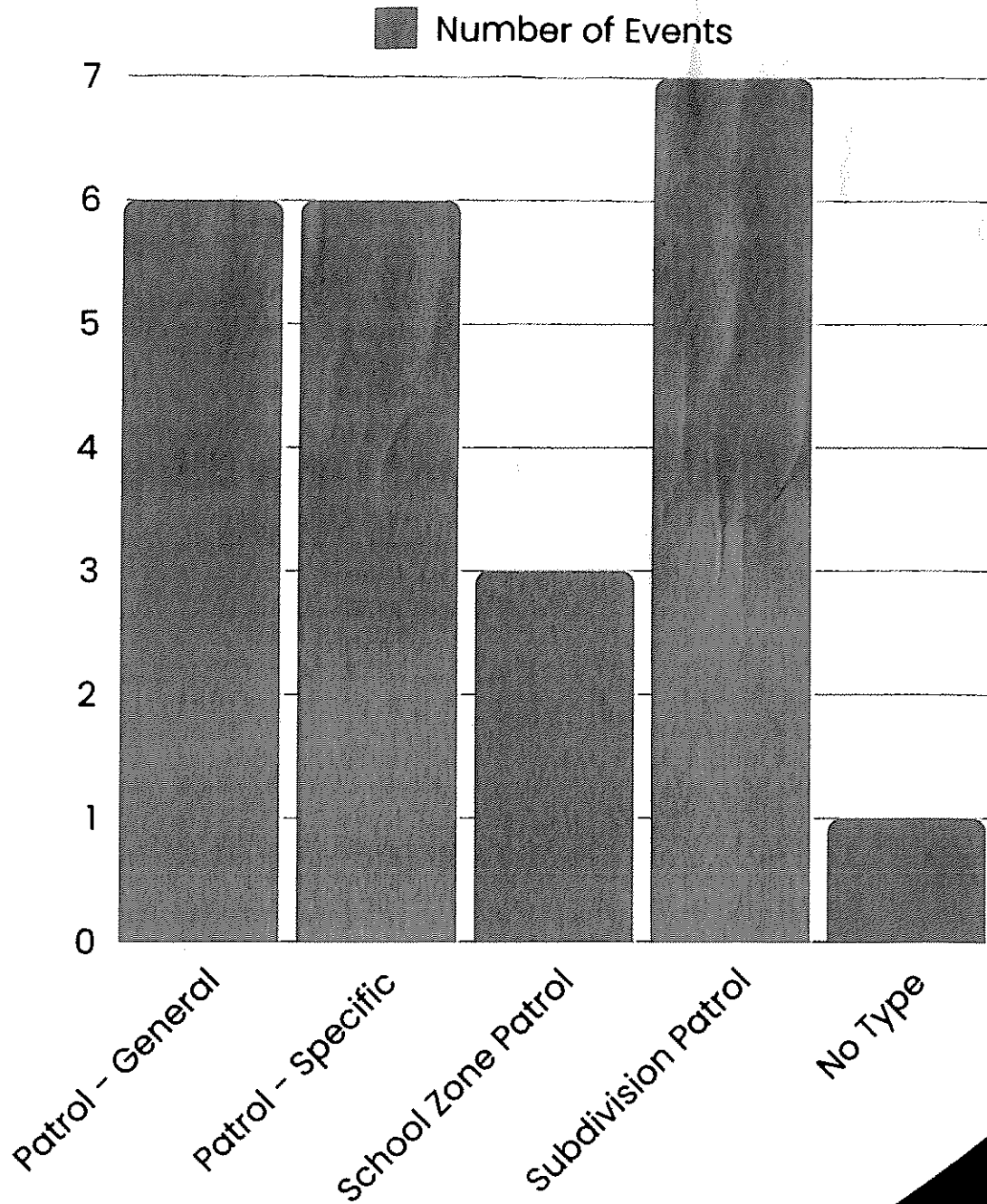
Below you will find a chart depicting the Status of the Incidents that occurred year to date.

Incident Status	Number of Incidents
Concluded	5
Concluded by Charge	2
Concluded - Voluntary Compliance	3
Still Under Investigation	1
Forwarded to Other Department	1





The following chart depicts daily events that have occurred in addition to any incidents, proactive enforcements or enforcements that arose during daily duties.





**Proactive Enforcements:**

- Officers had a focus on School Grounds
- Unsightly Properties
- Traffic Safety and enforcement



BOX 540 ONOWAY, ALBERTA T0E 1V0  
780.905.3934

April 10, 2024

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0

Dear Mayor & Council:

**Re: Lac Ste. Anne East End Bus Society – Requisition**

Lac Ste. Anne East End Bus Society has considered challenges in operations due to inflationary increases. The Society has depended on FCSS funding to subsidize trips for seniors to reduce isolation by increasing socialization. As you are aware, many community groups request FCSS funding and funding levels to EEB have shifted in some communities. In addition, the municipal partners have contributed the same amount since 2014.

To adjust to the economic pressures, EEB Society Board members have:

- increased single trip fees from \$18.00 to \$20.00.
- increased patron portion of booked trips by 10%.

Also to meet the operational needs, the Board has authorized a request to the funding contributions from Municipal Members and Associate Members.

To propose an equitable contribution, the Board has elected to shift to a per-capita rate from the Municipal Members (i.e. Lac Ste. Anne County, Town of Onoway and Alberta Beach). As a starting point, the Board considered a 5% increase, and then reverse calculated an average per-capita rate of \$6.78.


A standard rate for the Associate Members (i.e. Summer Villages) is proposed with a \$25 increase per municipality.

	Current Contribution	2024 Contribution Request
Lac Ste Anne County (population 7628)	\$48,000	\$51,717.84
Town of Onoway (population 966)	\$6,600	\$6,549.48
Alberta Beach (population 864)	\$5,400	\$5,857.92
Summer Village partners	\$350 each	\$375

The board is committed to sustaining transportation for seniors and has waived the capital contribution amount for 2024.

We thank you for your continued support and championing transit options for rural Albertans in our region.

Kind regards,

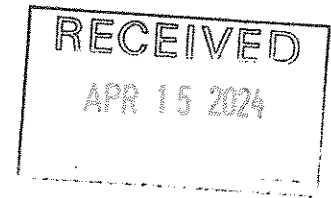
  
Lorne Olsvik  
Chairperson

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*



AR113949

April 5, 2024

His Worship Lenard Kwasny  
Mayor  
Town of Onoway  
PO Box 540  
Onoway AB T0E 1V0

Dear Mayor Kwasny:

Thank you for meeting with me during the 2024 Alberta Municipalities Spring Municipal Leaders' Caucus and taking the time to discuss the support for a forensic audit, a potential recall petition for three councillors, and appreciation for the advisory support the town receives from Municipal Affairs.

I appreciated hearing the perspectives of your municipality. As you may have noted, in my mandate letter I was tasked with strengthening and maintaining a relationship of mutual respect and cooperation with municipal leaders while serving all Albertans. This meeting was a meaningful step in strengthening our relationship.

As discussed, Municipal Affairs does not have funding available to support the additional costs of the forensic audit; however, the Local Government Fiscal Framework Operating funds could be used towards these costs. In addition, the town could potentially add a specific line item on the tax bill to identify costs associated with the audit.

With regards to the recall petition of three councillors, I would encourage the town to share this information with Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, toll-free by dialing 310-0000, then 780-422-8034, or by email at [gary.sandberg@gov.ab.ca](mailto:gary.sandberg@gov.ab.ca).

Thank you again for meeting, and I look forward to continuing to work with you.

Sincerely,

Ric McIver  
Minister

cc: Jennifer Thompson, Chief Administrative Officer, Town of Onoway  
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division

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## Onoway & District Heritage Society

P.O. Box 324, Onoway, Alberta T0E 1V0

April 11, 2024

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0

Attention: CAO Jennifer Thompson

Dear Ms. Thompson:

**Re: Request for Permission to Conduct Onoway Heritage Days Parade  
15 June 2024**

I am writing to you today on behalf of the Onoway & District Heritage Society to request permission, for the annual Onoway Heritage Days parade to be conducted.

Here is the information concerning the parade:

1. Applicant. The applicant is the Onoway & District Heritage Society.
2. Nature of parade. This is the annual parade held in association with Heritage Days in Onoway.
3. Day, Date and Hours. The parade is scheduled to be held from 10:00 AM to approximately 11:00 AM, on Saturday, June 15, 2024. Assembly will commence at approximately 10:00 AM at the Onoway Heritage Centre parking lot and the nearby school bus loop.
4. Route. The standard route starting and ending at the Onoway Heritage Centre parking lot and adjacent school bus loop and proceeding through the Onoway town site will be used.
5. Number of participants. At least 50 vehicles and 200 persons are expected as participants.
6. Particulars of Flags, Banners, Placards etc. At this time, specifics are not known. However, the parade organizers will ensure that all such items are in good taste and will not pose a danger to the public.
7. Assistance requested from Town. We request that the Town provide: barricades to prevent traffic ingress and egress on the parade route, prior to and during the parade. We would like to confirm the location of barricades with representatives of Public Works a few days in advance of the parade.

Should there be any questions, please do not hesitate to contact our point of contact for this event, Edward Gallagher, at [onoway.heritage.days.parade@gmail.com](mailto:onoway.heritage.days.parade@gmail.com) or 780-297-2203.

Yours truly,

*Corinne Feth*

Corinne Feth

President

[onoway.heritage.society@gmail.com](mailto:onoway.heritage.society@gmail.com)

780-700-2036

**debbie@onoway.ca**

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** April 9, 2024 9:51 AM  
**To:** debbie@onoway.ca  
**Cc:** gino@onoway.ca  
**Subject:** FW: YRL 2023 Annual Report  
**Attachments:** YRL 2023 Annual Report.pdf

Hi Deb,  
For next agenda please.

Jennifer

**From:** Laurie Haak <LHaak@yrl.ab.ca>  
**Sent:** April 8, 2024 12:53 PM  
**Cc:** YRL Chair <chair@yrl.ab.ca>; Karla Palichuk <KPalichuk@yrl.ab.ca>; Wendy Sears <WSears@yrl.ab.ca>  
**Subject:** YRL 2023 Annual Report

*Sending on behalf of YRL Board Chair Hank Smit.*

Good afternoon,

As a valued partner and/or member of Yellowhead Regional Library (YRL), I am happy to share the **YRL 2023 Annual Report**.

For YRL member municipalities and school divisions, we know return on your investment with us is critical. The Annual Report demonstrates several key indicators of our value to your residents and students.

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

We would be happy to speak to your Council and/or Library Board about YRL services, governance and our [2023-2025 Strategic Plan](#). To schedule a presentation, please contact Laurie, Executive Assistant, at [lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca) or 780-962-2003, x221.

Thank you for your continued support of YRL and library services.

## **Hendrik (Hank) Smit**

Board Chair  
[chair@yrl.ab.ca](mailto:chair@yrl.ab.ca)

[yrl.ab.ca](http://yrl.ab.ca) | Box 4270, Spruce Grove, AB T7X 3B4



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# We Deliver!

## 2023 Annual Report



### Message from the Board Chair

**We deliver!** That's the theme of this year's annual report and it fits. The past year was incredibly accomplished, and I am grateful to my fellow board members for their contributions in guiding Yellowhead Regional Library staff. Thank you for your service.

**We deliver on our Plan of Service.** The ambitious plan outlines four pillar goals, and progress was made through 2023 on each.

**We deliver advocacy.** YRL demonstrated significant leadership last year as a key participant in the library systems advocacy committee. Efforts to demonstrate the value of libraries to elected officials resulted in a five per cent increase in Provincial funding and adoption of more current population data. Plus, we gave 11 presentations to municipal councils and 22 presentations to municipal library boards to further enhance their understanding of YRL's return on investment to them.

**We deliver websites.** All member library websites were upgraded to a new platform, providing better cybersecurity and functionality. To help those for whom English is a second language, each website has the ability to be translated into any language.

**We deliver professional development.** The Stronger Together Conference was presented in a unique format, virtual and in-person, with great results. We partnered with Northern Lights, Parkland Regional and Peace Library Systems to present two days of terrific content. A third day, presented by the Alberta Library Trustees' Association, helped library board members make connections and discuss important issues.

**We deliver materials.** With the last of the new library vehicles purchased, the YRL fleet is up-to-date and on the road. More than 2,400 van runs were made, delivering nearly two million resources to member libraries and beyond.


**We deliver value.** Together the collective buying power and resource sharing of the regional library system gives every library in our area access to the world of information, entertainment and knowledge.

**We deliver for good.** Libraries are the heart of our communities. They offer an open, free, welcoming space for everyone.

I'm very proud of the efforts of the entire board and staff of YRL, and look forward to great things in 2024.

**Hendrik (Hank) Smit**

*Chair, Yellowhead Regional Library Board of Trustees*



**"Overall, the staff and board of YRL focused on the deliverables in the first year of this plan of service, with the goal of ensuring supportive services from YRL so that the libraries can support their communities. Priorities shifted as the environment changed, partnerships were grown, and pilot programs developed."**

**Karla Palichuk**  
*Director*

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## PUBLIC LIBRARY INTERACTIONS

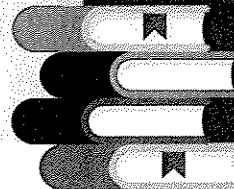
**41** Visits    **110** In-person Consultations    **1,295** Virtual Consultations

## SCHOOL LIBRARY CONSULTATIONS

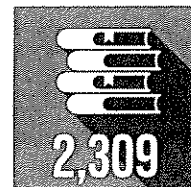
**13**

In-person Visits

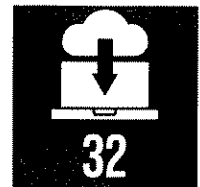
**206**  
Virtual Interactions



## COLLECTIONS



Total Print Materials



eResources



Total Non-print Materials

“The Library Development Services team provided enhanced training and resources, outreach and services to our school libraries, and supported our public libraries, through their celebrations and challenges, as a hub for connection and learning. We are dedicated to the promotion and use of YRL services — from eResources to high-quality training — to be a foundation for the excellent library services offered to patrons within the YRL region.”

*Jessica Knoch*  
Manager, Library Development Services

“With a focus on increased efficiency and community impact, Technology Services spearheaded projects, like new websites that can be translated into the language of your choice, and implemented solutions to position YRL and its libraries for sustained success in an ever-evolving landscape of information access and technology.”

*Stephanie Thero*  
Manager, Technology Services

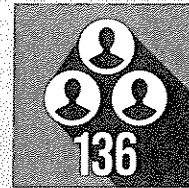




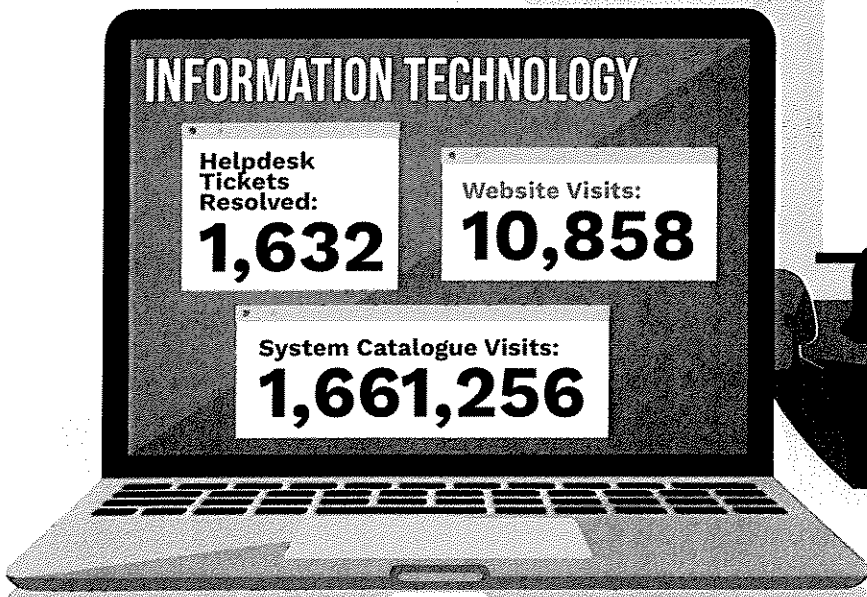
## INDIGENOUS SERVICES



Program  
and  
Initiative  
Hours



In-library or  
Community  
Programs



“In order to connect library collections to patrons, Collections and Resource Sharing staff facilitated the movement of more than 1.9 million items through YRL in 2023. To strengthen the Coordinated Collection Development tool, we invited two other library systems to share in the tool to generate sustainable funding for future innovations.”

*Jocie Wilson*  
Manager, Collections and Resource Sharing

"In Administrative Services, we focused on getting a new vehicle for our fleet and maintaining our building premises to keep our core operations safe and secure."

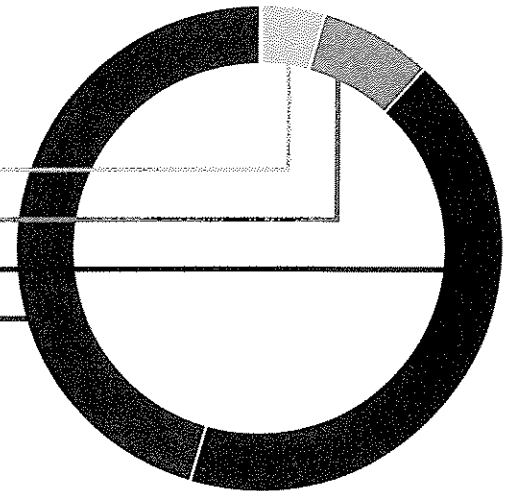
*Wendy Sears Ilnicki*  
Deputy Director and  
Manager, Administrative Services



### Revenue

School Levies	\$147,278 (4.2%)
Contract Services	\$261,989 (7.5%)
Provincial Government	\$1,493,214 (43.0%)
Municipal Levies	\$1,574,103 (45.3%)

**Total** **\$3,476,584**



### Expenses

Administration	\$197,944 (5.4%)
Building and Capital	\$308,160 (8.4%)
Direct Services	\$1,354,594 (36.8%)
Staffing	\$1,816,505 (49.4%)

**Total** **\$3,677,203**

## Yellowhead Regional Library

#### Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

#### Building Location

433 King Street, Spruce Grove, AB T7X 2C6

Phone 780-962-2003 Toll-free 1-877-962-2003

[yrl.ab.ca](http://yrl.ab.ca)

**debbie@onoway.ca**

---

**From:** penny@onoway.ca  
**Sent:** April 18, 2024 11:11 AM  
**To:** debbie@onoway.ca  
**Cc:** 'Jennifer Thompson'  
**Subject:** FW: Day of Mourning tribute story

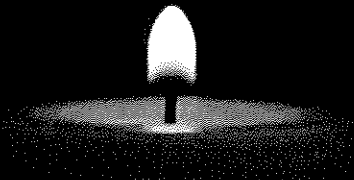
**From:** WCB-Alberta <communications@wcb.ab.ca>  
**Sent:** April 18, 2024 11:00 AM  
**To:** info@onoway.ca  
**Subject:** Day of Mourning tribute story

[View this email in your browser](#)

# Day of Mourning

April 28

Together, we  
remember.



Thank you for signing up to receive resources to recognize the Day of Mourning and honour those we lost through work-related incidents last year.

[Access the Day of Mourning materials.](#)

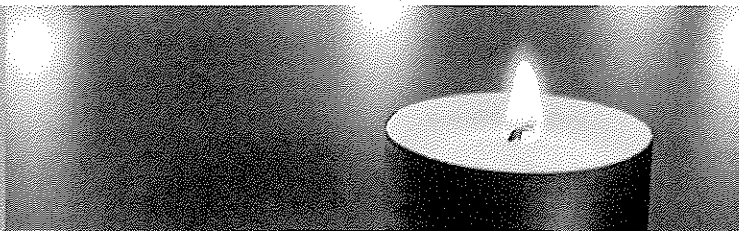
In 2023, **165 Alberta workers** lost their lives through workplace illnesses or injuries. Each loss has a profound impact on employers, co-workers, friends and families.

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Families like Davinder Singh's.



Day of Mourning is April 28.



-A A +A

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# Day of Mourning

April 28 is nationally recognized as a **Day of Mourning**—a day dedicated to remembering workers who lost their lives through work-related illness or injury

In 2023, **165 Alberta workers** lost their lives as a result of their employment. Each loss has a profound impact on families, friends, employers and co-workers. To help recognize the significance of this day, [materials are available](#) to commemorate those people we've lost, who meant so much to so many.

### Individuals like Davinder

Born in Punjab, India, Davinder was the oldest son of a middle-class family. To his parents, he was a humble and devoted son, to his younger brothers, he was a role model and a superhero. It was his parents' wish that he move to Canada to pursue better opportunities, and in 2017, he arrived in Ontario to turn his passion for mechanics into a lifelong career.

Davinder met his wife Ishika in Ontario and they were married in a small ceremony in 2021. Though COVID-19 delayed their plans for a traditional Indian wedding, they didn't let it slow them down from building a life together.

They moved to Calgary where Davinder began work as an apprentice mechanic. Their plan was to build a new house and, once Davinder earned his Red Seal certification, they would reunite with their friends and family in India for their big dream wedding.

Those plans ended on April 27, 2023, when Davinder lost his life in a motor-vehicle incident while on the job. He was only 24 years old.



For those who had the fortune of knowing Davinder, he was a ray of light and source of inspiration. He was passionate, multi-talented and a joy to everyone around him. His kind spirit will be remembered always. He will be missed.

Together, let's take a moment on Sunday, April 28 to honour the lives lost to work-related illnesses and injuries.

2023 Fatalities



## Need help?

Online inquiries

Save time with the myWCB mobile apps

Access the services you need where and when it's convenient for you.

Worker app

Employer app

**Community Day of Mourning events: Sunday, April 28**

**Edmonton and District Labour Council**

Grant Notley Park, 116 Street and 100 Avenue at 11 a.m. For more information visit the [Edmonton and District Labour Council's website](#).

[Unsubscribe from this list](#)



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Our mailing address is:

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Edmonton AB T5J 2S5

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