



**THE TOWN OF ONOWAY
REGULAR MEETING OF COUNCIL
AGENDA**

Thursday, October 10, 2024

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

Pages

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**

Recommendation:

THAT the October 10, 2024 Regular Council Meeting agenda be approved as presented.

or

THAT the October 10, 2024 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

- 3. ADOPTION OF MINUTES - September 12, 2024**

6 - 13

Recommendation:

THAT the September 12, 2024 Regular Council Meeting minutes be approved as presented.

or

THAT the September 12, 2024 Regular Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time).

- 4. APPOINTMENTS/PUBLIC HEARINGS**

- a. Pastor Kevin Henry and Pastor Brian Siewert - New Life Christian Community and Onoway Baptist Church 14 - 14

Recommendation:

THAT Council accept the discussion with Pastor Kevin Henry and Pastor Brian Siewert for information.

5. FINANCIAL REPORTS - n/a

6. POLICIES & BYLAWS - n/a

7. ACTION ITEMS

- a. 2025 ATCO Gas Franchise Fee and Notice of Application and Franchise Agreement - Re-Approval Process 15 - 16

Recommendation:

That Council accept the Alberta Utilities Commission process update for information.

- b. Onoway Regional Medical Clinic - A Request for Decision is attached 17 - 20

Recommendation:

THAT Council support LSAC's request by sending a letter to Honourable Adriana LaGrange, Minister of Health, advocating for funding for the Onoway Regional Medical Clinic (ORMC).

- c. Onoway Brand Redevelopment Poll Question - A Request for Decision is attached 21 - 23

Recommendation:

THAT Council approve the basic design to rebrand the logo for the Town of Onoway AND THAT the “Hub of the Highways” tag line remain

OR

THAT Council approve the basic design to rebrand the logo for the Town of Onoway AND THAT Council direct administration to provide options for a new tag line.

OR

THAT Council commit to use of the existing logo and tagline for the Town of Onoway.

- d. Procedural Bylaw - Updated - A Request for Decision is attached 24 - 54

Recommendation:

Direction as provided by Council after deliberations.

- e. Beautification - A Request for Decision is attached 55 - 56

Recommendation:

1) THAT Council approve the project to install Twinkle Solar LED lights on trees located on the East Side of 50 Street between Lac Ste Anne Trail South and 49 Avenue over the course of two years.

2) THAT Council approve the project to request donations of winter theme decorations for the outdoor flower boxes from local greenhouses.

8. COUNCIL, COMMITTEE & STAFF REPORTS

Recommendation:

THAT Council accept the verbal and written reports as presented.

- a. Mayor's Report

- b. Deputy Mayor's Report

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

9. INFORMATION ITEMS

Recommendation:

THAT Council accept the items for information.

- a. Safety Codes Council - October 3, 2024 email from Dan Rude, AB Municipalities 57 - 60
- b. Family & Community Support Services Association of Alberta (FCSSAA) - Challenges facing FCSS September 2024 61 - 62
- c. AB Municipal Affairs - 2024 Tax Reporting Package for Onoway 63 - 65
- d. Designation of Affordable Housing Accommodation - October 3, 2024 email from ADM David Williams 66 - 69
- e. AB Municipal Affairs re Federal Carbon Tax - October 2, 2024 Letter from Minister McIver 70 - 70
- f. Onoway Jr Sr High School - Citizenship Awards and Invitation 71 - 72
- g. AB Muni's - Insurance Claim for Firehall 73 - 73
- h. ATCO - Yellowhead Mainline Project - September 9, 2024 letter from Lee Affleck 74 - 81

10. CLOSED SESSION

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

Section 24 Freedom of Information Act (FOIP) - Advice to officials - proposals

Section 27 FOIP – Legal – Solicitor/Client privilege

11. ADJOURNMENT

12. UPCOMING EVENTS

October 24, 2024	Organizational Meeting	9:30 a.m
October 24, 2024	Regular Council Meeting	(After Org Mtg.)
November 14, 2024	Regular Council Meeting	9:30 a.m.
November 28, 2024	Regular Council Meeting	9:30 a.m.
December 12, 2024	Regular Council Meeting	9:30 a.m



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES

September 12, 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: 3 members of the public attended the meeting via zoom

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 # 256-24

MOVED by: Councillor Sheila Pockett

THAT the September 12, 2024 Regular Council Meeting agenda be approved with the following amendments/addition:

7l) LDS Infrastructure Plan approval (requested by CAO Thompson)

CARRIED

3. ADOPTION OF MINUTES

Motion # 257-24

MOVED by: Councillor Robin Murray

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

CARRIED

4. APPOINTMENTS/PUBLIC HEARINGS

- a. 9:30 a.m. - RCMP Cpl. Justin Auld, Parkland Detachment
Cpl. Justin Auld, Parkland RCMP detachment attended the meeting from 9:30 a.m. until 9:50 a.m.

Motion # 258-24

MOVED by: Councillor Sheila Pockett

THAT Council accept the discussion with Cpl. Auld for information.

CARRIED

- b. Dallas Choma, Chief Enforcement Officer, Lac Ste. Anne County - Enforcement Review Committee and demolition costs
Officer Dallas Choma attended the meeting from 9:30 a.m. until 9:55 a.m.

Motion # 259-24

MOVED by: Councillor Bridgitte Coninx

THAT Pursuant to Section 197(2) of the Municipal Government Act and Section 17 Freedom of Information and Privacy Act (FOIP) (disclosure harmful to personal privacy) Council move into Closed Session at 9:55 a.m.

CARRIED

Council recessed from 9:55 a.m. to 9:57 a.m. to allow the members of the public to leave the meeting.

The following individuals were present for the Closed Session:

Mayor Leonard 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
Dallas Choma, Chief Enforcement Officer, Lac Ste. Anne County
Protective Services
Debbie Giroux, Recording Secretary

Motion # 260-24

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of closed session at 10:38 a.m.

CARRIED

Motion # 261-24

MOVED by: Councillor Robin Murray

THAT Council authorizes enforcement be taken for the property located at 5112 - 49 Avenue under section 546 MGA (dangerous properties), and that the existing structure be removed.

CARRIED

Officer Choma left the meeting at 10:40 a.m.

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS

- a. Bylaw 817-24 - Borrowing Bylaw – first reading

Motion # 262-24

MOVED by: Councillor Bridgitte Coninx

That Bylaw # 817-24 the Borrowing Bylaw, a Bylaw to borrow the construction of fibre optic network infrastructure in the industrial area, be given first reading.

CARRIED

- b. Bylaw 816-24 - Code of Conduct Bylaw - third reading

Motion # 263-24

MOVED by: Councillor Robin Murray

THAT third reading of Bylaw 816-24, A Bylaw to Establish a Code of Conduct for Members of Council be deferred until a future meeting in order that Administration provide further information from legal counsel.

CARRIED

7. ACTION ITEMS

- a. Bylaw 759-19 - Enforcement Review Committee

Motion # 264-24

MOVED by: Councillor Bridgitte Coninx

THAT the Town of Onoway appoint the following three members of Council as the Enforcement Review Committee: Mayor Len Kwasny; Councillor Bridgitte Coninx and Councillor Sheila Pockett and that the Committee composition be reviewed annually during the Organizational Meeting.

CARRIED

- b. Audit Engagement

Motion # 265-24

MOVED by: Councillor Robin Murray

That Council authorize Mayor Kwasny and Jennifer Thompson, CAO to authorize the engagement letter with Metrix Group LLP to be the 2024 named auditor.

CARRIED

- c. Branding

Motion # 266-24

MOVED by: Councillor Bridgitte Coninx

THAT Administration create a poll on the Town of Onoway website to gain resident and business input regarding the proposed logo that is open for comment for two (2) weeks AND Administration report to Council the results of the poll at the next regular Council meeting.

CARRIED

- d. Royal Canadian Legion Onoway - Town Sponsorship of Veterans Table

Motion # 267-24

MOVED by: Councillor Robin Murray

THAT Council rescind Motion #152/24 in the May 9, 2024 minutes.

CARRIED

Motion # 268-24

MOVED by: Councillor Robin Murray

THAT Council request Administration to arrange sponsorship in the amount of \$150.00 for the Veterans Table for the Legion in early 2025.

CARRIED

- e. 13 Ways Inc. Mini Session

Motion # 269-24

MOVED by: Deputy Mayor Lisa Johnson

THAT the 13 Ways Inc. Mini Session be held over for members of the next elected Town of Onoway Council to attend.

CARRIED

- f. FCSS and Recreation Tax Allocations

Motion # 270-24

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2024 FCSS Funding Round 2 amount of \$2,800.00 towards the following FCSS grant applicants Round 2: Onoway Moms and Tots - \$800.00; Town of Onoway Public Library - \$500.00; Remembrance Day Recognition of Veterans - \$1,500.00 and THAT Council approve the 2024 Recreation Programming Round 2 amount of \$1,000.00 for the Alberta Beach Snowmobile Club.

CARRIED

- g. Economic Development Strategy

Kenneth Brunton, Onoway Economic Development Officer, attended the meeting from 11:40 a.m. until 12:05 p.m.

Motion # 271-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Council approve an Economic Development Strategy with the following focus: light commercial development; residential development; membership on the ED&T Committee and a Buy Local campaign.

CARRIED

h. Recall Petition Information

Motion # 272-24

MOVED by: Mayor Lenard Kwasny

THAT Council direct Administration to post the costs associated with the Recall Petition on the Town of Onoway's website.

CARRIED

i. Canada Community-Building Fund

Motion # 273-24

MOVED by: Councillor Robin Murray

THAT Council approve the Canada Community-Building Fund Memorandum of Agreement.

CARRIED

j. 2025 ATCO Gas Franchise Fee

Motion # 274-24

MOVED by: Councillor Bridgitte Coninx

That Council approve that the 2025 ATCO Gas Franchise fee remain at the current rate of 10.50% for 2025.

CARRIED

k. Organizational Meeting

Motion # 275-24

MOVED by: Councillor Sheila Pockett

THAT Council hold the annual Organizational Meeting on Thursday, October 24, 2024, prior to the Regular Council Meeting.

CARRIED

l. LDS Infrastructure Plan

Motion # 276-24

MOVED by: Councillor Sheila Pockett

THAT Council approves the design drawings for the development of Block A Plan 4114TR.

CARRIED

8. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 277-24

MOVED by: Deputy Mayor Lisa Johnson

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

CARRIED

Motion # 278-24

MOVED by: Deputy Mayor Lisa Johnson

THAT the Christmas Light Up festivities be scheduled for Friday, November 22, 2024.

CARRIED

9. INFORMATION ITEMS

Motion # 279-24

MOVED by: Councillor Sheila Pockett

THAT Council accept the items for information:

- a. Town of Onoway Development Permit 24DP07-24 - Construction of a Place of Worship
- b. Town of Onoway Development Permit 24DP05-24 - Construction of a Commercial Building - 5201 Lac Ste. Anne Trail North
- c. Polling Results on Policing in Alberta - National Police Federation - August 27, 2024 email

CARRIED

10. CLOSED SESSION

Motion # 280-24

MOVED by: Councillor Robin Murray

THAT Pursuant to Section 197(2) of the Municipal Government Act and Section 24 Freedom of Information and Privacy Act (FOIP) (advice to officials – proposals) Council move into Closed Session at 1:45 p.m.

CARRIED

Council recessed from 1:45 p.m. to 1:47 p.m. to allow the members of the public and the Recording Secretary to leave the meeting.

The following individuals were present for the Closed Session:

- Mayor Leonard 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

Motion # 281-24

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of Closed Session at 2:35 p.m.

CARRIED

Motion # 282-24

MOVED by: Councillor Robin Murray

THAT Council appoint a 3rd Party Integrity Commissioner at the Annual Organizational Meeting.

CARRIED

11. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 2:40 p.m.

12. UPCOMING EVENTS

Oct. 10, 2024	Regular Council Meeting	9:30 a.m.
Oct. 24, 2024	Regular Council Meeting	9:30 a.m.
Nov. 14, 2024	Regular Council Meeting	9:30 a.m.
Nov. 28, 2024	Regular Council Meeting	9:30 a.m.
Dec. 12, 2024	Regular Council Meeting	9:30 a.m.

Mayor
Lenard Kwasny

Jennifer Thompson
Chief Administrative Officer



REQUEST TO APPEAR BEFORE COUNCIL AS A DELEGATION

Anyone wishing to be placed on an agenda to address Council may apply by submitting this form to the Recording Secretary before 12:00 p.m. on the Monday one week prior to the meeting. The request can either be a copy of this completed form or a separate letter that you have written outlining the topic of concern. You can submit the form in person at 4812-51 Street or Mail (Box 540, Onoway, AB T0E-1A0) or email: debbie@onoway.ca

The Recording Secretary will contact you to confirm that you are on the agenda for the requested meeting date. Council meetings take place at 9.30 a.m. on the second and fourth Thursday of the month in the Council Chambers at 4812-51 Street (Town of Onoway Civic Center). Delegations are scheduled at the start of the meeting.

As a delegation you are limited to fifteen (15) minutes to present your material.

PREFERRED MEETING & DATE Council Meeting Date Requested: Sept 10

APPLICANT NAME AND CONTACT INFORMATION

Last Name: Henry	First Name: Kevin
Street Address: 4708 Lac St Anne Trail N	City, Province, Postal Code Onoway, Alberta
Primary Phone No.: 780-	E-Mail: nlchristiancommunity@gmail.com

NAME OF PRESENTERS/ORGANIZATION

1. Pastor Kevin Henry – New Life Christian Community _____ 2. Pastor Brian Siewert – Onoway Baptist _____ 3. _____	Supporting documentation (optional) <input type="checkbox"/> Handouts at the meeting (please bring 10 copies and provide them to the Recording Secretary before the meeting begins) <input type="checkbox"/> Audio/Visual presentation (must be received in pdf, jpg or PowerPoint format to debbie@onoway.ca before 11:00 a.m. on the Thursday preceding the Meeting. Digital presentations are not accepted at the meeting. Phone 780-967-5338 for assistance)
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SUBJECT AND PURPOSE OF PRESENTATION

Clearly outline the topic of your presentation: We just want to encourage Town Council and ask how we can be of service to council and our community.
List desired outcome of the presentation: To encourage our town council.
<input type="checkbox"/> For Information <input type="checkbox"/> Requesting Funds <input type="checkbox"/> Requesting Action <input type="checkbox"/> Other (provide details): _____



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 10, 2024
Presented By:	Shelley Klein-Administrative Assistant
Title:	2025 ATCO Gas Franchise Fee & Notice of Application and Franchise Agreement Re-Approval Process

BACKGROUND / PROPOSAL

Administration received a letter on August 7, 2024, stating that the gas distribution franchise agreement for Onoway, which is current and valid, must be reviewed and re-approved by the Alberta Utilities Commission (AUC) before March 17, 2025, or the agreement will terminate.

Additionally, AUC has established a special process to approve all existing current and valid gas distribution franchise agreements before the above deadline. To qualify for this process, no changes may be made to the previously approved franchise terms including the existing franchise fee. As such, Administration recommends that the natural gas franchise fee rate remain at the current rate of 10.50% for 2025.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Step 1 Contact ATCO Representative

- Contacted ATCO on August 8, 2024

Step 2 Receive Template from ATCO representative

- Received Notice Template on August 20 and completed

Steps 3 & 4 Publish the Notice of Application in Local Newspaper and post on Town Website

- Posted on Website and Published in Lac Ste Anne Bulletin on Monday August 26, 2024
- The required photo of the ad was supplied to the ATCO Representative September 3, 2024

Step 5 Wait the 2 Week Notice period to the public to September 10, 2024 at 1200PM, and provide any written feedback to ATCO Representative.

- Administration did not receive any written or verbal feedback. Confirmed with ATCO Representative that administration had not received any feedback during that required 2 Week period.
- E-mail sent on the afternoon of September 10, with Confirmation below received back from ATCO Representative. (At this stage the Town's portion is complete,

and Administration will wait for confirmation from ATCO Representative in Steps 6 & 7 below)

@ Franchise Coordinator Gas <franchisecoordinatorgas@atco.com>

☺ Reply Reply all Forward 📎 📧 ⋮

To: 🟢 Shelley Klein

Tue 9/10/2024 2:16 PM

Cc: Herring, Chance <Chance.Herring@atco.com>

Thank you Shelly, this is great! I've made note of all of this & will include Onoway in the first batch of franchise agreements that I submit to the AUC for their re-approval. After we hear back from the AUC, we'll share a copy of their approval with you.

FYI - because I'm submitting these to the AUC in batches it will be a couple weeks before I have enough for a batch & then it may take the AUC up to a week to process. If you haven't heard anything in a few weeks, don't be concerned.

Michelle

Steps 6 & 7

- As confirmed above, ATCO will send AUC the required documentation ASAP or no later than December 13, 2024
- AUC will provide their decision to ATCO, and ATCO Representative will provide Administration with AUC decision, and will advise us accordingly.

RECOMMENDED ACTION

That Council accept the Alberta Utilities Commission process update for information.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 10, 2024
Presented By:	Jennifer Thompson, CAO
Title:	Onoway Regional Medical Clinic – Request for Support

BACKGROUND / PROPOSAL

At the Regional Municipalities meeting in June 2024, Reeve Blakemen introduced David Lawrence, Human Resources Manager, Lac Ste. Anne County (LSAC) to speak about the Onoway Regional Medical Clinic. As requested, Mr. Lawrence has submitted correspondence to request support from the Provincial Government for the Onoway Regional Medical Clinic by sending a Community Support letter from the Town of Onoway.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Onoway Regional Medical Clinic is owned and operated by Lac Ste. Anne County in partnership with the Town of Onoway and the Summer Villages of Silver Sands, West Cove, Ross Haven and Val Quentin.

The seven year collaboration and investment in this vital community health facility has supported thousands of people in the area requiring access to healthcare services. Provincial intervention is urgently needed and the Province has indicated the they are focused on addressing rural health care challenges, which include access to healthcare professionals.

STRATEGIC ALIGNMENT

Good Governance.

COSTS / SOURCE OF FUNDING

None.

RECOMMENDED ACTION

THAT Council support LSAC's request by sending a letter to Honourable Adriana LaGrange, Minister of Health, advocating for funding for the Onoway Regional Medical Clinic (ORMC).

ATTACHMENTS

- 1) September 23, 2024 email from LSAC
- 2) Suggested draft Community Support letter to the Minister of Health

From: David Lawrence <dlawrence@lsac.ca>
Sent: Monday, September 23, 2024 1:45 PM
Subject: Onoway Regional Medical Clinic

Hello Everyone

At our last Regional Municipalities Meeting in May we had discussed the ongoing difficulties regarding the Onoway Regional Medical Clinic. Lac Ste. Anne Council, and Administration, has been actively working to recruit doctors and lobbying our Provincial Government Partners to assist in ensuring the Clinic remains operational in the future.

In support of these efforts, we would ask that you provide assistance in voicing support for the continued operation of the Clinic. Attached is a draft letter of support addressed to the Honourable Adriana LaGrange, Minister of Health, which we would ask you to place on your letterhead and send to the Minister with the appropriate signature (address and email are included in the letter).

In conclusion of the letter, you will note that cc's have been added for LSAC Council, CAO Mike Primeau, MLA Shane Getson, and MLA Martin Long. For any copies sent could you provide ccs for Lac Ste. Anne to the address below and I will ensure Council, and the CAO receive copies.

Mr. Getson can be emailed at Lacsteanne.Parkland@assembly.ca

Mr. Long can be emailed at West.Yellowhead@assembly.ca

If you have any questions, please feel free to reach out.

Thank-you

David Lawrence

Human Resources Manager, Lac Ste. Anne County

56521 RR 65 | BOX 219 | Sangudo, Alberta T0E 2A0

Phone: 780.785.3411

Visit [CountyConnect.ca](https://www.countyconnect.ca) to sign up for critical alerts as they happen

Community Support Letter

XXX Date

Government of Alberta – Minister of Health
Members of Executive Council
Executive Branch
224 Legislature Building
10800 97 Avenue
Edmonton, Alberta T5K 2B6

ATTN: Honourable Adriana LaGrange
health.minister@gov.ab.ca

RE: Immediate Support Needed for the Onoway Regional Medical Clinic (Clinic)

Dear Honourable Adriana LaGrange,

I am writing on behalf of the Community/Town of _____ to urgently voice our support for the Onoway Regional Medical Clinic (Clinic). For the past seven years, Lac Ste. Anne County and its partners have worked tirelessly to ensure that our residents have access to essential healthcare services through the Clinic. Despite our best efforts, the clinic is now facing insurmountable financial challenges that threaten its very existence.

Rural Alberta has long struggled with access to local healthcare, and the Clinic has been a critical lifeline for our community. The clinic not only provides vital healthcare services to our families but also plays a significant role in supporting the growth of our local economies. The potential closure of this clinic would be catastrophic, leaving thousands of residents without access to necessary medical care and placing an unsustainable burden on other regional healthcare centers.

We were encouraged by the Premier's Mandate Letter of July 18, 2023, which highlighted your focus on addressing rural healthcare challenges, including improving access to healthcare professionals and working with municipalities to develop strategies for attracting and retaining healthcare workers in rural Alberta. The situation with the Clinic is a direct and urgent example of the rural healthcare crisis that your mandate seeks to address.

The loss of the Clinic would create a significant gap in healthcare services for our region, forcing residents to travel long distances to other centers, which are already stretched thin. This is not just a financial issue; it is a matter of health and well-being for thousands of people who depend on this clinic.

We urgently request the assistance of the Ministry of Health to support the Clinic in any way possible. Your intervention is crucial to ensuring that our community continues to have access to the healthcare services we need now and into the future.

Please help us save our clinic. The health of our community depends on it.

Sincerely,

[Name]

[Title, Community]

cc. MLA, Shane Getson
MLA, Martin Long
LSAC County Council
Mike Primeau, CAO, LSAC



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 10, 2024
Presented By:	Shelley Klein-Administrative Assistant
Title:	Onoway Brand Redevelopment Poll Question

BACKGROUND / PROPOSAL

Council approved a operating budget allocation for Brand Redevelopment on January 11, 2024.

5.	FINANCIAL REPORTS Motion #003/24	<p>MOVED by Deputy Mayor Lisa Johnson that Council approve the 2024 Interim Operating Budget Projects as presented:</p> <ul style="list-style-type: none"> - Information Technology Services Transition - \$36,205.00 - Town of Onoway Brand Redevelopment - \$3,495.00 - Annual Citizen Satisfaction/Budget Survey - \$5,000.00 - Electronic Meeting Management Software - \$4,000.00 <p style="text-align: right;">CARRIED</p>
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Administration presented options to Council, via e-mail. Logos presented did not meet Council's vision for branding. The Logo below was presented to Council on September 12, 2024 and the following motion was made.

Motion # 266-24

MOVED by: Councillor Bridgitte Coninx

THAT Administration create a poll on the Town of Onoway website to gain resident and business input regarding the proposed logo that is open for comment for two (2) weeks AND Administration report to Council the results of the poll at the next regular Council meeting.

CARRIED

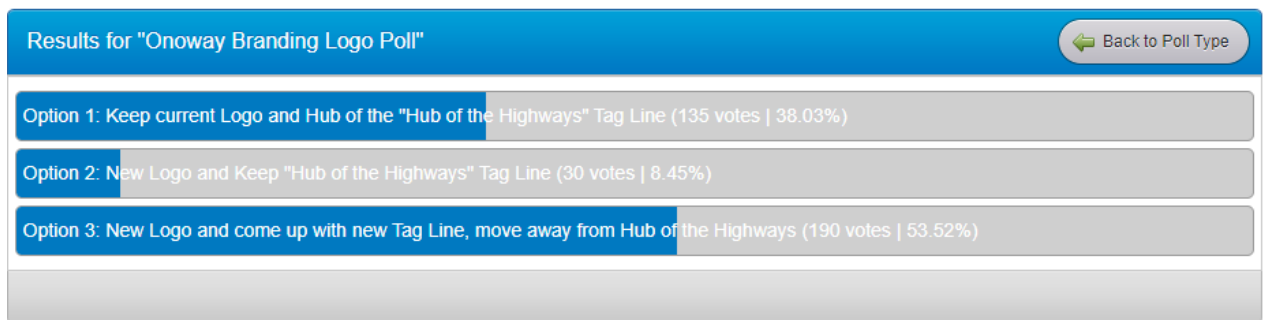
The Economic Development Report from Kenneth Brunton- Economic Development Officer, presented to Council on September 12, 2024 contained the Branding Component is of key importance when marketing the Town of Onoway.

1.) Branding: While factually true, Hub of the Highways speaks to a manufacturing town and a trade nexus. In reality, Onoway is the service hub of a growing local community. A community that values small town and rural living set in a beautiful landscape of hills and lakes. Branding should focus on making this appeal to potential residents or businesses looking for an up-and-coming community. This same appeal can also pay homage to the history of Onoway, which offers its own distinct value. Clear and concise messaging about the town's value needs to be formalized prior to promotion.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES



POLL RESULTS



- The Poll Question information was posted on the Town of Onoway's Facebook Page and the Town of Onoway Website, with a Link to the Poll question on the Website. The Poll Question had a two week window ending October 1, 2024. Administration does not have the ability to know if respondents were residents of Onoway or if individuals voted multiple times, therefore these results may be skewed. The results reflect being in favour of a new logo and new tag line.
- Of the comments on the Town of Onoway Facebook page approximately 33.3% of them were from Town of Onoway Residents, and were largely in favor of keeping the existing logo.
- The Draft of the Logo provided was to help determine if this general concept would be a direction Council may wish to go. Final design results may vary from this.

BENEFITS OF UPDATED BRANDING

Knowing your target audience in a rebrand is always important. While it might be ideal to think of the entire town as the target audience, it's impossible to design in a way that satisfies everyone. When rebranding, it is wise to prioritize the growth of the town as a collective whole.

With the population of many smaller rural communities on the decline it is important to attract young families and entrepreneurs to the community. Successful branding can leverage a town as an attractive destination for businesses, residents, and tourists. It can also help attract new people to visit, live, work, and ultimately build pride for the people there.

RECOMMENDED ACTION

THAT Council approve the basic design to rebrand the logo for the Town of Onoway
AND THAT the "Hub of the Highways" tag line remain

OR

THAT Council approve the basic design to rebrand the logo for the Town of Onoway
AND THAT the direct administration to provide options for a new tag line.

OR

THAT Council commit to use of the existing logo and tagline for the Town of Onoway.



Town of Onoway Request for Information

Meeting:	Council Meeting
Meeting Date:	October 10, 2024
Presented By:	Jennifer Thompson, Chief Administration Officer
Title:	Updated Procedural Bylaw

BACKGROUND / PROPOSAL

Administration has worked with legal counsel on an updated Procedural Bylaw that incorporates suggestions from Municipal Affairs through the MAP Review.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The updated Procedural Bylaw is more robust in providing procedures to be followed. The current Procedural Bylaw is attached for Council reference.

Part I is made up of definitions of terms within the bylaw. There are more definitions that help provide clarity of meanings.

Part II - Nominations and Elections Procedures

This formalizes the procedure that is currently used however Council will need to appoint Administration staff as election officers. Administration suggests that this should be done at the Organizational meeting which would be in place until the next organizational meeting.

Part III – Designation of Councillor to Act in Place of the Mayor

Deputy Mayor is an annually appointed position that is appointed at the Organizational meeting. This section also provides the procedure to occur if the Mayor & Deputy Mayor are unable to perform their duties.

Part IV – Meetings and Notices

This section indicates that the inaugural meeting of Council shall be called by the CAO. Council members are to complete the oath of office and affirm they will comply with the Council Code of Conduct Bylaw.

Inaugural Meetings are called by the CAO

Organizational meeting shall be held annually

Meetings

Organizational meetings

192(1) Except in a summer village, a council must hold an organizational meeting annually not later than 14 days after the 3rd Monday in October.

At the Organizational Meeting, Council will elect a Mayor & Deputy Mayor from it's members and they will hold that position until the next organizational meeting.

All members of Council must be present at the Organizational Meeting to set the dates, times and location of meetings. Council also has the ability to change Council meetings dates and times through resolution.

There is a new section for meetings to be held electronically and virtually. (Section 10)

Closed Session has been redefined to "Closed Meeting" as suggested by Municipal Affairs.

Electronic Means and Virtual Meetings

A section detailing that Council may meet via electronic means and hold virtual meetings has been added.

Part V – Meetings – General Matters

Timing

To achieve quorum, 15 minutes is allotted to achieve quorum.

Time for public to attend after Closed session of Council has been set to 5 minutes.

Public Input Session

Under Section 15.4 a Public Input Session has been included in the agenda. More detail of the public input session is in Section 44. Please note that members of the public who wish to speak during the Public Input Session are limited to speak about items on the current meeting agenda.

Minutes and Meeting Records

The name of the Councillor making the motion shall be recorded. Please note: some municipalities are removing this so that the name of a member making a motion is NOT recorded.

Section 16 Minutes and Meeting records

16.4 notes that motions will be recorded as carried unanimously or defeated unanimously if all members vote in favour or against. Other motions that do not receive unanimous consent or defeat will be recorded as "carried" or "defeated"

Section 17 Notice of Motion

A notice of motion has been added. It is a way for a member of Council to introduce a report to be considered by Council. This allows for Council to provide direction to Administration on an item.

Part VI – Role of the Chair and Meeting Conduct

This portion of the proposed bylaw speaks to conduct during meetings.

Part VII - Rules of Debate and Limits to Speaking

There is more clarification of procedures during meetings regarding rules of debate, and limits on speaking,

Part VIII - Motions

This section speaks to motions and details procedures of motions.

Part IX - Voting

Procedures for voting.

NOTE: Does council want to include 40.6 The Minutes will include a Recorded Vote for every motion

Part X – Public Input Other than Public Hearings

This is a new section allowing for public input during council meetings. This is a session that is scheduled for no longer than 15 minutes. Registering to speak is encouraged and those that have registered would have the opportunity to be heard first. Each person has a maximum of 5 minutes to speak.

Speakers must only speak to an item on the current agenda.

Part XI – Public Hearings

Public hearings are required to have a virtual component.

Part XII – Bylaws

Reiteration of the procedure for adopting bylaws.

Part XIII – Administration and Approval

Allowance for electronic signatures for minutes, and documents applicable to the Procedure Bylaw are added in this bylaw.

NOTE: Legal Counsel recommends a policy to allow for electronic signature of other documents. This item will be presented to Council at a later time.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

RECOMMENDED ACTION

To be determined from deliberations

ATTACHMENTS

DRAFT Procedural Bylaw

BYLAW NO. _____
TOWN OF ONOWAY

Being a Bylaw of the Town of Onoway to regulate the proceedings and the conduct of business at Town of Onoway Council and Committee Meetings.

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c M-26, Council may pass bylaws related to the procedures to be followed by Council and Council Committees;

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

1. TITLE: The Bylaw may be cited as the Council Procedure Bylaw.

PART I – DEFINITIONS AND INTERPRETATION

2. DEFINITIONS.

2.1. In this bylaw:

- 2.1.1. "Act" means the Municipal Government Act, R.S.A. 2000, c M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.1.2. "Acting Mayor" means the Councillor appointed by resolution of Council to act as Mayor in the absence or incapacity of both the Mayor and the Deputy Mayor;
- 2.1.3. "Adjourn" used in relation to any meeting means to terminate the meeting;
- 2.1.4. "Administration" means the employees of the Town of Onoway, led by the CAO;
- 2.1.5. "Agenda" means the list of items comprising the agenda and the order in which those items appear on the agenda for a Regular or Special meeting of Council prepared pursuant to this bylaw;
- 2.1.6. "Bylaw" means a bylaw of the Town of Onoway;
- 2.1.7. "CAO" means the Chief Administrative Officer, or delegate, for the municipality;
- 2.1.8. "Chair" means the person who has the authority to preside over a meeting, and when in attendance at Council Meetings shall mean the Mayor;
- 2.1.9. "Closed Meeting" means a meeting or a portion of a meeting which is held without the public present in accordance with the Act and the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25;

- 2.1.10. "Committee" means a committee, board, commission, or other body established by Council under the Act, but does not include an assessment review board, or subdivision and development appeal board;
- 2.1.11. "Committee Meeting" means any gathering of quorum of a Committee where the Committee provides direction on any matter over which the Committee has jurisdiction;
- 2.1.12. "Consensus" means that no objection is raised on a non-substantive motion put to Council;
- 2.1.13. "Consent Agenda" means the items included under this heading in the Agenda, which are moved and voted on without debate in one motion, such items typically including routine business and reports;
- 2.1.14. "Council" means the Mayor and Councillors of the Town of Onoway elected pursuant to the provisions of the *Local Authorities Election Act* RSA 2000, c L-21;
- 2.1.15. "Council Chamber" means the room that has been designated for the purposes of holding regular Council Meetings;
- 2.1.16. "Councillor" means a member of Council who is duly elected and continues to hold office;
- 2.1.17. "Council Meeting" means any gathering of quorum of Council where Council provides direction on any matter over which Council has jurisdiction, and includes a Public Hearing;
- 2.1.18. "Deputy Mayor" means the Councillor who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;
- 2.1.19. "Delegation" means any person(s) acting on behalf of themselves or authorized to act as representative(s) for another person, group, or organization appearing before Council at a Council Meeting to make a request or provide a presentation, but does not include speaking to a bylaw for which a Public Hearing has been held or scheduled;
- 2.1.20. "Disruption" means any act meant to impede the proceedings of a meeting whether the source be Council members, delegates or public at large;
- 2.1.21. "Election Officers" means the persons appointed by resolution of Council under Part II of this Bylaw to conduct an election, including collection and tabulation of results for such election, where required by this bylaw;
- 2.1.22. "Electronic Means" means an electronic or telephonic communication method that enables all participants attending a meeting to hear and communicate with each other during the course of the meeting;

- 2.1.23. "General Election" means an election held for all Members of Council to fill vacancies caused by the passage of time in accordance with the *Local Authorities Election Act*, RSA 2000, c L-21;
- 2.1.24. "Hybrid Meeting" means a meeting where some participants attend by Electronic Means and some attend in person;
- 2.1.25. "Mayor" is the chief elected official of the Town;
- 2.1.26. "Member" means a Member of Council duly elected who continues to hold office, or a Member of a Committee, duly appointed by Council to that Committee, as the context requires;
- 2.1.27. "Minutes" means the record of decisions of a meeting recorded in the English language without note or comment;
- 2.1.28. "Municipality" means the Town of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- 2.1.29. "Notice of Motion" means the document by which a Member of Council brings forward an item that they wish to be considered at a subsequent Council Meeting;
- 2.1.30. "Peace Officer" means a peace officer as defined in the *Peace Officer Act*, SA 2006, c P-3.5.
- 2.1.31. "Pecuniary Interest" means a pecuniary interest as defined in the Act;
- 2.1.32. "Point of Order" means bringing to the attention of the Chair and to Members that a person has broken a rule or made an error in procedure and asking that the rule be followed or that the error in procedure be corrected;
- 2.1.33. "Point of Privilege" means a request to the Chair and to Members to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members, or of Council or a Committee as a whole, despite other pending business currently before the meeting;
- 2.1.34. "Postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- 2.1.35. "Presentation" means information provided at a Council meeting by a Delegation or by representative(s) of an outside organization;
- 2.1.36. "Public Hearing" means a public hearing held pursuant to the Act or any other legislation, whether statutory or non-statutory;

- 2.1.37. "Public Input Session" means the time set aside at a Council Meeting for the public to address Council;
- 2.1.38. "Public Notice Posting Places" means, at minimum, the Town's website or, where the website is not accessible for technical reasons, at a location at the Town Hall which is accessible by the public;
- 2.1.39. "Quorum" means the number of Members to be present at a meeting to legally conduct business at the meeting;
- 2.1.40. "Recess" means to take a short break or intermission within a meeting that does not end the meeting, after which proceedings are immediately resumed at the point where they were interrupted;
- 2.1.41. "Recorded Vote" means that a record is kept in the Minutes of the Members voting for and against a motion;
- 2.1.42. "Special Meeting" is a special council meeting called pursuant to section 194 of the Act;
- 2.1.43. "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- 2.1.44. "Town" means the Town of Onoway;
- 2.1.45. "Town Hall" means the municipal office for the Town, located at 4812 51 Street, Onoway, Alberta T0E 1V0.;
- 2.1.46. "Virtual Meeting" means a meeting at which all persons entitled to participate in that meeting participate by Electronic Means;

3. INTERPRETATION AND APPLICATION

- 3.1. This bylaw applies to all Council Meetings and those participating in and attending those meetings.
- 3.2. The precedence of rules governing the procedure of Council is:
 - 3.2.1. the Act;
 - 3.2.2. other provincial legislation;
 - 3.2.3. this bylaw; and
 - 3.2.4. the current edition of *Robert's Rules of Order – Newly Revised*.

- 3.3. Where Council makes this bylaw applicable to a Committee, it shall apply with all necessary modifications and:
- 3.3.1. any reference to the Mayor shall be treated as reference to Chair;
 - 3.3.2. any reference to Councillor shall be treated as reference to a Member; and
 - 3.3.3. any reference to Council shall be treated as reference to Committee.
- 3.4. Notwithstanding the procedures in this bylaw, if a Committee establishes procedures that differ from the procedures in this bylaw, and provided such procedures are not inconsistent with the Act or other applicable provincial legislation, the procedures established by the Committee shall take precedence to the extent of the difference.
- 3.5. Council may, by resolution in accordance with this bylaw, temporarily suspend the rules or a specific rule established by this bylaw provided that such a suspension does not conflict with the Act or another enactment. A suspension of rules is only in effect for the meeting at which the resolution is passed.

PART II - NOMINATION AND ELECTION PROCEDURES

4. NOMINATIONS AND ELECTIONS

- 4.1 The following process applies to nomination and election procedures:
- 4.1.1. Nominations must be called for three (3) times and nominations may be closed after the third call or by a "carried" motion that nominations cease.
 - 4.1.2. If only one (1) nomination is received for any one (1) position, the individual will be declared the nominee elected, by acclamation.
 - 4.1.3. If an election is required for any position, Election Officers shall be appointed by resolution of Council and the appointed Election Officers must conduct the election. Voting will be by secret ballot and each voting member must be given a ballot for this purpose.
 - 4.1.4. In the event a tie vote occurs for any position, the winner will be determined by a draw from a receptacle.
 - 4.1.5. All positions will be filled by Council appointing the candidates receiving the largest number of votes. If more than one (1) position is to be filled (including that of an alternate), on any given Committee, the candidates with the greater number of votes shall be declared appointed.
 - 4.1.6. Collection and tabulation of ballots will be performed by two (2) appointed Elections Officers with the name of the successful nominee delivered to, and announced by, the Mayor, without reference to the number of ballots cast.

- 4.1.7. Council may exercise the appointment of members to Committees, Boards, Commissions, etc. by nominations and elections or by resolution of Council.
- 4.1.8. If more than one (1) position is to be filled on any given Committee, Board, or Commission, the candidates with the greatest number of votes will be declared elected.
- 4.1.9. Once an election is completed, the appointed Election Officers must destroy all ballots from the elections held.

PART III – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR

5. DEPUTY MAYOR AND ACTING MAYOR

- 5.1. The Deputy Mayor must act as the Mayor when the Mayor is unable to perform the duties of Mayor or if the office of the Mayor is vacant. The Deputy Mayor has the same powers and responsibilities as the Mayor when acting as the Mayor.
- 5.2. In the absence of both the Mayor and the Deputy Mayor, Council may, by resolution, appoint a Councillor as Acting Mayor. The Councillor designated as Acting Mayor must act as the Mayor if both the Mayor and Deputy Mayor are unable to perform the duties of Mayor, or if the office of the Mayor and Deputy Mayor are vacant. The Acting Mayor has all the same powers and responsibilities as the Mayor when acting as the Mayor.

PART IV – MEETINGS AND NOTICE OF MEETINGS

6. INAUGURAL MEETING

- 6.1. The date of the Inaugural Meeting shall be set by the CAO and notification provided as set out in section 11.1 of this Bylaw.
- 6.2. At the first meeting of Council after a General Election:
 - 6.2.1. the CAO will call the meeting to order until the Mayor has taken the official oath, at which point the CAO shall immediately retire from the Chair and the Mayor shall take position of the Chair;
 - 6.2.2. all Members will take the official oath as prescribed by the Act and the *Oaths of Office Act*, RSA 2000, c O-1;
 - 6.2.3. all Members will affirm that they will comply with the Council Code of Conduct Bylaw;
 - 6.2.4. Council will elect a Mayor from among their Members;

6.2.5. Council will elect a Deputy Mayor from among their Members;

6.2.6. Council will complete the business required for organizational meetings under this bylaw.

7. ORGANIZATIONAL MEETINGS

7.1. Council shall hold an organizational meeting annually pursuant to the *Act*.

7.2. At the organizational meeting, Council will:

7.2.1. Elect a Mayor from among their Members, to hold such office until the next organizational meeting;

7.2.2. Elect a Deputy Mayor from among their Members, to hold such office until the next organizational meeting;

7.2.3. provided that all Members are present, set dates, time, and locations for regularly scheduled Council Meetings, as required;

7.2.4. appoint Councillors as Members of Council Committees and any external boards, committees, and commissions, as required; and

7.2.5. deal with any other business on the Agenda.

7.3. If not all Members are present at the organizational meeting, the schedule of meetings shall be postponed until the Next Council meeting at which all Members are present, and Council shall establish the date, time and location of the next Council meeting by resolution.

8. REGULAR COUNCIL MEETINGS

8.1. Regular Council Meetings are ordinarily held on the second and fourth Thursday of the month at 9:30 AM, at the Town Hall.

8.2. Council may, by resolution, establish other regular Council Meeting dates as may be required from time to time.

8.3. Council may change the date, time, or place of a regularly scheduled meeting by majority vote.

8.4. Notice of a change in date, time, or place of any Council Meeting will be provided at least 24 hours prior to the meeting to Councillors in accordance with the Act and to the public by:

8.4.1. posting a notice at the Town Hall; and

8.4.2. posting a notice on the Town website.

9. SPECIAL MEETINGS

- 9.1. The Mayor may call a **Special Meeting** at any time by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the matters to be considered and the date, time, and location of the Special Meeting.
- 9.2. The Mayor must call a Special Meeting if a written request is received from a majority of Councillors stating the purpose for such meeting.
- 9.3. A Special Meeting requested by Councillors must be held within fourteen (14) days after the request is received by the Mayor.
- 9.4. Council may set a Special Meeting by majority vote of all Council. The resolution must specify the following:
 - 9.4.1. the business to be placed on the **Agenda** for consideration; and
 - 9.4.2. the date, time, and location of the Special Meeting.
- 9.5. A Special Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
- 9.6. No business other than that stated in the notice calling the Special Meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

10. ELECTRONIC MEANS AND VIRTUAL MEETINGS

- 10.1. Council meetings, including Public Hearings, and Special Meetings, may be conducted using Electronic Means, and may be Hybrid Meetings.
- 10.2. Committee meetings may be conducted using Electronic Means and may be Hybrid Meetings, in accordance with the procedures and processes established for Council.
- 10.3. The following applies to meetings conducted using Electronic Means:
 - 10.3.1. Except for Virtual Meetings, the Chair must be physically present and cannot preside over meetings by Electronic Means. To participate in a meeting that is not a Virtual Meeting by Electronic Means, the Chair must vacate the chair for that meeting;
 - 10.3.2. Except for any part of a meeting that is a Closed Meeting, the CAO will provide live, publicly available audio and video of the location where the meeting is being held;

- 10.3.3. Councillors that are physically present at the meeting location or participating by Electronic Means are deemed to be present at the meeting and will be counted towards Quorum;
- 10.3.4. Immediately after a meeting is called to order, and after any recess exceeding 30 minutes, the Chair must conduct a roll call to confirm the identity of any Councillors participating by Electronic Means; and
- 10.3.5. For any meeting, or portion of a meeting, that is a Closed Meeting, Councillors participating by Electronic Means must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed, and that they are not recording the meeting.

10.4. Where a Virtual Meeting is held, the following applies:

- 10.4.1. Virtual Meetings may be held through a video or teleconference platform. The CAO will determine and provide for the specific platform through which Virtual Meetings will be held based on accessibility and technical limitations.
- 10.4.2. The CAO must give the public at least twenty-four (24) hours' notice that a Virtual Meeting will be held;
- 10.4.3. Notice of the Virtual Meeting must provide information identifying where the meeting can be accessed electronically, and the methods through which the public may participate by Electronic Means;
- 10.4.4. The CAO:
 - 10.4.4.1. must provide for email submissions in lieu of in-person Presentations from the public;
 - 10.4.4.2. must permit the submission of audio/visual Presentations for Public Hearing items; and
 - 10.4.4.3. may provide for other methods of public submission not found in this bylaw.
- 10.4.5. The Chair will do a roll call verbally at the start of each meeting.
- 10.4.6. A Councillor must announce if they wish to leave the meeting for any purpose and their departure and rejoining shall be recorded in the Minutes.
- 10.4.7. All documents that would otherwise be available to the public before or during an in-person meeting or hearing will be made available on the Town's website.

11. NOTICE OF MEETINGS

- 11.1. Notice of regular Council Meetings and organizational meetings will be posted on the Town's website.
- 11.2. Notice of a Special Meeting, Virtual Meeting, or meeting change will be provided:
 - 11.2.1. to Members by way of a written notice delivered electronically to the email address provided by the Member; and
 - 11.2.2. to the public by way of posting notice in the Public Notice Posting Places.
- 11.3. Notice of Public Hearings shall be given in accordance with the requirements of the Act.

PART V – MEETINGS – GENERAL MATTERS

12. PUBLIC PRESENCE AT MEETINGS AND CLOSED SESSIONS

- 12.1. All Council meetings shall be open to the public unless a meeting, or part of a meeting, is a Closed Meeting.
- 12.2. Before closing all, or any part of, a meeting to the public, Council must approve by resolution:
 - 12.2.1. the part of the meeting that is to be closed; and
 - 12.2.2. the basis on which the part of the meeting is to be closed pursuant to Division 2 Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.
- 12.3. The Chair may, in consultation with the CAO, allow one or more other persons to attend a Closed Meeting, as is considered appropriate.
- 12.4. Council may exit from the Council Chamber to a meeting room that provides privacy away from the public to conduct a Closed Meeting.
- 12.5. No matters other than what was described in the resolution pursuant to **section 12.2** may be discussed in a Closed Meeting. If a matter arises in a Closed Session which, in the opinion of Council, does not meet the criteria for a Closed Session, it may be referred to an open meeting.
- 12.6. All proceedings, discussions, opinions, advice, and materials provided in a Closed Meeting are confidential and must remain in confidence by those attending the Closed Meeting unless their release is authorized by resolution of Council.
- 12.7. No resolution or bylaw may be passed in a Closed Meeting except a resolution to revert to an open meeting where members of the public will be permitted to attend.

- 12.8. Before considering any motion arising from a Closed Meeting, the public will be provided with five (5) minutes notice that the meeting is back in an open meeting to allow for the public to return to the meeting.
- 12.9. Committees may vote to close all, or part of, a meeting authorized to be closed in accordance with the requirements of the Act, and in accordance with the processes established for Council.

13. QUORUM

- 13.1. Quorum for a Council meeting is a majority of all Members.
- 13.2. If Quorum is not present fifteen (15) minutes following the scheduled start time for a meeting, the meeting may be recessed to attempt to obtain Quorum.
- 13.3. If Quorum cannot be obtained within a reasonable time, the CAO will record the names of the Members present, and the meeting will be adjourned for lack of Quorum.
- 13.4. If Quorum is lost after a meeting is called to order, the meeting will be recessed until Quorum can be obtained, but if Quorum cannot be obtained within fifteen (15) minutes, the meeting will be adjourned for lack of Quorum.
- 13.5. When a Member wishes to leave a meeting while it is in progress:
 - 13.5.1. the Member shall await the formal acknowledgement of the Chair before leaving; and
 - 13.5.2. the time of the Member's departure, and return if applicable, shall be recorded in the Minutes.
- 13.6. The rules of Quorum in this bylaw apply to Committees.

14. AGENDA

- 14.1. A Member of Council, Administration, or the public may submit an item of business that they wish to be included in a Council meeting agenda to the CAO in accordance with this bylaw.
- 14.2. All written submissions of agenda items for consideration at a regular Council Meeting:
 - 14.2.1. must be received by the CAO by 4:00 PM on the Monday of the week prior to the week of the meeting; and
 - 14.2.2. must contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- 14.3. The CAO shall prepare a proposed agenda for all meetings.

14.4. The Agenda for a regular Council meeting includes the following sections as required:

1. Call to Order
2. Adoption of Agenda
3. Public Input Session
4. Consent Agenda, including approval of minutes from prior meetings
5. Public Hearings
6. Appointments/Presentations/Delegations
7. Financial Reports
8. Policies & Bylaws
9. Action Items
10. Council, Committee & Staff Reports
11. Information Items
12. Closed Meeting
13. Adjournment

14.5. The Agenda for a Special Meeting includes the following sections as required:

1. Call to Order
2. Adoption of Agenda
3. Action Items
4. Closed Meeting
5. Adjournment

14.6. The CAO shall ensure that the proposed agenda for meetings is distributed to Members and published on the Town's website as follows:

14.6.1. for regular Council meetings: by 4:30 PM on the Friday prior to the meeting;

14.6.2. for Special Meetings: as soon as practicable in the discretion of the CAO.

14.7. If, for any reason, the CAO is unable to meet the deadline required by section 14.6.1, the CAO shall prepare and distribute the agenda as soon as is reasonably possible prior to the meeting.

14.8. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.

15. ORDER OF BUSINESS

15.1. The Agenda and any amendments to it must be confirmed by a majority vote at the start of meetings.

15.2. Unless an item has been scheduled for a specific time on the Agenda, items will be discussed at meetings in the order in which they appear on the Agenda.

- 15.3. Council may change the order of the Agenda by Consensus, but an item that has been scheduled for a specific time requires a majority vote to be moved to a different time.
- 15.4. The items included on the Consent Agenda for a Council meeting are moved and voted on without debate as one motion.
- 15.5. Items for the Consent Agenda are selected by the CAO but Council may, by Consensus, add any item or items to the Consent Agenda, and any Member may remove any item or items from the Consent Agenda.
- 15.6. If the Consent Agenda is changed because of the addition or removal of items as provided for in this bylaw, then the CAO will verbally confirm the item numbers on the Consent Agenda prior to the vote.

16. MINUTES AND MEETING RECORDS

- 16.1. Minutes of meetings will be recorded without note or comment and will be included in the agenda of a subsequent meeting for adoption by a majority vote.
- 16.2. If a Member arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the Minutes.
- 16.3. The name of a Member making a motion is recorded in the Minutes.
- 16.4. Motions receiving unanimous vote shall be recorded in the Minutes as "carried unanimously" or "defeated unanimously" and in the case of a split vote as "carried" or "defeated."
- 16.5. The Minutes of a Public Hearing shall record:
 - 16.5.1. the names of Administration and applicant, or representative of the applicant, who presented at a Public Hearing; and
 - 16.5.2. the names of the members of the public who provided verbal submissions at the Public Hearing, along with a general indication of support, opposition, or neutrality, but not a summary of the verbal submissions or a copy of the written submissions.
- 16.6. The CAO will prepare and distribute the Minutes.
- 16.7. The CAO may correct clerical, typographical, and grammatical errors in Minutes.
- 16.8. All meetings of Council may be audio and/or video recorded, except for those portions of a meeting which transpire during a Closed Meeting. These recordings shall be posted to the website and retained in the municipal records.
- 16.9. Notice to the public will be made of any video recording taking place. Such notice will be provided, at minimum, by providing verbal notification at the beginning of a

meeting

17. NOTICE OF MOTION

17.1. Members may add a new matter or motions to a regular Council meeting agenda by:

17.1.1. Submitting a Notice of Motion in writing to the CAO in accordance with section 14.1, in which case the motion shall appear as a Notice of Motion in the next regular Council meeting Agenda; or

17.1.2. By giving verbal notice at a regular Council Meeting of the intention to introduce a motion at the following regular Council Meeting and submitting a Notice of Motion to the CAO in writing in accordance with section 14.1, in which case the motion shall appear as a Notice of Motion in the next regular Council Meeting Agenda.

17.2. A Notice of Motion:

17.2.1. must provide sufficient detail so that the subject matter of the motion and any proposed action can be determined;

17.2.2. may include supporting documentation; and

17.2.3. may state the date of the regular Council Meeting at which the Member wishes the motion to be included in the Agenda.

17.3. If the Member who submitted the Notice of Motion is not in attendance at the meeting when the subject of that Notice of Motion is brought forward as a business item, the Notice of Motion will be postponed until the next meeting at which the Member who submitted the Notice of Motion is in attendance.

17.4. Notice of Motion applies only to regular Council Meetings and does not apply to Special Meetings.

18. PECUNIARY INTEREST

18.1. All Members of Council shall abide by the Act with respect to Pecuniary Interest.

18.2. Where a Member declaring a Pecuniary Interest under the Act is attending a meeting by Electronic Means, the Chair will end the Member's participation in the meeting by Electronic Means while the matter is being discussed and voted upon and the Member will be invited to rejoin the meeting once the matter has been discussed and voted upon.

18.3. Where a Member has disclosed a Pecuniary Interest under the Act, this must be recorded in the Minutes.

18.4. For certainty, Pecuniary Interest applies to all Committees and Committee Members.

19. ADJOURNING THE MEETING

19.1. Regular Council Meetings shall not extend beyond four (4) hours in duration except by majority vote of Members in attendance in favour of an extension.

19.2. Any unfinished business at a regular Council Meeting shall be Adjourned until the next regular Council Meeting or a Special Meeting scheduled for the purpose of completing the unfinished business.

PART VI – ROLE OF THE CHAIR AND MEETING CONDUCT

20. ROLE OF THE CHAIR

20.1. The Chair will facilitate effective decision-making while presiding over and preserving order and decorum for all Council Meetings.

20.2. If the Chair is absent for all or part of a Council meeting, the Deputy Mayor, or in the absence of the Deputy Mayor the Acting Mayor, will assume the role of the Chair.

20.3. The Chair must leave the chair to move and speak to their own motion and must remain out of the chair until the vote is taken and the matter is concluded.

20.4. The Chair may leave the chair to speak to a motion or to debate on an item on the Agenda for a Council meeting if the Chair determines that their participation in the debate prevents them from effectively managing the meeting.

20.5. The Chair's participation in debate is subject to all rules that apply to any other Member of Council.

20.6. When the Chair leaves the chair during a Council meeting, prior to leaving the chair, the Chair will turn over the Chair to:

20.6.1. the Deputy Mayor; or

20.6.2. in the absence of the Deputy Mayor, the Acting Mayor; or

20.6.3. in the absence of both the Deputy Mayor and Acting Mayor, the Councillor confirmed by resolution of the Councillors remaining to assume the role.

20.7. The Chair may make any procedural rulings or determinations provided for in this bylaw or otherwise necessary for the conduct of a meeting.

20.8. Immediately following a Chair's ruling, a Councillor may challenge the ruling, even if another Councillor has the floor.

20.9. When a challenge is made to a Chair's ruling:

20.9.1. the Chair will provide concise reasons for the ruling;

20.9.2. the Chair will immediately put the motion to challenge the ruling to a vote by stating, "Is the Chair's ruling upheld?"; and

20.9.3. debate is not allowed on the motion to challenge the Chair's ruling.

20.10. Despite the tied vote provision of this bylaw, the Chair's ruling is upheld by a vote of 50% or greater.

20.11. A Chair's ruling that is not challenged, or that is challenged and upheld, is final.

20.12. When the Chair's ruling is not upheld on challenge, Council's decision on the ruling is final.

21. CONDUCT AT MEETINGS

21.1. Members must:

21.1.1. obey the rules of the meeting and refrain from disturbing the proceedings;

21.1.2. obey the decision of the Chair or Council on any question of order, practice, or interpretation;

21.1.3. remain at their seat while a vote is being taken and while the result is declared;

21.1.4. only interrupt a Member who is speaking to raise a Point of Order or Point of Privilege; and

21.1.5. comply with the Council Code of Conduct.

21.2. Any Member may raise a Point of Order to request that the rules be followed or that an error in procedure be corrected.

21.3. Any Member may raise a Point of Privilege to request that the Chair take action to remedy a situation negatively affecting the rights or privileges of Council despite other pending business.

21.4. The Chair may call to order any Member who is out of order.

21.5. If a Member continues to breach order or decorum, the Chair may name the Member and direct the CAO to record the name of the Member and the offence in the Minutes.

21.6. If a Member who has been named apologizes for their breach of order or decorum, the Chair may direct that the offence be removed from the Minutes.

22. CONDUCT IN THE COUNCIL CHAMBER

- 22.1. Only Councillors, the CAO, and other individuals authorized by the CAO or Chair may be present on the floor of the Council Chamber.
- 22.2. The CAO, an employee or consultant authorized by the CAO, or a scheduled Presenter or Delegation may address Council from the floor of the Council Chambers if recognized by the Chair.
- 22.3. A person may address Council from the public gallery with permission from the Chair.
- 22.4. No person present on the floor of the public gallery of the Council Chamber shall cause any Disruption, interrupt any speaker, or interfere with the action of Council.
- 22.5. The Chair may expel any person, including a Member, from a meeting for improper conduct.
- 22.6. If a person refuses to leave the meeting after having been expelled by the Chair, the Chair may request that the person be removed from the meeting by a Peace Officer. If the person expelled from the meeting is attending by Electronic Means and refuses to disconnect their connection, the person's electronic connection to the meeting may be terminated.
- 22.7. During Council meetings, cell phones and personal electronic devices shall be turned off or set to a mode that will not be disruptive to the meeting, and shall not be used to make audio or video recordings, or take pictures, of the proceedings.

PART VII – RULES OF DEBATE AND LIMITS TO SPEAKING**23. RULES OF DEBATE**

- 23.1. Before a motion is put forward, an opportunity for questions to Administration will be provided. Any Member may ask questions to obtain facts relevant to the matter under discussion and necessary for a clear understanding. All questions should be stated concisely and should not be used for the purpose of making statements or assertions.
- 23.2. A motion must be made before Members can debate an item.
- 23.3. Motions do not require a seconder.
- 23.4. A Member who has made a motion may speak either in favour of, or in opposition to, the motion.
- 23.5. Unless otherwise provided for by resolution, bylaw, or permission of the Chair, a Member may speak only once on any motion or amendment to a motion.

24. LIMITS ON SPEAKING

- 24.1. The Chair will maintain the speaking order.
- 24.2. No Member may speak unless and until recognized by the Chair, except to raise a Point of Privilege or Point of Order.
- 24.3. Members may not speak more than once until every Member present has had the opportunity to speak except:
 - 24.3.1. in the explanation of a material part of the speech which may have been misunderstood;
 - 24.3.2. in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member made the motion in question; or
 - 24.3.3. to raise a Point of Privilege or Point of Order.
- 24.4. At the discretion of the Chair, a Member may ask a series of questions relating to the matter.
- 24.5. Through the Chair, a Member may ask questions of another Member or the CAO on a point of information relevant to the matter.
- 24.6. Members will ask all the questions of debate through the Chair.

PART VIII – MOTIONS

25.MAIN MOTIONS

- 25.1. A main motion may arise out of the following sources:
 - 25.1.1. recommendations related to reports from Administration;
 - 25.1.2. recommendations related to reports from Council Committees;
 - 25.1.3. proposed motions related to a Notice of Motion; or
 - 25.1.4. proposed motion from a Member without notice in accordance with the rules for a motion without notice.
- 25.2. Recommendations and proposed motions which come before Council or Council Committees should be concise, unambiguous, and within the jurisdiction of Council.
- 25.3. A recommendation or proposed motion is not a motion and debate will not commence until it is moved.
- 25.4. A motion once passed is a resolution.

25.5. Any Member may require that the motion under discussion be read or displayed at any time during the debate, except when a Member is speaking.

26. WITHDRAWING A MOTION

26.1. The mover of a motion cannot withdraw a motion except by Consensus or by majority vote.

27. DIVIDING THE VOTE

27.1. Any Member may request that a motion be divided and voted on separately, but only if the divided parts can stand on their own.

27.2. The motion can be divided by Consensus or by majority vote.

28. AMENDMENTS

28.1. A motion to amend is used to change the wording of another motion before voting on it.

28.2. A motion to amend may not interrupt a speaker and may not be contrary to the motion it purports to amend.

28.3. A motion to amend is debatable.

28.4. An amendment to an amendment is allowed, but a third level amendment is not.

28.5. An amendment to an amendment is voted on prior to the vote on the amendment.

28.6. A motion to amend requires a majority vote.

28.7. A friendly amendment means a change that does not affect the substance of the motion and clarifies the motion's intent.

28.8. The Member making a motion, after debate on a main motion has begun, may, with Consensus, propose a friendly amendment proposed by another Member without a motion to amend.

29. MOTION TO REFER

29.1. A motion to refer is used to send the pending motion to a Committee or to Administration with instructions.

29.2. A motion to refer may not interrupt a speaker and is debatable only as to:

29.2.1. the advisability of referral;

29.2.2. the body to which it is referred; and

29.2.3. the instructions on the referral.

29.3. A motion to refer requires a majority vote.

30. MOTIONS TO POSTPONE

30.1. A motion to postpone to a certain time is used to postpone the consideration of a main motion to a specified later meeting or to a specific time or place on the agenda.

30.2. The motion to postpone to a certain time may not interrupt a speaker and is only debatable or amendable as to the time to which the motion is to be postponed or the advisability of postponement.

30.3. A motion to postpone to a certain time requires a majority vote.

30.4. A motion to postpone indefinitely is used to dispose of a motion without bringing it to a direct vote.

30.5. The motion to postpone indefinitely may not interrupt a speaker and is debatable, including as to the merits of the main question, but is not amendable.

30.6. A motion to postpone indefinitely requires a majority vote.

31. MOTION TO RECESS

31.1. A motion to recess is used to formally request a break in the proceedings.

31.2. A motion to recess may not interrupt a speaker and is not debatable but can be amended as to the duration of the recess.

31.3. A motion to recess requires a majority vote or may be informally decided by Consensus.

32. MOTION TO CALL THE PREVIOUS QUESTION

32.1. A motion to call the previous question is used to close debate on a pending motion by moving to a vote immediately on a pending motion.

32.2. A motion to call the previous question may not interrupt a speaker and is not debatable.

32.3. A motion to call the previous question requires a majority vote.

33. MOTION TO SUSPEND THE RULES

- 33.1. A motion to suspend the rules is used to temporarily suspend the rules of procedure to allow Council to do something that would normally be a violation of this bylaw.
- 33.2. The motion to suspend the rules may not interrupt a speaker and is not debatable.
- 33.3. The motion to suspend the rules requires a unanimous vote.

34. MOTION TO RECONSIDER

- 34.1. A motion to reconsider is used to reconsider a decision after the taking of the vote on a motion at the same meeting.
- 34.2. A motion to reconsider may be moved after a motion has been voted upon but may only be moved prior to the meeting being adjourned.
- 34.3. A motion to reconsider must be moved by a Member who voted with the prevailing side.
- 34.4. The Member making the motion to reconsider must state the reason for reconsideration.
- 34.5. Debate on a motion to reconsider must be limited to reasons for or against reconsideration.
- 34.6. A motion to reconsider requires a majority vote.
- 34.7. If a motion to reconsider is carried, the reconsidered motion is then the next order of business.

35. MOTION TO RESCIND

- 35.1. A motion to rescind is used to overturn a motion made at a previous meeting.
- 35.2. A motion to rescind is debatable as to the merits of the motion it is proposing to rescind.
- 35.3. If a motion to rescind relates to an action taken at a previous meeting and the matter does not appear on the Agenda, a Notice of Motion, is required to introduce the motion to rescind.
- 35.4. A motion to rescind is not in order if it proposes to undo irrevocable actions that have been taken as a result of the motion previously passed.

36.MOTION TO AMEND SOMETHING PREVIOUSLY ADOPTED

36.1. The motion to amend something previously adopted is guided by the same rules as the motion to rescind; however, a motion to amend something previously adopted is used to change part of the text or to substitute alternative wording for a motion made at a previous meeting.

37.MOTION TO RENEW

37.1. If a motion fails, the same or substantially the same motion may not be renewed unless:

37.1.1. it is brought more than 6 months after the date of the original motion;

37.1.2. it is brought after a General Election which has taken place since the original motion; or

37.1.3. the Member who wishes to have Council renew a motion provides prior Notice of Motion setting out in writing what special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.

38.OBJECTION TO THE CONSIDERATION OF A QUESTION

38.1. An objection to the consideration of a question is used to avoid a main motion altogether when it is undesirable for the main motion to come before Council.

38.2. The objection to the consideration of a question must be raised before there has been any debate on the motion and before any subsidiary motion has been stated by the Chair.

38.3. The objection to the consideration of a question is neither debatable nor amendable and requires a unanimous vote.

39.MOTION TO ADJOURN

39.1. A motion to adjourn may be used to end the meeting, may not interrupt a speaker, and is neither debatable nor amendable.

39.2. The motion to adjourn requires a majority vote; however where there are no more agenda items to be addressed, the Chair may adjourn the meeting without a motion.

PART IX – VOTING

40. VOTING

- 40.1. Each Member must vote on every motion unless the Member is required or permitted to abstain from voting under the Act.
- 40.2. No Member shall leave the meeting after a motion is put to a vote until the vote is taken, unless during this timeframe the Member becomes aware of a Pecuniary Interest at which time the Member will declare the conflict of interest and leave the meeting.
- 40.3. A vote on any motion or bylaw will be conducted as follows:
- 40.3.1. the Chair must call for a vote;
 - 40.3.2. all Members present must be silent from the moment the vote is called until the results of the vote are declared;
 - 40.3.3. all Members present must vote by raising their hand, verbally by stating "in favour" or "opposed" if participating by Electronic Means, or by another method agreed upon by the Members;
 - 40.3.4. the Chair must declare the results of the vote.
- 40.4. A vote is final once declared by the Chair. However, if immediately after a vote the Chair determines that either the voting procedures prescribed by this bylaw were not followed, or one or more Members may have been mistaken as to the subject matter of the vote, the Chair may recall the vote and immediately call for another vote.
- 40.5. If there are an equal number of votes for and against a motion or bylaw reading, the motion or bylaw is defeated.
- 40.6. The Minutes will include a Recorded Vote for every motion.

PART X – PUBLIC INPUT OTHER THAN PUBLIC HEARINGS**41. PUBLIC INPUT SESSIONS**

- 41.1. The Agenda for each regular Council Meeting shall contain a Public Input Session after the adoption of the Agenda.
- 41.2. The Public Input Session shall be no longer than fifteen (15) minutes in length.
- 41.3. Members of the public who wish to address Council during a Public Input Session are encouraged to register with the CAO, and those persons registered will be heard first. Walk in speakers will be allowed to speak if the allotted time has not been exhausted by registered presenters.

41.4. Speakers at a Public Input Session may address Council for a maximum of five (5) minutes, excluding questions from Council, unless:

41.4.1. the Chair, in their discretion, extends the amount of time; or

41.4.2. Council, by resolution, extends the amount of time.

41.5. If required by a Member, a vote must be taken to approve an extension of time given by the Chair.

41.6. Speakers at Public Input Sessions are permitted to discuss:

41.6.1. items on the current Agenda;

41.7. Speakers at Public Input Sessions are not permitted to discuss:

41.7.1. items that are before the Subdivision and Development Appeal Board;

41.7.2. items that are before the Assessment Review Board; or

41.7.3. items currently being dealt with in a statutory Public Hearing.

42. PRESENTATIONS AND DELEGATIONS

42.1. Members of the public may request in writing to be included in the "Presentations and Delegations" section on an agenda for a Council Meeting. The written request may be submitted through the Town's website or dropped off or mailed to the Town Hall and must:

42.1.1. include the name(s), address(es) and telephone number(s) of the person(s) or group wishing to make the presentation;

42.1.2. clearly identify the topic to be discussed;

42.1.3. clearly identify the request being made to Council, if applicable;

42.1.4. contain any background information to support the request, if applicable; and

42.1.5. be submitted to the CAO no later than 4:00 PM on the Wednesday of the week prior to the week of the Meeting.

42.2. When a Presentation or Delegation is scheduled, any written materials the presenter or Delegation wishes to be included in the Agenda package must be submitted no later than 4:00 PM on the Wednesday of the week prior to the week of the meeting.

42.3. Presentations and Delegations shall be heard in the order that they are placed on the Agenda; however, Council may change the order by a majority vote of Members

present.

42.4. A Presentation or Delegation shall not exceed fifteen (15) minutes, including questions of Council unless:

42.4.1. the Chair, at their discretion, extends the amount of time; or

42.4.2. Council, by resolution, extends the amount of time.

42.5. If requested by a Member, a vote of Members must be taken to approve an extension of time for a Presentation or Delegation given by the Chair.

42.6. A Member may ask questions of the presenter, Delegation, or Administration to clarify or correct information but must not enter debate about the subject of the Presentation or Delegation and Council will not enter into debate on the information received.

PART XI – PUBLIC HEARINGS

43. PUBLIC HEARINGS

43.1. Council shall hold Public Hearings in accordance with the Act and the procedures set out in this bylaw.

43.2. When Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before the second reading of the bylaw or before Council votes on the resolution.

43.3. Council may direct Administration through a resolution of Council to hold a non-statutory Public Hearing in accordance with the Act.

43.4. Public Hearings shall be held in conjunction with regular Council Meetings, and every effort shall be made to commence a Public Hearing as close as possible to the advertised time.

43.5. Council may change the date, time, and location of a Public Hearing by resolution. If any of the date, time, or location is changed, the Public Hearing must be re-advertised.

43.6. Any person who claims to be affected by the subject matter of the Public Hearing will be afforded a reasonable opportunity to present written submissions or to be heard by Council in person or through an agent.

43.7. A person wishing to file a written submission in response to advertised Public Hearing matters shall file a submission with the CAO at least ten (10) days before the Public Hearing to be included in the published Public Hearing Agenda package.

43.8. Written materials received less than ten (10) days before the Public Hearing but before the close of the Public Hearing will be distributed to Council on the date of the Public

Hearing and included in the Public Hearing record.

- 43.9. Any Member or member of the public may review the written submissions received before the commencement of the Public Hearing or during the Public Hearing.
- 43.10. All members of the public providing written submissions, or a verbal submission, must include their full name and indicate if their comment(s) are in favour of or opposed to the bylaw, or a general comment.
- 43.11. The order of business for a Public Hearings include:
- 43.11.1. the Chair will explain the process of the Public Hearing;
 - 43.11.2. the Chair will open and state the purpose of the Public Hearing;
 - 43.11.3. Administration will provide an overview and summary of the proposed bylaw;
 - 43.11.4. the Chair will invite members of the public who wish to provide a verbal submission in favour of the proposed bylaw to come forward;
 - 43.11.5. the Chair will invite members of the public who wish to provide a verbal submission in opposition to the bylaw to come forward;
 - 43.11.6. once Council has heard from the public, Council may ask questions of Administration on any points raised by the public that were not answered in previous questioning; however, Council may not debate the subject of the Public Hearing.
- 43.12. Once a Public Hearing is closed, Council cannot receive any additional information on the bylaw proposed without holding another Public Hearing.
- 43.13. The Public Hearing must be closed before Council votes on second reading of the proposed bylaw.
- 43.14. Depending on the nature of the bylaw and the need for additional public circulation and response, Council may continue with subsequent readings of the bylaw at the same meeting or at subsequent meetings.
- 43.15. If a Member misses the entirety of the Public Hearing, the Member cannot vote on the matter.
- 43.16. If a Member misses only a portion of the Public Hearing, the Member can determine whether they will vote on the matter.

PART XII – BYLAWS

44. BYLAWS

- 44.1. A bylaw is passed after it receives three readings and is signed by the Mayor and the CAO.
- 44.2. A proposed bylaw must not be given more than two (2) readings at the same meeting, except with a unanimous vote of all Members present at the meeting.
- 44.3. If a vote on authorization for third reading is not adopted unanimously, the CAO will place third reading of the proposed bylaw on the Agenda for the next regular Council Meeting, or a Special Meeting called for that purpose.
- 44.4. If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded.
- 44.5. If a proposed bylaw has not received any readings within two (2) years from the date that it is first presented to Council, the proposed bylaw is deemed to have been abandoned.
- 44.6. The CAO may consolidate a bylaw by incorporating all amendments to it into one (1) bylaw.
- 44.7. A copy of any bylaw, resolution, or record certified by the CAO as a true copy of the original is *prima facie* proof of the bylaw, resolution, or record.

PART XIII – ADMINISTRATION AND APPROVAL

45.SIGNATURES

- 45.1. A bylaw, or any other document requiring signature pursuant to this bylaw, may be signed by the application of an electronic or digital signature.

46.REVIEW

- 46.1. This bylaw shall be reviewed at least once in every Council term.

47.SEVERABILITY

- 47.1. Should any provision of this bylaw be invalid, then such provision shall be severed, and the remainder of the bylaw shall remain in force.

48. TRANSITION AND COMING INTO FORCE

- 48.1. This bylaw takes effect on the final passing thereof and, on such final passing, Bylaw 792-21 is repealed.

READ A FIRST TIME THIS _____ DAY OF _____, 20____

READ A SECOND TIME THIS _____ DAY OF _____, 20____

UNANIMOUS CONSENT to proceeding to third reading this _____ DAY
OF _____, 20____

READ A THIRD TIME THIS _____ DAY OF _____, 20____

TOWN OF ONOWAY

LENARD KWASNY
Mayor

JENNIFER THOMPSON
Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 10, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Beautification Committee Projects Proposal

BACKGROUND / PROPOSAL

During the March 28, 2024, Council Meeting, Council made the following motion regarding the Beautification Committee:

085/24 - MOVED by Deputy Mayor Lisa Johnson that Council approve the Beautification Committee Terms of Reference as presented.

CARRIED

086/24 - MOVED by Councillor Sheila Pockett that Council request administration to provide committee structure within a Council Committee Bylaw.

CARRIED

Council Committee Bylaw is currently in draft and will be presented to Council after the Procedural Bylaw is approved.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Beautification Committee is proposing the following projects:

Twinkle Solar LED Installation

To install Twinkle Solar LED lights on trees located on the East Side of 50 Street between Lac Ste Anne Trail South and 49 Avenue.

The total amount of trees on the above street are 9 trees and installation of lights would occur over two years. In the first year, the LED lights will be installed on every second tree (4 trees total) while the next year the LED lights will be installed on the rest of the trees (5 trees total).

The approximate length per tree purchased in the first year is 82 feet at an approximate cost of \$40. The total cost in the first year is approximately \$160 (4 trees total) and in the next year the cost is approximately \$200 (5 trees total). The Public Works department will install the lights.

Donation request from local greenhouses

To request donations of winter motif decorations for the town owned outdoor flower boxes from local greenhouses. The decorations will be installed by the Public Works Department.

STRATEGIC ALIGNMENT

Service Excellence

COSTS / SOURCE OF FUNDING

As of the date of this report, the Beautification Project GL 2-72-00-762 financials is as follows:

2024 Approved Budget amount:	\$3,030.00
Less YTD expenditures:	<u>(\$2,730.50)</u>
Remaining amount:	\$299.50

RECOMMENDED ACTION

- 1) THAT Council approve the project to install Twinkle Solar LED lights on trees located on the East Side of 50 Street between Lac Ste Anne Trail South and 49 Avenue over the course of two years.
- 2) THAT Council approve the project to request donations of winter theme decorations for the outdoor flower boxes from local greenhouses.

ATTACHMENTS

N/A

Fw: Opportunity to represent ABmunis on the Safety Codes Council's Fire and Private Sewage Sub-Councils

From Jennifer Thompson <CAO@onoway.ca>

Date Thu 10/3/2024 10:55 AM

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

 1 attachments (145 KB)

Sub-Council Member Position Description.pdf;

For information on next agenda please.

From: Exec. Assistant on behalf of Dan Rude <EA_DRude@abmunis.ca>

Sent: Thursday, October 3, 2024 10:53 AM

To: Jennifer Thompson <CAO@onoway.ca>

Subject: Opportunity to represent ABmunis on the Safety Codes Council's Fire and Private Sewage Sub-Councils

Good day,

ABmunis is currently seeking applications from interested individuals to serve as the ABmunis representatives on two of the Safety Codes Sub-Council's:

- Fire and;
- Private Sewage

Background:

The Safety Codes Council (SCC) is an independent regulatory body established through the Safety Codes Act in 1993. Its mission is to enhance safety and promote compliance with safety codes and standards. The Fire and Private Sewage Sub-Councils are key components of the SCC and convenes regularly to address industry matters and contribute to the safety of our communities.

Nomination Process:

1. ABmunis will provide two proposed nominees for each sub-council who actively participate in the safety codes system.
2. Interested individuals should submit their resume or CV to anita@abmunis.ca by October 25, 2024
3. Eligible nominees will be presented to the ABmunis Board of Directors for ratification and recommended to the Safety Codes Council.

This email is being sent to all ABmunis member CAOs for their Administration's interest and consideration. **Please feel free to forward this opportunity to other senior staff (i.e. Public Works) in your organization that may be interested and qualified.**

For any inquiries, please reach out to Anita Sookar, Governance Manager, via email at anita@abmunis.ca or by phone at (780) 989-7406.

Regards,

Dan Rude | Chief Executive Officer

D: 780.431.4535 | C: 780.951.3344 | E: dan@abmunis.ca

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll-Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Member Position Description

The Safety Codes Council (Council) is an independent regulatory organization with a legislative mandate to implement the Minister of Municipal Affairs' public policy for the safety codes system and administer the safety codes system on behalf of the Minister; this includes reviewing and making recommendations related to safety codes and standards for the built environment.

The *Safety Codes Act* indicates that the Council must consist of persons, referred to as members, who are who are experts in fire protection, buildings, barrier-free building design, electrical systems, elevating devices, gas systems, plumbing systems, private sewage disposal systems or pressure equipment from municipalities, business, labour and persons with disabilities. These experts are integral to reviewing and making recommendations related to safety codes and standards for the built environment.

Based on engagement with stakeholders, the Council has identified the need for over 160 members to ensure there is expertise that represents the diversity in amusement rides, buildings, barrier-free building design, electrical installations, electrical transmission and distribution, elevating devices, fire protection, gas systems, passenger ropeways, plumbing systems, pressure equipment, and private sewage disposal systems disciplines.

Nomination and Appointment

The Council is committed to a diverse and inclusive membership that represents and reflects Alberta's cultural, ethnic, gender, and geographic diversity.

When there is a member vacancy, the Council seeks nominations from organizations for individuals who have the competencies and expertise needed to be an expert in the discipline.

These nominations are reviewed by a group of members, called a sub-council, who have expertise in the discipline where there is a vacancy. They make recommendations to the Board of Directors who make decisions on member appointments.

Member Duties

The duties of a member, who is not on the Board of Directors, are:

1. Abiding by the Council's Code of Conduct and Ethics Policy, which includes acting in the best interests of the Council and not the organization they were nominated by.
2. Attending the Annual General Meeting and voting, including on amendments to the Council's bylaws.
3. Reviewing annually the membership needs of the Council to ensure the Council has current and relevant experts who represent the diversity of the disciplines and providing recommendations to the Board of Directors for consideration.
4. Reviewing nominations for membership for disciplines where they are experts and providing recommendations to the Board of Directors for consideration.

5. Participating on a sub-council for the discipline where they have expertise, which involves:
 - a. reviewing codes and standards for the built environment and providing recommendations to the President and CEO for consideration by the Board of Directors;
 - b. providing technical advice related to certificates of competency and qualifications for master electricians and safety codes officers to the President and CEO for consideration by the Board of Directors;
 - c. providing technical advice regarding standards for accreditation to the President and CEO for consideration by the Board of Directors;
 - d. participating on working groups under the sub-council which may include researching and engaging with others; and
 - e. other activities directed by the Board of Directors.
6. Serving as members of administrative tribunals that make decisions related to appeals under the Safety Codes Act.

Annual Time Commitment

The time commitment for members varies depending upon the codes and standards to be reviewed in a year, the number of appeals, and other activities directed by the Board. An estimate of the average time commitment is 4 - 8 days worth of time per year. Meetings occur on weekdays during 8:15am to 4:30pm.

To minimize travel time, most meetings and work is done electronically through videoconference, a secure online workspace called the Member Portal, and emails. In-person meetings are usually only two days per year in Edmonton, Alberta.

Term of Membership

Members hold office for a term of up to 3 years. They also continue to hold office after the expiry of their term of office until the person is reappointed or a successor is appointed. Members may be reappointed for up to 9 consecutive years, with their consent.

Member Support & Remuneration

To support members, the Council has an orientation program for new Council members. Orientation is usually held in the spring and fall each year.

The Council reimburses members for travelling and living expenses while away from their ordinary places of residence in the course of their duties as members, at the rates provided for in the regulations under the *Public Service Act*.

The FCSSAA posed the question ***What is the most significant challenge for your FCSS program? (This may be something you're currently experiencing or anticipate in the future.)***

50 responses were received. The FCSSAA Board reviewed the information at their September 13, 2024 Board meeting. Below is the summary of the key themes from the feedback.

Summary of Feedback

The key themes and most significant challenges identified in the responses for the FCSS (Family and Community Support Services) program revolve around **funding limitations, increased demand for services, staffing shortages, complex client needs, and gaps in available supports**. Below is a summary highlighting these themes:

Funding Constraints - Many programs are struggling to maintain service levels due to stagnant or insufficient funding. Inflation and increased operational costs have forced cuts to FCSS programming and funded agencies. This has created a dilemma about whether to prioritize certain groups over others (e.g., youth vs. seniors).

Government Program Gaps - Many communities are seeing an increase in people turning to FCSS for help with issues traditionally handled by provincial and federal programs (e.g., housing, mental health, and addiction services). The impact of the lack of available government supports for vulnerable populations is that FCSS resources are stretched thin without adequate compensation.

Staffing Shortages - FCSS offices are often understaffed, leading to burnout and an inability to meet the growing complexity of community needs. Several programs noted a significant increase in demand (e.g., seniors, low-income families, newcomers) without a corresponding increase in staff or resources.

Many FCSS offices are operating with minimal administrative staff, making it difficult to manage growing program needs, paperwork, and client support.

Increasing Demand and Complexity of Needs - There has been a significant rise in the number of people needing support, especially in relation to mental health, addiction, and economic pressures like the rising cost of living. The social issues are outpacing the available services and this has overwhelmed the capacity of FCSS programs across the province.

Homelessness and Housing - Many FCSS programs report a growing homelessness issue. There is a lack of emergency housing options and affordable housing, compounded by mental health and addiction challenges among the homeless population.

Transportation - There is a significant challenge in providing transportation for seniors and individuals needing medical appointments. Limited transportation options lead to isolation and difficulties in accessing essential services.

Supporting Newcomers - There is a growing need to support newcomers across the province. Settlement services are inadequate and some of the barriers faced by newcomers are:

- Language: Many newcomers, especially non-Canadian-born families, struggle with language barriers, which affects their ability to access services.

- Supports: Many newcomers arrive without the supports they require to thrive (vehicle/transportation, proper clothing, housing, school supplies, household goods)
- Community Integration: A challenge exists in creating community connections between long-term residents and newcomers, fostering awareness, and promoting understanding.

Volunteer Shortages - Many programs are facing challenges in recruiting and retaining volunteers, which further limits their capacity to deliver essential services.

The most significant challenge across the responses is the inability to meet the rising demand for services due to stagnant funding and insufficient staff, resulting in difficult decisions about which programs to cut and which populations to prioritize. This challenge is compounded by increased complexity in client needs, driven by factors like homelessness, mental health, and the growing cost of living.

Next Steps

- The FCSSAA will share this information with the membership and the provincial FCSS staff (Ministry of Seniors Community and Social Services) via email.
- At the Fall Regional Meetings, the challenges document will be shared and FCSS regions will be encouraged to indicate what they would like the FCSSAA to do with the information.


TAX RATES

Schedule MR

		Tax Levy	Assessed Value	Mill Rate	Reviewer Notes
Estimated Municipal Revenues (from all sources other than property taxation)	10010	338,685			0
Estimated Municipal Total Expenditure(s)	10012	3,683,927			0
Total Amount Raised by Taxation	10014	1,426,657			0
Assessed Value of all Taxable Properties	10016	119,762,470			0
More than one residential assessment class	10020	1			0
More than one non-residential assessment class	10022	1			0
Residential to Non-Residential Ratio	10024	0.356610			0
Minimum Tax	10026	1,000			0
General Municipal Tax Rates	10000				
Residential	10030	654,691.172210	84,120,980	7.782734	0
Farmland	10032	650	77,930	8.340819	0
Non-Residential (including linear)	10034	647,007.427188	29,646,560	21.824030	0
Non-Residential (small business)	10036	0	0	0	0
Machinery and Equipment	10038	0	0	0	0
Other (including annexed, vacant, etc.)	10040	124,308	5,917,000	0	0
Requisitions (MGA s. 326(1))	10001				
Education (ASSF)	10002				
Residential and Farmland	10050	202,083.490000	85,034,680	2.376483	0
Non-Residential	10052	105,478.410000	34,032,770	3.099319	0
Education (Separate)	10003				
Residential and Farmland	10054	0	0	0	0
Non-Residential	10056	0	0	0	0
Seniors	10058	30,840.033650	119,762,470	0.257510	0
Lodge Accommodation	10060	0	0	0	0
Designated Industrial Properties (DIP)	10062	283.505940	3,705,960	0.076500	0
Non-Collection Allowance	10064	0	0	0	0
Total Requisition	10018	338,685			

Fw: Town of Onoway (0240) Tax Reporting Package Finalized

From Gino Damo <Gino@onoway.ca>
Date Fri 9/13/2024 4:24 PM
To Debbie Giroux <Debbie@onoway.ca>

 1 attachments (86 KB)
2023_TAX_0240_Finalized.pdf;

Hi Deb,

Can you please attach the below and attached to the October 10, 2024, Council meeting agenda under the information item section

Thanks,



ONOWAY
HUB OF THE HIGHWAYS

www.onoway.ca

Follow



Gino Damo
Director of Corporate & Community Services

 780-967-5338
 gino@onoway.ca
 Town Office: 4812-51 Street
 Mail: Box 540 Onoway, AB T0E-1V0

This e-mail may be privileged/confidential, the sender does not waive any related rights or obligations. Any distribution, use, or copying of this email, or the information therein by anyone than the intended recipient is unauthorized. If you receive this e-mail in error, please advise us (by return email) immediately. Thank you.

From: ma.updates@gov.ab.ca <ma.updates@gov.ab.ca>
Sent: Wednesday, September 11, 2024 1:01 PM
To: Gino Damo <Gino@onoway.ca>
Cc: ma.updates@gov.ab.ca <ma.updates@gov.ab.ca>
Subject: Town of Onoway (0240) Tax Reporting Package Finalized

Thank you Gino Damo for your submission of the 2024 Tax Reporting Package for Town of Onoway (0240)
Onoway Town Council Agenda October 10, 2024

We completed our review of your submission and have attached a pdf document for your records.

If changes were made through our review to the information you supplied, the type of change is indicated by a number code under the column "Reviewer Notes" as:

- 1 - Missing Information
- 2 - Modification/Recalculation of Figures
- 3 - Calculated field not aligned with Bylaw
- 4 - Modification/Recalculation of Figures and Calculated field not aligned with Bylaw
- 5 - Error in Whereas Clauses
- 6 - Value(s) do not meet the definition of requisition
- 7 - Mill Rates / Tax Rates were mislabeled in bylaw
- 8 - Adjustments made to General Municipal Tax Rate to align with MGA

If no numbers are indicated under the 'Reviewer notes', your Tax Reporting Package was accepted as submitted.

Should you have any questions, please feel free to reach out to a member of our team.

Thank you,

Information Services Team
ma.updates@gov.ab.ca

From: SCSS Municipal Engagement <SCSS.MunicipalEngagement@gov.ab.ca>
Sent: Thursday, October 3, 2024 11:14 AM
Subject: Designation of Affordable Housing Accommodation

This message is being sent on behalf of ADM David Williams

Dear CAO:

Housing affordability is a key priority for the Government of Alberta, and recently, it has taken steps to ensure that property tax exemptions support the provision and delivery of affordable housing. The *Municipal Affairs Statutes Amendment Act*, which came into effect in May 2024, amended the *Municipal Government Act (MGA)* as follows.

- Section 363 provides property tax exemptions for affordable housing accommodations as defined by the *Affordable Housing Act (AHA)*.
- Municipalities will continue to have the ability to remove such exemptions locally through bylaw, but the education property tax portion would remain exempt.
 - The provisions that have property tax implications will come into force on January 1, 2025.

To support the implementation of the MGA amendments, the Minister of Seniors, Community and Social Services has issued a Ministerial Order No. 2024-011 (Attachment). The Ministerial Order clarifies the definition of affordable housing accommodation under the AHA. In order for a housing accommodation to be designated as an affordable housing accommodation, which may be at the unit level, it must:

- be subject to an agreement between the owner and operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
- have rental rates which are below market rates, pursuant to the agreement with an order of government;
- be owned or operated by a not-for-profit organization, incorporated under the *Societies Act*, *Companies Act* or *Business Corporations Act*, a management body established under the AHA, or a similar organization as determined under the Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the Social Housing Accommodation Regulation) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10 year strategy to improve and expand affordable housing*.

Please note that seniors' lodges are already exempt through section 362 (1) (m) and (n)(iv) of the MGA, and do not need to be designated through this process. Similarly, accommodations owned by the Alberta Social Housing Corporation (ASHC) or previously owned and transferred to affordable housing providers are already exempt from property tax through the *Social and Affordable Housing Accommodation Exemption Regulation (SAHAER)*.

Currently, the ASHC does not have any operating or grant agreements with affordable housing providers in your municipality. If your municipality has agreements with affordable housing providers that fit the criteria in the Ministerial Order, please respond to this email with:

- The name of the affordable housing provider;
- The expiry date of the agreement between your municipality and the provider;
- The number of units under agreement and unit type (e.g., bachelor, one-bedroom, etc.);
- The address(es) of the affordable housing accommodation.

Please send your responses to scss.municipalengagement@gov.ab.ca by October 21, 2024.

Thank you for your continued support and cooperation to ensure that low-income Albertans have access to housing that meets their needs. I look forward to continuing to work with you as we improve and expand the affordable housing system.

David Williams

Assistant Deputy Minister

Housing Division

Seniors, Community and Social Services

Attachment: Ministerial Order No. 2024-011





ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES
Office of the Minister

Ministerial Order No. 2024-011

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;

AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act.

THEREFORE, I, JASON NIXON, Minister of Seniors, Community and Social Services, pursuant to section 31.1(1) of the *Alberta Housing Act*, hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
 - a. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
 - b. have rental rates which are below market rates, pursuant to the agreement referred to in subclause (a); and,
 - c. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act*, or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, or similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.
2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).

3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually, or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.

DATED this 2 day of August, 2024.



Jason Nixon
Minister of Seniors, Community and Social Services



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR116752

October 2, 2024

Dear Chief Elected Officials:

The Government of Alberta is increasingly concerned about the federal carbon tax's impact on municipalities. For the provincial government to better understand the pressures municipalities are facing and advocate to the federal government on your behalf, we are requesting that all Alberta municipalities share data relating to the impact of the carbon tax on your operations, both directly and indirectly.

I am inviting you to share your municipality's feedback through this online survey, <https://extranet.gov.ab.ca/opinio6/s?s=64826>, which will be open until 4:00pm on October 9, 2024.

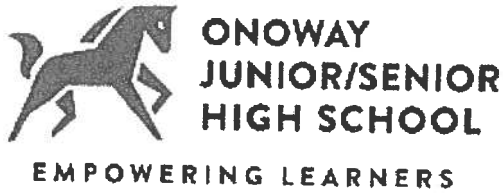
If you have any questions regarding the survey, I encourage you to connect with us at ma.engagement@gov.ab.ca.

I look forward to hearing your perspectives on this important issue.

Sincerely,

Ric McIver
Minister of Municipal Affairs

cc: Chief Administrative Officers



Oct 2, 2023

Re: Invitation to attend our Awards Night

Mayor Len Kwasny,

On behalf of the staff and students of Onoway Junior Senior High School, we are pleased to invite you to the 2024 Awards Night celebration that will be held in our school gymnasium on Thursday, Oct 10th at 7pm.

We sincerely hope you will join us in order to present the Town of Onoway Sponsored senior high citizenship award to our Grade 10 and 11 students, and the Michael Malowany Memorial Award for citizenship for our Grade 12 student.

Please confirm your attendance by contacting us directly at (780) 967 2271, or emailing our secretary at bayley.cooper@ngps.ca

Thanks in advance,

Dr. P. Jespersen
Principal

Re: Fw: Invitation - ONOWAY JR SR HIGH SCHOOL AWARDS NIGHT

From Bayley Cooper <bayley.cooper@ngps.ca>

Date Wed 10/2/2024 11:59 AM

To Gino Damo <Gino@onoway.ca>

Cc Jennifer Thompson <CAO@onoway.ca>; Debbie Giroux <Debbie@onoway.ca>; Paul Jespersen <paul.jespersen@ngps.ca>

Senior High Citizenship Awards: **Shayla Toma** (Gr.10) and **Sawyer McNeice** (Grade 11)
Michael Malowany Memorial: **Bailey Travis** (Gr. 12)

On Wed, Oct 2, 2024 at 11:48 AM Gino Damo <Gino@onoway.ca> wrote:

Hi Bayley,

Thank you for the sending the attached. Can you please provide a list of the Citizenship award recipients with grades and names so that we can provide it to the attendee?

Regards,



This e-mail may be privileged/confidential, the sender does not waive any related rights or obligations. Any distribution, use, or copying of this email, or the information therein by anyone than the intended recipient is unauthorized. If you receive this e-mail in error, please advise us (by return email) immediately. Thank you.

From: Bayley Cooper <bayley.cooper@ngps.ca>

Sent: Wednesday, October 2, 2024 10:16 AM

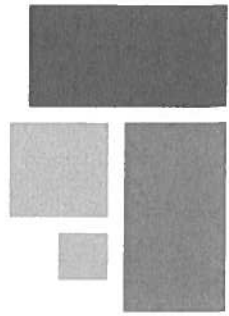
To: Len Kwasny <lkwasny@onoway.ca>; Debbie Giroux <Debbie@onoway.ca>

Cc: Paul Jespersen <paul.jespersen@ngps.ca>

Subject: Invitation

Please see attached.

--



Closing Notice

19-Sep-2024

Onoway, Town of
4812 - 51 Street
Onoway, AB T0E 1V0

Contact Jennifer Thompson
Phone (780) 967-5338
Email cao@onoway.ca

ABmunis Claim No. ONOWA2300578
Loss Description Vehicle impact to Firehall
Date of Loss 22-Nov-2023
Policy Coverage Property
Insurer Alberta Municipal Insurance Exchange (Munis)
Insurer Policy No. MNX001

In conclusion, to finalize the above claim, the following payment have been made.

Paid Loss	\$84,127.03
Adjuster expenses	\$6,906.25
Legal expense	\$0.00
Other expense	\$3,559.21
Recoveries	\$83,107.03
Deductible	\$0.00
Total Paid	\$11,485.46

We trust you will find the above to be in order and thank you for your cooperation in this matter. We value you as a member and hope that we have met or exceeded your expectations. Please let us know if you have any questions about the claims process or suggestions that would have improved your overall experience.

Sincerely,

Simon Morris
Alberta Municipalities Senior Claims Examiner
Direct: (780) 989-7411; Email: simon@abmunis.ca

September 09, 2024
Attention: Stakeholder

RE: NOTIFICATION OF FIELD STUDIES FOR PROPOSED YELLOWHEAD MAINLINE PROJECT

About the ATCO Yellowhead Mainline Project

ATCO is proposing a new energy infrastructure project that is expected to be a significant driver of lower-carbon economic growth in Alberta. The Yellowhead Mainline project (the Project) will expand the capacity and enhance the efficiency of the province’s natural gas network, connecting natural gas producers to key markets and delivering the energy required for Alberta’s growing population. ATCO has been delivering safe, reliable, and affordable energy for more than 100 years and we are excited to embark on this new landmark infrastructure project which we expect will contribute to a prosperous future for Albertans.

The Project consists of building approximately 200 kilometers of high-pressure natural gas pipeline and related control and compression facilities that will run from Peers, Alberta, to the greater Edmonton/Fort Saskatchewan area.

About the Field Studies

Roughly 1,200 landowner consultations have been completed along the potential routes. Starting September, the Project will be conducting field studies, which may occur on your property or in your area. This work will be done by contractors, working on behalf of ATCO, and includes, but is not limited to, collecting information on land, water, species, and ground conditions. Most field studies are low-impact with minimal noise but some work may require ground disturbance. Please note, we will restore the property to its original conditions.


If you have any questions about the work, please contact your land agent or one of the resources below.

Email: yellowheadproject@atco.com
Phone: 310-5678
Website: gas.ATCO.com/YellowheadMainline

Thank you for your cooperation and support.

Sincerely,

Yellowhead Mainline Project
ATCO Gas and Pipelines Ltd.



SYNERGY
COMMUNITY ENGAGED

Synergy Land Services Ltd.

M 780.458.2233
C 780.975.1200
E laffleck@synergyland.ca

Lee Affleck
Senior Land Agent #4215

206,25 St. Michael Street
St. Albert, AB T8N 1C7
synergyland.ca
1.877.961.LAND (5263)

September 09, 2024
 Attention: Stakeholder

RE: 2024 FIELD STUDIES FOR PROPOSED YELLOWHEAD MAINLINE PROJECT - ADDITIONAL DETAILS




Further Information

What: Contractors, working on behalf of ATCO, will be executing field studies to collect data for further Project planning. A list of possible field studies with additional information can be found in Table 1 (back side of page).

When: Field studies will begin in September 2024. Site specific access timelines will be confirmed through your individual Land Agent contact.

Why: Field studies are required to collect survey, environmental, and physical data that will support further planning for the Yellowhead Mainline Project. This includes, but is not limited to, collecting information on land, water, plant and animal species, and ground conditions. Most field studies are low impact with minimal noise.

Who: Representatives from ATCO and contractors working on behalf of ATCO. These include:

Contractor	Survey Type	Logo
McElhanney	Site Surveys	
Matrix Environmental Solutions	Environmental Surveys	
BGC Engineering	Geotechnical & Hydrotechnical Surveys	

NOTE: Subcontractors may also be hired by the above contractors to support the work.

How: Locations will be surveyed by numerous methodologies (walking, all-terrain vehicle, vehicle, drone, helicopter). Not all methodologies will be utilized on each parcel. Some of the survey work may involve ground disturbance using shovels and other hand equipment. All environmental and ground disturbance requirements will be followed throughout field studies.

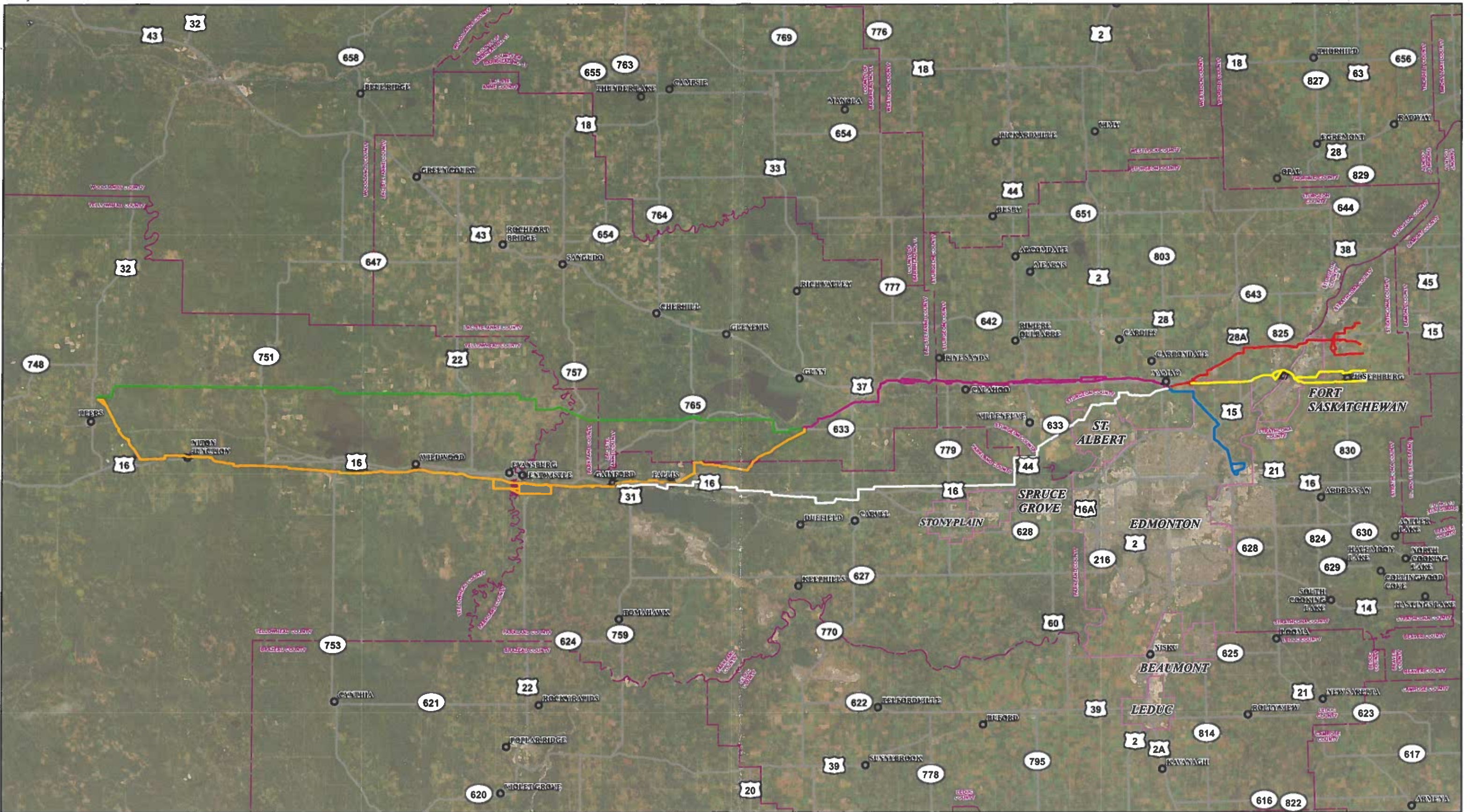


Table 1. Field Study Activities and Information (2024)

Scope	Field Study Activity	Ground Disturbance (>30cm)	Level of Access Required	Impact
Site Surveys	Field Survey	No	<ul style="list-style-type: none"> • Helicopter surveys • Primarily foot access • ATV access where appropriate 	<ul style="list-style-type: none"> • Helicopter flights • Walking • Hand excavation for Iron post locating where required
	Locates / 4-Way Sweeps	No	<ul style="list-style-type: none"> • Primarily foot access • ATV access where appropriate 	<ul style="list-style-type: none"> • Walking • Placing flags • Painting lines
Environmental Surveys	Soil Surveys	Yes	<ul style="list-style-type: none"> • Primarily foot access 	<ul style="list-style-type: none"> • Walking • Shovel Testing • Collecting soil samples
	Wildlife Surveys	No	<ul style="list-style-type: none"> • Helicopter surveys 	<ul style="list-style-type: none"> • Helicopter flights
	Watercourse Surveys	No	<ul style="list-style-type: none"> • Helicopter surveys • Primarily foot access • Vehicle and/or ATV access where required 	<ul style="list-style-type: none"> • Helicopter flights • Walking
	Wetland Surveys	Yes	<ul style="list-style-type: none"> • Primarily foot access 	<ul style="list-style-type: none"> • Walking • Shovel Testing • Collecting soil samples
Geotechnical Surveys	Hydrotechnical Hazard Assessment	No	<ul style="list-style-type: none"> • Primarily foot access 	<ul style="list-style-type: none"> • Walking
	Metal Leaching /Acid Rock Drainage Sampling	No	<ul style="list-style-type: none"> • Primarily foot access 	<ul style="list-style-type: none"> • Walking • Collection of surface water samples
	Muskeg Delineation	Yes	<ul style="list-style-type: none"> • Primarily foot access 	<ul style="list-style-type: none"> • Walking • Shovel testing
	Soil Parameters	Yes	<ul style="list-style-type: none"> • Primarily foot access 	<ul style="list-style-type: none"> • Walking • Shovel testing
	Slope Stability/ Geohazard Assessment	No	<ul style="list-style-type: none"> • Primarily foot access • Vehicle access where appropriate 	<ul style="list-style-type: none"> • Walking
	Soil Resistivity	No	<ul style="list-style-type: none"> • Primarily foot access 	<ul style="list-style-type: none"> • Walking
	Terrain Mapping	Yes	<ul style="list-style-type: none"> • Primarily foot access 	<ul style="list-style-type: none"> • Walking • Shovel testing

Note: Not all surveys listed in the above table will be required at your property. Additionally, the list above is not exhaustive and additional surveys may be conducted at your property prior to construction. Information regarding surveys not listed above, including those planned for 2025, will be communicated to impacted landowners at a later date. This information is subject to change.

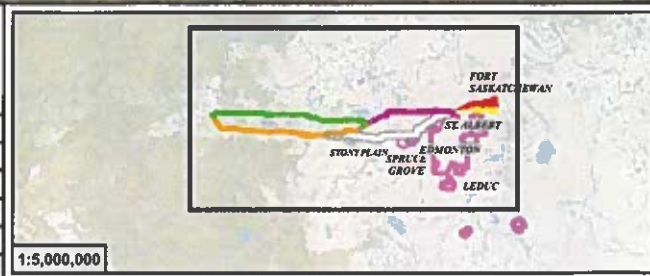
Shovel Testing Information: Shovel testing involves the creation of holes with shovels, hand augers, or other hand tools to a depth of 0.3m to 2.0m. Hole depth will depend on the type of survey being completed and the location of the hole. Prior to leaving site, all disturbed soil will be backfilled, and the property will be restored to as found conditions.



McElhanney Ltd.
 100, 402 - 11th Avenue SE
 Calgary, Alberta T2G 0Y4
 T(403)245-4711

ALF
 CONSULTING
 ENGINEERS

ATCO



- Legend**
- Route - West Green Segment Centerlines
 - Route - West Orange Segment Centerlines
 - Route - Central Purple Segment Centerlines
 - Route - Central White Segment Centerlines
 - Route - East Red Segment Centerlines
 - Route - East Yellow Segment Centerlines
 - Route - East Blue Segment Centerlines
 - Highways
 - Railway
 - Urban Area
 - Hamlets
 - County/MD Boundaries

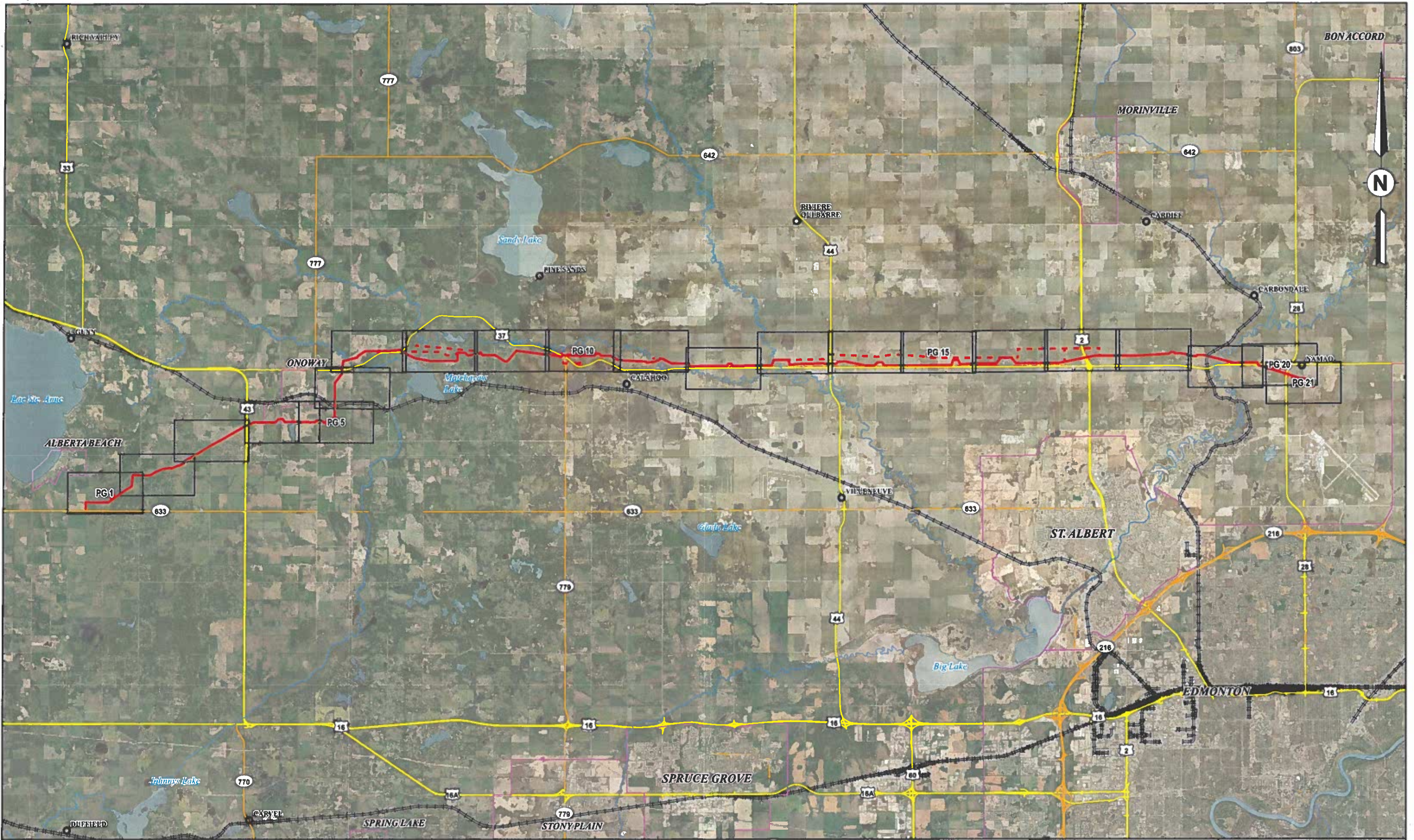


**ATCO Yellowhead Mainline
 Routing Overview Map**

REV
0

Yellowhead, Parkland, Sturgeon,
 Lac Ste. Anne, and Strathcona Counties

GIS TH
 CHK JB





McElhanney Ltd.
 100, 402 - 11th Avenue SE
 Calgary, Alberta T2G 0Y4
 T(403)245-4711

ALP
 CONSULTING
 ENGINEERS



Legend

● Route - KPs	--- Abandoned Gas Co-Op	--- Other Roads
- - - Route - Centerline	--- Active Gas Co-Op	≡ Railway
--- 50m Radius Buffer	--- Unknown Gas Co-Op	□ Urban Area
--- Boundaries	● Powerlines	○ Hamlets
--- ATCO High Pressure Pipelines	--- Primary Highway	--- County/MD Boundaries
--- Foreign Pipelines	--- Secondary Highway	□ Waterbody
--- Telus Trench	--- Collector Road	--- Watercourses



**ATCO Yellowhead Mainline
 Routing Mapbook
 Central Purple Segment**

REV	0
GIS	TH
CHK	JB

Yellowhead, Parkland, Sturgeon, Lac Ste. Anne, and Strathcona Counties	
SCALE: 1:8,000	
JOB: 301100478	PLAN ID: ATCO_YM_Segment_CP_Hor
DC Num: YM-1082468-LD-PLN-0021	DITCHLINE: ATCO_YM_CP_CL_2024_01_04_UTM
DATE: 2/23/2024	Page 79 of 81

Rev	Date	Description
0		Plan Set for Use



30
54-1-W5



McElhanney Ltd.
100, 402 - 11th Avenue SE
Calgary, Alberta T2G 0Y4
T(403)245-4711



Legend

- Route - KPs
- Route - Centerline
- 50m Radius Buffer
- Boundaries
- ATCO High Pressure Pipelines
- Foreign Pipelines
- Telus Trench
- Abandoned Gas Co-Op
- Active Gas Co-Op
- Unknown Gas Co-Op
- Powerlines
- Primary Highway
- Secondary Highway
- Collector Road
- Other Roads
- Railway
- Urban Area
- Hamlets
- County/MD Boundaries
- Waterbody
- Watercourses



**ATCO Yellowhead Mainline
Routing Mapbook
Central Purple Segment**

REV
0

GIS TH
CHK JB

Yellowhead, Parkland, Sturgeon, Lac Ste. Anne, and Strathcona Counties	
SCALE: 1:8,000	
JOB: 301100476	PLAN ID: ATCO_YM_Segment_CP_Hor ATCO Num: 1092465
DC NUM: YM-1092465-LD-PLN-0021	DITCHLINE: ATCO_YM_CP_CL_2024_01_04_UTM
DATE: 2/23/2024	Page 80 of 81

Document Path: \\atco\proj\atco\2024\10\10\12_24\ATCO_Yellowhead\Mapbook\301100476_YellowheadMainline.aprx



31
54-1-W5



McElhanney Ltd.
100, 402 - 11th Avenue SE
Calgary, Alberta T2G 0Y4
T(403)245-4711



Legend

- Route - KPs
- - - Route - Centerline
- - - 50m Radius Buffer
- Boundaries
- ATCO High Pressure Pipelines
- Foreign Pipelines
- Telus Trench
- Abandoned Gas Co-Op
- Active Gas Co-Op
- Unknown Gas Co-Op
- Powerlines
- Primary Highway
- Secondary Highway
- Collector Road
- - - Other Roads
- Railway
- Urban Area
- Hamlets
- County/MD Boundaries
- Waterbody
- Watercourses



**ATCO Yellowhead Mainline
Routing Mapbook
Central Purple Segment**

REV
0

GIS TH
CHK JB

Yellowhead, Parkland, Sturgeon, Lac Ste. Anne, and Strathcona Counties
SCALE: 1:8,000
JOB: 301100476
DC NUM: YM-1092468-LD-PLN-0021

PLAN ID: ATCO_YM_Segment_CP_Hor
DITCHLINE: ATCO_YM_CP_CL_2024_01_04_UTM

DATE: 2/23/2024
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