



THE TOWN OF ONOWAY  
REGULAR MEETING OF COUNCIL  
AGENDA

Thursday, August 8, 2024

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

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Pages

1. CALL TO ORDER
2. ADOPTION OF THE AGENDA

**Recommendation:**

THAT the August 8, 2024 Regular Council Meeting agenda be approved as presented.

or

THAT the August 8, 2024 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

3. ADOPTION OF MINUTES

5 - 10

**Recommendation:**

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

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

4. APPOINTMENTS/PUBLIC HEARINGS
5. FINANCIAL REPORTS

- a. 2024 Q2 Financial Variances 11 - 35

**Recommendation:**

THAT Council accept the 2024 Q2 Financial Variances as presented  
or direction provided by deliberations

**6. POLICIES & BYLAWS**

- a. Student Bursary Policy Amendment 36 - 47

**Recommendation:**

THAT Council approve the Policy C-COU-SBU-1- Student Bursary Policy amendment as presented.

Or direction as provided by deliberations.

- b. Bylaw 816-24 - Council Code of Conduct Bylaw and Consideration of an Integrity Commissioner 48 - 72

**Recommendation:**

THAT Council give first reading to Bylaw 816-24 A Bylaw to Establish a Code of Conduct for Members of Council.

THAT Council give second reading to Bylaw 816-24 A Bylaw to Establish a Code of Conduct for Members of Council.

Integrity Commissioner

THAT Administration provide a report to Council on the option for a third party Integrity Commissioner.

**7. ACTION ITEMS**

- a. Recreation Tax Request - Onoway and District Historical Guild 73 - 75

**Recommendation:**

Direction provided from deliberations

- b. Rail Safety Week - September 23 to 29, 2024 76 - 80

**Recommendation:**

THAT Council support CN's request by proclaiming the week of September 23-29, 2024 as Rail Safety Week.

- c. Lac Ste. Anne East End Bus Society Partnership Agreement 81 - 88

**Recommendation:**

THAT Council authorize approval of the Partnership Agreement as presented

OR

Direction provided by deliberations

- d. Real and Perceived Conflict of Interest for Councillors 89 - 98

**Recommendation:**

THAT Council accept the attached for information.

OR some other direction as given by Council at meeting time.

- e. Lac Ste. Anne County Subdivision Referral - 012SUB2024 99 - 111

**Recommendation:**

THAT Council accept the subdivision referral 012SUB 2024 LSAC for information

or respond with a positive "no objection" to the proposed subdivision

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

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Report
- d. Chief Administrative Officer Report - verbal
- e. Director of Corporate and Community Services Report - attached 112 - 113

- f. Public Works Report - verbal

**Recommendation:**

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

**9. INFORMATION ITEMS**

**Recommendation:**

THAT Council accept the Items for information.

- a. July, 2024 Report from Development Officer Tony Sonnleitner 114 - 114
- b. Lac Ste. Anne Foundation Board Meeting - March 26, 2024 115 - 117
- c. Quilting Group - Thank you note 118 - 118
- d. Town of Onoway Development Permit 24DP06-24 - 4210 - 52 Street 119 - 122
- e. Town of Onoway Development Permit 24DP04-24 - 4903 - 49 Street 123 - 128

**10. CLOSED SESSION**

Pursuant to Section 197(2) of the Municipal Government Act, Council move into a closed session to discuss the following item(s):

Section 16 Freedom of Information and Protection of Privacy Act (FOIP) - Disclosure Harmful to business interests of a third party

**11. ADJOURNMENT**

**12. UPCOMING EVENTS**

Aug. 8, 2024	Regular Council Meeting	9:30 a.m.
Sept. 12, 2024	Regular Council Meeting	9:30 a.m.
Sept. 25-27, 2024	AB Munis	Red Deer
Oct. 10, 2024	Regular Council Meeting	9:30 a.m.
Oct. 24, 2024	Regular Council Meeting	9:30 a.m.



**TOWN OF ONOWAY**  
**REGULAR COUNCIL MEETING MINUTES**

July 11, 2024  
9:30 a.m.  
Council Chambers  
Onoway Civic Centre (and Virtually Via Zoom)

Council Present: Mayor Lenard Kwasny  
Deputy Mayor Lisa Johnson  
Councillor Bridgitte Coninx  
Councillor Robin Murray  
Councillor Sheila Pockett

Administration: Jennifer Thompson, Chief Administrative Officer  
Gino Damo, Director of Corporate and Community Services  
Debbie Giroux, Recording Secretary

Others: 2 members of the public attended in person  
2 members of the public attended via Zoom

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**1. CALL TO ORDER**

Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.

**2. ADOPTION OF THE AGENDA**

**Motion # 220-24**

MOVED by: Councillor Sheila Pockett

THAT the July 11, 2024 Regular Council Meeting agenda be approved with the following amendments(s):

9d) Respect in the Workplace Policy

**CARRIED**

**3. ADOPTION OF MINUTES**

**Motion # 221-24**

MOVED by: Deputy Mayor Lisa Johnson

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

**CARRIED**

**4. APPOINTMENTS/PUBLIC HEARINGS**

- a. 9:35 a.m. Ben Proulx - Catalyst Communications - Public Engagement Survey

**Motion # 222-24**

MOVED by: Deputy Mayor Lisa Johnson

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

**CARRIED**

**5. FINANCIAL REPORTS - n/a**

**6. POLICIES & BYLAWS**

- a. Designated Officer Bylaw 815-24

**Motion # 223-24**

MOVED by: Councillor Robin Murray

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

**CARRIED**

**Motion # 224-24**

MOVED by: Councillor Bridgitte Coninx

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

**CARRIED**

**Motion # 225-24**

MOVED by: Councillor Sheila Pockett

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

**CARRIED UNANIMOUSLY**

**Motion # 226-24**

MOVED by: Deputy Mayor Lisa Johnson

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

**CARRIED**

**7. ACTION ITEMS**

- a. Minister McIver - Request for Meeting at AB Munis 2024 Fall Convention

**Motion # 227-24**

MOVED by: Councillor Bridgitte Coninx

THAT Council request a meeting with Minister McIver to discuss: 1. Downloading of services to municipalities; 2. Distribution of casino funds; 3. Automatic Aid/Dual Callout

**CARRIED**

- b. Greater Parkland Chamber Annual Magazine

**Motion # 228-24**

MOVED by: Deputy Mayor Lisa Johnson

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

**CARRIED**

- c. Town of Onoway Library Board Financial Statements

**Motion # 229-24**

MOVED by: Councillor Bridgitte Coninx

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

**CARRIED**

**Motion # 230-24**

MOVED by: Councillor Robin Murray

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

**CARRIED**

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

**Motion # 231-24**

MOVED by: Councillor Sheila Pockett

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

**CARRIED**

**9. INFORMATION ITEMS**

**Motion # 232-24**

MOVED by: Councillor Sheila Pockett

THAT Council accept the below noted item(s) (a-d) for information.

**CARRIED**

- a. Community Futures Yellowhead East (CFYE) Meeting Minutes - February to May, 2024
- b. Alberta Municipal Affairs - Recall Petitions - June 24, 2024 Letter from ADM Sandberg

**Motion # 233-24**

MOVED by: Councillor Robin Murray

THAT Administration provide a report on costs associated with the recall petition at a future meeting.

**CARRIED**

- c. Recycling Council of Alberta Conference 2024
- d. Respect in the workplace policy

**10. CLOSED SESSION**

**Motion # 234-24**

MOVED by: Councillor Robin Murray

THAT 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 Council move into Closed Session at 10:40 a.m.

**CARRIED**



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

Council recessed from 10:40 a.m. until 10:42 a.m. to allow the Recording Secretary and members of the public to leave the meeting.

**Motion # 235-24**

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of Closed Session at 12:25 p.m.

**CARRIED**

Council recessed from 12:25 p.m. until 12:27 p.m. to allow the Recording Secretary and members of the public to return to the meeting.

**Motion # 236-24**

MOVED by: Councillor Bridgitte Coninx

THAT Council awards the 2024 Student Bursary in the amount of \$500.00 each to the following recipients upon receipt of proof of registration and acceptance to a qualified post-secondary institution in a full-time or part-time program and be attending their first year of studies:

1. Aimey McDonald
2. Seth Lindstrom
3. Justin Lindstrom

**CARRIED**

**11. ADJOURNMENT**

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 12:30 p.m.

**12. UPCOMING EVENTS**

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Mayor  
Lenard Kwasny

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Jennifer Thompson  
Chief Administrative Officer



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 8, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Q2 Financial Variances

### **BACKGROUND / PROPOSAL**

During the May 23, 2024, Council Meeting, Council made the following motion regarding the 2024 Q1 Financial Variances:

**Motion #165/24** | **MOVED** by Deputy Mayor Lisa Johnson that Council accept the Q1 Financial 2024 Variances Report for information.

**CARRIED**

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

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

The attached report outlines operational revenues collected and operational expenses incurred up to July 12, 2024, in contrast to the approved 2024 operational budget allocations.

It is important to note that tax revenues (general municipal, Alberta School Foundation Fund, recreation tax and Lac Ste Anne Foundation) are posted. Also, municipal budgets are compared to on an annual basis rather than quarterly due to many factors such as majority of tax revenue are collected once a year and majority of public works expenditures occur in the summer months.

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

#### **Revenue**

##### *GL 1-01-00-510 Penalties & Costs on Taxes*

Approximately 39% above budget. Above budget due to July 1 penalties (10%) to the amount of \$15,685 applied.

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

Approximately 61% above budget. The interest rate remains high, and budget was set at a conservative amount.

##### *GL 1-23-00-940 Fire- Onoway Incident Recovery*

Approximately 30% above budget due to 1 incident recovery call out invoice amount of \$13,019.65.

**GL 1-41-00-441 Sale of Metered Water**

Approximately 25% below budget base on the fact this revenue includes regional meter consumption revenue that will be transferred to Revenue GL 1-41-00-447 Regional Water Consumption Fees.

**GL 1-66-00-400 Sale of Land Inventory**

Approximately 85% above budget based on sale of 4907 LSA Trail South - \$28,000 (Budgeted) & 4908-48 Avenue - \$23,809.52 (Unbudgeted).

**Expense**

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

Approximately 67% below budget.

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

Approximately 9% below budget due to \$2,800 for town-owned property appraisals in January. Also, Council Summit with Thirteen Ways to the amount of \$28,465.48 and of which \$15K is covered by the ACP Mediation and Cooperative Processes grant received in 2023.

**GL 2-12-00-231 Audit Fees**

Approximately 194% above budget due to forensic audit expenses of \$134,434.22.

**GL 2-12-00-270 Membership Fees**

Approximately 10% above budget due to Council approved reimbursement of LGAA & CAMA membership for CAO.

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

Approximately 44% (Power) & 41% (Natural Gas) below budget, respectively.

<b>Power</b>						
GL #	Description	2024 Budget	2024 Actual	% of Budget	Comments	
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	\$ 10,370.00	\$ 3,674.88	35.44%	N/A	
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	\$ 7,080.00	\$ 3,682.48	52.01%	N/A	
2-31-00-541	PW - POWER (5104 - 41 STREET)	\$ 4,985.00	\$ 1,607.01	32.24%	N/A	
2-32-00-542	STREETS - POWER (STREET LIGHTS)	\$ 85,800.00	\$ 38,474.17	44.84%	N/A	
2-72-00-541	PARKS - POWER	\$ 5,500.00	\$ 1,327.02	24.13%	N/A	
2-41-00-541	WATER - POWER	\$ 12,463.00	\$ 5,697.87	45.72%	N/A	
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	\$ 8,250.00	\$ 4,365.61	52.92%	N/A	
	Total	\$ 134,448.00	\$ 58,829.04	43.76%	N/A	

<b>Natural Gas</b>						
GL #	Description	2024 Budget	2024 Actual	% of Budget	Comments	
2-12-00-542	ADMIN - NATURAL GAS	\$ 9,677.00	\$ 2,514.23	25.98%	N/A	
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	\$ 5,665.00	\$ 2,910.68	51.38%	N/A	
2-41-00-542	WATER - NATURAL GAS	\$ 3,966.00	\$ 2,126.86	53.63%	N/A	
2-42-00-542	SEWER - NATURAL GAS	\$ 2,789.00	\$ 1,612.37	57.81%	N/A	
	Total	\$ 22,097.00	\$ 9,164.14	41.47%	N/A	
				58.53%		

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

Approximately 45% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur. Wages actuals include 2024 merit increases and budgeted.

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

Approximately 42% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur.

*GL's 2-31/32/41/42/72-00-110 Wages-Public Works*

Approximately 51% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur. Wages actuals include 2024 merit increases and budgeted. 10% is built in for Overtime.

*GL's 2-31/32/41/42/72-00-130 Employee Benefits-Public Works*

Approximately 47% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur.

*GL 2-12-00-221 – Advertising*

Approximately 46% above budget due to following unbudgeted items \$300-Economic Development Position posting, \$305-Fibre Installation & \$700- Student Bursary.

*GL 2-23-00-110 – Fire – Onoway Incident Responses*

Approximately 52% above budget due to 1 incident recovery call out invoice amount of \$13,019.65.

*GL 2-23-00-544 Fire – Unrecoverable Incidents*

Approximately 202% above budget due to 2022 uncollectible invoices total amount of \$6,109.17 posted.

*GL 2-31-00-250 PW – Building Repair & Maintenance.*

Approximately 26% above budget due to unforeseen expense of replacing tube heater due to failure (appx. \$4,880).

*GL 2-41-00-250 Water – Building Materials/Supplies*

Approximately 86% above budget due to purchase of water quality testing instruments for \$459.

*GL 2-42-00-245 Sewer – Contract Work*

Approximately 3% below budget due to sewer main flushing and Closed-Circuit TV camera (51 Avenue and 41 Street) for \$4,180.

*GL 2-61-00-230 Plan – Engineering Services*

No amount approved in budget. \$16,456 based on remaining Climate Resiliency Capacity Grant Funding invoices paid in Q1; grant received in 2023. \$2,160.22 Engineering support for Fibre optic installation.

**STRATEGIC ALIGNMENT**

Fiscal Sustainability

**COSTS / SOURCE OF FUNDING**

No financial impact to 2024 operational or capital budgets.

**RECOMMENDED ACTION**

- That Council accept the 2024 Q2 Financial Variances as presented.
- (Or some other direction as given by Council at meeting time).

**ATTACHMENTS**

- 2024 Q2 Financial Variances.



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
<b>TAXES REVENUE</b>			
1-00-00-111	RESIDENTIAL TAXES	(678,353.17)	(688,322.95)
1-00-00-112	FARMLAND TAXES	(649.55)	(678.76)
1-00-00-113	COMMERCIAL TAXES	(674,968.41)	(693,381.76)
1-00-00-114	INDUSTRIAL TAXES	(320.78)	(284.70)
1-00-00-120	COST SHARE ROAD TAX	0.00	0.00
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION	(23,150.00)	(23,147.70)
1-00-00-190	ELEC. POWER, PIPE, CABLE TV	(72,364.00)	(58,883.38)
1-19-00-750	ASFF SCHOOL REQUISITION RESIDENTIAL	(198,356.00)	(202,046.32)
1-19-00-751	LSA FOUNDATION REQUISITION	(30,839.00)	(30,835.95)
1-19-00-754	ASFF SCHOOL REQUISITION NON-RESIDENTIAL	(113,692.00)	(105,478.00)
<b>TOTAL TAXATION REVENUE</b>		<b>(1,792,692.91)</b>	<b>(1,803,059.52)</b>
<b>REQUISITIONS</b>			
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL	198,356.00	99,178.16
2-19-00-751	LAC STE. ANNE FOUNDATION REQUISITION	30,839.00	23,129.60
2-19-00-752	DESIGNATED INDUSTRIAL PROPERTY	288.00	0.00
2-19-00-754	SCHOOL REQUISIT. OVER/UNDER LEVY NON-RES	(1,340.00)	0.00
2-19-00-755	SCHOOL REQUISITION NON-RESIDENTIAL	113,692.00	56,846.02
2-19-00-756	SCHOOL REQUISITION OVER/UNDER LEVY RESID.	(3,294.00)	0.00
<b>TOTAL REQUISITIONS</b>		<b>338,541.00</b>	<b>179,153.78</b>
<b>TAX REVENUE AVAILABLE FOR MUNI</b>		<b>(1,454,151.91)</b>	<b>(1,623,905.74)</b>
<b>GENERAL REVENUE</b>			
1-01-00-510	PENALTIES & COSTS ON TAXES	(24,240.00)	(33,665.86)
1-01-00-540	FRANCHISE REVENUE - ATCO	(35,232.00)	(25,787.33)
1-01-00-541	FRANCHISE REVENUE - FORTIS	(88,810.25)	(51,375.58)
1-01-00-550	RETURN ON INVESTMENT (BANK INTEREST)	(8,080.00)	(13,006.71)



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
1-01-00-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	(56,050.00)
1-01-00-840	CONDITIONAL OPERATIONAL GRANTS	0.00	0.00
1-03-12-920	RESERVE TRANSFER - ADMIN.	(62,932.87)	0.00
<b>TOTAL GENERAL REVENUE</b>		<b>(219,295.12)</b>	<b>(179,885.48)</b>
<b>LEGISLATIVE EXPENSE</b>			
2-11-00-130	COUNCIL - CPP	2,101.20	820.02
2-11-00-131	COUNCIL - EI	0.00	0.00
2-11-00-132	COUNCIL-EMP. BENEFIT ER-AMS	28,016.00	13,290.00
2-11-00-137	COUNCIL-WCB	727.58	597.23
2-11-00-141	COUNCIL DEVELOPMENT	8,080.00	988.22
2-11-00-150	COUNCIL FEES	55,620.00	22,275.00
2-11-00-211	COUNCIL MILEAGE & SUBSISTANCE	9,860.00	2,044.42
2-11-00-216	COUNCIL-TELEPHONE/INTERNET/MEETING PREP.	18,200.00	9,757.16
2-11-00-242	COUNCIL LEGAL FEES	20,050.00	0.00
2-11-00-252	COUNCIL DONATION	1,000.00	0.00
2-11-00-270	COUNCIL MEMBERSHIPS	0.00	0.00
2-11-00-274	COUNCIL INSURANCE	351.00	290.00
2-11-00-513	COUNCIL SUPPLIES	3,434.00	757.99
2-11-00-514	PUBLIC RELATIONS/PROMOTIONS	1,500.00	652.27
2-11-00-770	COUNCIL -LEADERSHIP BURSARY	1,750.00	0.00
<b>TOTAL LEGISLATIVE EXPENSE</b>		<b>150,689.78</b>	<b>51,472.31</b>
<b>SURPLUS/DEFICIT LEGISLATIVE</b>		<b>150,689.78</b>	<b>51,472.31</b>
<b>ADMIN REVENUE</b>			
1-12-00-274	INSURANCE -CLAIMS/REBATES	0.00	0.00
1-12-00-410	GENERAL SERVICE & SUPPLY REVENUE	(2,215.00)	(1,691.00)
1-12-00-510	A/R PENALTY REVENUE	(505.00)	0.00
1-12-00-560	RENTALS, LEASES	(1,200.00)	(1,200.00)
1-12-00-591	REBATES, DIVIDENDS	(305.00)	(108.91)
1-12-00-840	ADMIN. - LGFF O (Previously MSI O)	(90,428.00)	0.00
1-12-00-880	ADMIN. - LGFF O (Previously MSI O)	(67,600.00)	0.00
1-12-00-930	CONTRIBUTION-OTHER FUNCTIONS-	0.00	0.00





# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
	FIRE/ELECT		
1-12-00-940	ADMIN.-SENATE ELECTION	0.00	0.00
1-12-00-990	OTHER REVENUE	(3,030.00)	(2,293.70)
1-12-00-991	OTHER REVENUE - 100 YR ANNIVERSARY	0.00	0.00
1-12-00-992	TRANSFER FROM RESERVE - STAFF CHANGES	0.00	0.00
<b>TOTAL ADMIN REVENUE</b>		<b>(165,283.00)</b>	<b>(5,293.61)</b>
<b>ADMIN EXPENSE</b>			
2-12-00-110	ADMIN - SALARIES AND WAGES	417,768.00	228,505.16
2-12-00-130	ADMIN - EMP. BENEFIT ER - CPP/EI/AMS/RPP	83,266.00	48,095.78
2-12-00-131	ADMIN - EMP. BENEFIT ER - E.I.	0.00	0.00
2-12-00-132	ADMIN - EMP. BENEFIT ER - AMS	0.00	0.00
2-12-00-133	ADMIN - EMP. BENEFIT ER - RPP	0.00	0.00
2-12-00-137	ADMIN - WORKER'S COMPENSATION	4,573.00	3,754.04
2-12-00-141	ADMIN - STAFF DEVELOPMENT	4,020.00	805.95
2-12-00-142	ADMIN- EMPLOYEE RECOGNITION	2,045.00	130.75
2-12-00-211	ADMIN - TRAVEL & SUBSISTANCE	4,040.00	601.73
2-12-00-215	ADMIN - POSTAGE, FREIGHT, COURIER	6,000.00	3,045.00
2-12-00-216	ADMIN - TELEPHONE, FAX	10,126.00	5,144.12
2-12-00-221	ADMIN - ADVERTISING	2,330.00	3,410.95
2-12-00-231	ADMIN - AUDIT FEES	50,000.00	147,125.62
2-12-00-232	ADMIN - ASSESSMENT FEES	13,420.00	7,189.54
2-12-00-241	ADMIN - INSURANCE FEES	33,840.00	34,953.62
2-12-00-242	ADMIN - LEGAL FEES	35,050.00	37,775.11
2-12-00-243	ADMIN - COMPUTER SERVICE & SUPPORT	38,415.00	29,797.74
2-12-00-244	ADMIN - GIS PROJECT	6,060.00	6,069.19
2-12-00-245	ADMINISTRATION/CAO CONTRACT	35,992.00	32,765.48
2-12-00-246	ADMIN - BYLAW/POLICY REVIEW	0.00	0.00
2-12-00-247	ADMIN - RECORDS RETENTION PROJECT	0.00	0.00
2-12-00-250	ADMIN - BUILDING MAINT & REPAIR	18,650.00	22,417.54
2-12-00-252	ADMIN - OFFICE CLEANING	9,000.00	4,500.00
2-12-00-260	ADMIN - OFFICE MACHINES MAINT/REPAIR	7,575.00	1,683.51
2-12-00-262	ADMIN - MEMBERSHIP FEES	12,120.00	8,232.10
2-12-00-270	ADMIN - MEMBERSHIP FEES	3,850.00	4,244.92



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-12-00-271	ADMIN - ELECT/ PLEB/CENSUS (TO RESERVE)	0.00	0.00
2-12-00-272	ADMIN - 100 YR ANNIVERSARY EXPENSE	0.00	0.00
2-12-00-511	ADMIN - STATIONERY	4,330.00	1,105.01
2-12-00-512	ADMIN - OFFICE LANDSCAPING	0.00	0.00
2-12-00-513	ADMIN - GENERAL SUPPLIES	4,550.00	2,212.96
2-12-00-514	ADMIN - PUBLIC RELATIONS/PROMOTION	11,525.00	4,647.00
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	10,370.00	3,674.88
2-12-00-542	ADMIN - NATURAL GAS	9,677.00	2,514.23
2-12-00-810	ADMIN - INTERES-SHORT TERM BORROW.	4,000.00	0.00
2-12-00-811	ADMIN - BANK CHARGES	3,030.00	789.65
2-12-00-990	ADMIN-CAO CONTINGENCY FUND (MOST)	0.00	0.00
2-12-00-992	ADMIN - ALLOWANCE FOR STAFF CHANGES	0.00	0.00
2-12-99-625	ADMINISTRATION-BUILDING AMORTIZATION	5,101.00	0.00
2-12-99-635	ADMINISTRATION-M & E AMORTIZATION	4,080.00	0.00
<b>TOTAL ADMIN EXPENSE</b>		<b>854,803.00</b>	<b>645,191.58</b>
<b>SURPLUS/DEFICIT ADMIN</b>		<b>689,520.00</b>	<b>639,897.97</b>
<b>FIRE REVENUE</b>			
1-23-00-420	BAY RENTAL FEES	(26,400.00)	(13,200.00)
1-23-00-850	FIRE - ORFS CONTRIB. ADM/COPIES/POSTAGE	(13,000.00)	0.00
1-23-00-920	FIRE - TRANSFER FROM RESERVES	0.00	0.00
1-23-00-930	CONTRIBUTION - OTHER FUNCTIONS-DISPATCH	(4,822.00)	0.00
1-23-00-931	FIRE REV. - LSAC MVA RESPONSE	0.00	0.00
1-23-00-940	FIRE - ONOWAY INCIDENT RECOVERY	(10,000.00)	(14,727.60)
1-23-00-990	OTHER REVENUE - ADMIN CHARGES	0.00	0.00
1-23-00-991	BLDG REIMBURSEMENT(\$5000/\$7370)	(14,000.00)	0.00
<b>TOTAL FIRE REVENUE</b>		<b>(68,222.00)</b>	<b>(27,927.60)</b>
<b>FIRE EXPENSE</b>			
2-23-00-110	FIRE - ONOWAY INCIDENT RESPONSES	10,000.00	15,180.67



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-23-00-111	FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	0.00	0.00
2-23-00-112	FIRE EXP. - LSAC MVA RESPONSES	0.00	0.00
2-23-00-216	FIRE - RADIOS/LEGAL	0.00	0.00
2-23-00-226	FIRE ADMIN FEE (\$11,779.64)	14,533.00	3,058.38
2-23-00-241	FIRE HALL INSURANCE	313.00	313.00
2-23-00-250	FIRE - BUILDING REPAIR, MAINTENANCE	5,050.00	395.08
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	0.00	0.00
2-23-00-350	FIRE-CONTRACT (\$51425)	56,509.00	28,414.22
2-23-00-351	911 DISPATCH CONTRACT PARKLAND COUNTY	6,901.00	3,545.34
2-23-00-352	FIRE - NWFR CONTRACT	0.00	0.00
2-23-00-353	FIRE - WATER USE/MISC	2,020.00	0.00
2-23-00-354	FIRE -ONOWAY PORT BLDG. REIMB (TO RESER)	0.00	0.00
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	7,080.00	3,682.48
2-23-00-542	FIRE - PROPANE	880.00	816.40
2-23-00-543	FIRE - SEPTIC SERVICES	4,220.00	2,906.88
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	2,020.00	6,109.17
<b>TOTAL FIRE EXPENSE</b>		<b>109,526.00</b>	<b>64,421.62</b>
<b>FIRE SURPLUS/DEFICIT</b>		<b>41,304.00</b>	<b>36,494.02</b>

### ONOWAY REGIONAL FIRE SERVICES

1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES	(45,000.00)	(4,200.00)
1-23-00-993	ORFS - OPERATIONAL COST (other munis)	(62,733.00)	(39,586.01)
1-23-00-994	ORFS - NWF CONTRACT (other munis)	(231,271.00)	(173,453.03)
1-23-00-995	ORFS - INCIDENT RECOVERY (EXC.ONOWAY)	(30,000.00)	(12,043.95)
1-23-00-996	ORFS - FIRE RESER TRANS.(\$9761 & \$7801)	0.00	0.00
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway)	(71,042.00)	(3,058.38)
<b>TOTAL ONOWAY REGIONAL FIRE SER</b>		<b>(440,046.00)</b>	<b>(232,341.37)</b>

### ONOWAY REGIONAL FIRE SERVICES

2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	14,740.00	7,370.00
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# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP.	40,000.00	4,389.15
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC. ONOWAY)	30,000.00	10,157.78
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS	1,942.00	0.00
2-23-00-143	ORFS - COPIES/POSTAGE	1,000.00	0.00
2-23-00-211	ORFS - ADMINISTRATION	22,000.00	0.00
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH)	250.00	0.00
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE	1,576.00	1,480.00
2-23-00-218	ORFS - RESERVES	3,000.00	0.00
2-23-00-219	ORFS - NWF CONTRACT(other munis)	0.00	0.00
2-23-00-220	ORFS - ADD. OPERATIONAL (AB & ON)	18,000.00	0.00
2-23-00-221	ORFS - HALL IMPR.(\$5000 ONO. \$6800 AB)	11,800.00	0.00
2-23-00-223	ORFS - RADIOS	4,492.00	2,360.50
2-23-00-224	ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00
2-23-00-225	ORFS - RADIOS LICENSE	1,266.00	1,044.61
2-23-00-274	ORFS - LEGAL	700.00	0.00
2-23-00-513	ORFS - CONTRACT	287,780.00	115,475.80
2-23-00-517	ORFS - RADIO REPAIR	1,500.00	0.00
<b>ONOWAY REGIONAL FIRE SERVICES</b>		<b>440,046.00</b>	<b>142,277.84</b>
<b>ONOWAY REGIONAL FIRE SERVICES</b>		<b>0.00</b>	<b>(90,063.53)</b>
<b>EMERG. MGT/DISASTER SERV. REV.</b>			
1-24-00-840	DIS. SERV - REGIONAL COLL. GRANT	0.00	0.00
1-24-00-841	EMERG. MGT- REG. RADIO NETWORK GRANT	0.00	0.00
1-24-00-990	EMERG. MNGMNT. - RADIO SALES (BINS)	0.00	0.00
<b>TOTAL DISASTER SERVICES REV.</b>		<b>0.00</b>	<b>0.00</b>
<b>EMERGENCY MGT./DISASTER SERVI</b>			
2-24-00-141	DIS.SERV. - STAFF DEVELOPMENT	1,560.00	0.00
2-24-00-211	DIS.SERV. - TRAVEL & SUBSISTENCE	520.00	0.00
2-24-00-245	DIS. SERV. - CONTRACTED WORK	0.00	96.82
2-24-00-346	DIS. SERV. - REGIONAL EMERG. SERV. STUDY	0.00	0.00



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-24-00-247	EMRG. MGT.-REG. RADIO	0.00	0.00
2-24-00-510	DIS.SERV. - GENERAL SUPPLIES	2,081.00	0.00
<b>TOTAL DISASTER SERVICES EXPENS</b>		<b>4,161.00</b>	<b>96.82</b>
<b>AMBULANCE REVENUE</b>			
1-25-00-351	CONTRIBUTION - OTHER ORGANIZATIONS	0.00	0.00
1-25-00-840	CONDITIONAL GRANT-AMBULANCE	0.00	0.00
1-25-00-990	AMBULANCE-OTHER REVENUE	0.00	0.00
<b>TOTAL AMBULANCE REVENUE</b>		<b>0.00</b>	<b>0.00</b>
<b>AMBULANCE EXPENSE</b>			
2-25-00-240	AMBULANCE - TRANSFER PAYMENTS	0.00	0.00
2-25-00-262	AMBULANCE - STAFF ACCOMODATION RENT	0.00	0.00
<b>TOTAL AMBULANCE EXPENSE</b>		<b>0.00</b>	<b>0.00</b>
<b>SURPLUS/DEFICIT AMBULANCE</b>		<b>4,161.00</b>	<b>96.82</b>
<b>BYLAW REVENUE</b>			
1-26-00-420	DOG POUND CHARGES, DOG SALES	(450.00)	0.00
1-26-00-513	WEED&SNOW REMOVAL COST RECOVERY	(500.00)	0.00
1-26-00-520	ANIMAL LICENSES	(300.00)	(350.00)
1-26-00-530	MUNICIPAL FINES (DOGS, WEEDS)	(400.00)	0.00
<b>TOTAL BYLAW REVENUE</b>		<b>(1,650.00)</b>	<b>(350.00)</b>
<b>BYLAW EXPENSE</b>			
2-26-00-242	BYLAW-LEGAL FEES	520.00	510.00
2-26-00-245	BYLAW - CONTRACT	0.00	0.00
2-26-00-271	BYLAW - POUND/VET FEES	1,040.00	0.00
2-26-00-513	BYLAW - CONTRACTED WEED&SNOW REMOVAL	400.00	0.00
<b>TOTAL BYLAW EXPENSE</b>		<b>1,960.00</b>	<b>510.00</b>



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
<b>BYLAW SURPLUS/DEFICIT</b>			
		<b>310.00</b>	<b>160.00</b>
<b>POLICING REVENUE</b>			
1-27-00-530	RCMP & CPO FINE REVENUE	(7,100.00)	(769.48)
1-27-00-531	SCHOOL RESOURCE OFFICER	0.00	0.00
<b>TOTAL POLICING REVENUE</b>		<b>(7,100.00)</b>	<b>(769.48)</b>
<b>POLICING EXPENSE</b>			
2-27-00-240	COMMUNITY PEACE OFFICER CONTRACT	88,992.00	44,496.00
2-27-00-241	POLICE COSTING MODEL	51,417.00	51,417.00
2-27-00-245	POLICING - SCHOOL RESOURCE OFFICER	0.00	0.00
<b>TOTAL POLICING EXPENSE</b>		<b>140,409.00</b>	<b>95,913.00</b>
<b>POLICING SURPLUS/DEFICIT</b>		<b>133,309.00</b>	<b>95,143.52</b>
<b>PW REVENUE</b>			
1-31-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
1-31-00-990	OTHER REVENUE (FROM RESERVES - TIRES)	0.00	0.00
<b>TOTAL PW REVENUE</b>		<b>0.00</b>	<b>0.00</b>
<b>PW EXPENSE</b>			
2-31-00-110	PW - WAGES	37,257.00	19,402.66
2-31-00-111	PW - CONSULTING FEES	0.00	0.00
2-31-00-130	PW - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	7,635.00	4,411.30
2-31-00-131	PW - EMPLOYEE BENEFIT EI	0.00	0.00
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS	0.00	0.00
2-31-00-133	PW - EMPLOYEE BENEFIT RPP	0.00	0.00
2-31-00-137	PW - WORKERS COMPENSATION	749.00	597.23
2-31-00-141	PW - STAFF DEVELOPMENT	1,040.00	0.00
2-31-00-211	PW - TRAVEL & SUBSISTANCE	520.00	0.00
2-31-00-215	PW - TRAVEL & SUBSISTANCE	0.00	0.00
2-31-00-216	PW - TELEPHONE CHARGES	4,993.00	1,921.02



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-31-00-221	PW - ADVERTISING	636.00	251.40
2-31-00-224	P.W. - MEMBERSHIPS	809.00	242.92
2-31-00-241	PW - INSURANCE PREMIUMS	8,929.00	8,621.39
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT	1,040.00	0.00
2-31-00-245	PW - CONTRACT WORK	0.00	5,400.00
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE	6,242.00	7,864.02
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE	52,015.00	18,227.51
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS)	13,004.00	3,737.26
2-31-00-514	PW - SAFETY EQU. (OH&S) &PROGRAM MANUAL	4,681.00	863.66
2-31-00-520	PW - OIL & GAS	27,000.00	8,938.39
2-31-00-541	PW - POWER (5104 - 41 STREET)	4,985.00	1,607.01
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	5,665.00	2,910.68
2-31-00-543	PW - SHOP PUMP OUT FEES	1,040.00	199.59
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER	0.00	0.00
2-31-00-998	P.W. - GAIN/LOSS TCA	0.00	0.00
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION	1,632.00	0.00
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION	3,060.00	0.00
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?	6,121.00	0.00
<b>TOTAL PW EXPENSE</b>		<b>189,053.00</b>	<b>85,196.04</b>
<b>PW SURPLUS/DEFICIT</b>		<b>189,053.00</b>	<b>85,196.04</b>
<b>ROADS REVENUE</b>			
1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING	0.00	0.00
1-32-00-840	ROADS REV. - SHORT TERM BORROWING PRINC.	0.00	0.00
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	(29.59)
1-32-00-990	STREETS - OTHER REVENUE	(1,100.00)	(500.00)
<b>TOTAL ROADS REVENUE</b>		<b>(1,100.00)</b>	<b>(529.59)</b>
<b>ROAD EXPENSE</b>			
2-32-00-100	STREETS CONSULTING FEES	86,933.00	45,676.49
2-32-00-111	STREETS CONSULTING FEES	0.00	0.00



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-32-00-130	STREETS - EMPLOYEE BENEFITCPP/EI/AMS/RPP	17,814.00	9,497.46
2-32-00-131	STREET - EMPLOYEE BENEFIT EI	0.00	0.00
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS	0.00	0.00
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-32-00-137	STREETS - WORKERS COMPENSATION	1,717.00	1,621.05
2-32-00-215	STREETS - POSTAGE & FREIGHT	0.00	0.00
2-32-00-231	STREETS - ENGINEERING	0.00	0.00
2-32-00-241	STREETS - INSURANCE PREMIUMS	1,202.00	1,123.00
2-32-00-245	STREETS - CONTRACTED WORK	51,714.00	16,315.89
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE	3,636.00	3,319.50
2-32-00-513	STREETS - GENERAL SUPPLIES	4,040.00	328.41
2-32-00-514	STREETS-SNOW PLOWING DAMAGES	505.00	159.97
2-32-00-531	STREETS - SAND/CHIP/ETC.	19,032.00	7,603.56
2-32-00-532	STREETS - SIGNS, CULVERTS	1,515.00	45.87
2-32-00-533	STREETS - SIDEWALKS	0.00	0.00
2-32-00-534	STREETS - CHRISTMAS DECORATIONS	3,000.00	99.98
2-32-00-542	STREETS - POWER (STREET LIGHTS)	85,800.00	38,474.17
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018-2022)	0.00	0.00
2-32-00-810	STREET-SHORT TERM BORROWING INTEREST	0.00	0.00
2-32-00-811	STREETS REPAY TO RESERVES	0.00	0.00
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT	2,142.00	0.00
2-32-99-635	STREETS M&E AMMORTIZATION	0.00	0.00
<b>TOTAL ROAD EXPENSE</b>		<b>279,050.00</b>	<b>124,265.35</b>
<b>ROADS SURPLUS/DEFICIT</b>		<b>277,950.00</b>	<b>123,735.76</b>
<b>PARKS REVENUE</b>			
1-72-00-410	PARKS - RV SANI DUMP FEES	(7,070.00)	(470.10)
1-72-00-590	PARKS - BEAUTIFICATION	0.00	0.00
1-72-00-591	PARKS DONATED FUNDS	0.00	0.00
1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	0.00	0.00
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR.	0.00	0.00





# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
	RESERVES		
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	(10,500.00)	0.00
<b>TOTAL PARKS REVENUE</b>		<b>(17,570.00)</b>	<b>(470.10)</b>
<b>PARKS EXPENSE</b>			
2-72-00-110	PARKS - WAGES	80,457.00	29,928.84
2-72-00-130	PARKS - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	10,841.00	5,164.34
2-72-00-131	PARKS - EMPLOYEE BENEFIT EI	0.00	0.00
2-72-00-132	PARKS- EMPLOYEE BENEFIT AMS	0.00	0.00
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-72-00-137	PARKS - WORKERS COMPENSATION	1,247.00	1,023.84
2-72-00-141	PARKS - STAFF DEVELOPMENT	505.00	0.00
2-72-00-221	PARKS - ADVERTISING	0.00	0.00
2-72-00-241	PARKS - INSURANCE	1,562.00	1,560.97
2-72-00-243	PARKS - CONTRACT WORK	3,225.00	1,800.00
2-72-00-250	PARKS - REPAIR & MAINTENANCE	3,150.00	0.00
2-72-00-510	PARKS - GENERAL SUPPLIES	3,030.00	200.15
2-72-00-541	PARKS - POWER	5,500.00	1,327.02
2-72-00-542	PARKS-FORTIS (TREES/KIDS COR./RUTH CUST)	11,000.00	0.00
2-72-00-543	PARKS-SEPTIC SERVICES	2,525.00	1,295.51
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	3,030.00	2,730.50
2-72-99-615	PARKS-ENGINEERING STRUCTURES AMORTIZATIO	500.00	0.00
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??	0.00	0.00
2-71-00-764	RESERVE TRANSFER	18,500.00	0.00
<b>TOTAL PARKS EXPENSE</b>		<b>145,072.00</b>	<b>45,031.17</b>
<b>PARKS SURPLUS/DEFICIT</b>		<b>127,502.00</b>	<b>44,561.07</b>
<b>STORM WATER REVENUE</b>			
1-37-00-840	CONDITIONAL GRANTS-STORM WATER	0.00	0.00
<b>TOTAL STORM WATER REVENUE</b>		<b>0.00</b>	<b>0.00</b>



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
<b>STORM WATER EXPENSE</b>			
2-37-00-231	STORM WATER - ENGINEERING	0.00	0.00
2-37-00-245	STORM WATER - CONTRACTED WORK	5,250.00	480.00
2-37-99-615	STORM WATER-ENGINEERING STRUCTURES AMORT	0.00	0.00
2-42-00-540	SEWER - LAGOON POWER	0.00	0.00
<b>TOTAL STORM WATER EXPENSE</b>		<b>5,250.00</b>	<b>480.00</b>
<b>STORM WATER SURPLUS/DEFICIT</b>		<b>5,250.00</b>	<b>480.00</b>
<b>WATER REVENUE</b>			
1-41-00-121	LOCAL IMPROVEMENT - WATER LINES	0.00	0.00
1-41-00-440	BASIC WATER FEE	(126,389.00)	(62,699.07)
1-41-00-441	SALE OF METERED WATER	(191,400.00)	(121,355.50)
1-41-00-442	SALE OF WATER METERS	0.00	0.00
1-41-00-443	SERVICE CHARGES (TURN ON, THAWS)	(500.00)	0.00
1-41-00-444	ADMIN SERVICE FEES	(18,135.00)	(10,038.74)
1-41-00-445	REGIONAL WATER DEBENTURE REVENUE	(71,565.00)	(35,070.59)
1-41-00-446	WATER - REGIONAL WATER PHASE ( III & IV)	0.00	0.00
1-41-00-447	REGIONAL WATER CONSUMPTION FEES	(214,368.00)	(88,798.89)
1-41-00-590	PENALTIES	(3,030.00)	(1,841.30)
1-41-00-591	SENIOR'S WATER REBATE	0.00	0.00
1-41-00-592	SENIOR'S ADMIN FEE REBATE	0.00	0.00
1-41-00-840	CONDITIONAL GRANTS - WATER	0.00	0.00
1-41-00-850	LOCAL GOVERNMENT TRANSFERS	0.00	0.00
1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND	0.00	0.00
<b>TOTAL WATER REVENUE</b>		<b>(625,387.00)</b>	<b>(319,804.09)</b>
<b>WATER EXPENSE</b>			
2-41-00-110	WATER - WAGES	61,390.00	32,226.36
2-41-00-111	WATER CONSULTING FEES (2 + 5)	9,020.00	5,250.00
2-41-00-121	WATER FREEZE & CONSUMPTION ADJUST.	0.00	0.00
2-41-00-130	WATER - EMPLOYEE BENEFITS	12,727.95	6,770.66



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
	CPP/EI/AMS/RPP		
2-41-00-131	WATER - EMPLOYEE BENEFIT EI	0.00	0.00
2-41-00-132	WATER - EMPLOYEE BENEFIT AMS	0.00	0.00
2-41-00-133	WATER - EMPLOYEE BENEFIT RPP	0.00	0.00
2-41-00-137	WATER - WORKERS COMPENSATION	749.41	597.23
2-41-00-141	WATER - STAFF DEVELOPMENT	4,161.00	882.14
2-41-00-211	WATER - TRAVEL/SUBSISTANCE	1,040.00	143.50
2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY	0.00	0.00
2-41-00-216	WATER - WTP PHONE/FAX	1,248.00	485.96
2-41-00-217	WATER - WTP INTERNET	780.00	250.00
2-41-00-224	WATER MEMBERSHIPS	1,358.00	556.20
2-41-00-230	WATER - ENGINEERING	0.00	574.79
2-41-00-240	WATER - REGIONAL SYSTEM FEES	8,452.92	8,452.92
2-41-00-241	WATER - INSURANCE PREMIUMS	7,787.00	7,550.27
2-41-00-243	WATER - COMPUTER MAINT/SERVICE	1,040.00	455.00
2-41-00-245	WATER - CONTRACT WK (METER RD/LABS)	2,266.00	92.61
2-41-00-246	WATER - WTP MAINTENANCE	7,802.00	5,292.17
2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES	520.00	965.93
2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT	0.00	0.00
2-41-00-252	WATER - LINE REPAIR (INC. DRIPS)	45,320.00	0.00
2-41-00-447	WATER-REGIONAL WATER USAGE FEES	266,952.00	175,433.58
2-41-00-513	WATER - TREATMENT SUPPLIES	1,560.00	0.00
2-41-00-541	WATER - POWER	12,463.00	5,697.87
2-41-00-542	WATER - NATURAL GAS	3,966.00	2,126.86
2-41-00-543	WATER - PUMP OUT FEES	0.00	55.00
2-41-00-591	WATER-SENIORS WATER REBATE	0.00	0.00
2-41-00-592	WATER-SENIORS ADMIN FEE REBATE	0.00	0.00
2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS	206.00	0.00
2-41-00-762	WATER - 1 TIME EXP. REG. WATER CONNECT	0.00	0.00
2-41-00-764	RESERVE TRANSFER - WATER	0.00	0.00
2-41-00-810	WATER - SHORT TERM BORROW INTEREST	0.00	0.00
2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE	0.00	0.00
2-41-00-831	WATER - DEBENTURE INTEREST	27,853.00	13,843.86



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-41-00-832	WATER PRINCIPLE	48,930.00	24,747.58
2-41-00-833	WATER-WILD DEBENTURE(PHASE I & II)	40,718.00	20,358.89
2-41-00-834	WATER-WILD DEBENTURE (PHASE III & IV)	30,053.00	15,026.52
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO	29,880.00	0.00
2-41-99-635	WATER- M&E AMORTIZATION	8,000.00	0.00
<b>TOTAL WATER EXPENSE</b>		<b>636,243.28</b>	<b>327,835.90</b>
<b>WATER SURPLUS/DEFICIT</b>		<b>10,856.28</b>	<b>8,031.81</b>
<b>SEWER REVENUE</b>			
1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	(88,960.00)	0.00
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	(30,466.00)	(15,136.59)
1-42-00-410	SEWER - LAGOON USE (TRSFR TO RESERVE)	(78,780.00)	(43,808.80)
1-42-00-411	SEWER LAGOON (outside use)	0.00	0.00
1-42-00-440	BASIC SEWER FEE	(47,470.00)	(23,407.72)
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	(151,500.00)	(74,408.00)
1-42-00-444	SEWER - ADMIN. SERVICE FEES	(8,787.00)	(6,304.42)
1-42-00-445	SEWER - GRANT CONSULTING FEES	0.00	0.00
1-42-00-590	SEWER -PENALTIES	(3,030.00)	(1,952.26)
1-42-00-591	SENIOR'S SEWER REBATE	0.00	0.00
<b>TOTAL SEWER REVENUE</b>		<b>(408,993.00)</b>	<b>(165,017.79)</b>
<b>SEWER EXPENSE</b>			
2-42-00-110	SEWER - WAGES	48,971.00	25,746.72
2-42-00-111	SEWER CONSULTING FEES	9,525.00	5,250.00
2-42-00-130	SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	10,183.00	5,423.31
2-42-00-131	SEWER - EMPLOYER BENEFIT EI	0.00	0.00
2-42-00-132	SEWER - EMPLOYER BENEFIT AMS	0.00	0.00
2-42-00-133	SEWER - EMPLOYEE BENEFIT RPP	0.00	0.00
2-42-00-137	SEWER - WORKERS COMPENSATION	416.00	341.28
2-42-00-210	SEWER - TRAVEL&SBSITANCE	1,515.00	0.00
2-42-00-211	SEWER - TRAVEL&SBSITANCE	1,010.00	0.00



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-42-00-215	SEWER - POSTAGE & FREIGHT	0.00	0.00
2-42-00-216	SEWER - LIFT STATION PHONE/FAX	808.00	365.50
2-42-00-217	SEWER - LIFT STATION INTERNET	808.00	429.75
2-42-00-218	SEWER - LAGOON INTERNET	707.00	250.00
2-42-00-224	SEWER-MEMBERSHIPS	660.00	0.00
2-42-00-231	SEWER - ENGINEERING LIFT STATION	0.00	0.00
2-42-00-239	SEWER - BILLING	0.00	0.00
2-42-00-241	SEWER - INSURANCE PREMIUMS	3,240.00	3,943.75
2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	1,010.00	430.76
2-42-00-244	SEWER - GRANT CONSULTING FEES	0.00	0.00
2-42-00-245	SEWER - CONTRACT WORK	6,450.00	6,279.11
2-42-00-250	SEWER - LINES REPAIR/MAINT. (30+71 MOST)	121,210.00	15,546.45
2-42-00-251	SEWAGE LAGOON MAINTENANCE	20,000.00	7,920.00
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUIP.	1,515.00	500.00
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	8,250.00	4,365.61
2-42-00-542	SEWER - NATURAL GAS	2,789.00	1,612.37
2-42-00-543	SEWER - PUMP OUT FEES	0.00	0.00
2-42-00-591	SEWER-EFFLUENT RESERVE	20,000.00	0.00
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	0.00	0.00
2-42-00-635	SEWER - M&E AMORTIZATION	0.00	0.00
2-42-00-762	SEWER - TRANSFER TO CAPITAL	0.00	0.00
2-42-00-764	RESERVE TRANSFER - FORCEMAIN PAYBACK	30,466.00	0.00
2-42-00-831	SEWER - DEBENTURE INTEREST	27,853.00	13,443.85
2-42-00-832	SEWER PRINCIPLE	48,930.00	24,747.58
2-42-99-615	SEWER-ENGINEERING STRUCTURES AMORTIZATIO	6,200.00	0.00
<b>TOTAL SEWER EXPENSE</b>		<b>372,516.00</b>	<b>116,596.04</b>
<b>SEWER SURPLUS/DEFICIT</b>		<b>(36,477.00)</b>	<b>(48,421.75)</b>
<b>WASTE COLLECTION REV</b>			
1-43-00-441	WASTE COLLECTION FEES	(78,629.00)	(36,275.43)
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL TIPPAGE	0.00	0.00



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
1-43-00-443	RECYCLING FEE	(14,997.00)	(7,292.66)
1-43-00-444	WASTE MISC (FIRESMART)	0.00	0.00
<b>TOTAL WASTE COLLECTION REV</b>		<b>(93,626.00)</b>	<b>(43,568.09)</b>
<b>WASTE COLLECT EXP</b>			
2-43-00-239	GARBAGE - BILLING	0.00	0.00
2-43-00-240	GARBAGE - LANDFILL PAYMENTS	18,630.00	5,739.54
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE	0.00	0.00
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6.13)	28,960.00	14,579.92
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS	7,527.00	4,241.00
2-43-00-350	GARBAGE - HHHW	0.00	0.00
2-43-00-351	RECYCLING - CONTRACT FOR PICKUP (3.22)	15,208.00	7,604.10
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5.13)	24,461.00	12,230.82
2-43-00-520	FUEL SURCHARGE	2,080.00	1,051.59
<b>TOTAL WASTE COLLECT EXP</b>		<b>96,866.00</b>	<b>45,446.97</b>
<b>WASTE COLLECT SURPLUS/DEF</b>		<b>3,240.00</b>	<b>1,878.88</b>
<b>FCSS REVENUE</b>			
1-51-00-587	FCSS-INTERAGENCY GROUP	0.00	0.00
1-51-00-588	FCSS - YOUTH GROUP	0.00	0.00
1-51-00-589	FCSS-BEAUTIFICATION PROJECT	0.00	0.00
1-51-00-591	FCSS - GRANT FOR OUTSIDE PROJECTS	0.00	0.00
1-51-00-592	FCSS - OUTSIDE PROJECTS CONTRIBUTIONS	0.00	0.00
1-51-00-840	F.C.S.S. PROV. CONDITIONAL GRANT	(28,802.00)	(14,401.15)
1-51-00-850	FCSS - MUNICIPALITIES CONTRIBUTION	(44,736.00)	(50,633.66)
1-51-00-851	FCSS - ADMIN. FEE RE: MUNICIPALITIES	(4,161.00)	(4,662.95)
1-51-00-852	FCSS - ONOWAY ADMIN FEE	0.00	0.00
1-51-00-990	FCSS - OTHER REVENUE	0.00	0.00
<b>TOTAL POSITIVE REVENUE</b>		<b>(77,699.00)</b>	<b>(69,697.76)</b>



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
<b>FCSS EXPENSE</b>			
2-51-00-110	FCSS OUTSIDEPROJECT CONTRACTOR & COSTS	0.00	0.00
2-51-00-111	FCSS-YOUTH GROUP	0.00	0.00
2-51-00-112	F.C.S.S. - ANNUAL COMMUNITY CHRISTMAS	0.00	0.00
2-51-00-113	FCSS - BEAUTIFICATION PROJECT	0.00	0.00
2-51-00-201	FCSS - VOLUNTEER RECOGNITION EVENT	0.00	0.00
2-51-00-750	CONTRIBUTION TO JOINT F.C.S.S. PROG	36,003.00	17,350.50
2-51-00-751	FCSS-MUNICIPALITIES CONTR. TO PROGRAMS	44,736.00	19,282.20
2-51-00-752	FCSS - ADMIN. FEES MUNICIPALITIES	0.00	0.00
2-51-00-753	FCSS-ADMIN. FEE ONOWAY	0.00	0.00
<b>TOTAL FCSS EXPENSE</b>		<b>80,739.00</b>	<b>36,632.70</b>
<b>FCSS SURPLUS/DEFICIT</b>		<b>3,040.00</b>	<b>(33,065.06)</b>
<b>PLAN REVENUE</b>			
1-61-00-521	PLANNING - DEVELOPMENT PERMITS	(1,500.00)	(1,147.62)
1-61-00-522	SAFETY CODES PERMITS	(2,500.00)	(3,576.39)
1-61-00-523	COMPLIANCE CERTIFICATES	(300.00)	0.00
1-61-00-524	PERMITS - SAFETY CODES COUNCIL LEVY	0.00	0.00
1-61-00-525	PLANNING - APPEALS	0.00	0.00
1-61-00-840	CONDITIONAL GRANTS-PLANNING	0.00	0.00
<b>TOTAL PLAN REVENUE</b>		<b>(4,300.00)</b>	<b>(4,724.01)</b>
<b>PLANNING EXPENSE</b>			
2-61-00-110	PLAN - DEVELOPMENT OFFICER WAGE	0.00	0.00
2-61-00-221	PLAN - ADVERTISING	0.00	0.00
2-61-00-230	PLAN-ENGINEERING SERVICES	0.00	18,616.22
2-61-00-242	PLAN - LEGAL	0.00	0.00
2-61-00-245	PLAN-CONTRACT SERVICES (SDAB)	1,515.00	300.00
2-61-00-270	PLAN - DEV. OFFICER CONTRACT	14,140.00	2,820.00
2-61-00-511	PLAN - SAFETY APPALS	0.00	0.00
2-61-00-513	PLAN - SUPPLIES	0.00	0.00



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
<b>TOTAL PLANNING EXPENSE</b>			
		15,655.00	21,736.22
<b>PLANNING SURPLUS/DEFICIT</b>			
		11,355.00	17,012.21
<b>LAND REVENUE</b>			
1-66-00-400	SALE OF LAND INVENTORY	(28,000.00)	(51,809.52)
1-66-00-401	SALE OF LAND-COST RECOVERY	0.00	0.00
1-66-00-592	OFF-SITE LEVIES	0.00	0.00
<b>TOTAL LAND REVENUE</b>			
		(28,000.00)	(51,809.52)
<b>LAND EXPENSE</b>			
2-66-00-221	LAND-ADVERTISING	0.00	0.00
2-66-00-230	LAND - ENGINEERING/CONTRACT SERVICES	0.00	0.00
2-66-00-242	LAND - LEGAL COSTS	3,000.00	0.00
2-66-00-270	LAND - CONTRACTED SERVICES	500.00	0.00
2-66-00-570	LAND - COST OF LAND SALES	0.00	6,419.49
<b>TOTAL LAND EXPENSE</b>			
		3,500.00	6,419.49
<b>LAND SURPLUS/DEFICIT</b>			
		(24,500.00)	(45,390.03)
<b>EDC REVENUE</b>			
1-69-00-410	EDC - BUSINESS LICENCE FEES	(2,525.00)	(2,450.00)
1-69-00-940	EDC - TRSFR DEFERRED	(53,733.00)	0.00
1-69-00-941	RESERVE TRANSFER (MOST)	0.00	0.00
<b>TOTAL EDC REVENUE</b>			
		(56,258.00)	(2,450.00)
<b>EDC EXPENSE</b>			
2-69-00-110	EDC - EDO/GRANT WRITER	0.00	0.00
2-69-00-130	EDC - CPP	0.00	0.00
2-69-00-131	EDC - EI	0.00	0.00
2-69-00-132	EDC - AMS BENEFITS	0.00	0.00
2-69-00-133	EDC - RFP	0.00	0.00





# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-69-00-137	EDC - WCB	0.00	0.00
2-69-00-140	EDC - PUBLIC RELATIONS (LSAC DRAINAGE)	2,000.00	920.00
2-69-00-141	EDC - TOURIST INFO. BOOTH	4,700.00	0.00
2-69-00-211	EDC - TRAVEL & SUBSISTANCE	0.00	0.00
2-69-00-216	EDC - PHONE & FAX CHARGES	0.00	0.00
2-69-00-221	EDC - ADVERTISING	3,010.00	160.00
2-69-00-270	EDC - MEMBERSHIPS	110.00	0.00
2-69-00-275	EDC-SUPPORT PHYSICIAN RETENTION (ORMC)	12,000.00	0.00
2-69-00-512	EDC - BUSINESS IMPROVEMENT GRANT	5,000.00	0.00
2-69-00-513	EDC - SUPPLIES	0.00	0.00
2-69-00-514	EDC - BROCHURE/PROMOTION	0.00	0.00
2-69-00-515	EDC - POSTAGE / FREIGHT/	0.00	0.00
2-69-00-516	EDC- GRANT(PREVIOUSLY ACP GRANT129K+20K)	53,733.00	0.00
<b>TOTAL EDC EXPENSE</b>		<b>80,553.00</b>	<b>1,080.00</b>
<b>EDC SURPLUS/DEFICIT</b>		<b>24,295.00</b>	<b>(1,370.00)</b>
<b>REC PROGRAM REVENUE</b>			
1-71-00-470	FROM UNRESTRICTED SURPLUS/RESERVES	(11,000.00)	0.00
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM. GROUP	0.00	0.00
<b>TOTAL REC PROGRAM REVENUE</b>		<b>(11,000.00)</b>	<b>0.00</b>
<b>REC PROGRAM EXPENSE</b>			
2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00
2-71-00-241	REC. - MISC. SERVICES (PREV.PROGRAMMING)	4,050.00	801.07
2-71-00-513	REC - GENERAL SUPPLIES	0.00	0.00
2-71-00-541	REC - POWER (SENIORS CENTRE)	0.00	0.00
2-71-00-765	REC TAX - SENIORS	0.00	0.00
2-71-00-766	REC TAX - HALL (INC. REPAIRS)	5,000.00	0.00
2-71-00-767	REC TAX - OTHER	11,000.00	0.00



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

General Ledger	Description	2024 Budget	2024 Actual
2-71-00-768	REC TAX-ARENA (\$7000-20/21/22#111/20)	7,500.00	0.00
2-71-00-771	REC TAX - SENIORS TRANSPORTATION	6,600.00	6,549.48
2-71-99-635	REC.-AMORTIZATION	1,938.00	0.00
<b>TOTAL REC PROGRAM EXPENSE</b>		<b>36,088.00</b>	<b>7,350.55</b>
<b>REC PROGRAM SURPLUS/DEFICIT</b>		<b>25,088.00</b>	<b>7,350.55</b>
<b>CULTURE REVENUE</b>			
1-74-00-541	CULTURE - HALL POWER	(5,365.00)	(1,404.57)
1-74-00-542	CULTURE - HALL GAS	(3,512.00)	(3,304.41)
<b>TOTAL CULTURE REVENUE</b>		<b>(8,877.00)</b>	<b>(4,708.98)</b>
<b>CULTURE EXPENSE</b>			
2-74-00-250	CULTURE - BUILDING REPAIR AND MAINTENANC	0.00	3,800.00
2-74-00-510	CULTURE - GENERAL SUPPLIES	0.00	0.00
2-74-00-541	CULTURE - HALL POWER/UTILITY (MOST)	5,365.00	2,311.06
2-74-00-542	CULTURE - HALL GAS (MOST)	3,512.00	2,558.55
2-74-00-543	CULTURE - HALL INSURANCE	6,229.00	0.00
2-74-00-771	CULTURE - GRANTS TO LIBRARYS	14,746.00	2,156.90
2-74-00-772	CULTURE - GRANT TO COMMUNITYGROUPS	2,500.00	0.00
2-74-99-625	CULTURE-BUILDINGS AMORTIZATION	1,020.00	0.00
<b>TOTAL CULTURE EXPENSE</b>		<b>33,372.00</b>	<b>10,826.51</b>
<b>CULTURE SURPLUS/DEFICIT</b>		<b>24,495.00</b>	<b>6,117.53</b>
<b>MISC EXPENSE</b>			
2-97-00-912	MISC - ALLOW. FOR UNCOLLECT.TAXES	0.00	43,417.42
2-97-00-913	MISC - ALLOW FOR ASSESS.APEAL TAX	0.00	0.00
2-97-00-990	MISC - ALLOW. FOR EXCESS COLLECTION	0.00	0.00
2-97-00-991	MISC - TAX DISCOUNTS	0.00	0.00
2-97-00-992	MISC - TAX COLLECTION COSTS	3,000.00	3,715.00
2-97-00-993	MISC - RESERVE TRSFR LEGAL, INFLATION,	0.00	0.00
2-97-00-994	MISC-RESERVE TRSFR LEGAL, INFLATION,	10,000.00	0.00



# TOWN OF ONOWAY

## Revenue & Expense Up to July 12, 2024

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<b>General Ledger</b>	<b>Description</b>	<b>2024 Budget</b>	<b>2024 Actual</b>
	MSI		
	TOTAL MISC EXPENSE	13,000.00	47,132.42
	MISC SURPLUS/DEFICIT	13,000.00	47,132.42
	TOTAL SURPLUS/DEFICIT	(5.97)	(857,340.68)

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



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 8, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Student Bursary Policy Amendment

### BACKGROUND / PROPOSAL

During the June 27, 2024, Council Meeting, Council made the following motion regarding the Policy C-COU-SBU-1 Student Bursary Policy:

**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.

**CARRIED**

During the July 11, 2024, Council meeting, Council awarded the 2024 Student Bursary in the amount of \$500 each to Aimey McDonald, Seth Lindstrom and Justin Lindstrom upon receipt of proof of registration and acceptance to a qualified post-secondary institution in a full-time or part-time program and be attending their first year of studies.

Currently, the policy provides financial assistance in the form of a \$500 bursary awarded to Onoway High School students that are also Onoway residents who are entering or enrolled in a qualified post-secondary institution; this includes universities, trade schools and colleges, etc.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Based on the above motion #219/24, the attached amended policy provides the following amendments:

- Section 3 - Primary Considerations - addition of "...or Lac Ste Anne County or municipalities within Lac Ste Anne County."
- Section 5 – Criteria subsection c - addition of "Higher consideration will be given to a student that is both a resident of the Town of Onoway and currently attending Onoway Jr./Sr. High School."

The above amendment expands the bursary pool to graduating students of Onoway Jr./Sr. High School whether they live in Onoway or in LSAC and increases the number of applications submitted annually.

## **STRATEGIC ALIGNMENT**

Financial Sustainability  
Good Governance

## **COSTS / SOURCE OF FUNDING**

As noted above.

## **RECOMMENDED ACTION**

- That Council approve the Policy C-COU-SBU-1- Student Bursary Policy amendment as presented.
- (Or some other direction as given by Council at meeting time).

## **ATTACHMENTS**

1. Draft Proposed Student Bursary Policy- C-COU-SBU-1.
2. Draft Proposed Onoway Student Bursary Application.
3. Approved Student Bursary Policy- C-COU-SBU-1.
4. Approved Onoway Student Bursary Application.



# Town of Onoway

## Council Policy

Nistration

Number	Title			
<b>C-COU-SBU-1</b> <small>(1.2, 3.1,3.6)</small>	<b>Student Bursary</b>			
Approval	Originally Approved		Last Revised	
<small>(CAO initials)</small>	Resolution No:	039/24	Resolution No:	
	Date:	February 8, 2024	Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

### Purpose

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

### Policy Statement

The Town of Onoway is committed to providing financial assistance to deserving and qualified students within the community who are entering or enrolled in a qualified post-secondary institution.

### Definitions

For the purposes of this policy:

- a) “Chief Administrative Officer” means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer’s designate.
- b) “Council” means the duly elected Council of the Town of Onoway, as defined by the Alberta Municipal Government Act.
- c) “Qualified Post-Secondary Institution” means a designated education institution on the Government of Canada “Master List of Designated Education Institutions.”
- d) “Town” means the Town of Onoway.

## Service Standards/ Expectations

### 1. Bursary Amount

- a. The amount of the bursary is \$500.00 and will be awarded to a maximum of three recipients annually. Both the value and number of bursaries may be reviewed by Council when required.

### 2. Selection Committee

- a. Town of Onoway Council will have full authority in the selection of the recipients.

### 3. Primary Considerations

- The student:
  - Must currently be attending Onoway Jr./Sr. High School.
  - Must currently be a resident of the Town of Onoway or Lac Ste Anne County or municipalities within Lac Ste Anne County and must provide proof of such.
  - Must provide proof of registration and acceptance to a qualified post-secondary institution in a full-time or part-time program (if awarded) and;
  - Must be attending first year of studies.

### 4. Secondary Considerations

- Based on good citizenship demonstrated through community and social participation, volunteer work, etc.

### 5. Criteria

- a. The recipient must claim the Bursary award within the first year of post-secondary studies.
- b. Only applicants going into first year of studies are eligible to apply.
- c. Higher consideration will be given to a student that is both a resident of the Town of Onoway and currently attending Onoway Jr./Sr. High School.
- d. Applicant Financial need will be considered.
- e. The Bursaries will be awarded by Council resolution. The identity of the applicants will be concealed to support a fair and accountable process. Council will discuss and consider all applications received by deadline date. All decisions made by Council are considered final.
- f. Current Municipal elected officials, Town Staff and their immediate families are not eligible to participate in this Bursary program. Immediate family shall include: spouse, children, residents of the current municipal official's household or any other person claimed as a dependent on the municipal official's tax return.

## 6. Application Procedures and Dates

- a. The Town of Onoway Bursary Application will be made available at the Town Administrative Office or on the Town Website.
- b. The applicant must complete the application form, and submit accompanying documentation electronically to info@onoway.ca or in-person at the Town Office no later than June 1 at 11:59 pm of the current year.
- c. Applications postmarked after June 1<sup>st</sup> will not be accepted.
- d. Awards to be disbursed by the Town of Onoway to the recipient by August 31, annually.
- e. The availability of the bursary will be advertised annually from March to May each year.
- f. If not, all annually allocated funds have been distributed, the Town may re-advertise the bursary application however any remaining bursaries will not be carried forward into future years.

## 7. Policy Review

This policy will be reviewed on a four-year basis by Administration with any changes being recommended to Council for approval.

### Revisions:

Resolution Number	MM/DD/YY





## ONOWAY STUDENT BURSARY APPLICATION

Onoway Council is proud to administer Bursary opportunities to Onoway students as per the Student Bursary Policy # C-COU-SBU-1. Awards to be disbursed by the Town of Onoway to the recipient by August 31, annually.

The student:

- Must currently be attending Onoway Jr./Sr. High School.
- Must currently be a resident of the Town of Onoway or Lac Ste Anne County or municipalities within Lac Ste Anne County and must provide proof of such.
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- Must be attending first year of studies.

The Bursaries will be awarded by Council resolution. The identity of the applicants will be concealed to support a fair and accountable process. The decision of Council is final. To be considered, please submit this application via email to [info@onoway.ca](mailto:info@onoway.ca) in a .pdf format preferably.

**Application deadline is June 1<sup>st</sup> at 11:59 pm of the current year without exception.**

### PERSONAL INFORMATION

Name: \_\_\_\_\_

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

Property Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Post-Secondary School to be Attended: \_\_\_\_\_

Certification / Credentials Sought (Diploma, Degree, etc.): \_\_\_\_\_

**SEE PAGE 2 FOR ITEMS TO BE ATTACHED WITH APPLICATION.**

### DECLARATION OF APPLICANT

- All information is true and complete.
- I agree to allow my name and study plans to be released publicly if I receive this bursary.
- I authorize the release and exchange of my personal information by and between the Town of Onoway and any federal and provincial government departments, boards or institutions to verify the information I have provided.



## ONOWAY STUDENT BURSARY APPLICATION

*The following information must accompany your application:*

**WRITE A SUMMARY DESCRIBING THE FOLLOWING:**

- How will this bursary help you achieve funding for your education
- Yourself
- Interests
- Goals and objectives
- Past accomplishments
- School related activities (i.e. Student Council, Sports, Drama etc.)
- Community related activities (i.e. Clubs, Church, Cultural etc.)
- Other information you wish to provide (i.e. volunteering, academic accomplishments, awards or recognition received, favourite school memory etc.)

**Application deadline is June 1<sup>st</sup> at 11:59 pm of the current year without exception.**

**APPLICATIONS WILL NOT BE ACCEPTED IF POSTMARKED OR SENT BY E-MAIL AFTER JUNE 1<sup>st</sup>.**

*Please **do not** include proof of enrolment with your application. You will be asked for proof of enrolment if you are chosen to receive an award.*



# Town of Onoway

## Council Policy

Number	Title			
C-COU-SBU-1 <small>(1.2, 3.1,3.6)</small>	<b>Student Bursary</b>			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	039/24	Resolution No:	
	Date:	February 8, 2024	Date:	
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Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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- I authorize the release and exchange of my personal information by and between the Town of Onoway and any federal and provincial government departments, boards or institutions to verify the information I have provided.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Date



## ONOWAY STUDENT BURSARY APPLICATION

*The following information must accompany your application:*

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*Please **do not** include proof of enrolment with your application. You will be asked for proof of enrolment if you are chosen to receive an award.*



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 8, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Bylaw 816-24 - Council Code of Conduct Bylaw & Consideration of an Integrity Commissioner

### BACKGROUND / PROPOSAL

At the Regular Meeting of Council of October 26, 2023 the following resolution was passed.

**Motion #344/23** **MOVED** by Councillor Bridgitte Coninx that Council direct Administration to review the Code of Conduct and engage the assistance of legal counsel in the review.

**CARRIED**

Council passed the current Council Code of Conduct Bylaw in 2021. It has been noted that there were some areas that could be more robust. Administration is presenting an updated bylaw for Council's review.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Bylaw 791-21 Council Code of Conduct Bylaw did not have a detailed process for how the formal complaint process should be conducted. Administration has worked with legal Counsel to incorporate best practices into the attached bylaw.

### NEW CLAUSES

Section 2 The purpose of the Council Code of Conduct has been expanded.

Section 8 Adherence to Policies, Procedures and Bylaws has been expanded

Section 9 Confidential Information has been expanded to include confidential information that Council members may become aware of outside of a closed meeting of Council.

Section 12 Internet Use, Off-Duty Conduct, and Social Media is a new section.

Section 19 Formal Complaint Process has been expanded

Section 20 Compliance and Enforcement has been expanded to include consideration of sanctions.

The expansion of the formal complaint process and consideration of sanctions is in agreement with the Code of Conduct for Elected Officials Regulations which can be found [https://kings-](https://kings-printer.alberta.ca/1266.cfm?page=2017_200.cfm&leg_type=Regs&isbncln=9780779799091)

[printer.alberta.ca/1266.cfm?page=2017\\_200.cfm&leg\\_type=Regs&isbncln=9780779799091](https://kings-printer.alberta.ca/1266.cfm?page=2017_200.cfm&leg_type=Regs&isbncln=9780779799091)



Administration would appreciate feedback from Council regarding the proposed bylaw, however if Council is content with the updates and expansion, Administration would request Council consider having two readings at this meeting.

#### Integrity Commissioner

In 2023 Council had requested that all complaints be provided to the CAO and then brought forward for Council's consideration. While the CAO did receive some inquiries regarding Code of Conduct, the complainant did not follow up with a request to meet to discuss where the Code of Conduct was breached.

Administration recommends to Council to contract with a third party to provide these services. Administration would again present options to Council. In the past, there have been Integrity Commissioner who wish to have a monthly retainer and those that would assess each complaint separately. Administration does recommend an agreement where each case is adjudicated individually and pay a set amount if the Integrity Commissioner receives a complaint that needs to be reviewed. If Council chooses, Administration would be able to provide a report back to Council on the costs associated with an Integrity Commissioner at the September 8<sup>th</sup>, 2024 meeting. With the Organizational Meeting scheduled the end of October, this is a prime opportunity for Council to discuss an external integrity commissioner.

#### **STRATEGIC ALIGNMENT**

Good Governance  
Service Excellence

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

Within current Admin Contract Operating Budget – sought legal advise to draft bylaw.

#### **RECOMMENDED ACTION**

- 1) THAT Council give first reading to Bylaw 816-24 A Bylaw to Establish a Code of Conduct for Members of Council.
- 2) THAT Council give second reading to Bylaw 816-24 A Bylaw to Establish a Code of Conduct for Members of Council.

#### Integrity Commissioner

- 1) THAT Administration provide a report to Council on the option for a third party Integrity Commissioner.

#### **ATTACHMENTS**

Bylaw 816-24 A Bylaw to Establish a Code of Conduct for Members of Council  
Bylaw 791-21 A Bylaw To Establish a Code of Conduct for Members of Council

**TOWN OF ONOWAY**  
**By-Law 816-24**

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

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

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

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

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

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

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

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

**1. Short Title**

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

**2. Purpose**

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

- 2.1. The duly elected Council of the Town of Onoway is responsible for securing and enhancing the Town’s collective rights and empowering the Members in a disciplined, accountable and honest manner.
- 2.2. The Members are entitled to expect the highest standards of conduct from the individuals whom they elect to Council.
- 2.3. The establishment of the Bylaw is consistent with the principles of transparent and accountable governance and ensures that the Councilors share a common understanding of acceptable conduct.

- 2.4. It is each Councillor's responsibility to uphold and advance both the letter and spirit of this Code in all their dealings while serving in the role of a Councillor.
- 2.5. The purpose of this Bylaw is to ensure that Councillors perform their duties and functions arising under this Bylaw and any other applicable law:
  - (a) Reliability, transparently and with integrity, discipline, foresight, resolve and dignity; and
  - (b) In a manner that is accountable to the Members and which, acting honestly and in good faith, secures and upholds the Town's best interests.
- 2.6. This Bylaw prescribes certain rules and policies which shall govern the conduct of Council, and shall be interpreted and applied by Council in a manner that is consistent with all the laws of the Town and all other applicable laws.

### **3. Scope**

- 3.1. This Bylaw applies to the Council.

### **4. Definitions and Interpretation**

- 4.1. In this Bylaw, words have the meanings set out in the Act, except that:
  - (a) "**Act**" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
  - (b) "**Administration**" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
  - (c) "**CAO**" means the chief administrative officer of the Municipality, or their delegate;
  - (d) "**Council**" means, collectively, the directors of the Town duly elected in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26;
  - (e) "**FOIP**" means the Freedom of Information and *Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
  - (f) "**Investigator**" means Council or the individual or body established by Council to investigate and report on complaints;
  - (g) "**Member**" means a member of Council and includes any member of Council and includes members of council committees or other bodies established by Council who are not Councillors or the Mayor;
  - (f) "**Municipality**" means the municipal corporation of the Town of

Onoway.

## **5. Representing the Municipality**

5.1. Members shall:

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

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

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

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

- 7.1. Members shall express their opinions openly, engage in respectful discussions and endeavor to understand and build on other Members' ideas.
- 7.2. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 7.3. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law

are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

- 7.4. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

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

8.1. Each Member must adhere to and advocate for the principles and responsibilities governing their conduct as Members as follows:

- (a) Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- (b) Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- (c) A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.
- (d) Members shall treat the staff, Members, and members of the greater public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- (e) Members shall actively advocate for the Town and its mission in their personal and professional networks.
- (f) Members shall be respectful in their interactions with others and recognize the value of different perspectives by seeking to balance their contributions as both an advisor and learner.
- (g) Members shall conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other portfolios and boards to which they are appointed by Council, and in the event they are unable to attend to any of the foregoing, to notify Council as early as possible.

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

9.1. Council members will establish and model a respectful workplace where they will not speak disrespectfully about the organization, other members of Council, the Chief Administrative Officer or employees of the Town.

9.2. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

9.3. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or

intimidation.

- 9.4. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 9.5. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation in keeping with the *Human Rights Act*
- 9.6. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 9.7. Members must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the "CAO" as defined above;
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **10. Confidential Information**

- 10.1. Members must keep in strict confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public. The confidential information includes the following:
  - (a) Any information with respect to the discussions and deliberations of Council which are not already public information;
  - (b) The financial affairs and contractual arrangements of the Town;
  - (c) Any claims or disputes matters relating to the Town; and
  - (d) All other information of a non-public, privileged or confidential nature to which they have access as a result of carrying out their duties and responsibilities as a Councillor (collectively, the "**Confidential Information**").

- 10.2. No Member shall use Confidential Information for personal benefit or for the

benefit of any other individual organization.

- 10.3. In the course of their duties, Members may also become privy to Confidential Information received outside of a “closed session” meeting. Members must not:
  - (a) disclose or release by any means to any member of the public, including the media, any Confidential Information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies.
- 10.4. Confidential information is the property of the Town. Members must not disclose, or allow to be disclosed, in any form or by any means any Confidential Information of which the Member becomes aware of during their term in office.
- 10.5. Members will not leave Confidential Information in written form or displayed on computer terminals in locations where others may see it.
- 10.6. Members must not disclose information, even after their term of office has concluded, with respect to matters discussed in a Closed Meeting, unless such disclosure is expressly authorized by Council.

## **11. Conflicts of Interest**

- 11.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 11.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 11.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 11.4. Members must disclose any potential of existing conflict of interest to the Council, as soon as the Member would reasonably be found to have gained knowledge of such conflict. Such interests shall be disclosed to and entered into the meeting minutes of the Council.
- 11.5. Members shall not provide services to, enter into agreements with, or otherwise contract with the Town while serving concurrently as a member of Council.

- 11.6. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## **12. Internet Use, Off-Duty Conduct and Social Media**

- 12.1. Members must adhere to the following guidelines when accessing and using the Town's network systems, the Town computers, and any other Town electronics:
- (a) Transmission of data pertaining to the Town affairs and/or business to non-authorized entities or people is strictly prohibited;
  - (b) Members shall secure emails in the same manner as paper documents;
  - (c) Members must exercise care to ensure that only authorized persons have access to emails and any documents attached therein;
  - (d) Members must make every reasonable effort to maintain access to passwords for the Town network and their Town email account and not disclose their passwords to any person except for purposes of technical user support and, in such case, the Member shall take steps to ensure the proper authority of the person who is requesting his password; and
  - (e) Unless expressly authorized, Members must not store Confidential Information on or via the Internet.
- 12.2. Members shall not use the Town's computers or any other Town electronics for the following purposes:
- (a) Visiting websites that contain obscene, pornographic, hateful or other objectionable materials;
  - (b) Sending or receiving any material that is obscene or defamatory or which is intended to harass or intimidate another person;
  - (c) Using or permitting the use of the Internet for any illegal purpose;
  - (d) Unauthorized use of continuous access technology such as online radio broadcasts;
  - (e) Intentionally or unintentionally representing personal opinions as those of the Town;



- (f) Intentionally or unintentionally causing reputational harm to Council or the Town through the use of the internet;
- (g) Interfering with the normal operation of the network, including the propagation of computer viruses and sustained high network traffic;
- (h) Soliciting business for personal gain or profit.

12.3. Members must not post or place any information on the internet, including social media sites, which could negatively impact the reputation of the Council or Town or that could in any way call into question the integrity of their position as a Councillor.

### **13. Improper Use of Influence**

- 13.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 13.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 13.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
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- 14.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 14.2. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

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

- 15.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 15.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 15.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 15.4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

### **16. Gifts and Hospitality**

- 16.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
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### **17. Election Campaigns**

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

### **18. Informal Complaint Process**

- 18.1. Any person or Any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the

person may request the assistance of the Deputy Mayor.

- 18.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

### **19. Formal Complaint Process**

- 19.1. Any person or Any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigator;
  - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation
  - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
  - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous, vexatious, is not made in good faith, the complaint is not about a current member, the complaint alleges criminal activity, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
  - (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. The Investigator may request more information from the complainant and the Member before moving forward whether to dismiss the complaint. All proceedings of the Investigator regarding the investigation shall be confidential;
  - (g) The responding Member must disclose relevant information gathered during an investigation;

- (h) The complainant's name may be released publicly if the complaint reaches the investigative stage;
- (i) Once all pertinent information has been provided to the Responding Member by the Investigator, the Responding Member will have 10 business days to give the Investigator a written response to the allegations, including any supporting documents. This deadline may be extended at the discretion of the Investigator.
- (j) The Investigator may solicit access to the Town's records, documents, and information related to the complaint, as necessary to complete an investigation. Additional information from any individual involved in an investigation may be requested at any time during the investigation, as necessary to complete an investigation.
- (k) The Investigator will aim to complete investigation within 90 days of the date the complaint is accepted. This deadline may be extended.
- (l) In the 90 days prior to the date of a municipal election, the Investigator shall suspend any investigation underway or decline to commence an investigation, unless otherwise directed by Council.
- (m) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (n) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (o) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.
- (p) Upon conclusion of an investigation, the Investigator will dismiss the complaint if the violation has not been proven on the balance of probabilities
- (q) If the Investigator determines from the report that a violation of the Bylaw occurred; however, the member took reasonable steps to prevent it or that it was insignificant or committed inadvertently or through genuine error of judgment, the Investigator will state so in the report and recommend that no sanctions arise;
- (r) The Investigators ruling that a Member of Council violated this Bylaw is

final and may not be amended or reconsidered. After considering the decision by the Investigator, Council may by resolution:

- a) impose sanctions on the Responding Member in accordance with this Bylaw; or
- (b) not impose sanctions on the Responding Member.

## **20. Compliance and Enforcement**

- 20.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 20.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 20.3. No Member shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 20.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (g) suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
  - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at Council meetings;
  - (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary

to the Act.

20.5. When sanctions are being imposed, Council will consider the following:

- (a) the nature, extent and gravity of the contravention;
- (b) the effect and impact of the contravention;
- (c) whether the Member has previously contravened this Bylaw;
- (d) the principles and intent of this Bylaw;
- (e) the presence of any profound mitigating circumstances;
- (f) the need to deter future contraventions; and
- (g) the public interest, including the need to promote the public’s confidence in the integrity of Council.

After considering these factors, Council may determine that although there was a breach of this Bylaw, no sanction is warranted.

**21. Review**

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

**22. Repeal**

22.1 Bylaw 791-21, Code of Conduct Bylaw, is hereby repealed.

READ a First time this \_\_\_\_\_, 2024.

READ a Second time this \_\_\_\_\_, 2024.

UNANIMOUS CONSENT to proceed to third reading this \_\_\_\_\_, 2024.

READ a Third time this \_\_\_\_\_, 2024.

SIGNED AND PASSED this \_\_\_\_\_, 2024.

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MAYOR LENARD KWASNY

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JENNIFER THOMPSON  
CHIEF ADMINISTRATIVE OFFICER

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

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

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

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

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

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

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

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

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

**1. Short Title**

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

**2. Definitions**

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

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



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

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

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

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

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

4.1. Members shall:

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

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

5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.

5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

5.4. No Member shall make a statement when they know that statement is false.

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

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

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

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

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

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

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

source of income, family status or sexual orientation.

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

8.6. Members must not:

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

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

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

## **9. Confidential Information**

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

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

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

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

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

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

## **10. Conflicts of Interest**

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

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

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

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

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

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
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  - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
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- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
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- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. No Member shall:

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

## **16. Review**

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

## **17. Repeal**

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


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

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


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

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

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



MAYOR JUDY TRACY



WENDY WILDMAN  
CHIEF ADMINISTRATIVE OFFICER





## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 8, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Recreation Tax Request - Onoway & District Historical Guild

### BACKGROUND / PROPOSAL

During the May 23, 2024, Council Meeting, Council made the following motion regarding the Onoway Heritage Center Water Fountain:

**Motion #173/24** | **MOVED** by Councillor Bridgitte Coninx that administration proceed as directed by Council on Round 1 FCSS applications and bring further information to a future Council meeting regarding the Alberta Beach Snowmobile Club groomer purchase and the Heritage Centre Water Fountain.

**CARRIED**

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Since the passing of the above motion, The Onoway & District Historical Guild has removed the request for funding for the water fountain at the Onoway Heritage Centre and submitted the attached Recreation Tax request for the purchase of pickleball and badminton equipment. The amount request is \$1,485.07 to cover the cost of purchasing pickleball and badminton equipment as per the attached receipt.

### STRATEGIC ALIGNMENT

Financial Sustainability  
Good Governance

### COSTS / SOURCE OF FUNDING

2024 Recreation Tax Allocation	<b>\$4,050</b>
Less: Onoway Pickleball Organization	<b>(\$841)</b>
Remaining Balance after Round 1	<b>\$3,209</b>
Addition: Onoway Pickleball Organization	<b>\$841</b>
Remaining Recreation Tax Allocation for distribution	<b>\$4,050</b>

### RECOMMENDED ACTION

Direction provided from deliberations.

### ATTACHMENTS

1. Onoway & District Historical Guild proposal letter
2. Pickleball and badminton equipment receipt.



***Onoway & District Historical Guild***  
4708 Lac Ste. Anne Trail North  
Box 1368  
Onoway, Alberta T0E 1V0

Phone: (780) 967-1015  
or (780) 916-1815  
admin@onowaymuseum.ca



July 15<sup>th</sup>, 2024

Dear Mayor Len Kwasny and Town of Onoway Council,

I am writing on behalf of the Onoway and District Historical Guild to propose that the recently returned recreation funds be put towards the Guild's recent purchase of pickleball and badminton equipment for the community's use.

In March, the Guild purchased pickleball and badminton equipment to supplement our existing supply of sports equipment in our Alliance Activity Centre used by numerous groups and organizations daily. Rental of the Alliance Activity Centre for \$33/hour includes the use of all of our sports equipment. The past academic year, Onoway Junior Senior High School utilized our space for gym classes. The purchase of this equipment allows the Onoway Museum and Heritage Centre to continue be an excellent resource for all members of our community. The total of this purchase came to \$1485.07. Please see the attached receipt for your reference.

Thank you for your consideration of this proposal. The Onoway Museum and Heritage Centre continues to be a hub for the community, seeing approximately 70 000 people come through our building annually.

Sincerely,

Emily Fyfe  
Facility Manager

Pick/Pack Slip

# SPORTFACTOR

#10 - 3250 51st AVENUE NW  
 EDMONTON, AB T6P 0E1  
 PHONE: 780-450-0976  
 FAX: 780-450-0982

Page	1
Order #	0257815
Order Date	03/18/24
Cust P/O	

**Sold To:** 05WEBSITE  
 Onoway & District  
 Historical Guild  
 4708 Lac St Anne Trail N  
 Onoway, AB T0E 1V0  
 Phone: -  
 Fax: -

**Ship To:** 00000  
 Onoway Heritage Ctr  
 C/O Onoway High School  
 4704 Lac St Anne Trail N  
 Onoway, AB T0E 1V0

Required Date: 03/20/24	Via: PICK UP	Freight: Prepaid	Slsprn: 09	Loc: 01
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Item Code	Description	Bin Loc	U/M	Qty Ord	Ship	B/O	Da	Price
PB61M1SET	PICKLEBALL BALL IND I/M 6/SET	04 D2	SET	1	1		0	15.00
SHADOWX	PICKLEBALL PADDLE SHADOWX	06 H2	EA	2	2		5	60.00
B6500	BADMINTON RACQ. YONEX B6500	06 I2	EA	12	12		5	25.00
BN250-A	BAD. NET DELUXE 20' ROPE CABLE	06 J1	EA	3	3		5	85.00
M300GNYL	SHUTTLE MAVIS 300 GN/YL TUBE 6	06 J2	TU	1	1		5	16.00
F50111	BADMINTON POST END I 7/8"FORUM	End of 1	PR	1	1		5	358.00
F50110	BADMINTON POST CTR I 7/8"FORUM	End of 1	EA	2	2		5	212.00
5% GST on \$1414.35 = \$70.72								
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;">                     Total Due when picking up is \$1485.07                 </div>								
1485.07 Did not get cheque #								
<div style="border: 1px solid black; padding: 5px; display: inline-block; font-weight: bold; font-size: 1.2em;">ENTERED</div>								

We invite you to visit  
 www.sportfactor.net  
 for our current specials.

*5pc*

Filed	Checked	Entered By	Ship Date	Invoice #	Received By
[Redacted]	[Redacted]	[Redacted]	Mar 18 2024		



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 8, 2024
Presented By:	Jennifer Thompson, CAO
Title:	Rail Safety Week – September 23 to 29, 2024

### **BACKGROUND / PROPOSAL**

Council has been requested by Stephen Covey, Chief of Police and Chief Security Officer CN and Janice Drysdale, Senior Vice President CN, to declare the week of September 23-29, 2024 as Rail Safety Week.

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

Rail Safety Week has previously been proclaimed in Onoway. This week is to raise public awareness of incidents that are caused by unsafe behaviour around tracks and trains. Administration will highlight Rail Safety Week by posting the Mayor's proclamation in our normal communication channels such as Facebook and the Town website.

### **STRATEGIC ALIGNMENT**

Service Excellence

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

None.

### **RECOMMENDED ACTION**

THAT Council support CN's request by proclaiming the week of September 23-29, 2024 as Rail Safety Week.

### **ATTACHMENTS**

- 1) July 12, 2023 email from CN
- 2) Draft Proclamation for Rail Safety Week

## Fw: Rail Safety Week 2024 | Proclamation request

Jennifer Thompson <CAO@onoway.ca>

Fri 7/12/2024 9:02 AM

To:Debbie Giroux <Debbie@onoway.ca>;Gino Damo <Gino@onoway.ca>

For next agenda please.

Jennifer

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**From:** Stephen Covey <stephen.covey@cn.ca>

**Sent:** Friday, July 12, 2024 8:54 AM

**To:** Jennifer Thompson <CAO@onoway.ca>

**Subject:** Rail Safety Week 2024 | Proclamation request

Dear Ms. Thompson,

As neighbours and partners in our shared commitment to rail safety, we are inviting you to join us in raising awareness for this important issue by adopting this proposed **proclamation**. This proclamation helps communities like yours officially recognize Rail Safety Week 2024 and its significance in your area. Rail Safety Week will be held in Canada and the United States from September 23-29, 2024.

**Your council's leadership is key to increasing public awareness about the dangers around tracks and trains. We are asking for your support by signing the proclamation and taking the time to engage with your community about rail safety. We will be proud to recognize your commitment publicly.**

Rail safety is a shared responsibility and together, we can achieve our common goal of eliminating incidents and saving lives in the communities where we live, work and play. If you have any questions or concerns, please contact Julianne Threlfall, your local CN Public Affairs representative, at [julianne.threlfall@cn.ca](mailto:julianne.threlfall@cn.ca).

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at 1-888-888-5909
- For additional information about Rail Safety Week 2024 visit [cn.ca/railsafety](https://cn.ca/railsafety) or [operationlifesaver.ca](https://operationlifesaver.ca)
- Let us know how you promote rail safety in your community by visiting [cn.ca/RSW2024](https://cn.ca/RSW2024)
- For any questions about this proclamation, please email [RSW@cn.ca](mailto:RSW@cn.ca)

Thank you in advance for your support.



Janet Drysdale  
CN Senior Vice-President and  
Chief Stakeholder Relations Officer



Stephen Covey  
CN Chief of Police and  
Chief Security Officer



Chris Day  
Operation Lifesaver  
Interim National Director



English

**RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK**

WHEREAS Rail Safety Week is to be held across Canada from September 23 to 29, 2024;

WHEREAS, 229 railway crossing and trespassing incidents occurred in Canada in 2023; resulting in 66 avoidable fatalities and 39 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;



WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

Please write the name of the town or municipality that is signing this proclamation:

It is proposed by Councillor (first name & last name):

Seconded by Councillor (first name & last name):

Contact email:

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## Town of Onoway Request for Decision

	<b>Council Meeting</b>
Meeting Date:	August 8, 2024
Presented By:	Jennifer Thompson, CAO
Title:	Lac Ste. Anne East End Bus Society Partnership Agreement

### **BACKGROUND / PROPOSAL**

The Lac Ste. Anne East End Bus Society (EEB) is requesting partner municipalities of EEB formalize the existing partnership that has existed since the establishment of the East End Bus.

The EEB Board consists of elected representatives from Lac Ste. Anne County, Alberta Beach, Onoway, Summer Villages (1 representative) and one community member at large.

The EEB Board has developed an agreement to present to Councils for Onoway, Lac Ste. Anne County and Alberta Beach. The commitments for each municipality are outlined in the agreement. Onoway is being requested to confirm the following:

- Town of Onoway – one elected official to sit as a voting Board member
- Town of Onoway – staff member as Treasurer (no voting rights)
- Town of Onoway – staff member as Recording Secretary (no voting rights) and responsibility for Society record storage

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

The Town of Onoway has been an active partner in the EEB Society and have provided staff members for financial management and a secretary, and both also attend Society board meetings. This Partnership Agreement formalizes the commitments of the Town to the Society.

### **STRATEGIC ALIGNMENT**

Service Excellence/Good Governance

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

Existing

### **RECOMMENDED ACTION**

- 1) THAT Council authorize approval of the Partnership Agreement as presented  
OR
- 2) Direction provided by deliberations

### **ATTACHMENTS**

Partnership Agreement



BOX 540 ONOWAY, ALBERTA T0E 1V0  
780.905.3934

June 20, 2024

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0

Dear Mayor & Council:

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

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Lac Ste. Anne East End Bus Society wishes to formalize the partnership arrangements between the three key municipal stakeholders who contribute to the success of our program. As such, we have been working on the development of an agreement and have approved the attached document. It is now being presented to Alberta Beach Council, Town of Onoway Council and Lac Ste. Anne County Council for consideration.

Although the commitments of each municipality have been established for years, an official agreement has never been entered into.

We ask that you consider the proposed agreement and should you resolve to approve same, a final copy will be circulated for endorsement by the partners.

Should you have any questions or concerns, kindly share those with:

Trista Court

General Manager of Community Engagement, Lac Ste. Anne County

[tcourt@LSAC.ca](mailto:tcourt@LSAC.ca) / 1-866-880-5722

She will attempt to provide answers directly, or engage the Society further if required.

We thank you for your continued support.

Kind regards,

Lorne Olsvik  
Chairperson

Approved by Society; Proposed to Municipal Partners  
MEMORANDUM OF AGREEMENT entered into this \_\_\_ day of \_\_\_\_\_, 2024.

BETWEEN:

LAC STE. ANNE COUNTY  
Box 219, Sangudo, AB T0E 2A0  
A Municipal Corporation in the Province of Alberta

-and-

TOWN OF ONOWAY  
Box 540, Onoway, AB T0E 1V0  
A Municipal Corporation in the Province of Alberta

-and-

ALBERTA BEACH  
Box 278, Alberta Beach, AB T0E 0A0  
A Municipal Corporation in the Province of Alberta

**WHEREAS** the Municipal Councils of the parties wish to enter into a written agreement to jointly provide bus transportation and programming to serve the seniors in the east end of Lac Ste. Anne County, as outlined in the attached Schedule "A."

**NOW THEREFORE THIS AGREEMENT** witnesseth that in consideration of these premises and the mutual covenants hereinafter contained, the Parties hereto agree as follows:

1. Formation of a Society

The Parties agree to establish the Lac Ste. Anne East End Bus Society (hereinafter referred to as "the Society"), which shall be the body responsible to manage the operations of this service and is further described in the Objectives and Bylaws of the Society.

2. Membership Appointments to the Society

Where a Municipality is a Party to this Agreement, it shall appoint one member to the Society at its' annual organizational meeting.

Appointments shall be made in accordance with the Lac Ste. Anne East End Bus Society Bylaws (hereinafter referred to as "the Bylaws").

3. Vehicle Ownership

All Parties agree that the Society shall be 100% registered owner of all vehicles listed on the attached Schedule "B."

4. Program Financing

Each party to this Agreement shall pay to the Society the annual requisition as set out in Schedule "C" within one month of the invoice date.

Increases of the requisitions outlined in Schedule C constitute an amendment to this agreement, which shall be passed in accordance with paragraph 7.

5. Municipal Obligations

The Town of Onoway will appoint a staff member to act as Treasurer to the Society, who will oversee the financial administration of the Society. The Treasurer will not have voting rights.

The Town of Onoway will appoint a staff member to act as the Recording Secretary to the Society, who shall be responsible for recording minutes for all meetings. The Recording Secretary will not have voting rights.

The Town of Onoway will be responsible for keeping the official records of the Society, in accordance with records policies established by the Society.

Although the Society is legally responsible for its' employees and contractors, the Town of Onoway will provide administrative support to meet statutory requirements of employment.

Alberta Beach will be responsible to provide annual funding to the Society for the rental of facilities to house the fleet, in the amount outlined in Schedule "C" of this Agreement.

Lac Ste. Anne County will be responsible to provide annual funding to the Society for vehicle repairs and maintenance, in the amount outlined in Schedule "C" of this Agreement.

Lac Ste. Anne County will be responsible to provide annual funding to the Society for vehicle insurance, in the amount outlined in Schedule "C" of this Agreement.

6. Withdrawal from Agreement

Any party may withdraw from this agreement by the 31<sup>st</sup> day of December in any given year, provided that it gives notice to the other parties and the Society on or before the 30<sup>th</sup> day of June in the current year. Notwithstanding the withdrawal of a party, all parties shall remain jointly liable for the due performance or obligations entered into by them up to the effective date of withdrawal.

The withdrawal from the Agreement by any party may trigger dissolution of the Society, which will be managed in accordance with the Bylaws of the Society.

7. Amendment to Agreement

This agreement may be mutually amended at any time by the parties to this agreement.

8. Amendment to the Entire Agreement

This agreement, and all other documents referred to or incorporated herein, constitute the entire agreement between the Parties, and replaces and supersedes all previous communications, representations, understandings and agreements whether written or verbal between the parties.

9. Notices/Communications to Parties

All notices or other communications required or permitted under this agreement shall be in writing and shall be directed to the Parties at the following addresses:

To the Committee at: c/o Box 420  
Onoway, AB T0E 1V0

To Lac Ste. Anne County at: Box 219  
Sangudo, AB T0E 2A0

To the Town of Onoway at: Box 540  
Onoway, AB T0E 1V0

To Alberta Beach at: Box 278  
Alberta Beach, AB T0E 0A0

and shall be sent by certified mail with return receipt requested, or by fax with confirmed receipt, or by email with confirmed receipt, or by recognized overnight delivery service. Notice sent shall be deemed received:

- a) when sent, if sent by fax or email; or
- b) three (3) business days after being sent, if sent by registered mail, or
- c) one (1) business day after being sent, if sent by overnight delivery service.

Any party may change its address for notice as aforesaid by giving notice of the new address in one of the foregoing matters.

**IN WITNESS WHEREOF**, the parties have affixed their corporate seals, as attested by the signatures of their duly authorized signing officers.

**Lac Ste. Anne County**

**Town of Onoway**

**Alberta Beach**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
CAO

\_\_\_\_\_  
CAO

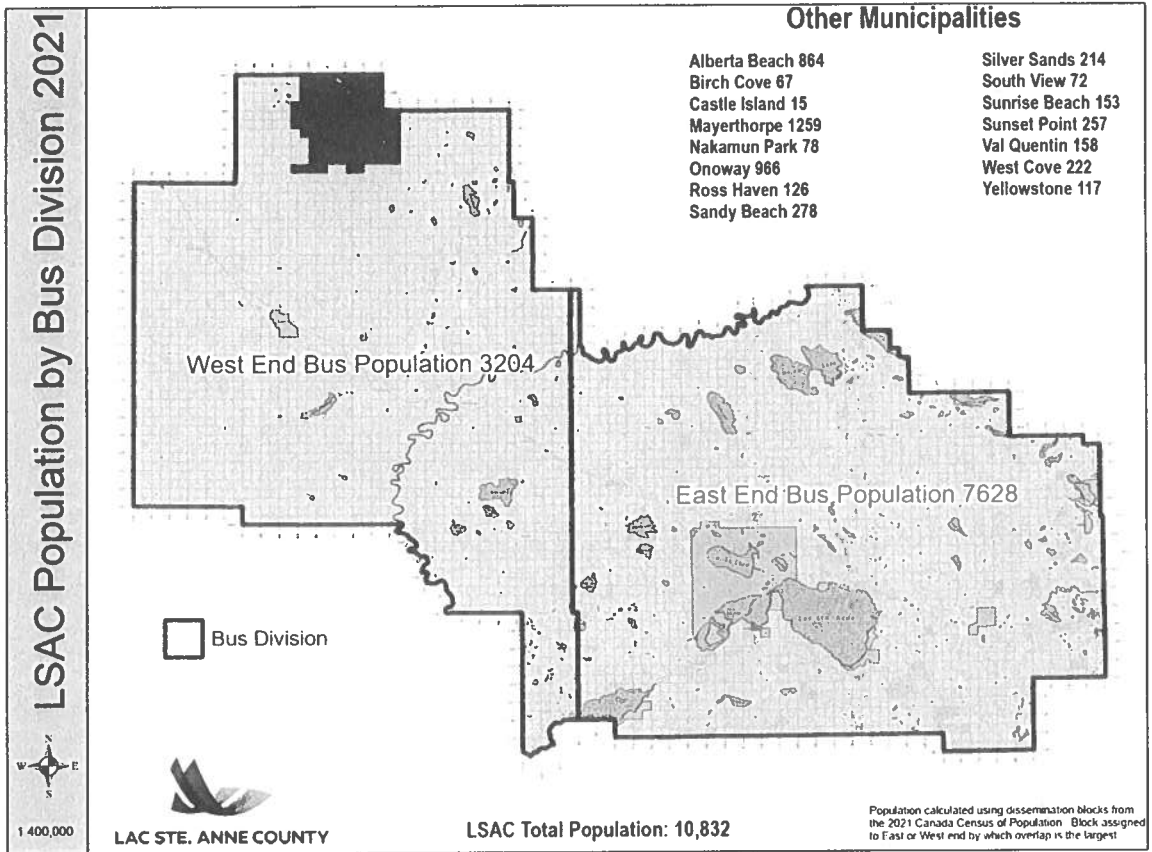
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Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SCHEDULE "A"

PROGRAM AREA



SCHEDULE "B"

VEHICLE OWNERSHIP

Year: 2016  
Make: Mercedes  
Model: Sprinter Minibus – 12 Seats w/Lift  
VIN #: WDAPF4DC5GP337101

SCHEDULE "C"

COST SHARE FOR PROGRAM/SERVICE EXPENSES

**Municipal Funding Requisition – Operations**

Lac Ste. Anne County	\$6.78 per capita (based on program area)
Town of Onoway	\$6.78 per capita
Alberta Beach	\$6.78 per capita

**Municipal Funding Requisition – Capital Bus Replacement Requisition**

Lac Ste. Anne County	\$2.42 per capita (based on program area)
Town of Onoway	\$2.42 per capita
Alberta Beach	\$2.42 per capita

*[Any exemption to the Capital Bus Replacement Requisition will be applied through the Society's budget approval and/or by resolution].*

**Facility Rental**

Alberta Beach will be responsible to provide annual funding to the Society for the rental of facilities to house the fleet, to a maximum of \$3,600.

**Fleet Repairs & Maintenance**

Lac Ste. Anne County will be responsible to provide annual funding to the Society for vehicle repairs and maintenance and vehicle insurance, to a maximum of \$4,000.

**Administration**

The Town of Onoway will be responsible to provide in-kind administrative services to the Society, for an estimated in-kind value of \$5,000.





## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 8, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Real and Perceived Conflict of Interest for Councillors

### **BACKGROUND / PROPOSAL**

Administration has been asked to present information on conflict of interest. As result of this request, Administration reached out to Municipal Affairs for assistance.

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

During the discussion, Angela from Municipal Affairs stated that within the Municipal Government Act (MGA), real and perceived conflicts of interest are not currently defined however will be defined once Bill 20 passes.

Within the MGA, Division 6 Sections 169 to 173 covers Pecuniary Interest of Councillors. As advised by Municipal Affairs when it comes to determining if a councillor has a pecuniary interest in a matter, it is up to the Councillor to seek personal legal advice. Council may address a matter to determine conflict of interest if Council feels if there is pecuniary interest. Section 174(g) within the MGA states that a councillor can be disqualified from Council if the councillor contravenes section 172- Disclosure of pecuniary interest.

### **STRATEGIC ALIGNMENT**

Financial Sustainability  
Good Governance

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

N/A

### **RECOMMENDED ACTION**

- That Council accept the attached for information.
- OR some other direction as given by Council at meeting time.

### **ATTACHMENTS**

1. Municipal Government Act-Sections 169-174.
2. Casual Legal: When is a relationship a conflict of interest?

## Division 6 Pecuniary Interest of Councillors

### Definitions

**169** In this Division,

- (a) “corporation”, “director”, “distributing corporation”, “officer”, “shareholder”, “voting rights” and “voting shares” have the meanings given to them in the *Business Corporations Act*;
- (b) “councillor’s family” means the councillor’s spouse or adult interdependent partner, the councillor’s children, the parents of the councillor and the parents of the councillor’s spouse or adult interdependent partner;
- (c) “spouse” means the spouse of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

RSA 2000 cM-26 s169;2002 cA-4.5 s60;2014 c8 s17

### Pecuniary interest

**170(1)** Subject to subsection (3), a councillor has a pecuniary interest in a matter if

- (a) the matter could monetarily affect the councillor or an employer of the councillor, or
- (b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.

**(2)** For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects

- (a) the person directly,
- (b) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
- (c) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- (d) a partnership or firm of which the person is a member.

**(3)** A councillor does not have a pecuniary interest by reason only of any interest

- (a) that the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- (b) that the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- (c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b),
- (d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- (e) that the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- (f) that a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- (h) that the councillor or member of the councillor's family may have
  - (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
  - (ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,

- (i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
  - (j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
  - (k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.
- (4) Subsection (3)(g) and (h) do not apply to a councillor who is an employee of an organization, club or service referred to in those clauses.

1994 cM-26.1 s170;1995 c24 s22;1996 c30 s9

#### **Bylaw requiring statement of disclosure**

**171** A council may by bylaw

- (a) require that each councillor file with a designated officer a statement of the name or names of
    - (i) the councillor's family,
    - (ii) the employers of the councillor,
    - (iii) each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer,
    - (iv) each distributing corporation in which the councillor beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and
    - (v) each partnership or firm of which the councillor is a member,
- and
- (b) require the designated officer to compile a list of all the names reported on the statements filed with the officer and

give a copy of the list to the employees of the municipality indicated in the bylaw.

1994 cM-26.1 s171;1996 c30 s10

#### **Disclosure of pecuniary interest**

**172(1)** When a councillor has a pecuniary interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor must, if present,

- (a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- (b) abstain from voting on any question relating to the matter,
- (c) subject to subsection (3), abstain from any discussion of the matter, and
- (d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

**(2)** If the matter with respect to which the councillor has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the councillor to leave the room.

**(3)** If the matter with respect to which the councillor has a pecuniary interest is a question on which, under this Act or another enactment, the councillor as a taxpayer, an elector or an owner has a right to be heard by the council,

- (a) it is not necessary for the councillor to leave the room, and
- (b) the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

**(4)** If a councillor is temporarily absent from a meeting when a matter in which the councillor has a pecuniary interest arises, the councillor must immediately on returning to the meeting, or as soon as the councillor becomes aware that the matter has been considered, disclose the general nature of the councillor's interest in the matter.

**(5)** The abstention of a councillor under subsection (1) and the disclosure of a councillor's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.

**(6)** If a councillor has disclosed a pecuniary interest at a council committee meeting and council considers a report of the committee

in respect of which the councillor disclosed a pecuniary interest, the councillor must disclose the pecuniary interest at the council meeting and subsection (1) applies to the councillor.

1994 cM-26.1 s172

#### **Effect of pecuniary interest on agreements**

**173** No agreement with a municipality under which a councillor of the municipality has a pecuniary interest is binding on the municipality unless

- (a) the agreement is for work in an emergency,
- (b) the agreement is
  - (i) for the sale of goods, or
  - (ii) for the provision of services to the municipality or to persons contracting with the municipality
    - at competitive prices by a dealer in those goods or services that is incidental to or in the ordinary course of the business,
- (c) the proposed agreement is approved by council before the agreement is signed by the municipality, or
- (d) the agreement was entered into before the term of the councillor started.

1994 cM-26.1 s173;1996 c30 s11

### **Division 7 Disqualification of Councillors**

#### **Reasons for disqualification**

**174(1)** A councillor is disqualified from council if

- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b.1) the councillor
  - (i) fails to file a disclosure statement as required under section 147.4 of the *Local Authorities Election Act* before the end of the time period referred to in section 147.7 of the *Local Authorities Election Act*, and

- (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the *Local Authorities Election Act*;
  - (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
  - (d) the councillor is absent from all regular council meetings held during any period of 60 consecutive days, starting with the date that the first meeting is missed, unless subsection (2) applies;
  - (e) the councillor is convicted
    - (i) of an offence punishable by imprisonment for 5 or more years, or
    - (ii) of an offence under section 123, 124 or 125 of the *Criminal Code* (Canada);
  - (f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;
  - (g) the councillor contravenes section 172;
  - (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173;
  - (i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;
  - (j) the councillor becomes an employee of the municipality;
  - (k) the councillor is liable to the municipality under section 249.
- (2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if
- (a) the absence is authorized by a resolution of council passed at any time
    - (i) before the end of the last regular meeting of the council in the 60-day period, or

- (ii) if there is no other regular meeting of the council during the 60-day period, before the end of the next regular meeting of the council,

or

- (b) the absence is in accordance with a bylaw under section 144.1.

**(3)** For the purposes of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.

**(4)** A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the *Local Authorities Election Act*.

RSA 2000 cM-26 s174;2009 c10 s3.1;2010 c9 s2;  
2017 c13 s1(15);2018 c23 s58;2023 c9 s19(4)

## **Division 8 Enforcement of Disqualification**

### **Resignation on disqualification**

**175(1)** A councillor that is disqualified must resign immediately.

**(2)** If a councillor does not resign immediately,

- (a) the council may apply to a judge of the Court of King's Bench for
  - (i) an order determining whether the person was never qualified to be or has ceased to be qualified to remain a councillor, or
  - (ii) an order declaring the person to be disqualified from council,

or

- (b) an elector who
  - (i) files an affidavit showing reasonable grounds for believing that a person never was or has ceased to be qualified as a councillor, and
  - (ii) pays into court the sum of \$500 as security for costs,
 may apply to a judge of the Court of King's Bench for an order declaring the person to be disqualified from council.



# CASUAL LEGAL: WHEN IS A RELATIONSHIP A CONFLICT OF INTEREST?

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By Emma Banfield  
Reynolds Mirth Richards Farmer LLP  
Alberta Municipalities Casual Legal Service Provider

In a recent decision of the Ontario Superior Court, *London District Catholic School Board, Application*, 2023 ONSC 1693, the Court considered the fiduciary duty of School Board Trustees to avoid conflicts of interest.

In this case, the rules governing an eight-member School Board recognized the importance of integrity, impartiality, independence, and accountability in local government decision-making. The purpose of these rules was to increase public confidence in local government.

The rules stated if a Trustee had either a direct or indirect financial or economic (“pecuniary”) interest in a matter up for discussion at a meeting, they had to disclose that interest. Further, if a parent, spouse, or child of a Trustee had a direct or indirect pecuniary interest, this had to be disclosed as well. Then the Trustee had to recuse themselves from discussing or voting on the matter, or from influencing the vote in any way.

The issue came to a head when the Board wanted to ratify a collective agreement and approve the School Board budget. Seven of the eight Trustees declared a conflict of interest for various reasons, including that their spouses, children, parents, or siblings taught for or were otherwise employed by the Board. This left only one Trustee, which did not meet quorum. The one remaining member of the Board applied to the Court for relief so the Board could move forward with its mandate to ratify collective agreements and approve the budget. The applicant also asked to be exempted from the general rules so the Board would not have to reapply every time it did not have quorum due to conflicts of interest.

The Court found the people who sit on School Boards are likely to be the types of people who are interested in education, and so the fact so many Trustees had family members who were educators was no surprise. Further, the Court found the goal of the rules was not to eliminate people like this, but rather these were “exactly the ‘type’ of person likely to sit on such boards and bring important perspectives to a school board of trustees.” The applicant argued if the requested relief was not granted, the Board might be hamstrung in its ability to carry out its duties.

The Court applauded the Trustees in disclosing their interests to ensure transparency, saying this was the right approach to take, even though it found the implications of the specific decisions at issue here were too remote to create a conflict of interest.

In Alberta, municipal councillors must comply with the pecuniary interest provisions in the *Municipal Government Act*, in addition to the common law rules governing conflicts of interest. This decision highlights some of the challenges councillors face in not only identifying situations giving rise to a pecuniary interest and/or a common law conflict of interest but also the steps required to be taken to avoid potentially serious repercussions.

Having said that, the application of the pecuniary interest and common law conflict of interest rules is very fact specific; this decision does not necessarily mean it is permissible for a councillor to participate in discussions and voting if a family member is employed by the municipality. If unsure, we would always recommend getting legal advice before participating.

*To access Alberta Municipalities Casual Legal Helpline, Alberta Municipalities members can call toll-free to 1-800-661-7673 or send an **email** to reach the municipal legal experts at Reynolds Mirth Richards and Farmer LLP. For more information on the Casual Legal Service, please call 310-MUNI (6864) or send an **email** to speak to Alberta Municipalities Risk Management staff. Any Regular or Associate member of Alberta Municipalities can access the Casual Legal Service.*

*DISCLAIMER: This article is meant to provide information only and is not intended to provide legal advice. You should seek the advice of legal counsel to address your specific set of circumstances. Although every effort has been made to provide current and accurate information, changes to the law may cause the information in this article to be outdated.*

## Jul 5

2023

# Town of Onoway

## Report to Council

**Meeting:** Regular Council Meeting

**Originated By:** Tony Sonnleitner, Development Officer, Town of Onoway.

**Issue:** Notice re: Subdivision Referral File 012SUB2024  
SW 01-55-02-W5M – Lac Ste. Anne County

**Purpose:** The purpose of the subdivision is to create one (1) 8.4 +/- acre parcel from a previously subdivided quarter-section.

**Comment:** The proposed subdivision will have minimal impact upon development within the Town of Onoway. The applicant's challenge, if there is such, will be garnering access to Highway 37 at this location. Such access is to the satisfaction of Alberta Transportation.

**Recommendation:** It is recommended that Council either do nothing (quiet consent) or respond with a positive "No Objection" to the proposed subdivision.

Regards,

Tony Sonnleitner, Development Officer, Town of Onoway



SUBDIVISION REFERRAL

NOTIFICATION of Email Correspondence

# of Pages EMAILED: 12

Date: July 22, 2024

Re: PROPOSED SUBDIVISION  
Legal: SW 01-55-02 W5M  
Lac Ste. Anne County

FILE #: 012SUB2024

Attached is a copy of a subdivision application form and sketch proposing to subdivide the above land as shown. The subdivision proposal is to create one (1) 8.4 +/- acre parcel from a previously subdivided quarter-section. By this EMAIL we request you submit brief, relevant comments and supporting information, with regard to the subdivision application. Unless we have heard from you, **within 21 days**, we will process the proposal as though you have no objections.

Please email or fax your comments to the undersigned at your earliest convenience.

**Email: Desiree Hamilton,  
Planning/Development Clerk  
[DevReferrals@LSAC.ca](mailto:DevReferrals@LSAC.ca) OR  
FAX your response to (780) 785-2985**

**Email: Sarah Gibbs,  
Planning/Development Clerk  
[DevReferrals@LSAC.ca](mailto:DevReferrals@LSAC.ca) OR  
FAX your response to (780) 785-2985**

If you have concerns or comments that you wish to discuss with staff, please contact the staff member as indicated below:

Mitchell Kofluk  
Development Officer  
780-785-3411  
Ext.: 3601  
[mkofluk@LSAC.ca](mailto:mkofluk@LSAC.ca)

Craig Goldsmith  
Development Officer  
780-785-3411  
Ext.: 3684  
[cgoldsmith@LSAC.ca](mailto:cgoldsmith@LSAC.ca)

Amy Roberts  
Development Officer  
780-785-3411  
Ext.: 3731  
[aroberts@LSAC.ca](mailto:aroberts@LSAC.ca)

Tanya Vanderwell  
Development Officer  
780-785-3411  
Ext.: 3685  
[tvanderwell@LSAC.ca](mailto:tvanderwell@LSAC.ca)

**FOR OFFICE USE ONLY**

File no.: 0128082004 Tax roll no.: 5502012001 Division: 2 Application date: June 7, 2024

*This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner's behalf.*

**Incomplete Applications will not be accepted.** If an incomplete application is submitted by mail the application will be sent back for further information.

**APPLICANT/AGENT INFORMATION**

Full name of Applicant: Kevin and Sandra Bartel

This information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

**Please note:** By providing your email address above, you are hereby consenting to receiving correspondence (including decision) solely by email in relation to this application.

Full name of Landowner: H and M Bartel Holdings LTD

This information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

Full name of Landowner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Tel: \_\_\_\_\_ Cel: \_\_\_\_\_ Email: \_\_\_\_\_

**LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**

All/part of: Quarter: or SW Section: SW 01 Township: 55 Range: 2 west of 5th meridian

All/part of: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Subdivision/Hamlet: \_\_\_\_\_

Rural address: 2032 Hwy 37 Division:  1  2  3  4  5  6  7

Designated use of the land as classified under a Land Use Bylaw or a Zoning Bylaw or a Land Use Classification Guide where applicable: Agriculture

Box 219, Sangudo AB T0E 2A0  
T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 E DEVASSISTANT@LSAC.ca www.LSAC.ca



**LOCATION OF LAND TO BE SUBDIVIDED**

- 1. Is the land situated in the municipality of Lac Ste. Anne County?  YES  NO
- 2. Is the land situated immediately adjacent to the municipal boundary?  YES  NO  
 If YES, the adjoining municipality is \_\_\_\_\_
- 3. Is the land situated within 0.99 miles (1.6 km) of the right-of-way of a highway?  YES  NO  
 If YES, the highway no. is \_\_\_\_\_
- 4. Is the land situated within 0.5 miles (0.8 km) of a (river, stream, watercourse, lake or other permanent body of water, or a canal, or a drainage ditch)?  YES  NO  
 If YES, state its name \_\_\_\_\_
- 5. Is the proposed parcel within 1.0 miles (1.5 km) of a sour gas facility?  YES  NO
- 6. Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as a municipal landfill for the disposal of garbage or refuse?  YES  NO
- 7. Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as a municipal sewage treatment facility or sewage lagoon?  YES  NO
- 8. Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as an intensive livestock operation (Swine, Chicken, Beef, etc.)?  YES  NO
- 9. Has the land had a history of flooding?  YES  NO

**EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

- 1. Existing use of the land (crop, hay, etc.): residential
- 2. Proposed use of the land (crop, hay, pasture, residential, etc.): residential
- 3. The designated use of the land as classified under a Land Use Bylaw: agriculture
- 4. Number of Parcel(s) being created: 1 Type of Parcel(s) being created: Residential
- 5. Area of Parent Parcel (acres): 151.88 Area of Proposed Parcel (acres): 12.78.4

**PHYSICAL CHARACTERISTICS OF LAND BEING SUBDIVIDED**

- 1. Describe the nature of the topography of the land (flat, rolling, steep, mixed etc.):  
house and yard with bush
- 2. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.):  
standing trees
- 3. Describe the kind of soil on the land (sandy, loam, clay etc.): grey soil

Box 219, Sangudo AB T0E 2A0  
 T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 E DEVASSISTANT@LSAC.ca [www.LSAC.ca](http://www.LSAC.ca)

**EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

1. Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved: none

**EXISTING BUILDINGS LOCATED ON THE PROPOSED PARCEL(S)**

1. Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved: none

**EXISTING BUILDINGS LOCATED ON THE REMAINDER OF THE QUARTER-SECTION**

1. Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved: none

**EXISTING WATER SUPPLY TYPE**

Well    Cistern & Hauling    Municipal Service

Other (please specify) \_\_\_\_\_

**PROPOSED WATER SUPPLY TYPE**

Well    Cistern & Hauling    Municipal Service

Other (please specify) \_\_\_\_\_

**REGULATORY REQUIREMENTS FOR SURFACE DEVELOPMENT IN PROXIMITY TO ABANDONED WELLS**

New subdivision applications, except for lot line adjustments, must include documentation from the Energy Resources Conservation Board (ERCB) identifying the presence or absence of abandoned wells.

1. Obtain the information from ERCB's Abandoned Well Viewer available on the ERCB Website [www.aer.ca](http://www.aer.ca)
2. Abandoned well Information Included:    YES    NO

If NO, why not: There is no abandoned well

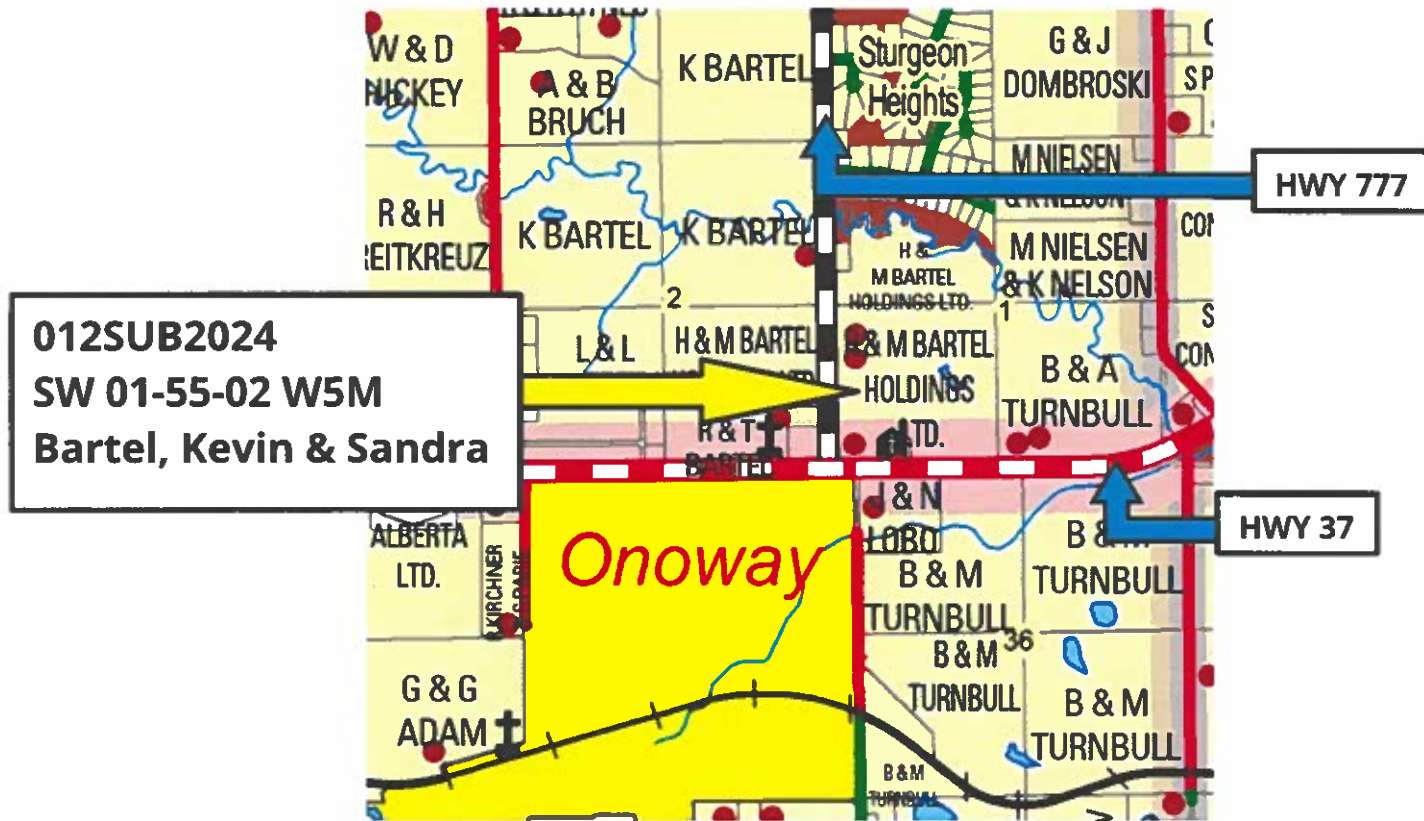
If an abandoned gas or oil well is identified on the land that is subject (the quarter section) of the subdivision application, the applicant must include a map that shows the actual well location as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.

For clarification on the information provided by the Abandoned Well Viewer, or if you do not have internet access, contact ERCB Customer Contact Centre by Telephone at 1.855.297.8311, or email [inquires@aer.ca](mailto:inquires@aer.ca) or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4.

***Within 7 days of applying for subdivision, please flag (orange flagging tape preferred) where you plan to put new access approach(es) for each parcel, so that the approaches may be inspected by the County's Planning & Development department.***

1. Road widening of 5.18 metres (17.0 feet) will be taken on all Range and Township Roads on every application.
2. A survey plan is not required until a decision on the proposed application has been made and a decision letter with conditions has been issued.
3. To avoid unnecessary costs, do not have a surveyor complete the survey documentation prior to the decision from the Development Authority.

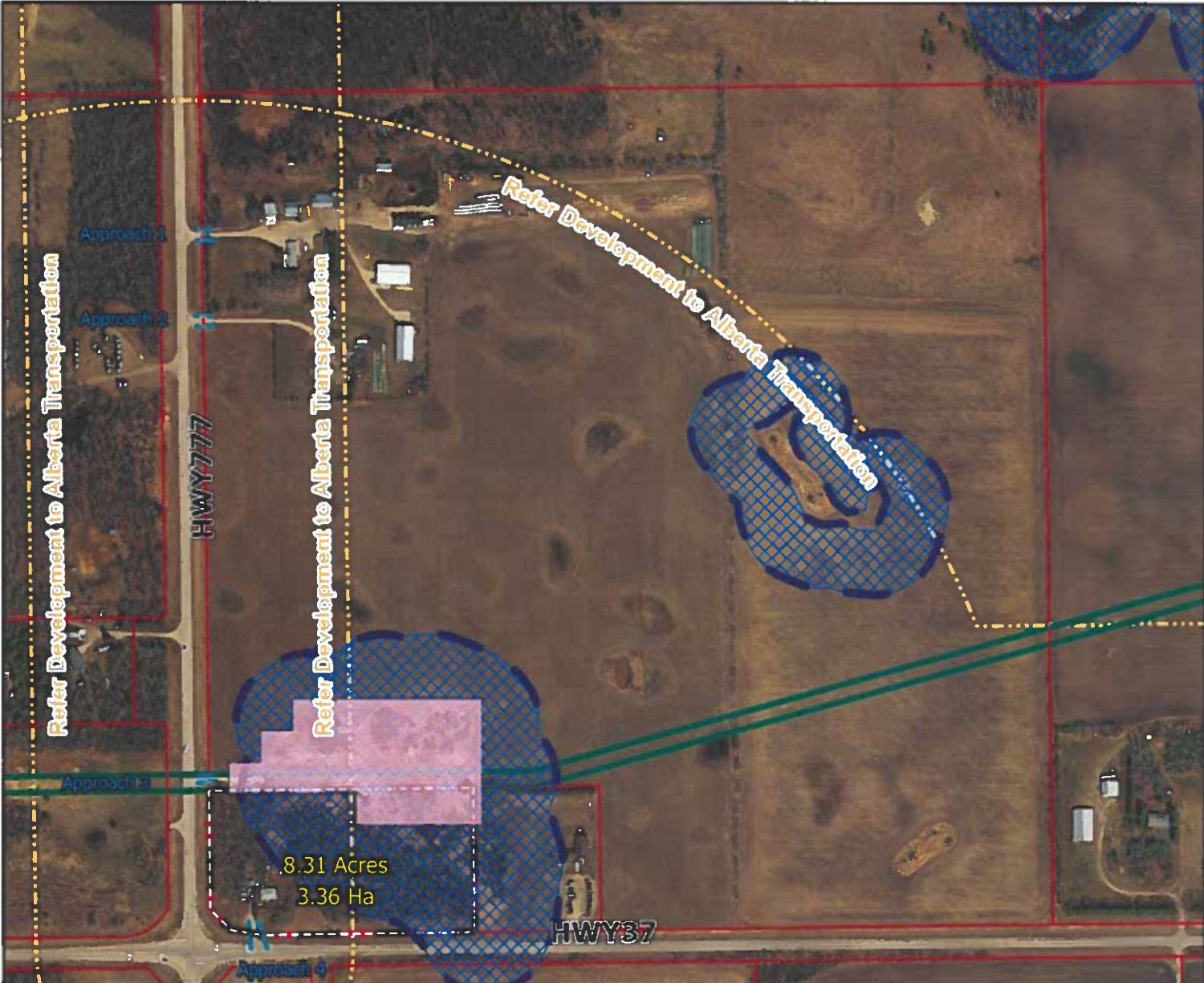
LOCATION SKETCH  
LAC STE. ANNE COUNTY  
SUBDIVISION APPLICATION 012SUB2024

















Proposed Subdivision  
Lac Ste. Anne County

**012SUB2024**  
**July 18, 2024**



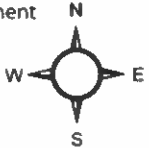

-  Proposed Parcel
-  Proposed or Existing Approach
-  Setbacks From Waterbodies 40m
- STATUS
-  Abandoned Line
-  Operating Line
-  Other Line Status
-  Stars Tower Restriction
-  Provincial Highway Subdivision Notification Line
-  Provincial Highway Development Notification Line
-  Wells
-  Land Parcels
-  Environmental Reserve Easement

8.31 Acres  
3.36 Ha



<b>SW 1-55-2-W5</b>	<b>012SUB2024</b>	
<b>Bartel, Kevin + Sandra</b>		<b>2024</b>
<p>All dimensions to be verified by an Alberta Land Surveyor. ECE boundaries to be determined by field survey of stream bank.</p>		
<p>Coordinate System: NAD 1983 10TM AEP Forest</p>		

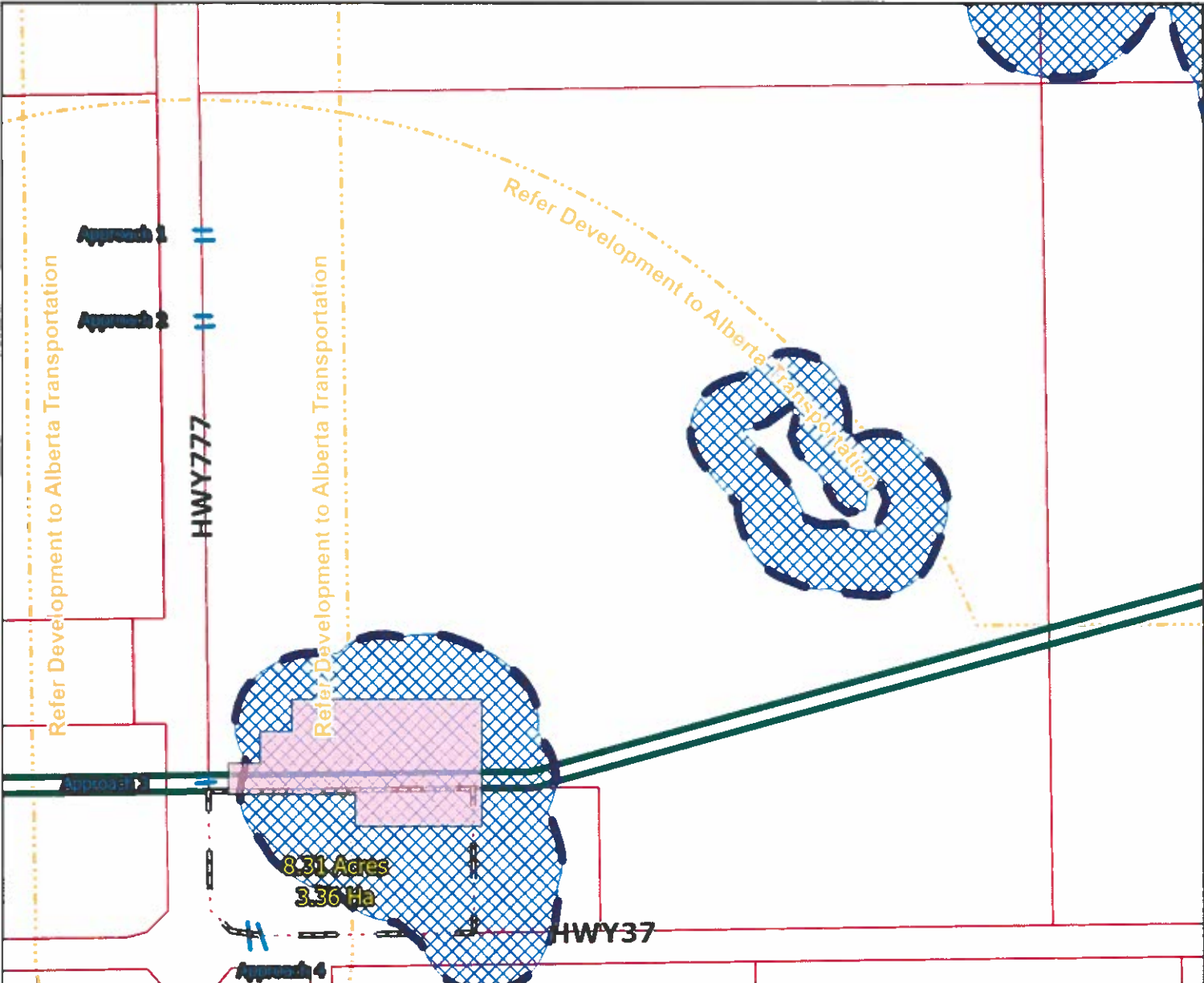
LSACGIS Department
















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Proposed Subdivision  
Lac Ste. Anne County

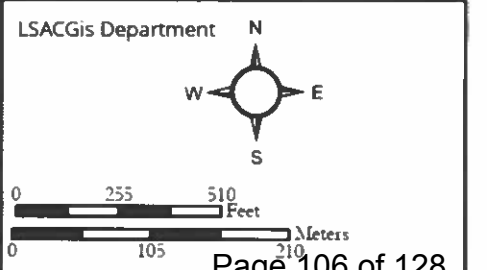
**012SUB2024**  
**July 18, 2024**



-  Proposed Parcel
-  Proposed or Existing Approach
-  Setbacks From Waterbodies 40m
- STATUS**
-  Abandoned Line
-  Operating Line
-  Other Line Status
-  Stars Tower Restriction
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-  Provincial Highway Development Notification Line
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SW 1-55-2-W5		012SUB2024	
Bartel, Kevin + Sandra		2024	
<p>All dimensions to be verified by an Alberta Land Surveyor. ECE boundaries to be determined by field survey of stream bank.</p>			
<p>Coordinate System: NAD 1983 10TM AEP Forest</p>			





LAND TITLE CERTIFICATE

S  
 LINC                      SHORT LEGAL                      TITLE NUMBER  
 0015 752 967            5;2;55;1;SW                      052 227 570

LEGAL DESCRIPTION

THE SOUTH WEST QUARTER OF SECTION ONE (1)  
 TOWNSHIP FIFTY FIVE (55)  
 RANGE TWO (2)  
 WEST OF THE FIFTH MERIDIAN  
 CONTAINING 64.1 HECTARES (158.53 ACRES) MORE OR LESS.  
 EXCEPTING THEREOUT:  
 A) 2.44 HECTARES (6.03 ACRES) MORE OR LESS, AS SHOWN ON SUBDIVISION  
 PLAN 8021507.  
 B) 0.037 HECTARES (0.09 ACRE) MORE OR LESS, FOR ROAD PLAN 8421902.  
 EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: LAC STE. ANNE COUNTY

REFERENCE NUMBER: 052 206 062 +1  
 052 191 625

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
052 227 570	08/06/2005	CONSOLIDATION - INTERESTS		

OWNERS

H & M BARTEL HOLDINGS LTD.  
 OF RR 1  
 ONOWAY  
 ALBERTA T0E 1V0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
2359MK	10/10/1961	UTILITY RIGHT OF WAY GRANTEE - PEMBINA PIPELINE CORPORATION.

-----  
 ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
 # 052 227 570

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
		3800, 525-8 AVENUE SW CALGARY ALBERTA T2P1G1 "PT. R/W PLAN 3673MC (TAKES PRIORITY DATE OF CAVEAT 1176MJ.)" (DATA UPDATED BY: CHANGE OF NAME 992288204) (DATA UPDATED BY: CHANGE OF ADDRESS 122210952)
35190B	16/12/1964	CAVEAT RE : EASEMENT CAVEATOR - PEMBINA PIPELINE CORPORATION. 3800, 525-8 AVENUE SW CALGARY ALBERTA T2P1G1 (DATA UPDATED BY: CHANGE OF NAME 992288091) (DATA UPDATED BY: CHANGE OF ADDRESS 122216170)
1111RD	15/08/1968	UTILITY RIGHT OF WAY GRANTEE - PEMBINA PIPELINE CORPORATION. 3800, 525-8 AVENUE SW CALGARY ALBERTA T2P1G1 AS TO PORTION OR PLAN:416RS (DATA UPDATED BY: CHANGE OF NAME 992288256) (DATA UPDATED BY: CHANGE OF ADDRESS 122196261)
772 021 838	07/02/1977	UTILITY RIGHT OF WAY GRANTEE - STE ANNE NATURAL GAS CO-OP LIMITED.
772 023 311	09/02/1977	UTILITY RIGHT OF WAY GRANTEE - STE ANNE NATURAL GAS CO-OP LIMITED.
772 045 309	16/03/1977	CAVEAT CAVEATOR - PEMBINA PIPELINE CORPORATION. 3800, 525-8 AVENUE SW CALGARY ALBERTA T2P1G1 (DATA UPDATED BY: CHANGE OF NAME 992286621) (DATA UPDATED BY: CHANGE OF ADDRESS 122217245)
892 215 176	25/08/1989	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - PEMBINA PIPELINE CORPORATION. 3800, 525-8 AVENUE SW CALGARY ALBERTA T2P1G1 AGENT - MARVEY WAYNE ZWARICH (DATA UPDATED BY: CHANGE OF NAME 992284776) (DATA UPDATED BY: CHANGE OF ADDRESS 122218762)

( CONTINUED )

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ENCUMBRANCES, LIENS & INTERESTS

PAGE 3  
# 052 227 570

REGISTRATION

NUMBER      DATE (D/M/Y)      PARTICULARS

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892 215 177    25/08/1989 CAVEAT  
RE : RIGHT OF WAY AGREEMENT  
CAVEATOR - PEMBINA PIPELINE CORPORATION.  
3800, 525-8 AVENUE SW  
CALGARY  
ALBERTA T2P1G1  
AGENT - MARVEY WAYNE ZWARICH  
(DATA UPDATED BY: CHANGE OF ADDRESS 122218762)

052 221 601    06/06/2005 CAVEAT  
RE : RIGHT OF WAY AGREEMENT  
CAVEATOR - ANDERSON ENERGY INC.  
PO BOX 494 STATION M  
CALGARY  
ALBERTA T2P2J1  
SEE CAVEAT FOR INTEREST  
(DATA UPDATED BY: CHANGE OF NAME 072262106)  
(DATA UPDATED BY: CHANGE OF ADDRESS 082024008)  
(DATA UPDATED BY: TRANSFER OF CAVEAT  
152073404)

062 320 244    22/07/2006 CAVEAT  
RE : SURFACE LEASE UNDER 20 ACRES  
CAVEATOR - ANDERSON ENERGY INC.  
PO BOX 494 STATION M  
CALGARY  
ALBERTA T2P2J1  
(DATA UPDATED BY: CHANGE OF ADDRESS 082023704)  
(DATA UPDATED BY: TRANSFER OF CAVEAT  
152072851)

TOTAL INSTRUMENTS: 010

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 10 DAY OF JUNE,  
2024 AT 03:48 P.M.

ORDER NUMBER:    50752957

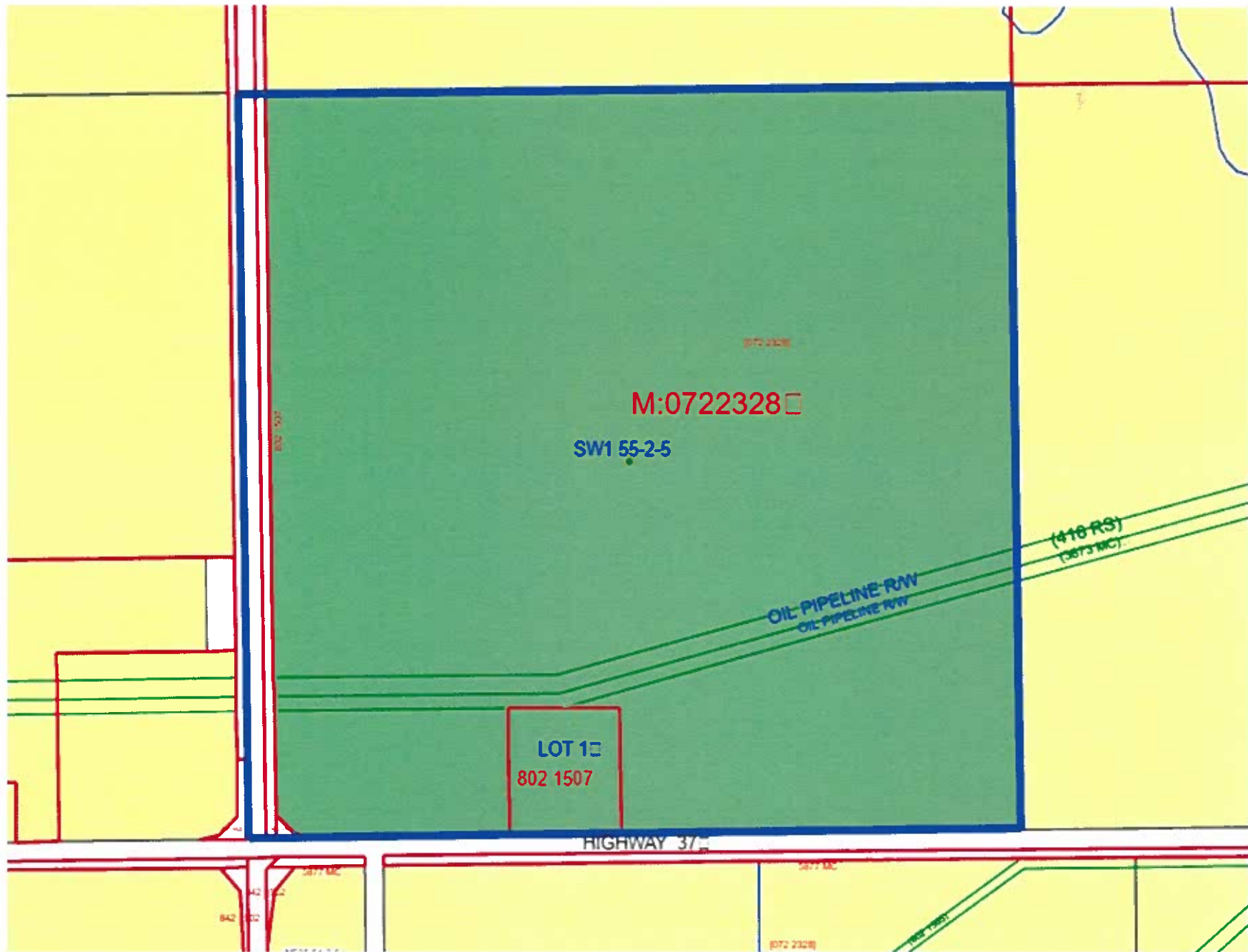
CUSTOMER FILE NUMBER:    012SUB2024



\*END OF CERTIFICATE\*

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June 10, 2024

Onoway Town Council Agenda August 8, 2024



# **DIRECTOR OF CORPORATE AND COMMUNITY SERVICES MONTHLY REPORT- June & July 2024**

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

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## **TASKS**

- **Meeting with Benjamin Proulx from Catalyst Communications to review and discuss Citizen Engagement Survey results on June 3.**
- **Hosted Seniors Tea at the Onoway Heritage Centre on June 4.**
- **FCSS Tri-Village Round 2 meeting on June 4.**
- **Presented Fire Alert Status Alignment with LSAC for June 13 Council meeting.**
- **Presented LGFF MOA RFD with LSAC for June 13 Council meeting.**
- **Drafted and presented Vacation and Personal Day Policy for June 13 Council meeting.**
- **Drafted and presented Utility Account Transfers to Tax Roll Policy & Tax Roll Penalties & AR Tax Roll Transfers Policy for June 13 Council meeting.**
- **Received and reviewed Citizen Engagement Survey Analysis.**
- **Grant review meeting with Associated Engineering on July 4.**
- **Construction kickoff meeting with Norther Lights Fibre on July 4.**
- **Roving Energy Manager grant kickoff meeting July 9.**
- **Drafted and presented 2023 Town of Onoway Library Board Financial Statements for July 11 Council meeting.**
- **Drafted and presented Designated Officer Bylaw 815-24 for July 11 Council meeting.**



- **Preparing 2024 Q2 Financial Variances RFD and report for August 8 Council Meeting.**
  - **Implementing E-Scribe software.**
  - **Creation and posting Economic Development Officer job position.**
- 

### **CONTINUING TASKS**

- **Interview and fill for Economic Development Officer job position.**
- **Meeting with the Town of Calmar on August 21.**
- **Planning Budget Survey Open House.**
- **Acting CAO July 29-August 2.**
- **Externally communicate FCSS Onoway Round 2 & 3 and Tri-Village Final Round.**

# Town of Onoway

## Report to Council

**Meeting:** August 8, 2024 - Regular Council Meeting

**Originated By:** Tony Sonnleitner, Development Officer, Town of Onoway

**Development Permits: 24DP03-24**

Plan Pt. SE 34-54-2-W5M : 5343 Lac Ste Anne Trail South  
Demolition of Existing, and Construction of an Addition (Raised Deck) onto an Existing Building = 14.9 sq. m.

**24DP04-24**

Plan 822 3127, Block 1, Lot 1A : 4903 – 49 Street.  
Construction of a Commercial Building = 334.5 sq. m.

**24DP05-24**

Plan 062 0837, Block A, Lot 1 : 5201 Lac Ste Anne Trail North.  
Note: Not forgotten, additional information is required to process the application.

**24DP06-24**

Plan 212 2190, Block 1, Lot 3 : 4210 – 52 Street.  
Construction of a Single Detached Dwelling + Site Servicing.  
Note: Council may remember that the Subdivision Authority allowed for the creation of this parcel with a caveat requiring connection to Municipal services which such are extended to the parcel, such has not occurred at this date.

**Letter of Compliance:** None

**Bylaws**

**Bylaw 807-24**

Plan 822 3127, Block 1, Lot 1A : 4903 – 49 Street.  
Received Council assent

**Subdivision**

**24SUB01-24**

Plan 4114 TR, Block A : 4602 – 47 Avenue.  
Received conditional approval by the Subdivision Authority.  
At writing, the Municipality has not received a registerable instrument for the registration of the subdivision.

Regards,

Tony Sonnleitner, Development Officer

**LAC STE. ANNE FOUNDATION  
BOARD MEETING MINUTES  
March 26, 2024  
Pleasant View Lodge – Community Center  
1:00 p.m.**

1. Call to Order- 1:03 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Bernie Poulin, Len Kwasny & Daryl Weber

Absent: Marge Hanssen, Jeremy Wilhelm, Paul Chauvet

Guest: Rae-Lee Doll RSM LLP

Staff: Dena Krysik – CAO, Robin Strome – Finance Officer

2. Approval of Agenda

Board Member Len Kwasny moves:

**Motion #24-001: The Board approves the agenda as presented.**

Carried

3. Board Meeting Minutes

Board Member Bernie Poulin moves:

**Motion #24-002: The Board approves the December 12, 2023 Board meeting minutes as amended.**

Carried

4. Financial

Board Member Darryl Weber moves:

**Motion #24-003: The Board approves the 2023 Lac Ste. Anne Foundation yearend audit report by audit team RSM Canada LLP.**

Carried

Board Member Len Kwasny moves:

**Motion #24-004: The Board acknowledges the 2023 allowance for Doubtful Accounts in the amount of \$2828.03 as presented.**

Carried

Board Member Sandy Morton moves:

**Motion #24-005: The Board approves to allocate the 2022 and previous years allowance for doubtful accounts in the amount of \$1660.92 to bad debt as presented.**

Carried

Board Member Len Kwasny moves:

**Motion #24-006: The Board approves a 3% Cost of Living adjustment for all Lac Ste. Anne Foundation employees effective April 1, 2024.**

Carried

Board Member Len Kwasny moves:

**Motion #24-007: The Board approves to reallocate expenses related to the hot water tank replacement at Spruce View Lodge in the amount of \$11,560.43 from the 2024 operating budget to 2024 Capital requisition budget.**

Carried

## 5. New/Other Business

Board Member Bernie Poulin moves:

**Motion #24-008: The Board approves the H&S COR Audit Results and action plan as presented.**

Carried

Board Member Daryl Weber moves:

**Motion #24-009: The Board approves the CLSA Elevator review report conducted by independent elevator consultant Vinspec Ltd. as information as presented and directs Chief Administrative Officer, Dena Krysik to provide a retrofit plan to the Board in the fall of 2024.**

Carried

Board Member Darryl Weber moves:

**Motion #24-010: The Board accepts LSAF Operational Review as presented.**

Carried

6. Information Items

Board Member Bernie Poulin moves:

**Motion #24-011: The Board accepts items 7a, 7b, 7c, 7d and 7e for the March 26, 2024 meeting as information.**

Carried

7. In Camera

8. Date Place & Time of Next Meeting

All Board members move:

**Motion #24-012: The next Board Meeting is on June 25, 2024 at Pleasant View Lodge Community Center.**

Carried

9. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 3:30 pm.

Carried

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrator Officer

\_\_\_\_\_  
Date

**The St. Johns Lutheran Ladies  
Aid Quilting Group**

would like to acknowledge

**The Town of Onoway**

for the grant we received for  
our quilting project.

Very much appreciated as we can  
supply quilts for those in need.

*Town of Onoway*

*Just a note to say*

*thank you for the \$500.00*

*It will be put to good  
use*

*St John's Lutheran Quilting  
Group*



Development Services  
for  
**Town of Onoway**

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

July 16, 2024

File: 24DP06-24

**Re: Development Permit Application No. 24DP06-24  
Plan 212 2190, Block 1, Lot 3 : 4210 – 52 Street (the "Lands")  
UR – Urban Reserve : Town of Onoway**

**Preamble:** The development authorized under this permit includes the construction of a Single Detached Dwelling and the Installation of a Water Supply and Septic System (Holding Tank). The Subdivision Approval for Plan 212 2190, Block 1, Lot 3 requires that once available, in close proximity, the site will be serviced by Municipal Services. At this time such services are not available, thus services are to be on-site.

APPROVAL OF DEVELOPMENT PERMIT

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

**CONSTRUCTION OF A SINGLE DETACHED DWELLING  
(92.5 SQ. M.), INSTALLATION OF A WATER SUPPLY  
AND SEPTIC SYSTEM**

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

1- All municipal taxes must be paid.

2- **SEPTIC SYSTEM:**

Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2021 as adopted by legislation for use in the Province of Alberta.

3- **WATER SUPPLY:**

If by Cistern, the cistern shall be excavated and installed in conformance with the Safety Codes Act or as amended and all such other regulations which may apply to their construction.

If by Well, the Well shall be drilled in conformance with Alberta's Water Act (the Act) and Water (Ministerial) Regulations (the "Regulations") that regulate water well drilling activities in the Province of Alberta and / or certification provided by a professional engineer or certified hydrologist or certified plumbing inspector attesting an adequate flow of water of potable quality.



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- 4- The applicant must provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 5- Access location and construction shall be to the satisfaction of the Public Works Supervisor, or his designate, for the Town of Onoway. Please call (780) 967-5338 to discuss such plans before proceeding with development.
- 6- **The applicant is required to have a Real Property Report (RPR), prepared and signed by an Alberta Land Surveyor, and submitted to the Development Officer. The RPR is to be completed at foundation stage and prior to commencement of framing of the development, for evaluating the compliance of the development against all Land Use regulations relating to the building(s) that are the subject of this development permit application.**
- 7- **Maximum driveway grade shall be 8 %.**
- 8- The applicant is responsible for determining if there are any special considerations required for house foundation construction.
- 9- The applicant shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 10- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 11- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 12- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 13- **That all improvements shall be completed within twelve (12) months of the effective date of the permit.**
- 14- The improvements take place in accordance with the plans, sketch, and site drawing received on July 16, 2024, submitted as part of the permit application, including:
  - Front yard setback shall be a minimum of 6.0 metres;
  - Side yard setback shall be a minimum of 1.5 metres or greater distance as required under the Alberta Safety Codes Act;
  - Rear yard setback shall be a minimum of 7.5 metres.





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Note: Please be reminded that where walls are located within 2.4 metres of the property line they shall be constructed as a fire separation of not less than 45 minutes. (Alberta Fire Code - Article 9.10.15.5).

**15- The exterior of a building must be completed within 1 year of the date of issuance of a building permit**

16- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.

17- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

18- The applicant is responsible for designing and constructing a house foundation drainage system adequate for the existing soil conditions.



Development Services

for

**Town of Onoway**

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Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

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

Date Application Deemed Complete

**July 16, 2024**

Date of Decision

**July 16, 2024**

Effective Date of Permit

**August 14, 2024**

Signature of Development Officer

A handwritten signature in blue ink, appearing to read "T. Sonnleitner".

Tony Sonnleitner, Development Officer for the Town of Onoway

cc Inspections Group Inc.

cc Jennifer Thompson, CAO, Town of Onoway

cc Grant Clark – KCL Consulting - Assessor

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

**Town of Onoway  
Box 540  
4812 – 51<sup>st</sup> Street  
Onoway, AB T0E 1V0**

**and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$150.00.**



Development Services  
for  
**Town of Onoway**

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Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

July 16, 2024

File: 24DP04-24

**Re: Development Permit Application No. 24DP04-24  
Plan 822 3127; Block 1, Lot 1A : 4903 – 49<sup>th</sup> Street (the "Lands")  
C1R – Commercial – Downtown Mixed Use District : Town of Onoway**

APPROVAL OF DEVELOPMENT PERMIT

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

**CONSTRUCTION OF A COMMERCIAL BUILDING  
(334.5 SQ. M. = 60' x 60' x 20' TALL).**

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

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

Note: Please be reminded that where walls are located within 2.4 metres of the property line they shall be constructed as a fire separation of not less than 45 minutes. (Alberta Fire Code - Article 9.10.15.5).

Page 1 of 6



## Development Services

for

# Town of Onoway

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

Note: Development shall also conform to the Alberta Electrical and Communication Utility Code. A copy of TABLE 9 – Minimum Design Clearances From Wires and Conductors not Attached to Buildings, Signs and Similar Plants is attached to the permit for your information.

- 7- The applicant is responsible for determining if there are any special considerations required for building foundation construction.
- 8- Applicant is responsible for grading the site of the proposed development to the design lot grades and direction(s) of drainage and for ensuring that surface runoff water does not discharge from the site to an adjacent property. An Alberta Land Surveyor, Professional Engineer or Architect shall prepare all Ground Elevation Certificates. The certificates shall contain, but is not limited to, the following information:
  - (a) A scale drawing of the lot in metric units.
  - (b) All proposed surface elevations and grades shown on the approved Subdivision/Lot Grading Plan.
  - (c) Existing surface elevations and grades at the same points and locations as the proposed surface elevations and grades.
  - (d) Existing surface elevations adjacent to the foundation walls.
- 9- The property address and legal description.
- 10- The applicant is responsible for designing and constructing a building foundation drainage system adequate for the existing soil conditions.
- 11- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 12- Access to the parcel shall be to the satisfaction of the Public Works Manager (or his designate) for the Town of Onoway. Contact Gary Mickalyk, Public Works Manager at (780) 967-2309.
- 13- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 14- The applicants shall prevent excess soil or debris from being spilled on public streets and lanes and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 15- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.



Development Services  
for  
**Town of Onoway**  
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Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

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

Date Application Deemed Complete	<b>July 17, 2024</b>
Date of Decision	<b>July 17, 2024</b>
Effective Date of Permit	<b>August 15, 2024</b>
Signature of Development Officer	

Tony Sonnleitner, Development Officer for the Town of Onoway  
cc Jennifer Thompson, CAO, Town of Onoway  
cc Inspections Group Inc.  
cc Grant Clark - Assessor

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

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0

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



Development Services  
for

# Town of Onoway

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

## **NOTE:**

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

## **IMPORTANT NOTES**

1. *Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.*
2. *Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.*
3. *This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.*
4. *The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.*
5. *A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.*
6. ***In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Demolition, Building, Electrical, Gas, Plumbing, Private Sewage, and Water). The issuance of these permits is under the jurisdiction of Agencies Authorized by Alberta Municipal Affairs to Issue Permits and Provide Compliance Monitoring.***



Development Services  
for  
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Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

***Within the municipal limits of the Town of Onoway, the authorized agency is Inspections Group Inc., and may be contacted at***

***Edmonton:***

*12010 - 111 Ave.  
Edmonton, Alberta T5G 0E6*

***Phone: (780) 454-5048***

***Fax: (780) 454-5222***

***Toll-Free: (866) 554-5048***

***Toll-Free Fax: (866) 454-5222***

***Email: [questions@inspectionsgroup.com](mailto:questions@inspectionsgroup.com)***

7. *Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.*
  
8. *All plans submitted for the construction, or alteration, of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.*



## Public Notice

**DEVELOPMENT APPLICATION NUMBER: 24DP04-24**  
**APPROVAL OF DEVELOPMENT PERMIT**

An application for a development permit, for this property, Plan 822 3127; Block 1; Lot 1A : 4903 – 49 Street with regard to the following:

### **CONSTRUCTION OF A COMMERCIAL BUILDING (334.5 SQ. M. = 60' x 60' x 20' TALL).**

has been **CONDITIONALLY APPROVED** by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board a written statement of their objection to such use indicating the following:


1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Clerk of the Subdivision and Development Appeal Board by no later than 4:30 pm on August 7, 2024.

Statements of concern with regard to this development permit should be addressed to:

Town of Onoway  
Box 540  
Onoway, Alberta, T0E 1V0  
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

<b>Date Application Deemed Complete</b>	<b>July 17, 2024</b>
<b>Date of Decision</b>	<b>July 17, 2024</b>
<b>Effective Date of Permit</b>	<b>August 15, 2024</b>
<b>Signature of Development Officer</b>	

- Note:** This permit does not come into effect until twenty-nine (29) days after the date of issuance.
- Note:** Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.
- Note:** This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

**THIS IS NOT A BUILDING PERMIT**