



THE TOWN OF ONOWAY
REGULAR MEETING OF COUNCIL
AGENDA

Thursday, July 11, 2024

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

Pages

1. CALL TO ORDER
2. ADOPTION OF THE AGENDA

Recommendation:

THAT the July 11, 2024 Regular Council Meeting agenda be approved as presented.

or

THAT the July 11, 2024 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

3. ADOPTION OF MINUTES

5 - 8

Recommendation:

THAT the June 27, 2024 Regular Council Meeting minutes be approved as presented.

THAT the June 27, 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. Ben Proulx - Catalyst Communications - Public Engagement Survey 9 - 29

Recommendation:

THAT Council accept the survey results as presented by Ben Proulx, Catalyst Communications.

5. FINANCIAL REPORTS - n/a

6. POLICIES & BYLAWS

- a. Designated Officer Bylaw 815-24 30 - 33

Recommendation:

That Bylaw # 815-24 the Designated Officer Bylaw be given first reading.

That Bylaw # 815-24 the Designated Officer Bylaw be given second reading.

That Bylaw # 815-24 the Designated Officer Bylaw be considered for third reading at this meeting.

That Bylaw # 815-24 the Designated Officer Bylaw be given third reading and adopted.

OR

information provided from deliberations.

7. ACTION ITEMS

- a. Minister Mclver - Request for Meeting at AB Munis 2024 Fall Convention 34 - 35

Recommendation:

THAT Council request a meeting with Minister Mclver to discuss: 1. Local Government Fiscal Framework (LGFF); 2. Downloading of services to municipalities; 3. Distribution of casino funds

- b. Greater Parkland Chamber Annual Magazine

36 - 37

Recommendation:

THAT Council authorize advertising in the Greater Parkland Chamber annual magazine of \$1,279.50

OR

THAT Council redirect funding in Economic Development budget currently used for advertising in the Greater Parkland Chamber annual magazine to other initiatives.

- c. Town of Onoway Library Board Financial Statements

38 - 43

Recommendation:

1. THAT Council appoint Trail Accounting of Onoway to complete the 2023 Financial Review of the Onoway Public Library.

2. THAT Council approve the Town of Onoway Library Board 2023 Financial Statements from Trail Accounting as presented.

or direction provided from deliberations

8. COUNCIL, COMMITTEE & STAFF REPORTS

Recommendation:

THAT Council accept the written and verbal Council and staff reports for information.

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Report
- d. Chief Administrative Officer Report - n/a

- e. Corporate and Community Services Director's Report - n/a
- f. Public Works Report - n/a

9. INFORMATION ITEMS

Recommendation:

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

- a. Community Futures Yellowhead East (CFYE) Meeting Minutes - February to May, 2024 44 - 55
- b. Alberta Municipal Affairs - Recall Petitions - June 24, 2024 Letter from ADM Sandberg 56 - 57
- c. Recycling Council of Alberta Conference 2024 58 - 58

10. CLOSED SESSION

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

Section 17(4)(d) - Disclosure Harmful to Personal Privacy

Section 16 - Disclosure Harmful to business interests of a third party

11. ADJOURNMENT

12. UPCOMING EVENTS

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JUNE 27, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	PRESENT	<p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Robin Murray Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary</p> <p>2 members of the public attended the meeting via Zoom</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 9:35 a.m., advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.
2.	AGENDA Motion #203/24	<p>MOVED by Councillor Bridgitte Coninx that Council adopt the agenda of the Regular Council meeting of Thursday, June 27, 2024 with the following additions:</p> <p>10) Additional Closed Session – Section 197(2) MGA, FOIP 25(1)(c)(iii) – requested by CAO Thompson</p> <p>10) Additional Closed Session- Personnel - Section 197(2) MGA, FOIP 17 – requested by Councillor Bridgitte Coninx</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #204/24	<p>MOVED by Councillor Robin Murray that the June 13, 2024 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
6.	POLICIES & BYLAWS	
	Motion #205/24	<p>MOVED BY Councillor Sheila Pockett that Council approve the Policy A-FIN-UAT-1 Utility Account Transfers to Tax Roll and Tax Penalties Policy as presented.</p> <p style="text-align: right;">CARRIED</p>
	Motion #206/24	<p>MOVED by Councillor Robin Murray that Council approve the Policy A-FIN-ART-1 – Accounts Receivable- Tax Roll Transfers Policy as presented.</p> <p style="text-align: right;">CARRIED</p>

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

7.	<p>ACTION ITEMS Motion #207/24</p> <p>Motion #208/24</p> <p>Motion #209/24</p>	<p>MOVED by Councillor Bridgitte Coninx that Council accept the June 17, 2024 news release of information and the CAO declaration of recall petition insufficiency. CARRIED</p> <p>MOVED by Deputy Mayor Lisa Johnson that, in accordance with the Municipal Government Act S 419, Council approves the Terms and Conditions for the 2024 Tax Public Auction as presented. CARRIED</p> <p>MOVED by Councillor Robin Murray that pursuant to the Municipal Government Act S 553(1)(f), all tax recovery costs be added to the relevant property. CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	<p>Tony Sonnleitner, Development Officer, attended the meeting from 10:03 a.m. until 10:30 a.m.</p> <p>At 10:03 a.m., a Public Hearing was held with respect to Land Use Bylaw Amendment Bylaw 814-24 to redistrict lands legally known as Plan 822 3127, Block 1, Lot 1A from Residential – High Density District (R3) to Commercial-Downtown Mixed-Use District (C1R).</p> <p>No written submissions or requests for verbal presentations were received from residents.</p> <p>No Council Members had further questions.</p> <p>No further discussion took place, and Mayor Lenard Kwasny adjourned the Public Hearing at 10:07 a.m. and returned to the Regular Council Meeting at 10:08 a.m.</p>
5.	FINANCIAL REPORTS	n/a
7.	ACTION ITEMS Motion #210/24	<p>MOVED by Councillor Bridgitte Coninx that Administration compile and present a comparison of remuneration of comparable communities for Council review. CARRIED</p>
6.	<p>POLICIES & BYLAWS Motion #211/24</p> <p>Motion #212/24</p>	<p>MOVED by Councillor Sheila Pockett that Bylaw 814-24, the Land Use Bylaw Amendment Bylaw be given second reading. CARRIED</p> <p>MOVED by Councillor Robin Murray that Bylaw 814-24, the Land Use Bylaw Amendment Bylaw be given third reading and adopted. CARRIED</p>

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7.	ACTION ITEMS Motion #213/24	<p>MOVED by Councillor Bridgitte Coninx that Council cancel the September 26, 2024 Regular Meeting of Council to attend the Alberta Muni’s Annual Convention and Trade Show in Red Deer Alberta.</p> <p style="text-align: right;">CARRIED</p>
8.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #214/24	<p>MOVED by Councillor Sheila Pockett that the Council and staff written and verbal reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
9.	INFORMATION ITEMS Motion #215/24	<p>MOVED by Deputy Mayor Lisa Johnson that the following items be accepted for information:</p> <ul style="list-style-type: none"> a) Minister of Municipal Affairs – Undated letter from Minister McIver regarding the Canada Community-Building Fund (CCBF) b) AB Munis – June 19 2024 email from Tyler Gandam, President advising that CEO Dan Rude is retiring effective December 31, 2024 c) Alberta Municipal Affairs – June 14, 2024 email regarding Meeting requests with Minister McIver during AB Munis Fall 2024 Convention d) Dane Lloyd MP – Invitation to Canada Day BBQ on Friday, June 28, 2024 <p style="text-align: right;">CARRIED</p>
10.	CLOSED SESSION Motion #216/24	<p>MOVED by Deputy Mayor Lisa Johnson that, pursuant to Section 197(2) of the Municipal Government Act, Section 16 FOIP, Section 25(1)(c)(iii) FOIP, and Section 17(4)(d) FOIP (x2), Council move into Closed Session at 11:05 a.m. to discuss the following items:</p> <p>Disclosure harmful to business interests of a third party; Disclosure harmful to economic and other interests of a public body (interfere with contractual or other negotiations) Disclosure harmful to personal privacy (personnel) (x2)</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 11:05 a.m. to 11:08 a.m. to allow the members of the public and Recording Secretary to leave the meeting.</p>

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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<p>CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Sheila Pockett Jennifer Thompson, Chief Administrative Officer (a portion) Gino Damo, Director of Corporate and Community Services (a portion)</p> <p>Jennifer Thompson and Gino Damo left the Closed Session at 12:12 p.m. Jennifer Thompson returned to the Closed Session at 12:40 p.m.</p> <p>Motion #217/24 MOVED by Councillor Bridgitte Coninx that Council move out of Closed Session at 12:55 p.m. <p style="text-align: right;">CARRIED</p> <p>Council recessed from 12:55 p.m. to 1:00 p.m. to allow the Director, Recording Secretary and members of the public to return to the meeting.</p> <p>Motion #218/24 MOVED by Councillor Robin Murray that Council set the reserve bid for 5112 – 49 Avenue, Tax Roll 84000, to \$11,500.00. <p style="text-align: right;">CARRIED</p> <p>Motion #219/24 MOVED by Councillor Bridgitte Coninx that Council amend the Student Bursary Policy C-COU-SBU-1 to allow residents living outside of the Town who attend Onoway Jr Sr High School to be eligible to receive a bursary, with Town of Onoway residents being given priority. <p style="text-align: right;">CARRIED</p> </p></p></p>												
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 1:05 p.m.												
12.	UPCOMING EVENTS	<table border="0"> <tr> <td>July 11, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>August 8, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>September 12, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>Sept 25-27, 2024</td> <td>AB Munis</td> <td>Red Deer</td> </tr> </table>	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.	Sept 25-27, 2024	AB Munis	Red Deer
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Mayor Lenard Kwasny
Jennifer Thompson
Chief Administrative Officer



Public Engagement Survey 2024

FINAL REPORT

This report was developed for the Town of Onoway in May 2024 with full objectivity, placing survey results through an objective lens to ensure accuracy, and to analyze responses for thematic relevancy.

2024 Catalyst Communications





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Executive Summary

In February 2024, the Town of Onoway began undertaking a process to conduct a Public Satisfaction Survey for two key purposes:

1. To gauge Onoway resident satisfaction with current services provided by the Town organization.
2. To gain an understanding of specific resident opinions of value to the Town's budgeting process.

Surveys of this nature are considered best practice in local government, providing important insights on areas of both municipal operations and governance. Surveys of this nature establish a baseline of current public sentiment, allowing Administration to identify areas in which improvements and/or efficiencies may be warranted, as well as areas in which the Town is currently excelling. Both are important to know, and allow the Town to focus on achieving municipal excellence in both the short- and long-term.

From a governance perspective, engagement efforts of this nature support Council in its goal of serving the community as a whole.

Though engagement is only one input of many, as Council must consider all governance tools and information available and pertinent to any decision being made, results of meaningful engagement ensure that the public perspective is incorporated into that decision-making process as appropriate.

Council's [2023-2032 Strategic Plan](#) includes five core pillars, each of which is addressed in some way by undertaking this process, including for two pillars in particular:

Service Excellence

- Develop a service inventory and identify priority services that make living and working in Onoway attractive by consulting with residents and the business community.
- Evaluate the efficiency and accessibility of all municipal services to provide value to residents.

Good Governance

- Value and embrace a healthy respect for democracy through all our actions, policies, and values.

Financial Sustainability

- Set up public engagement opportunities to be transparent to the community about Onoway's financial position, challenges, needs, and opportunities.

This is the first engagement process of this nature undertaken by the Town, with plans to further bolster comparable processes in the future. The expectation is that by creating consistency in engagement – and by ensuring that residents understand the value of engagement – the number of residents taking part in engagement increases from one process to the next.

This survey garnered a total of 59 responses from throughout the community, representing approximately 6.1% of the Town's total population, based on a total population of 966 (*Statistics Canada 2021*). This exceeds industry best practice of securing a minimum 5% engagement for communities with populations comparable to that of the Town.

Respondents were provided with appropriate context to the various areas explored through this survey, with that information helping residents to better understand some of the opportunities and challenges being faced by the Town, and by municipalities across Alberta – in some cases, across Canada.

Thank you to all residents who participated in the Town of Onoway's 2024 Public Engagement Survey. We appreciate the time, effort, and thoughtfulness put into responding to this survey, and commit to considering residents' input appropriately moving forward.

How we engaged

This 2024 Public Engagement Survey was launched on April 8, 2024, and closed on April 26, 2024. While initial plans included the survey being launched earlier, the dates were reassessed to account for Easter and Spring Break, ensuring that there were as few barriers to access for residents to participate in the survey as possible.

The survey was promoted through various means to garner as many responses as possible. This includes the survey being accessible through the Town's website, Social Media, media release, print advertising, and more.



Section 1 – Demographics

Respondent demographics were collected to provide context to the survey responses, and focused on just two core areas: age and connection to the Town.

Age Group

Age	Survey Participants	Census Demographics
>18	1.69%	25.88%
18-24	0.00%	4.65%
25-34	8.47%	11.90%
35-44	15.25%	12.42%
45-54	28.81%	12.42%
55-64	20.34%	11.38%
65+	25.42%	22.26%

Contextual Information

The ages of those who participated in the 2024 Public Engagement Survey are not fully reflective of the age demographics of the Town of Onoway, when compared to the age demographic figures presented by Statistics Canada (2021). That said, these figures are fairly closely aligned, and to a greater extent than is often seen in municipal surveying. The most notable variance is in the age category of 45-54, representing 28.8% of survey respondents but just 12.4% of the Town’s total population.

This is not surprising. It is quite typical that the most prominent group of respondents to engagement of this nature is either the 33-44 or the 45-54 age category. This is due to the fact that these are the age demographic groups which are typically most impacted by municipal service delivery, as they are homeowners in the community, with children impacted by local youth amenities and aging parents impacted by seniors services. While this is not a hard and fast rule, it is quite typical to engagement processes of this nature.

Connection to the Town



- Homeowner in the Town of Onoway
- Tenant/Renter in the Town of Onoway
- Business owner in the Town of Onoway

Additional Responses

Survey respondents were given an additional category to select of “Other.” Respondents who selected this category were asked to provide additional information, providing context to their connection to the Town. For this survey, just two respondents selected “Other,” with one response stating they are both a homeowner and business owner in the Town of Onoway, and the other specifying they are a homeowner in the Town. As such, those two respondents were added to the category, “Homeowner in the Town of Onoway.”

¹ Statistics Canada Census Profile, 2021 Census of Population:
<https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?lang=E&searchText=Onoway&RGU=Dist=2021A00054813014&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>



Section 2 – Living in Onoway

Survey respondents were asked to rank each of the following statements on a scale from “Strongly Agree” to “Strongly Disagree.” Responses to each of these statements has been broken down as a bar graph below, using the following legend:

- Agree (somewhat agree/strongly agree)
- Neither Agree nor Disagree (neutral)
- Disagree (somewhat disagree/strongly disagree)

The Town of Onoway is a great place to live.



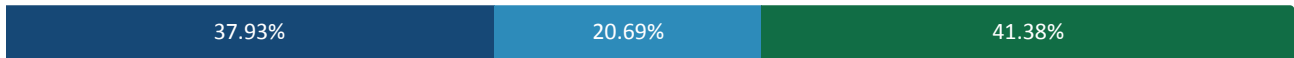
The Town of Onoway is a safe community.



The Town of Onoway is a good place to raise children.



The Town of Onoway is a good place to retire.



The Town of Onoway is a good place to do business.



The Town of Onoway is a welcoming community.

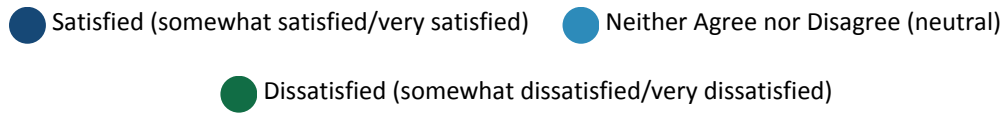


The Town of Onoway meets its residents' needs.



Section 2 – Living in Onoway

Survey respondents were asked to rank each of the following statements on a scale from “Very Satisfied” to “Very Dissatisfied.” Responses to each of these statements has been broken down as a bar graph below, using the following legend:



Adult cultural, recreation, and leisure programming



Bylaw Enforcement (ie. animal control, traffic, property standards)



Children’s cultural, recreation, and leisure programming



Community emergency preparedness



Economic Development



Family and Community Support Services (FCSS)



Fire Services



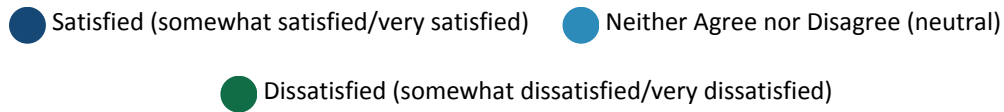
Onoway Public Library



Parks and open spaces and infrastructure maintenance



Section 2 – Living in Onoway



Seniors cultural, recreation and leisure programming



Snow removal and winter maintenance



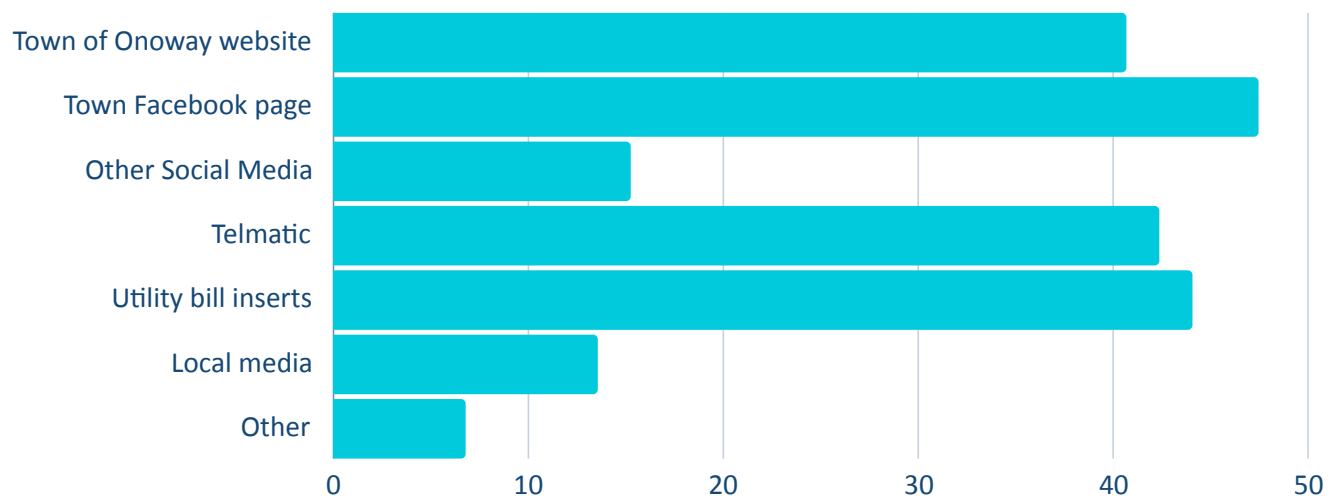
Summer road and sidewalk maintenance



Waste and recycling collection



What's your preferred method of receiving Town communications? (Select all that apply)



Additional Responses

Survey respondents who selected "Other" were asked to specify what method(s) of communications they prefer in receiving information from the Town, with 50% noting email as their preferred method of communication, with 25% pointing to text messages, and 25% saying they have no specific preferred method.

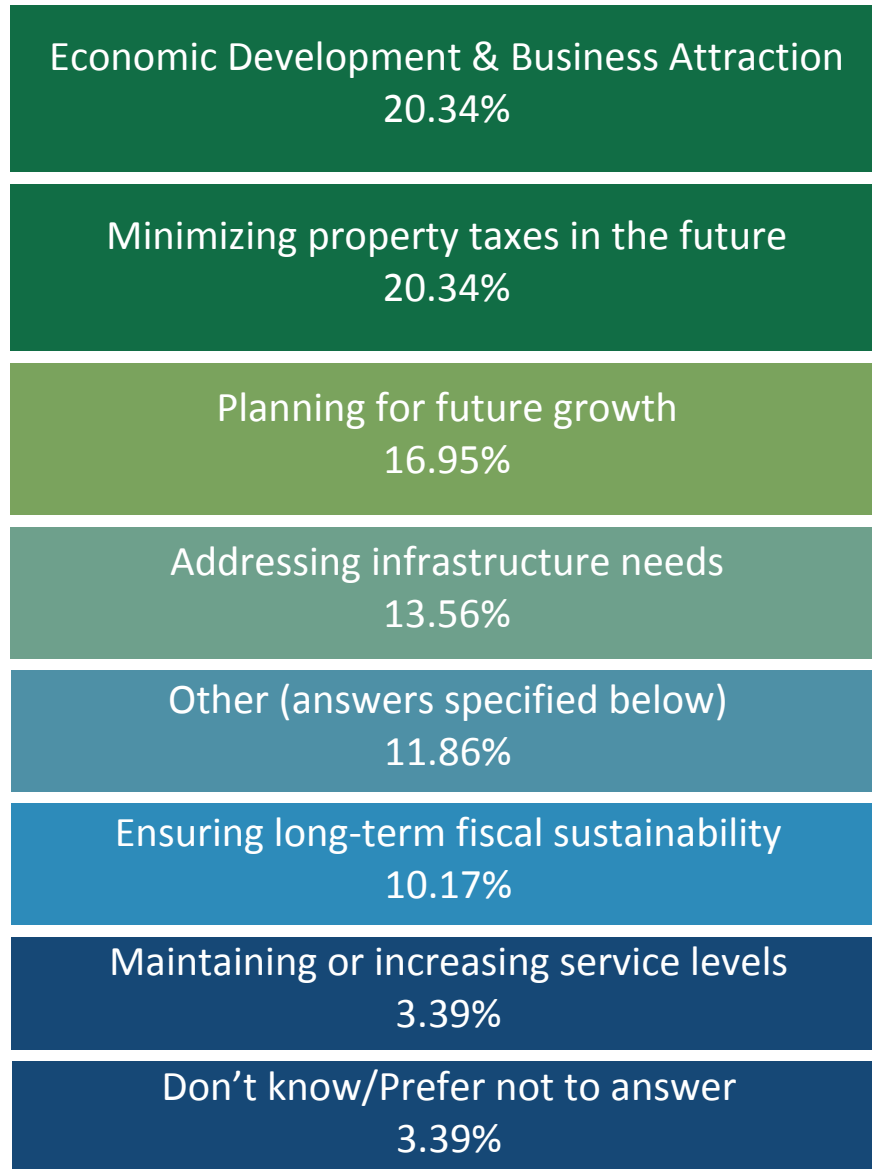
Respondent Comments

Survey participants were asked to provide additional comments on local service delivery, which have been included as an appendix to this report.



Section 3 – Budget Considerations

As the Town of Onoway prepares for the future, which of the following is most important to you?



Additional Responses

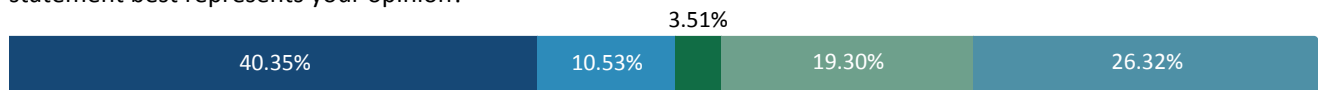
Survey respondents were given an additional category to select of “Other.” Respondents who selected this category were asked to provide additional information to specify their area of top priority, with those unaltered responses including:

- All of the above
- All of these are important. You should have done your jobs.
- Give us back our firehall
- Paving the alleyways. It will dramatically reduce the amount of dust in town.
- The fire department

Section 3 – Budget Considerations

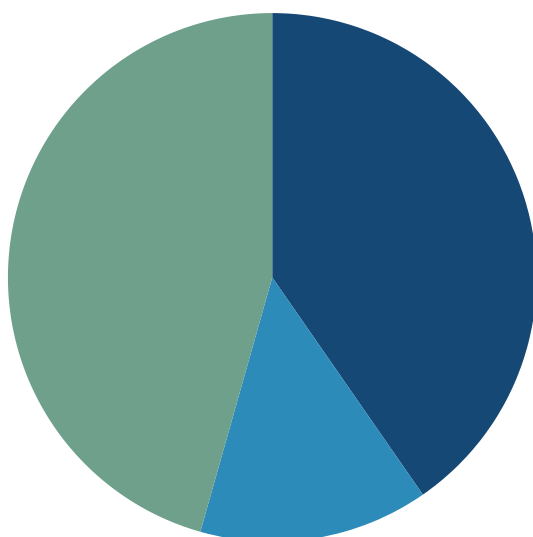
For questions specific to the residential tax rate, survey participants were provided with the following context: Throughout Alberta, and across Canada, municipalities have been grappling with growing infrastructure deficits as many areas of public infrastructure nears the end-of-life cycle. This issue has been worsened by reduced infrastructure funding from other levels of government.

Recognizing the delicate balance between municipal services and the need for infrastructure investment, which statement best represents your opinion?

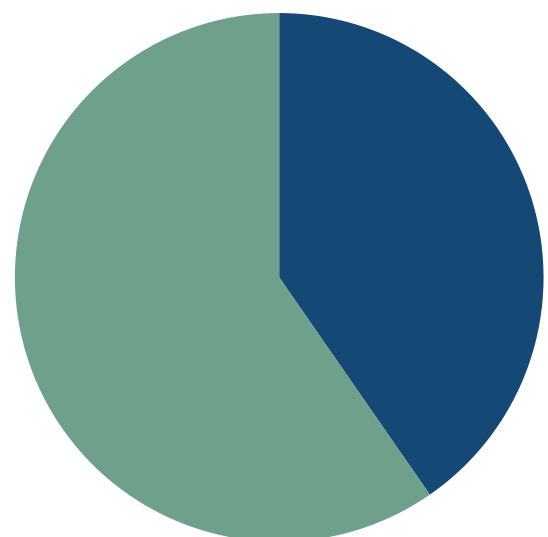


- **I don't want taxes to increase.** I understand this means service levels could decrease, and infrastructure funding may not increase.
- **I am OK with slightly higher taxes** to maintain current services levels. This means infrastructure needs will continue to be underfunded.
- **I am OK with slightly higher taxes** to fund infrastructure needs. This means service levels may decrease.
- **I am OK with a tax increase** so that service levels are maintained and infrastructure needs are adequately funded.
- **I am OK with a tax increase** so that service levels are increased and infrastructure needs are adequately funded.

Removing the focus of tax dollar allocation, this further breaks down as follows:



- Don't want taxes to increase.
- OK with a slight tax increase.
- OK with a tax increase.



- Don't want a tax increase.
- OK with a tax increase.

Section 3 – Budget Considerations

Survey respondents were asked, for each of the following Town services, please tell us if the Town should increase, maintain, or decrease its budget. Responses to each of these statements has been broken down as a bar graph below, using the following legend:



Adult cultural, recreation, and leisure programming



Bylaw Enforcement (ie. animal control, traffic, property standards)



Children’s cultural, recreation, and leisure programming



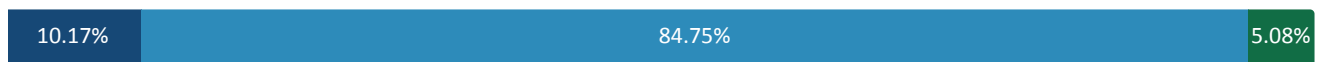
Community emergency preparedness



Economic Development



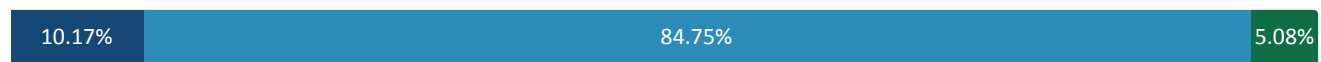
Family and Community Support Services (FCSS)



Fire services



Onoway Public Library



Parks and open spaces infrastructure and maintenance



RCMP resources



Section 3 – Budget Considerations

● Increase budget
 ● Maintain budget
 ● Decrease budget

Seniors cultural, recreation, and leisure programming



Snow removal and winter maintenance



Summer road and sidewalk maintenance



Support for local community groups/organizations



Town-produced events (ie. Centennial)



Utilities (water, wastewater, stormwater)



Respondent Comments

Survey participants were asked to provide additional comments on Town budgeting, which have been included as an appendix to this report.





Section 4 – Analysis

This consultation process was undertaken in a largely proactive manner to include community input as part of the budgeting process, and in consideration of ongoing Town service delivery. There are many considerations to be pulled from this report, and it is encouraging that this process has set a baseline for where resident opinions currently stand.

Engagement results were reviewed and analyzed with full objectivity, free of bias or preconceived notion. This survey received 59 responses, representing 6.3% of the Town of Onoway's population (based on a total population of 927 in 2022). This is a notably strong turnout for a first survey of this nature and scope, with anything above 5% population engagement considered strong and appropriately representative of the larger population. Still, as the Town of Onoway continues this engagement process year-over-year, it will be a core goal to increase participation rates, ensuring that as many resident voices are heard as possible. **For the 2025 engagement process, a goal of 7.5% representation (69 survey respondents) is appropriate and realistic.** Hopefully, that figure will be surpassed.

As consultation methodology was limited to surveys, it is worth mentioning that survey responses anecdotally tend to skew negative compared to responses collected through engagement processes such as open houses, focus groups, and workshops. By nature, surveying is a process that appeals to negative sentiment through opt-in participation and anonymity; it is typically those residents with stronger opinions who choose to participate. It is important to keep this in mind but it does not, in any way, bring to question the validity of the responses collected through this process.

Engagement results were analyzed for trends, which were discovered through statistically relevant information in benchmarking questions, as well as through respondents' personal comments. The analysis that follows explores key areas that have emerged through survey responses.



Section 4 – Analysis

Building Community

There is progress to be made in residents' assessment of the Town as a place to live, play and work; that said, the baseline generated through this initial engagement process does not show an overly negative picture. Instead, it shows room for growth through specific avenues. Nearly 75% of survey respondents stated that the Town of Onoway is a great place to live, or that they have no opinion on the issue. Similarly, nearly 80% of respondents held positive or neutral stance on whether the Town of Onoway is a safe community, and close to 75% feel as though the Town is a good place to raise children. These areas can be improved upon through value-proposition understanding in bolstered public communications, and in improvements tied to specific areas of service delivery, as outlined later in this report.

There are two areas of relative concern in this first section of survey analysis:

- 41% of respondents **do not** feel that Onoway is a good place to retire.
- 62% of respondents **do not** feel the Town meets its residents' needs.

These opinions largely go hand-in-hand. As residents see more value in Town service delivery and affordability – whether in reality or in perception – residents will feel more comfortable with the prospect of retiring locally.

Local Economy

Resident opinion on the state of the Town's economy is an area that must be addressed over the coming year. Nearly half of survey respondents do not currently feel that Onoway is a good place to do business (49.2%). Similarly, 64% of survey respondents stated they are dissatisfied with the Town's current level of economic development being undertaken.

This negatives perception is a snapshot in time. There are steps being taken by the Town towards improved economic development, industry attraction and business retention, which are likely to play into residents' perceptions of the Town as a place to do business. However, those Town initiatives had not yet reached the point of progress that they impacted resident opinion at the time at which this survey was undertaken.

This foray into increased economic development efforts aligns with respondents ranking economic development and business attraction as their No. 1 priority, tied with minimizing future property tax increases. Naturally, the two go hand-in-hand, with increased commercial and industrial assessment resulting in mitigated residential taxes.

Key Takeaway

As the Town moves forward with its plans for increased Economic Development activities, it is imperative that these efforts be communicated to residents proactively and emphatically.



Section 4 – Analysis

Taxation

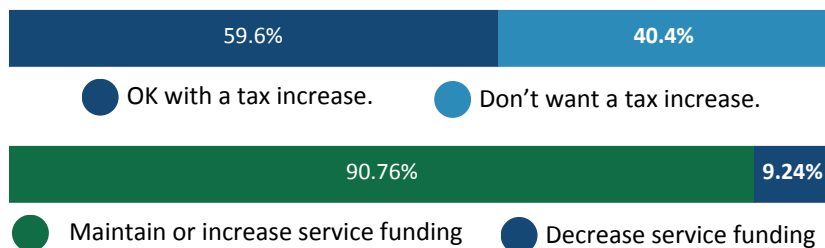
As noted, minimizing future residential tax increases is tied as a top priority for respondents, with comments painting a picture in which residents do not necessarily feel they are getting a level of service aligned with the current level of taxation. Whether this opinion is based in reality or in perception, this is a public sentiment that needs to be addressed over the coming year, with a goal to improve residents' opinions of Town services in the next public engagement survey of this nature.



Also noted, increased economic diversification

would help to mitigate future residential tax increases, with economic development tied as the other top respondent priority uncovered through this engagement process. That said, it is interesting, then, that long-term fiscal sustainability ranked low amongst priority options – second-last only to maintaining or increasing service levels. This, too, stands against residents' desire for maintained or increased service funding seen when accounting for all services combined, with 90.76% of respondents noting they would like to see maintained or increased service funding, and less than 10% pointing to a desire for service funding decreases. The area that saw the most prominent desire for decreased funding levels was Town-produced events (25.86% desire for decreased budget).

Meanwhile, looking at budget considerations, residents overwhelmingly opined that funding should be maintained or increased across all areas of service delivery. Similarly, when asked whether they would tolerate a tax increase, the majority of survey respondents (59%) noted that they were comfortable with higher taxes to one extent or another.



Key Takeaway

Survey participants who spoke against increased taxes also requested maintained or increased services

This is not an anomaly specific to Onoway. It is quite common across municipalities that residents voice a general desire for decreased residential taxes, while simultaneously seeking improved service levels requiring increased spending. Similarly, survey participants ranked “Preparing for future growth” and “Addressing infrastructure needs” as third and fourth amongst top priorities, respectively – both of which take a considerable amount of investment. This lack of consistency between stated desired overall tax rate versus per-service funding anecdotally shows a disconnect between residents' current understanding of the municipal budgeting process vs. municipal government's role.

Across municipalities, organizations should make every effort to ensure that residents are informed on the role of municipal government, including in areas of budgeting, operations, strategy, and governance. These efforts should be embraced in Onoway, with future engagement results acting as a potential indication of progress made in this area over time.

Section 4 – Analysis



Conclusion

There are many considerations heading into future budget deliberations and in relation specifically to the Town's service delivery levels, as represented by those who opted to participate in this year's Public Engagement Survey. It is unlikely that Budget 2025, in any form, will satisfy all – or potentially even the majority – of local residents, based on the results of this engagement process. Still, consultation efforts of this nature are crucial to developing a Town approach that aligns with residents' desired future state.

There are no key recommendations developed through a report such as this, though it is clear based on respondent input that an increased level of communications between the Town and its residents would help solve some of the issues of perception prominent in the community. This is particularly true in the area of economic development, on which respondents strongly stated they do not feel the Town is doing enough at this time. It is encouraging, therefore, that the Town does have plans in place for increased economic development activity.

As Council moves towards Budget 2025 deliberations, it is also suggested that the Town embrace current trends in communicating municipal finances effectively to the public, including that:

- Any residential tax, business tax, or utility rate change be communicated to residents in terms of dollar value, ensuring that residents and business owners have a strong understanding of the potential impacts of any budgetary decisions on their pocketbooks on a monthly basis.
- The Town make an effort to show the public how Public Engagement Survey results were used as part of the decision-making process.
- Reasons for any significant budget changes, and the benefit those shifts bear for residents and/or the community as a whole, are clearly outlined to residents.
- Ongoing, regular updates are provided to residents throughout the year on initiatives being undertaken by the Town, and the positive impacts seen in the execution of Budget 2025.

Finally, it is suggested that budget engagement of this nature continue to be executed on an annual basis, including that consultation result analysis include year-over-year trend identification.





Appendix 1 – Respondent Comments – Services

Survey respondents were asked whether they have any suggestions/comments for the Town of Onoway to consider related specifically to service delivery. The following comments are provided verbatim, without edits, in the order in which they were submitted; please note that not all survey respondents choose to provide written comment.

No.

Crack down on the homes that never clear the snow from their sidewalks. It's infuriating to see the same properties every year with treacherous sidewalks. I clear mine and both Neighbors' typically. They'll often return the favour. It's not that difficult.

Bi law enforcement needs to be proactive and not reactive.

Our taxes are way to high for the services and businesses here.

Better organics and yard waste collection. More complete sidewalk / trail coverage so you can walk safely everywhere.

Please do something for the children there is next to nothing for kids in this town. The town can't grow without future residents

Give us back our fire station

No

Infrastructure needs developing badly, lots of potential wasted in this town.

Better road Maintenance, I have a big hole at the end of my driveway on the towns road for example, and more Infrastructure. To draw other people in, sidewalks Etc.

Remove Onoway Regional from town of Onoway

no

More recreational opportunities and increase residential and commercial development. What happened to the church and houses. Tear down the community hall it's useless and caretaker is most difficult and rude when it comes to renting. Put a little strip mall there. Expand AHS there. Anything but another hall.

More things for children, or more playgrounds.

This Town is stagnet, no incentives to live here or for new businesses no move here. Poor Town Council and Town Admin. Shame on them!

Get the cats under control and give the kids something to do around here

The new organic cart and recycling rules are extremely limited and we preferred the old provider much better. Winter road maintenance has gone downhill since we moved here and yet we've had less snow. There is also less and less activities or options for children, especially teens in town.

I suggest we keep our own fire department instead of going with the county's fire department.

Leave the the fire dept that is currently here, permanently here.

Lower taxes, this place is getting too expensive for the level of services provided. Not worth the cost!

Need alot of work on the parks and some sort of walking trails.

Appendix 1 – Respondent Comments – Services

The failure to inform and include the public on important matters is a failure

I think the Town of Onoway could do a better job of making Onoway a welcoming place to open a business and invite local population growth.

Councillor (one in particular) needs to stop working against the team. Needs to be a team member or quit. We see through the miss information that is hurting our community.





Appendix 2 – Respondent Comments – Budgeting

Survey respondents were asked whether they have any suggestions/comments for the Town of Onoway to consider related specifically to municipal budgeting. The following comments are provided verbatim, without edits, in the order in which they were submitted; please note that not all survey respondents choose to provide written comment.

Town needs growth. Too little being done to add to community. I'd agree with tax increase as long as business/rec amenities are improved.

Quit wasting money replacing sidewalks. Concrete costs more than asphalt. Patch the sidewalks and pave the alleys.

I don't see the need for bylaw if they are not going to be proactive. Relaying on citizens of Onoway to report issues when the Bylaw officer sees the same issues as they drive by and refused to do anything unless I called in and reported the problem.

Decrease bylaw enforcement. All they do is set up speed traps to fulfill quotas.

the firehall needs to be in onoway

I'd like to see a swimming pool in Onoway. My former home town in Alberta has a swimming pool and it's a great asset to that community for its children and seniors too. And I must say our town taxes are over double what my dad pays for his similar home there as mine. And they've a Subway and a few more stores and restaurants too. Would be nice if Onoway could try to attract more businesses to set up here.

The fireball for the fire department

No

Stop wasting money! Build community spirit - not break it down. Be more transparent to the rate payers, involve them in all dealings. Consult with the rate payers rather than dictate. Stop the backroom deals. Do more for town. Stop destroying the economic viability of Onoway! Provide a forum for more input from the rate payers. Stop ating like our federal government. Do the right thing! Keep our Fire Department!!!

no

Set an education standard to run for council

Get some houses built!! Our population has not grown 8n years.

Not knowing the budget for any of the above as there is no transparency with this administration, my answers are mainly increase.

None

I do not wish to see any increase in taxes. What we pay already for services provided is extremely, extremely high. I think the town should be able to find a way to maintain or increase ALL levels of services without any increase in taxes. Services have gone downhill specifically since we moved here yet taxes have gone up. The failure to maintain or increase levels of service within the current budget is a town council issue that should be addressed without putting residents on the hook for internal issues and failures.

You all should have stayed within your means. We wouldn't be sitting in the situation we are now. Close to 700,000 dollars spent on termination of contracts. Current administration not doing their jobs, legal fees. Shame on this current council and administration for the position we are in and Lord help us if we have something major come up.

Make this an affordable place to live again. Tax only the people that want to increase services.

Appendix 2 – Respondent Comments – Budgeting

This is a very vague survey. It is hard to answer honestly without having all the facts and figures in front of me. Eg: How much tax increase/decrease? How much increase/decrease in the budget are we talking to each of the specified areas? This is very misleading..... Also, what are the increase/decrease in services? (Eg: RCMP)

Increase Economic Development to increase population.

Just do the job your paid for. You've squandered our Towns reserves.

While infrastructure is important, I think that the Town can generate the property tax revenues it would need to build and maintain infrastructure if it encouraged investments in the area. By building the community, more people are likely to move to Onoway and contribute to budgets through their own property taxes. We already pay more in property taxes than people in much larger municipalities like Fort McMurray, but we do not have anything like the infrastructure they have there.

Ensure that funding to organizations not only be fair but appear to be fair.

I would like to see the town work on water and sewer for the west end of town, Also side walks there..





Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	July 11, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Designated Officer Bylaw # 815-24

BACKGROUND / PROPOSAL

During the recent 2024 Municipal Accountability Program review, the Province of Alberta provided recommendations. One of the recommendations is to appoint a Designated Officer to certain sections of the Municipal Government Act (MGA) in situations where the Chief Administrative Officer is ill, known absence or incapacitated.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As section 210 in the MGA, *“a council may:*

- (a) by bylaw establish one or more designated officer positions, give each of the positions a different title and specify which powers, duties and functions of a designated officer under this or any other enactment or bylaw are to be carried out by which positions, and*
- (b) appoint individuals to the designated officer positions.”*

Administration reviewed various municipal designated officer bylaws and applied best practices to the attached. Also, the proposed Designated Officer Bylaw appoints the Director of Corporate and Community Services as a Designated Officer for Parts 8 (Financial Administration) & 9 (Taxation) and various sections.

In addition, the proposed bylaw indicates that the *“CAO may appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.”*

In addition to the proposed bylaw, the following Designated Officer Bylaws are **active**:

- Bylaw # 761-19 – Designated Officer – Subdivision and Development Appeal Board Clerk.
- Bylaw # 765-19 – Designated Officer – Assessor.
- Bylaw # 767-19 – Designated Officer – Assessor.
- Bylaw # 781-21 – Designated Officer – ARB Clerk.

STRATEGIC ALIGNMENT

- Fiscal Sustainability
- Good Governance

COSTS / SOURCE OF FUNDING

N/A.

RECOMMENDED ACTION

- That Bylaw # 815-24 the Designated Officer Bylaw be given first reading.
- That Bylaw # 815-24 the Designated Officer Bylaw be given second reading.
- That Bylaw # 815-24 the Designated Officer Bylaw be considered for third reading at this meeting.
- That Bylaw # 815-24 the Designated Officer Bylaw be given third reading and adopted.
- OR some other direction as given by Council at meeting time.

ATTACHMENTS

- a) Proposed Bylaw # 815-24 – Designated Officer Bylaw.

TOWN OF ONOWAY
By-Law 815-24

A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF A DESIGNATED OFFICER FOR THE MUNICIPALITY.

WHEREAS pursuant to provisions of Section 210 of the Municipal Government Act, RSA Alberta 2000, Chapter M-26 and amendments thereto, the Council of the Town of Onoway may pass a Bylaw for the establishment of one or more positions to carry out the powers, duties, and functions of a designated officer under the *Municipal Government Act* or any other enactment or municipal bylaw;

AND WHEREAS the Council of the Town of Onoway deems it appropriate and desirable to appoint individuals as designated officers for assigned purposes.

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

1. TITLE

This Bylaw shall be cited as the “Designated Officer Bylaw.”

2. DEFINITIONS

2.1 “Council” means the duly elected Council of the Town of Onoway.

2.2 “Chief Administrative Officer/CAO” means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer’s designate.

2.3 “Municipality” means the Town of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.

2.4 “Act” means the Municipal Government Act, R.S.A. 2000, C. M-26, any regulations thereunder, and any amendments or successor legislation thereto:

3. APPLICATION

3.1 The following position is established as a “Designated Officer” of the Town of Onoway:

3.1.1 Director of Corporate and Community Services

3.2 The above individual appointed as a “Designated Officer” for the purposes of the following Parts and Sections of the Municipal Government Act:

- Part 8 – Financial Administration.
- Part 10 – Taxation.
- Section 69 Consolidating Bylaws.
- Section 213 (1)(b) Signing Minutes of Council Meetings.
- Section 213 (3)(b) Signing Bylaws.
- Section 213(4)(b)- agreement, signing cheques and other negotiable instruments.
- Section 334(2)- Application of Tax Payment.
- Section 336(1)- Certifying date of sending tax notices.
- Section 350- Issuing of tax notices.
- Section 420 (2) Right to possession of land.
- Section 606 (7) Signing Certificates of advertising.
- Section 612 (1) Certifying copies of Bylaw, resolutions and records.

4. GENERAL PROVISIONS

4.1 The Chief Administrative Officer may appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

That Bylaw 815-24 comes into full force and effect upon third reading.

Read a first time this day of 2024.

Read a second time this day of 2024.

Unanimous consent to proceed to third reading this day of 2024.

Read a third time and passed this day of 2024.

Mayor Lenard Kwasny

**Jennifer Thompson
Chief Administrative Officer**



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	July 11, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Invitation to Request a Meeting with the Minister

BACKGROUND / PROPOSAL

An invitation has been received to request to meet with Minister McIver, Minister of Municipal Affairs at the AB Munis Convention in September, 2024.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Each municipality is granted a meeting of 15 minutes, if successful in the request. Council would need to submit a request to the Minister under the following guidelines: "policy items directly relevant to the Minister of Municipal Affairs". The deadline for the request to be submitted is July 12, 2024 (correspondence is included below).

Previously, Council had submitted a request to meet with Minister McIver regarding the following items:

1. Local Government Fiscal Framework (LGFF)
2. Downloading of services to municipalities
3. Distribution of casino funds

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

N/A

RECOMMENDED ACTION

THAT Council request a meeting with Minister McIver, Minister of Municipal Affairs to discuss: 1. Local Government Fiscal Framework (LGFF); 2. Downloading of services to municipalities; 3. Distribution of casino funds

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB T4R2N7) from September 25-27, 2024.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics to ma.engagement@gov.ab.ca no later than **July 12, 2024**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
(it is highly recommended to provide details on the discussion topics)
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister to engage with as many municipal councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs



Town of Onoway Request for Decision

	Council Meeting
Meeting Date:	July 11, 2024
Presented By:	Jennifer Thompson, CAO
Title:	Greater Parkland Regional Chamber Annual Magazine

BACKGROUND / PROPOSAL

In the 2024 edition of the Greater Parkland Regional Chamber Annual Magazine, the Town of Onoway purchased an advertisement for \$1,505.

Residents
Great Schools, Recreation, Medical Services.
Residential Development opportunities available.

Business
Shop, Dine, and do Business in Onoway.
Commercial lots for sale.

Industry
Industrial Park with easy access to Rail, and Highways 43 & 37.
Development Opportunities available.

Inquiries: 780-967-5338

Country Living with all the Amenities, and easy Urban Access

www.onoway.ca
Celebrated 100 years in 2023

To view the magazine online the following link is available. The Town of Onoway advertisement is on page 29.

https://issuu.com/delcomminc/docs/greaterparklandcofc_2024_web
or https://issuu.com/delcomminc/docs/greaterparklandcofc_2024_web

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Town of Onoway is now a Greater Parkland Chamber member and the cost of the advertisement is discounted to \$1,279.50. There is benefit to advertising in the Greater Parkland Region. Networking is occurring through the Greater Parkland Chamber events and information.

This magazine is published in early 2025. Deadline for artwork submission is September. If Council wishes to amend the messaging staff will change to suit Council's vision.

This is an economic development committee initiative from 2023. All decisions of Economic Development are with Council at this time until an Economic Development Committee is established.

STRATEGIC ALIGNMENT

Economic & Business Growth

COSTS / SOURCE OF FUNDING

2-69-00-221 EDC Advertising Budget \$3,010 is available and this cost is \$1,279.50.

RECOMMENDED ACTION

- 1) THAT Council authorize advertising in the Greater Parkland Chamber annual magazine of \$1,279.50

OR

- 2) THAT Council redirect funding in Economic Development budget currently used for advertising in the Greater Parkland Chamber annual magazine to other initiatives.

ATTACHMENTS

NONE.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	July 11, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2023 Town of Onoway Library Board Financial Statements

BACKGROUND / PROPOSAL

During the June 25, 2024, Town of Onoway Library Board meeting, the board made the following motion regarding OLB Financial Statements:

MOVED by Marge Hanssen that the Town of Onoway Library Board unaudited Financial Statements for 2023 (prepared by Trail Accounting) be accepted for information and that the Board recommend approval to present to Onoway Town Council. **CARRIED**

Section 9(b) of the Libraries Act states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council.

Section 9(c) of the Libraries Act states that upon completion, the library board shall submit the financial report to council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration has received the completed 2023 Financial Statements from Trail Accounting. It is important to note that these statements are reviewed and **not** audited to meet Section 9(c) requirement of the Libraries Act.

STRATEGIC ALIGNMENT

Financial Sustainability
Good Governance

COSTS / SOURCE OF FUNDING

N/A.

RECOMMENDED ACTION

1. That Council appoint Trail Accounting of Onoway to complete the 2023 Financial Review of the Onoway Public Library.
2. That Council approve the Town of Onoway Library Board 2023 Financial Statements from Trail Accounting as presented.
3. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Draft Town of Onoway Library Board 2023 Financial Statements.

TOWN OF ONOWAY LIBRARY BOARD ONOWAY, ALBERTA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023
(UNAUDITED - SEE NOTICE TO READER)

NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of TOWN OF ONOWAY LIBRARY BOARD as at December 31, 2023 and the statements of receipts, disbursements and surplus for the period then ended. We have not performed an audited, or review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Trail Accounting

ONOWAY, ALBERTA
February 27, 2024

Disclaimer of Liability

These financial statements were compiled solely for the use of Town of Onoway Library Board. We make no representation of any kind to any other person in respect of these financial statements and accept no responsibility for their use by any other person.

TOWN OF ONOWAY LIBRARY BOARD

BALANCE SHEET

DECEMBER 31, 2023

(UNAUDITED - SEE NOTICE TO READER)

ASSETS

	<u>2023</u>	<u>2022</u>
Cash	\$ 92,867	\$ 75,039
Library Operating Grant Receivable	-	8,503
Goods and services tax recoverable	<u>599</u>	<u>687</u>
	93,466	84,229

EQUIPMENT

<u>14,337</u>	<u>17,922</u>
<u>\$ 107,803</u>	<u>\$ 102,151</u>

LIABILITIES AND SURPLUS

Accounts payable	\$ 1,501	\$ 7,500
AMSC Benefits	-	535
Deferred Grant Rev-Canada Post	<u>-</u>	<u>1,146</u>
	1,501	9,181

SURPLUS

<u>106,302</u>	<u>92,970</u>
<u>\$ 107,803</u>	<u>\$ 102,151</u>

TOWN OF ONOWAY LIBRARY BOARD
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023
(UNAUDITED - SEE NOTICE TO READER)

	<u>2023</u>	<u>2022</u>
RECEIPTS		
LSAC Lib Municipal	\$ 20,812	\$ -
LSAC Operating	53,784	67,037
Grant OPL Municipal Affairs	14,762	8,503
Grant Town of Onoway	12,500	10,000
Book Fines/Sales	758	754
Cardholder Fees	3,317	2,963
Donations	4,023	13,913
FOPL Contributions	3,400	4,800
Grant - FCSS	5,200	6,388
Grant - Miscellaneous	15	750
Grant - 2024 Canada Post	1,146	-
Office Services	2,534	1,434
Yellowhead Regional Library	3,533	1,644
Summer Village Contributions	1,000	3,500
X Revenue "In Kind" Onoway	<u>9,477</u>	<u>26,500</u>
	<u>136,261</u>	<u>148,186</u>
DISBURSEMENTS		
Advertising	403	387
Amortization	3,584	4,480
Bank Charges & Interest	432	325
50th Anniversary Celebrations	1,327	-
Collection & Book Loss	169	336
Computer/Copies	3,440	3,191
Conferences & Workshops	289	47
Insurance	2,359	2,449
Membership/Licenses	471	338
Miscellaneous	705	2,155
Office Expenses	907	767
Professional Fees - Accounting	1,500	1,632
Program Expenses	13,779	8,585
Rent	17,000	19,200
Telephone/Internet	1,017	1,356
Travel	763	47
Wages	51,232	48,623
Wage Source Deductions	3,804	3,362
Wages - AMSC Benefits	6,671	6,565
WCB Expense	200	-
X Expense "In Kind" Onoway	9,477	26,500
FOPL In Kind (Rent)	<u>3,400</u>	<u>4,800</u>
	<u>122,929</u>	<u>135,145</u>
Surplus for the year	13,332	13,041
Surplus, Beginning of year	<u>92,970</u>	<u>79,929</u>
Surplus, End of year	<u>\$ 106,302</u>	<u>\$ 92,970</u>

TOWN OF ONOWAY LIBRARY BOARD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

(UNAUDITED - SEE NOTICE TO READER)

1. SIGNIFICANT ACCOUNTING POLICY

EQUIPMENT

Equipment is stated at cost less accumulated amortization. Equipment purchased during the year is subject to a half year rule whereby only 50% of the total available amortization is taken. Equipment is amortized over its estimated useful life at the following rates and method:

Equipment 20%

2. EQUIPMENT

Details are as follows:

	Cost	Accumulated Amortization	Net Book Value	
			2023	2022
Equipment	<u>\$ 55,002</u>	<u>\$ 40,665</u>	<u>\$ 14,337</u>	<u>\$ 17,922</u>

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday February 15, 2024

In Attendance

Daryl Weber, Ty Assaf, Jim Hailes, Robin Murray, Dave Kusch, Nick Gelych

REGRETS:

MARVIN SCHATZ, ANNA GREENWOOD, SERENA LAPOINTE, LIZ KRAWIEC

- | | |
|--|---|
| 1) CALL TO ORDER: | Meeting Called to Order by Vice Chair Daryl Weber @ 1:05 pm
Board Chair took over meeting @ 2:05PM |
| 2) ADOPTION OF AGENDA: | <u>Motion# 53 Moved by Robin Murray</u>
<i>That the Agenda be accepted as presented</i>
<p style="text-align: right;">CARRIED</p> |
| 3) MINUTES OF PREVIOUS MEETING: | <u>Motion # 54 Moved by Jim Hailes</u>
<i>That the minutes of the January 18, 2024, regular board meeting be accepted as presented.</i>
<p style="text-align: right;">CARRIED</p> |
| 4) TREASURERS REPORT: | Financials As Attached
Sunlife Report – Attached
<u>Motion# 55 Moved by: Ty Assaf</u>
<i>Motion to adopt the treasurers report as presented.</i>
<p style="text-align: right;">CARRIED</p> |
| 5) CHAIR REPORT | 5.1 Board Chair Update –
<ul style="list-style-type: none"> ➤ CFNA – Messages from the Chair: Resignation of ED, RRRF Position Paper Acknowledgment. <u>Motion # 56 Moved by: Dave Kusch</u>
<i>Motion to accept the CFNA Message from the Chair as information.</i>
<p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ➤ CFNC – Advocacy Efforts, Key Messaging, Government Relations Toolkit. <u>Motion # 57 Moved by: Ty Assaf</u>
<i>Motion made providing staff with direction to request a meeting with the regional MP's requesting their attendance at the March/April/May meeting if available to discuss advocating in support of the CF messaging going into the next budget deliberations as per the CF Network of Canada Government Relations Toolkit.</i>
<p style="text-align: right;">CARRIED</p> |
| 6) IRC REPORT | 6.1 Business Analyst Update –
<ul style="list-style-type: none"> ➤ RRRF Outcome Update ➤ Refinancing/New Loan Update ➤ Client Update: 6.2 Update – Urgent Client Meeting Held Feb 8, 2024
Provide Board with an overview of meeting necessity & outcomes.
<u>Motion # 58 Moved by: Daryl Weber</u>
<i>Motion to accept the direction provided to staff at the emergency Board/IRC meeting in regard to action to be taken with Client.</i>
<p style="text-align: right;">CARRIED</p> |

6.3 CGI Loan Program Update: For Information Attached.

6.4 Audit Dates Confirmed:

Motion # 59 Moved by: Robin Murray

Motion to accept Business Analyst Update and other IRC agenda items as information.

CARRIED

7) OLD BUSINESS

7.1 2024 – 2025 Operations Plan Due – Revised and Submitted Copy attached as per motion 49/2024.

7.2 External Funds Investment Committee (Daryl, Serena, Ty, Nick)
Set Meeting Date: ED to send out meeting date and agenda material for a tentative evening meeting the week of March 4-7

7.3 Lemonade Day – Board ROI – Feedback – Swan Hills On board

7.4 CFLIP Investment Pool – Discussion- Set Committee/Meeting
➤ **Draft Info Attached**

Board Committee Struck: Nick, Ty & Marvin?

To review existing policy, cflip investment rates to provide final recommendation to the board. ED will arrange to provide information and possible meeting arrangements with the CFLIP Investment Firm.

7.5 Strategic Planning Session- Ongoing research

7.6 Board Training: Review attached.

Board Member requested a copy of the full list of training modules and the certification criteria. Ed to forward information.

Motion # 60 Moved by: Dave Kusch

Motion to accept Old Business as Information.

CARRIED

8) NEW BUSINESS

8.1 Annual Council Presentations: Dates Set, Presentation Being Developed. Request for Recommendations to be Included?

8.2 CRA – Online Portal Access Completed – Daryl Weber assisted with set up.

Motion # 61 Moved By: Daryl Weber

Motion instructing Executive Director, to seek legal advice, regarding process involved to change of Articles of Association and company status to include Executive Director as a non-voting board member, so that CRA recognizes the position as a legal company member, with priority status on the CRA Business account.

CARRIED

**9) EXECUTIVE DIRECTOR
UPDATE
STAFF REPORTS**

9.1 Executive Director - As presented

9.2 CED Report – As Attached For Information

9.3 DSS Report –As Attached For Information

Motion # 62 Moved by: Robin Murray

Motion to accept staff reports as information.

CARRIED

10) ROUND TABLE

Town of Barrhead: Ty Assaf: Council reviewing Taxi Bylaw, AHS sent letter providing funding for fire department volunteers.

Village of Alberta Beach: Daryl Weber: Ongoing conflict between bordering community fire departments,
Sno Mo days going ahead within a reduced capacity

Town of Onoway: Robin Murray- Fire Department conflict effects town of Onoway as well.
CAO/Mayor attending leaders caucus meeting.
Public has been informed as per public election referendum, town of Onoway is currently having a Municipal Forensic Audit conducted by MMP.

Woodlands County – Dave Kusch:
Council recently met with Forestry Minister to discuss anticipated changes to funding and cost requirements involved with continued operations of the airport. Ongoing discussions underway.
Council discussing possible tax incentives to help small business growth within the county.

Town of Fox Creek – Jim Hailes
Discussion shared regarding Fox Creeks efforts in consideration of building a strip leading up to the Fox Creek airport.
Prep taking place for fire season. Paving projects being reviewed.
Way fare Signage up

County of Lac Ste Anne: Nick Gelych
County Fire Department Conflicts include Lac Ste Anne County as well.
Way finder development completed, discussion regarding challenges to get commercial land developed.
Regional Medial Clinic Discussed – Challenges with AHS and the College of Physician and Surgeons required to get a dr. New Dr to start next week in Onoway.

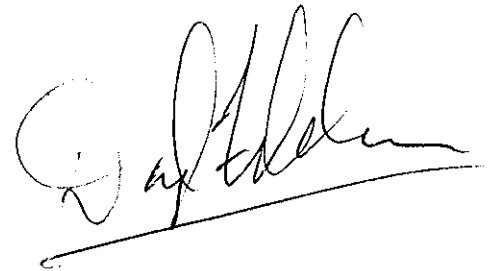
11) ADJOURNMENT

Motion 63 Moved by Dave Kusch
Motion to adjourn @ 3:25 pm.

CARRIED

12) NEXT MEETING

March 21, 2024 *



Daryl Weber

March 27 2024

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday March 21, 2024

In Attendance : MARVIN SCHATZ, JIM HAILES, LIZ KRAWIEC, DARYL WEBER, ANNA GREENWOOD, SERENA LAPOINTE (VIRTUAL) MATTHEW HARTNEY, LILIAN WISSER

REGRETS: NICK GELYCH, TY ASSAF, ROBIN MURRAY, DAVE KUSCH

1) CALL TO ORDER:	Meeting Called to Order at 1:01PM
2) ADOPTION OF AGENDA:	<p><u>Motion# 64 Moved by Marvin Schatz</u> <i>That the Agenda be accepted as presented</i></p> <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<p><u>Motion # 65 Moved by Jim Hailes</u> <i>That the minutes of the February 15, 2024, regular board meeting be amended as indicated.</i></p> <p>Motion to change the spelling on Anna's name and add the time of when Board Chair took over meeting.</p> <p style="text-align: right;">CARRIED</p>
4) TREASURERS REPORT:	<p>Monthly Financials As Attached Year End Financials As Attached</p> <p><u>Motion# 66 Moved by Liz Krawiec</u> <i>Makes the motion to adopt the monthly treasurers report as presented.</i></p> <p style="text-align: right;">CARRIED</p> <p><u>Motion# 67 Moved by: Jim Hailes</u> <i>Motion to accept the year end budget results as presented and accounted for.</i></p>
5) CHAIR REPORT	5.1 Board Chair Update – Absent from Meeting
6) IRC REPORT	<p>6.1 Business Analyst Update –</p> <ul style="list-style-type: none"> ➤ RRRF Outcome Update- Board Advised Default Letter Sent ➤ Client Update: Restaurant Client – Client update provided to board. <p><u>Motion # 68 Moved by Anna Greenwood</u> <i>Motion to accept Business Analysis update as information.</i></p> <p style="text-align: right;">CARRIED</p> <p>6.2 RRRF Refinancing Loan Request: Staff presented client request for RRRF refinancing.</p> <p><u>Motion # 69 Moved by: Liz Krawiec</u> <i>Motion made by Liz recommending the board approve the RRRF Refinancing Loan Request, as recommended by staff.</i></p> <p style="text-align: right;">DEFEATED</p>

Motion # 70 Moved by: Marvin Schatz

Motion made directing staff to continue supporting RRRF clients not eligible for re-financing, in order to accommodate reduced payments when necessary.

CARRIED

Motion # 71 Moved by: Serena Lapointe

motion made to extend additional 3 months of interest only payments for CGI Loan 5 Client.

CARRIED

6.3 CGI Loan Program Update: Dollars being returned to CFYE to continue the CGI program, and interest.

Recommendation to continue with existing policy/procedure processes previously passed.

7)

7.1 -2024/2025 Annual Budget & Business Proposal – Postponed to April Board Meeting for Approval.

7.2 2023 Draft Annual Council Presentation Attached for Information and or Recommendation if additional information suggested or removed.

Items 7.1 & 7.2 tabled until April Meeting to review and approve all at once. Council Presentation was included in Meeting Package.

7.3 – Strategic Planning Facilitator Confirmed: Holly Sorgen, Grande Prairie CF. Full Day Session – Provide some date options to confirm with facilitator.

Board approved facilitator, looking for date confirmation. Facilitator unavailable on our May board meeting date

8) NEW BUSINESS

8.1 4th Quarter Prairies Can Report Due – April 20, 2024

8.2 2022/2023 – Annual Performance Report Due – May 31, 2023

8.3 Annual Audit Presentation June 20th & AGM June 20th, Meeting to start at 11:00 am – Lunch Included.

Motion # 72 Anna Greenwood

Motion to accept the New Business Report as information.

CARRIED

9) EXECUTIVE DIRECTOR UPDATE
STAFF REPORTS

9.1 Executive Director - Not available

9.2 CED Report – As Attached For Information

9.3 DSS Report –As Attached For Information

Motion # 73 Moved by: Liz Krawiec

Motion to accept staff reports as information.

CARRIED

10) ROUND TABLE

Town of Mayerthorpe: Anna Greenwood

- CAO/Mayor going on Trade Mission to India- Growing Globe Immigration arranging meetings with Textile, Manufacturing, Food & Beverage businesses. They will be visiting 5 cities while they are there.
- Housing shortage still an ongoing issue.
- Potential to get businesses in "Gasoline Alley."

Town of Fox Creek – Jim Hailes:

- Approval 5 million for fire prevention by government

Town of Swan Hills – Liz Krawiec:

- Working on Fire Prevention
- First joint meeting with Big Lakes – special waste committee
- Direction on where its going & what's wanted.
- RMA coming up.

County of Barrhead – Marvin Schatz:

- Land use bylaw working – misinformation circulating, creating concerns.

Town of Whitecourt – Serena Lapointe:

- Passed borrowing bylaw – Arts & Culture Centre
- Fire update – dead tree removal underway.
- Whitecourt Launch Grant Program – CFYE partnering on program providing support to small business applicants, reviewing business plans etc.
- Wolverines – landed in top spot in league.
- Snow removal program – plowed to sides previously now getting removed.

Village of Alberta Beach – Daryl Weber:

- Sno Mo Days – successful
- Update on Fire Department agreement between Alberta Beach and Onoway.

11)

Motion 74 Moved by: Marvin Schatz

Motion to adjourn meeting at 2:10pm

CARRIED
April 18, 2024,

NEXT MEETING:



May 22 2024

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday April 18, 2024

In Attendance : Nick Gelych, Daryl Weber, Liz Krawiec, Marvin Schatz, Serena Lapointe, Robin Murray, Anna Greenwood, Jim Hailes, Ty Assaf
REGRETS: Dave Kusch

1) CALL TO ORDER:	Meeting Called to Order: Board Chair Nick Gelych called the meeting to order at 1:03 pm
2) ADOPTION OF AGENDA:	<u>Motion# 1 Moved by Daryl Weber</u> That the Agenda be accepted as presented <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<u>Motion # 2 Moved by Robin Murray</u> That the minutes of the February 15, 2024, regular board meeting be approved as amended. <u>Motion# 3 Moved by: Jim Hailes</u> That the minutes of the March 21 st board meeting be accepted as provided. <p style="text-align: right;">CARRIED</p>
4) TREASURERS REPORT:	4.1 Monthly Financials - Attached <u>Motion# 4 Moved by Liz Krawiec</u> Makes the motion to adopt the monthly treasurers report as presented. <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> • Board member inquired about the option of paying Equifax annually rather than monthly. BA will look into this 4.2 CFYE 2023/2024 - Q3&4 – Quarterly Reports - Attached * Note – Total Annual Loan Dollars Leant out <u>4.2 Motion # 5 Moved by Ty Assaf</u> Board motioned to table 4.2 CFYE Quarterly Reports until next meeting when they could review the exact \$figure shortage for the MPS required to be lent out in loan dollars. Executive Director to provide board members with a copy of the report via email. 4.3 CFYE 2024/2025 – Fiscal Budget For Approval – As presented -- draft attached. RFD attached. <u>Motion# 6 Moved by: Marvin Schatz</u> Motion to approve the 2024/2025 CFYE fiscal budget as presented, with the inclusion of One Hundred Thousand Dollars being provided from the CFYE Stakeholder Investment Fund. <p style="text-align: right;">CARRIED:</p>
5) CHAIR REPORT	5.1 Board Chair Update – As verbal presentation provided by chair Nick Gelych <u>Motion # 7 Moved by Serena Lapointe</u>

To accept as information.

CARRIED

6) BUSINESS ANALYST
IRC REPORT

6.1 Business Analyst Update:

Monthly Loan/Update/ Delinquency Report:

Motion # 8 Moved by Liz Krawiec

Motion to accept Business Analysis update as information.

CARRIED

6.2 Client Requests/IRC Recommendations: – If Applicable:

No requests received.

7) OLD BUSINESS

7.1 – Strategic Planning Facilitator Confirmed:

Motion # 9 Moved by: Serena Lapointe

Motion to approve hosting the CFYE Strategic Planning Session in Person on May 22nd at Country Comfort Cabins & RV in Barrhead County

CARRIED

8) NEW BUSINESS

8.1 ED Annual Performance Review : May 16th, 5 Year Review -
Action Item:

Motion # 10 Moved by: Ty Assaf

Motion approved requesting Executive Director to provide board and staff with a 360 -performance evaluation survey to be completed and returned to board chair for use in conducting the annual Executive Director Position Review.

CARRIED

8.2 June 5th Joint Training Session: with CFYE & CFWY Board and Staff, CAO's & EDO's – *Is your Community Prepared for a Natural Disaster and Economic Disaster?*

8.3 – Disaster Recovery & Business Continuity Project: CF Round Table Meeting – June 6, Board Members Included. – Project Change Report

Motion:# 11 Moved by: Anna Greenwood

To accept new business 8.2/8.3 for information, acknowledging the date changes to June 11th & June 12th.

CARRIED.

9) EXECUTIVE DIRECTOR
UPDATE
STAFF REPORTS

9.1 Executive Director - Attached for Information

9.2 CED Report – Attached For Information

9.3 DSS Report – Attached For Information

Motion # 12 Moved by: Robin Murray

Motion to accept staff reports as information.

CARRIED

10) ROUND TABLE

Town of Barrhead – Ty Assaf: McDonalds opening in Barrhead
Residential Land Sold – Commercial Building, offices etc.
New Dr Clinic opening
11.5 acres being developed at Chrissy’s Crossing – Grocery Store etc
Council approved a 2% tax increase

Town of Mayerthorpe: Anna Greenwood
NEW CAO hired and started
Volunteer Appreciation night being hosted
A number of historical buildings from the Town of Mayerthorpe, were recently featured on a TV show.
4 businesses recently sold in town
Our Fairthorpe Event being held in May 2, 2024

Town of Onoway – Robin Murray
Interest in Industrial Park
Sold vacant residential lot
New Ec Dev Committee held a breakfast meeting, good turnout
Public Information shared regarding Forensic Audit being conducted – Media Release available for more details
Public Update regarding the conclusion of Fire Department contract with the Town of Onoway.
Information shared regarding Mayor, Dept Mayor and Councillor re-call petition being called.

Town of Fox Creek – Jim Hailes
Fire Preparedness BBQ held for community agencies and residences to hear towns plans etc for the upcoming season.

Town of Whitecourt – Serena Lapointe
Smart Start Program – grass cutting along residential property’s recommended particularly near power lines.
Town passed a Tax Bylaw increase of 3.779%
2 business closing new business purchasing and moving into the furniture store.
Residents upset with tree clearing being completed to make way for new drug store going in beside Extra Foods.
New Department Head of Infrastructure hired – Drew Hadfield
Chamber of Commerce Trade Fair – May 11 weekend
Party in the Park June 14 – 15

County of Barrhead – Marvin Schatz
New Road Construction Product being trialed.
0% Tax Increase for Residence passed, along with a 2% increase for Non Residential property bylaw passed.

Town of SwanHills – Liz Krawiec
Golf Course Fundraiser and ATV rally being held

Village of Alberta Beach – Daryl Weber
New Daycare opened up – 12 families registered to date

Lac Ste Anne County – Nick Gelych
Wayfinder Sold to new owners – Procan

11)

NEXT MEETING:

Talk of increasing employees from 60 -110
Challenges being faced by county regarding efforts for Business Attraction &
Investment Development

Motion # 13 Moved by: Marvin Schatz

Motion to adjourn meeting at

Cancelled in Lieu of Strategic Planning Session - May 22, 2024



A handwritten signature in dark ink, appearing to be 'MS', written over a horizontal line.



A handwritten date 'May 22 2024' written in dark ink over a horizontal line.

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Country Comfort Cabins & RV – Barrhead, AB
 2325 Township 572, County of Barrhead
Wednesday May 22, 2024

In Attendance : ROBIN, NICK, DARYL, JIM, ANNA, TY, SERENA, LILIAN, MICHELLE, IAN, HOLLY
REGRETS: MARVIN, DAVE, LIZ

1) CALL TO ORDER	Meeting called to order: 9:40	
2) ADOPTION OF AGENDA	Motion # 14 Moved by: Daryl Weber <i>That the agenda be accepted as presented.</i>	CARRIED
3) MINUTES OF PREVIOUS MEETING :	Motion # 15 Moved by Serena Lapointe <i>That the minutes of the April 18, 2024, regular board meeting be approved as amended.</i>	CARRIED
4) TREASURERS REPORT:	4.1 Monthly Financials - Attached Motion# 16 Moved by Jim Hailes <i>Makes the motion to adopt the monthly treasurers report, requesting a response be provided via email explaining the temporary travel expense shortfall as identified in this month's financials.</i>	CARRIED
	4.2 CFYE 2023/2024 - Q3&4 – Quarterly Reports - Tabled from last meeting. Motion # 17 Moved by: Jim Hailes <i>Motion to accept the reported, Quarterly Reports for Q3&4. As provided.</i>	CARRIED
5) CHAIR REPORT	5.1 Board Chair Update – Nothing to Report	
6) BUSINESS ANALYST IRC REPORT	6.1 Monthly Loan/Update/ Delinquency Report: <ul style="list-style-type: none"> • <i>No Governance Concerns at this time</i> Motion # 18 Moved by Daryl Weber <i>Motion to accept Business Analysis update as information.</i>	CARRIED
7) OLD BUSINESS	C 7.1 – Annual Audit <i>In house portion of Audit completed, draft report expected shortly.</i> Board Recommended the topic of Board Succession Planning be added to the agenda at the AGM – Creating a Package for Board and Councils 7.2 Lemonade Day – Approx 90 participants registered. <i>Registrations Numbers Strong - In Person and Virtual Training to start next week. All communities participating again this year.</i> Motion # 19 Moved by:Anna Greenwood <i>Motion to accept old business for information only</i>	CARRIED

8). NEW BUSINESS

8.1 CFYE Annual Performance Review-

Motion # 20 Moved by:

Motion to approve the draft presented, pending final spelling and grammar edits. Approved for submission to Prairies Can.

CARRIED

9) EXECUTIVE DIRECTOR UPDATE

9.1 Executive Director - *Staff Reports Tabled*

STAFF REPORTS

9.2 CED Report

10) ROUND TABLE

9.3 DSS Report

11)

- Tabled

Motion # 21 Moved by: Ty Assaf

Motion to adjourn meeting at 9:58

12) NEXT MEETING

AGM & Audited Financial Presentation – June 20

AGM REMINDER: lunch will be provided, elections for executive positions and IRC Chair will be held.

*JW
June 20/24*

AR114629

June 24, 2024

Ms. Jennifer Thompson
Chief Administrative Officer
Town of Onoway
Via email: cao@onoway.ca

Dear Ms. Thompson:

Thank you for your email of June 17, 2024, informing the Minister that no petitions were submitted after the 60-day signature gathering period in relation to three recall petitions of the Town of Onoway councillors.

I appreciate your efforts in administering this important democratic initiative. As you know, due to the insufficiency of the petitions, no further petitions may be submitted against the named councillors during their current term of office.

In your letter, you note that the petition representative did not return the petition material to the municipality in accordance with Section 240.92(1)(a) of the *Municipal Government Act*. You may want to remind the petition representative that this recall petition needs to be returned to you as the chief administrative officer for destruction to protect personal information collected, and that they must destroy any additional copies made.

I appreciate your offer to discuss the challenges and insights you experienced through this process, and would welcome the opportunity to learn from your experience. My Executive Assistant, Shirley Swanson will contact you to schedule a meeting.

In the interim, should you have any questions feel free to reach out to the Municipal Advisory team at ma.advisory@gov.ab.ca or by phone toll-free by calling 310-0000 first, then 780-427-2225.

Thank you again for your efforts.

Yours truly,


Gary Sandberg
Assistant Deputy Minister

cc: Honourable Ric McIver, Minister of Municipal Affairs
Brandy Cox, Deputy Minister, Municipal Affairs
Shirley Swanson, Executive Assistant, Municipal Services Division, Municipal Affairs

BEYOND THE GRAVE

A CIRCULAR ALL HALLOWS' EVE
FROM CRADLE TO GRAVE AND BACK AGAIN

OCT. 30 - NOV. 1, 2024
BANFF SPRINGS HOTEL
BANFF, ALBERTA



EARLY BIRD
REGISTRATION
SEPTEMBER 20
RECYCLE.AB.CA