

**AGENDA FOR THE ORGANIZATIONAL MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, OCTOBER 24, 2024 IN THE COUNCIL CHAMBERS
OF THE ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM
COMMENCING AT 9:30 A.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER (by CAO)

- 2. COUNCILS LEGISLATIVE RESPONSIBILITIES** – Council is to review documents (previously distributed with your Councillor Orientation Material 2021 binders) specifically noting: What Every Councillor Needs to Know (updated 2021 Sept); Pecuniary Interest for Municipal Councillors (unchanged); Roles and Responsibilities of Municipal Officials (updated 2022); Commissioner for Oaths Regulation (unchanged); Council Code of Conduct Bylaw 791-21 (unchanged); Council & Committee Procedure Bylaw 792-21 (unchanged from update Dec 2021); and the Municipal Government Act (copy already provided to Council).

(pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as reviewed in 2024)

3. APPROVAL OF AGENDA

- as is, or with additions or deletions

- 4. METHOD OF VOTING** – (to be by secret ballot, in case of tie vote lowest vote count will be eliminated from the next round of voting)

5. NOMINATIONS FOR MAYOR

(Edward Gallagher, Patriot Law, to administer the Oath of Office)

6. NOMINATIONS FOR DEPUTY MAYOR

(Ed Gallagher, Patriot Law, to administer the Oath of Office)

Following the Oaths of Office

Royal Canadian Legion Branch 132 Onoway – Cliff Cottingham
First Poppy Presentation – Remembrance Day 2024

7. COUNCILLOR COMMITTEE APPOINTMENTS

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a) Appointment to Quasi-Judicial Boards

- **Assessment Review Board** – As per contract with Capital Region Assessment Services Commission (expires end of 2027), appoint Board members/certified panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier and Raymond Ralph. Appoint Certified ARB Clerk Geryl Amorin; ARB Chairman Raymond Ralph (Bylaws 780-21; 781-21)
- **Subdivision and Development Appeal Board** – As per agreement with Milestone Municipal Services, appoint Board Members Emily House – Clerk; Janet Zaplotinsky – Clerk; Jason Shewchuk – Board Member; Chris Zaplotinsky – Board Member; John Roznicki – Board Member; Rainbow Williams – Board Member; John McIvor – Board Member; Jamie Kralej – Board Member; Denis Meier – Board Member; Appoint Designated Officers (Clerks) Emily House and Janet Zaplotinsky (Bylaw 761-19)

b) Appointment to Statutory Committee

- **Municipal Planning Commission** (Council as a Whole)
- **Subdivision Authority** (Council as a Whole)

c) Appointment to Regional Service Commissions

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- **Capital Region Assessment Services Commission** (Murray rep, Johnson alt)

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- **Highway 43 East Solid Waste Commission** (Kwasny rep, Johnson alt)

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- **West Inter Lake District (WILD) Regional Water Services Commission** (Murray rep, Coninx alt)

d) Appointments to Regional Boards

- **East End Bus Society** (Murray rep, Johnson alt)

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- **Community Futures Yellowhead East** (Murray rep, Coninx alt)

- **Lac Ste. Anne Foundation** (Kwasny rep)

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- **Yellowhead Regional Library Board** (Coninx rep)

- **Economic Development Committee/Partnership Committee**
(Murray and Coninx reps, Pockett alt)

- **Community Policing Advisory Committee (CPAC)** - disbanded in 2024

- **Onoway Regional Medical Clinic/Physician Recruitment Retention Committee** (Coninx rep, Pockett alt)

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- **North Saskatchewan Watershed Alliance** (Coninx rep, Mickalyk to the technical committee)

- **Onoway Regional Fire Services** (Johnson rep, Pockett alt, CAO or designate to attend)

- **Emergency Management/Disaster Services Committee** (Johnson and Coninx reps)

e) Appointments to Local Boards:

- **Town of Onoway Library Board** (Coninx and Pockett)

- **Onoway and District Chamber of Commerce** (Coninx rep, Pockett alt)

- **Onoway Beautification Committee** (Pockett rep, Coninx alt)

- **Onoway & District Agricultural Society (ODAS) – Arena** (Coninx rep, Johnson alt)

- **Onoway Facility Enhancement Association (OFEA) – Community Hall** (Murray rep, Johnson alt)

- **Onoway & District Historical Guild** (Johnson rep, Murray alt)

- **Regional Wastewater Line Committee** – (Kwasny rep, Johnson alt; CAO Thompson Technical Committee)

- **Regional Trail Master Plan Committee** – (Coninx and Johnson reps)

- **Onoway Economic Development and Tourism Committee** – (Kwasny and Johnson reps)
 - **Onoway Interagency Committee (sub-Committee of Onoway Economic Dev & Tourism Committee)** (Kwasny and Johnson reps)

f) Miscellaneous Council Appointments:

- **Inter Municipal Development Plan Negotiating Committee** (Coninx rep, Pockett alt) – No need to appoint members at this time

- **Enforcement Review Committee** (Kwasny, Coninx, Pockett reps)

- **Highway 43 Functional Planning Study – Technical Review Committee** (Kwasny rep, Johnson alt) – COMPLETE/DISBANDED

8. FINANCIAL CONFIRMATION

- a) Signing Authority** – all of Council, CAO, Director of Corporate and Community Services
- Currently 2 signatures required
 - One signature to be any member of Council
 - One signature to be one of: CAO Jennifer Thompson or Director of Corporate and Community Services Gino Damo
- b) Banking Authority** –ATB Financial

9. APPOINTMENT OF AUDITOR (Metrix Group)

10. APPOINTMENT OF ASSESSOR (Capital Region Assessment Services Commission, with Grant Clark of KCL Consulting Inc. as assessor)

11. APPOINTMENT OF WEED INSPECTOR (Jackie Gamblin)

12. CHIEF ADMINISTRATIVE OFFICER (Jennifer Thompson)

13. DEVELOPMENT OFFICER (Tony Sonnleitner)

14. INVESTIGATOR - as per the Council Code of Conduct Bylaw 791-21, a third party investigator must be appointed – 3rd Party Integrity Commissioner (Ian McCormick)

15. SOLICITOR CONFIRMATION (Patriot Law Group Onoway; MLT Aiken)

16. MUNICIPAL PLANNING COMMISSION CONFIRMATION (All of Council)

17. FOIP COORDINATOR CONFIRMATION (Director of Corporate and Community Services)

18. COMMUNITY PEACE OFFICER (CPO) CONFIRMATION (As per CPO agreement with Lac Ste. Anne County) - Dallas Choma (Enforcement Services Manager/ Peace Officer), Craig Dow (Peace Officer), Dustin Jendrick (Peace Officer), Jenna Sroka (Bylaw Officer), Daniel Town (Bylaw Officer)

19. FIRE CHIEF – (Chief Dave Ives as per agreement with NWFR until March 7, 2025)

20. MEETING DATES/TIME/LOCATIONS (2ND and 4th Thursday at 9:30 a.m., Onoway Civic Center, Council Chambers)

21. MUNICIPAL OFFICE LOCATION – Onoway Civic Centre (4812 – 51 Street, within the Town of Onoway)

22. REQUIREMENT FOR ADVERTISING OF MEETINGS (Onowaves & website)

23. COUNCIL EXPENSE REIMBURSEMENT

Regular Council Meetings:

- Mayor and Councillors \$175.00 per Council meeting

Other Meetings

- 100.00 for meetings less than 4 hours
- \$175.00 for meetings exceeding 4 hours and less than 6 hours
- \$250.00 for meetings exceeding 6 hours in a day

Reimbursement:

Mayor shall receive \$400.00/month as reimbursement for personal cell phone use, personal internet costs and other costs incurred in exercising duties as an elected official, as well as personal time required for the preparation for all of their meetings.

All Councillors shall receive \$250.00/month as reimbursement for personal cell phone use and personal internet costs incurred in exercising their duties as an elected official, as well as personal time required for the preparation for all of their meetings.

P916-24 **Policy C-COU-REM-1** – Councillor, Committee and Board Member Remuneration Policy and **Policy C-FIN-REI-1** – Reimbursement and Expense Claims Policy – attached for review

24. ADJOURNMENT

Town of Onoway
2024 Organizational Meeting – Commission/Committee
Background Report

Various Regional Service Commissions

- **Capital Region Assessment Services Commission.** The CRASC was formed by ministerial order in 1996 and has 31 member municipalities to which Onoway is a member. The CRASC provides the Town's assessment services (actual assessments of each property). Currently there is only one commitment we ask of the appointed member: Annual AGM that is typically held in mid to late October of each year. The meeting is preceded by a lunch – time commitment is 1-2 hrs including lunch. One member of Council is appointed to this Commission.

- **Subdivision and Development Appeal Board.** Milestone Municipal Services is under agreement with the Town to provide Subdivision and Development Appeal (SDAB) services (provide the board members and secretary (clerk) to hear any SDAB appeals). There are no Councillors on this Board.

- **Highway 43 East Solid Waste Commission.** This Commission is made up of 17 member municipalities from within Lac Ste. Anne County boundaries and it owns and operates the regional landfill site located just west of Gunn along Highway 43. There is an executive board of 7 members (LSAC 2, Mayerthorpe 1, Alberta Beach 1, Onoway 1, Summer Villages 2) who meet every two months or as otherwise determined. Locations The administration and management of the Commission is contracted to Lac Ste. Anne County. One Councillor and alternate are appointed to this Board.

- **West Inter Lake District (WILD) Regional Water Services Commission.** The startup meetings for this Commission commenced back in 2005 and the Commission was established by Ministerial Order in 2007. Member municipalities Lac Ste. Anne County; Parkland County; Town of Onoway; Alberta Beach; Summer Village of Lakeview; Village of Seba Beach; Village of Wabamun; Summer Village of Castle Island; Summer Village of Nakamun Park; Summer Village of Ross Haven; Summer Village of Sandy Beach; Summer Village of Sunrise Beach; Summer Village of Sunset Point; Summer Village of Val Quentin; Summer Village of West Cove; Summer Village of Yellowstone; Summer Village of Kapasiwin and Paul First Nation.

The Town has been a member since inception. The mandate of this group was to bring treated water to the communities of the member municipalities. It was late in 2017 when regional water came to Onoway.

There are four regular meetings, plus the Annual and Organizational meetings and the total time commitment is estimated to be 40 hours per year. Board members are paid their respective honorariums directly by the Commission. One Councillor and alternate are appointed to this Commission.

a) Appointments to Regional Boards

- **East End Bus Society.** A regional initiative and partnership that has been in existence since 2008. The Society executive consists of 5 members on the Board. This Society owns and operates the east end bus and the various trips and programs provided within. The 3 larger partners are the County, Onoway and Alberta Beach each provide in kind support (Onoway provides administration, Alberta Beach houses the bus, and the County covers repair costs) and each also provides an annual contribution towards the annual operating costs and bus replacement fund.

Meetings are quarterly and an AGM. One Councillor and alternate are appointed to this Society.

- **Community Futures Yellowhead East.** This group has been in existence for 30 plus years. CFYE consists of 10 member municipalities each having 1 member representative. Representatives need meeting prep time. CFYE supports rural Alberta businesses and communities in economic stability and job creation. Meetings are once a month (3 hours Thursday afternoons), and there is one AGM. One Councillor and alternate are appointed to CFYE.

- **Lac Ste. Anne Foundation.** Every municipality in the Province of Alberta must belong to a Seniors Foundation and in our area it is the Lac Ste. Anne Foundation. Our Foundation runs from Fox Creek to Onoway and owns and operates, or just operates on behalf of the Province, the Seniors facilities and assisted living, and/or affordable housing facilities in the various member communities. The Board meets monthly, and the Foundation covers the members respective honorariums. Directors include 1 rep from each Onoway, Alberta Beach, Lac Ste. Anne County, Mayerthorpe, Whitecourt and Woodlands County, and 2 from the Summer Villages group. One member of Council is appointed to the Foundation.

- **Yellowhead Regional Library Board.** There are various regional library boards struck throughout the Province and in our area it's the YRL which in general terms is the greater Edmonton area west to the BC border and consists of municipalities and school boards. They have an executive board which meets every couple of months, one annual meeting and one half day for orientation. One member of Council is appointed to this Board.

- **Economic Development Committee/Partnership Committee.** This is an initiative between the Town and Lac Ste. Anne County which really rolled its sleeves up and got working in 2019. In 2021 Alberta Beach joined the partnership. This committee has created Partners in Progress, Shop the County and Come to Life in Lac Ste. Anne. The group was meeting monthly (second Tuesday of the month) and the Town and County each had 2 reps and Alberta Beach 1. Meetings have not taken place recently. The administration is provided by Lac Ste. Anne County and they have a consultant(s) working with them. It was in response to this committee that the Town initiated its business license program. Two members of Council and one alternate are appointed to this Committee. COMMITTEE INACTIVE

- **Community Policing Advisory Committee (CPAC). DISBANDED IN 2024**

- **Onoway Regional Medical Clinic/Physician Recruitment Retention Committee.** This group was originally formed 20 years ago and consisted of majority of the communities within Lac Ste. Anne County. In 2015 when the County disbanded the municipal services package, many Summer Villages and Alberta Beach withdrew from this committee. Currently this committee consists of Lac Ste. Anne County, Onoway and 4 Summer Villages (Ross Haven, Val Quentin, West Cove and Silver Sands). This group oversees the operation of the medical clinic in Town. In 2020 the County purchased the medical clinic building/pharmacy in Onoway and proceeded with the expansion to the medical clinic. In recent years we have recruited 3 new Doctors and demand for this service continues. As of November 2022, 2 doctors are employed. Meetings are at the call of the Chair, usually quarterly. One member of Council and one alternate are appointed to this Committee.

- **North Saskatchewan Watershed Alliance.** This group includes the municipalities and various stakeholders within the watershed area dedicated to promoting river health and sustainability. Meetings are twice a year, with occasional workshops. The Town is a Society member and

our annual membership fee is \$556.20. One member of Council and one technical member (Administration/Public Works) are appointed.

- **Onoway Regional Fire Services.** Previous to 2015 the County provided our fire service and rented our fire hall, but in 2015 the County advised they were pulling their fire department out of our hall and would station them somewhere in east end of Lac Ste. Anne County and that our fees for service would double (based on call volume as opposed to parcel count). In 2016, a group of east end municipalities contracted North West Fire Rescue (now Fire Rescue International) to provide fire service to our communities. There are 10 municipalities in this group known as Onoway Regional Fire Services and two fire stations are operated - one in Alberta Beach and one in Onoway. The Town provides the administration to this group. Executive meetings are normally 2 to 4 per year, and one annual meeting. The Executive consists of 1 Alberta Beach rep, 1 Onoway rep and 1 rep from the 8 Summer Village members. One member of Council and alternate, as well as the CAO are appointed to this Committee. This committee dissolves March 7, 2025 or soon after.

- **Emergency Management/Disaster Services Committee.** After the many Provincial natural disaster (fires of Slave Lake, Fort Mac, Calgary flood, etc) the Province raised the bar with respect to expectations on municipalities to have a emergency management plan in place. The Town has been working on bringing our program up to standards. Meetings are usually a couple of times a year. Two members of Council are appointed to this Committee.

b) Appointments to Local Boards:

- **Town of Onoway Library Board.** In 2019 the Town restructured its OPL and currently have 9 members (maximum is 10) of which 2 are Town Council members and the remainder are appointed at large. Meetings are usually quarterly, and the Town provides the administration.

- **Onoway and District Chamber of Commerce.** This group started up several years back and meetings were held monthly. Administration is unaware of frequency of meetings, location, etc. Previously, one member of Council and one alternate were appointed to the Chamber.

- **Onoway Beautification Committee.** The objective of the Beautification Committee is to prioritize issues and actions in cooperation with the Town Council. At the beginning of each year, the Beautification Committee, will

present an annual progress report to Council. The Work Plan will include: spring plant planning, budgeting, ordering and pick up of plant material. weeding through the season, present ideas to council for improvements in Town aesthetics. The Beautification Committee will meet approximately five (5) times per year, or as determined by the Committee at the call of the Chair and held in the Council Chambers. Length of meetings shall vary depending on the agenda. One member of Council is appointed.

- **Onoway & District Agricultural Society (ODAS) – Arena.** ODAS owns and operates the Onoway Arena and the outdoor arena known as “the Joe”. The Town appoints a rep to attend their executive board meetings which are held monthly. In April 2022, the Town agreed to a further 3 year financial contribution of \$7,500.00/year for the years 2023, 2024 and 2025, for operation of the arena facility and the outdoor rink. One member of Council and one alternate are appointed to this Society.

- **Onoway Facility Enhancement Association (OFEA) – Community Hall**
The Community Hall and parking lot are owned by the Town. For many years the OFEA has had a lease with the Town with respect to the operation of the hall. A new three year lease has been agreed to (expires 31 December 2025). Meetings are once a month. Council has one member and one alternate appointed to this Association. As of October 2023, Council requested to remove appointing a representative.

- **Onoway & District Historical Guild.** This group owns and operates the museum and heritage centre building. Their meetings are once a month. One member of Council and one alternate are appointed to this Society. The Guild has advised that they would welcome a Council member to be appointed and for Council members as volunteers.

- **Regional Wastewater Line Committee.** For several years now the County has been proposing a regional sewer system that would encompass communities in both Lac Ste. Anne as well as Parkland Counties. There was one phase of the project which Town Council had agreed in principle to and that was a sewer transmission line from the Sandy Beach lagoon directly to the Onoway lagoon. Back in 2017 the Town of Onoway negotiated to receive wastewater effluent from the Summer Villages of Sunrise Beach and then in 2018 from the Summer Village of Sandy Beach (their sewage lagoon had been closed). Currently there is only one sewage hauler who has been granted truck access to the lagoon and that is Standstone.

Phase A of the Project has been cancelled which would have included Onoway. Administration suggests appointing members, in case there is input required by Onoway as the plan is fluid at this time. Late In 2023, CAO Thompson joined the technical committee. One member of Council and one alternate are appointed to this Committee.

- **Regional Trail Master Plan Committee.** The County is leading this initiative to connect by developing trails in Onoway and area, in conjunction with Alberta Beach, West Cove, Sunset Point, Parkland County, Town of Stony Plain and Onoway. Sunset Point has applied for grant dollars on behalf of the group. Council has two members appointed to this Committee. Administration has been advised that the planning is complete and on hold until funding is obtained.

- **Economic Development and Tourism Committee (Onoway).** The Committee created a 2024 workplan. Council has two members appointed to this Committee. The Economic Development Officer is currently completing a member drive for this committee. If there are no volunteers for this committee, Council as a whole becomes the Committee.

Onoway and Area Interagency Committee (Subcommittee of ED&T Committee) This Committee is led by Lac Ste. Anne County and members include: Alberta Health; Alberta Health Services; Onoway Moms and Tots; Towns of Whitecourt and Onoway; Healthy Family Futures; NorQuest College Whitecourt; Northern Gateway School Division; a representative from both Onoway Schools (Elementary and Jr./Sr. High). They meet every other month and discuss collaboration and share information on their local projects/initiatives

c) Miscellaneous Council Appointments:

- **Inter Municipal Development Plan Negotiating Committee.** This is a planning document requirement by the Province and is in partnership with Lac Ste. Anne County for lands within close proximity of the Town. This committee has not met in years (since the IDP was approved). Municipalities are required to review their ICFs every 5 years after the creation of the framework, or within a shorter period if provided for in the framework. As of April 6, 2023, this review period has been extended from 5 to 7 years One member of Council and one alternate are appointed to this Committee. There is no need at this time to appoint members.

- **Enforcement Review Committee** - Bylaw 759-19 establishes an Enforcement Review Committee for the Town of Onoway to hear review requests from any person issued an order by an Enforcement Officer under section 545 of the Municipal Government Act (MGA). The Bylaw states that the Committee shall consist of three Town Council members, selected on a rotational basis. Council has three members appointed to this Committee.

- **Highway 43 Functional Planning Study – Technical Review Committee.**
Complete

RE: Town of Onoway - Organizational Meeting

From Gerryl Amorin <gerryl@amorinaccounting.com>

Date Fri 10/4/2024 9:59 AM

To Debbie Giroux <Debbie@onoway.ca>

 1 attachments (1 MB)

CRASC-Bylaw-No.1.21.pdf;

Hello Debbie,

Apologies for the delay:

CRASC: Our mission is to provide effective, reliable, and cost-efficient assessment services to our member municipalities. We strive to use the latest assessment techniques and technologies to deliver the best possible results to our members.

CRASC operates under the authority of the Municipal Government Act of Alberta and is governed by a board of directors appointed by the member municipalities.

I have also attached the Bylaws for more detailed operational info.

Currently there is only one commitment we ask of the appointed member:

Annual AGM

- Typically held in mid to late October of each year.
- The meeting is preceded by a lunch
- Approximately 1-2 hrs including lunch.

As well, here is some information about the Board of Directors (from the Bylaws) :

The first Annual General Meeting held immediately after the municipal elections also includes the election of the Board of Directors of the Commission, 2025

If your Representative is elected, there are 4-5 meetings throughout the year each approx. 1 hour long.

2. BOARD OF DIRECTORS

- 2.1 Subject to Section 602.07 of the Act, the Board shall be determined in accordance with this Bylaw.
- 2.2 The Board shall consist of up to five (5) representatives elected by the Members, and of whom shall be one from each of the following Member municipality types:
- (a) Cities;
 - (b) Towns;
 - (c) Municipal districts/specialized municipalities;
 - (d) Villages; and
 - (e) Summer villages
- 2.2.1 In the event that one or more of the municipality types are not a member of the Commission, there will be no representation from that municipality type on the Board.
- 2.2.2 In order to qualify to act as a Board Director, each representative of a Member must be a councillor of the Member municipal authority.
- 2.3 The Board Directors will be elected at the General Meeting immediately following the general election day for municipalities in the Province of Alberta, excluding summer villages, governed by the *Local Authorities Election Act*. RSA 2000 c. L-21 and amendments thereto.
- 2.4 The Board Directors shall elect, from among its number, a Chair and Deputy Chair at the first meeting of the Board following the election of the Board Directors.
- 2.5 The term of office for any Board Director, including the Chair and Deputy Chair shall coincide with the general term of municipal Councillors in the Province of Alberta, governed by the *Local Authorities Election Act*. RSA 2000 c. L-21 and amendments thereto.
- 2.6 In the event of a vacancy on the Board, the Board may appoint a replacement Board Director from the same municipal type for the balance of the term of the Board Director.

Hope that helps, feel free to call me if you have any other questions

Thanks!

Gerryl Amarin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edm AB T5G 0X5
Direct: 780 297 8185



Highway 43 East Waste Commission Board Information

HWY 43 East Waste Commission: Board Appointment and Meeting Information

The HWY 43 East Waste Commission is proud to serve the Lac Ste. Anne region by managing a regional landfill near the Hamlet of Gunn, which is available for use by County residents. The Commission operates in collaboration with the Village of Alberta Beach, the Towns of Mayerthorpe and Onoway, as well as 12 Summer Villages, as part of a regional, cost-shared recycling initiative.

Appointment of Board Directors

The Board of Directors consists of seven (7) members, appointed by the participating municipalities as follows:

- Lac Ste. Anne County – 2 members
- Town of Mayerthorpe – 1 member
- Town of Onoway – 1 member
- Village of Alberta Beach – 1 member
- Summer Villages – 2 members

Municipalities or groups of municipalities entitled to appoint Board members may also designate alternate members to serve in the absence of a primary Board member.

The term of appointment for each member is determined by the appointing Municipality or group of Municipalities.

Board Meetings

Board meetings are convened every two months, or as otherwise determined by the Board. The location of each meeting is decided by the Board at the preceding meeting.

For further information regarding the Board of Directors, please contact Mike Primeau, Commission Manager, at mprimeau@lsac.ca or by phone at 780-785-3411, ext. 3600.



Email: wildwatercommission@gmail.com
Phone: 780-967-0271
Fax: 780-967-0431
Mail: P.O. Box 8 Alberta Beach, AB T0E 0A0
Office: 2317 TWP Rd. 545 in Lac. Ste. Anne County

October 2, 2024

Town of Onoway
c/o Jennifer Thompson, CAO
P.O. Box 540 Onoway AB. T0E 1V0
Email: cao@onoway.ca

Dear CAO Thompson,

Re: Annual Organizational Meeting – Board Appointment Enquiry

Thank you for the background provided in your letter dated September 25, 2024. Within our larger and more active member communities, the task of effectively distributing the obligations of the local authority across a council, and throughout a community, can be challenging. We commend you for the effort in undertaking this task and trust it will be a successful endeavor – to the benefit of both the Town and its community boards and committees.

In response to your specific request, WILD is structured as a “strong executive” and as such director obligations are focused on a few important oversight matters. In a typical year there will be four regular meetings, plus the Annual Meeting and the Organizational Meeting, on the following cycle:

- 1) January/February – Auditor Engagement and Annual Meeting Planning Meeting
- 2) April – Audited Financial Statements Meeting
- 3) April – Annual Meeting
- 4) September/October – Budget Planning Meeting
- 5) November – Organizational Meeting
- 6) November - Budget and Rate Bylaw Meeting

Each of these meetings is scheduled to take around two hours, plus preparation time. Occasionally there are special projects or arising business matters that require additional meetings or longer meetings – such as when we are revising the business plan or during service contract negotiations, however these are infrequent. We host the meetings near Onoway, so travel time is not onerous – though we have in the past used Parkland County’s office for meetings (so that is a bit of time and travel), and we may switch back again at the Board’s discretion. We also have virtual meeting attendance options, when and as needed. Remuneration for Board services is covered through the commission’s annual budget.

Overall, I would estimate the total commitment for a director on WILD to amount to approximately forty hours a year, including meeting preparation, meeting attendance time, travel time and miscellaneous public engagement throughout the year.

Trusting this provides the required information, please reach out to discuss further should the need arise. As requested, I confirm that the best email contact for this, and all other, correspondence is wildwatercommission@gmail.com.

Regards,

Dwight Darren Moskalyk
Commission Manager
WILD Water Commission

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Community Futures Yellowhead East (CFYE) - Board of Directors Appointments Overview – October 2024

For over 30 years, Community Futures has supported rural Alberta businesses and communities in overcoming challenges, fostering economic stability, job creation, and competitive rural economies.

CFYE Board of Directors

Composition: The CFYE board consists of ten elected officials, one representative from each of the ten municipal stakeholders in the region. Each member brings a unique blend of leadership, experience, and commitment to regional economic development.

Leadership Roles & Responsibilities: The board provides strategic direction and oversight, delegating operational authority to the Executive Director.

Key responsibilities include:

- Defining strategic direction, mission, goals, and priorities.
- Establishing policies reflecting the organization's values.
- Ensuring financial and legal stewardship aligned with strategic goals.
- Monitoring progress and making necessary adjustments.
- Hiring and evaluating the Executive Director.

Board Terms: Minimum 3-year terms, with a maximum of 9 years (3 consecutive terms)

Board Members: 10 elected official members, including:

- 4 Executive Committee members (Chair, Vice Chair, Secretary, Treasurer).
- 5 Investment Review Committee members (Chair and Vice Chair).
- Additional committees as needed.

Min. Meeting Requirements: Minimum quorum: 50% plus 1.

- **Regular monthly meetings: Third Thursday of each month (1:00 PM - 4:00 PM)** at CFYE office (no meetings in July/August).
- Attendance at the **Annual AGM: Third Thursday in June (12:00 PM - 4:00 PM)**.
- Members are expected to read minutes, ask questions, and contribute to organizational objectives.
- Attendance at Committee Meetings as Required.

Committees:

Executive Committee:

- Elected annually; quorum: 3 members.
- Makes executive decisions and updates the board.

Investment Review Committee:

- Elected annually; quorum: IRC Chair or Vice Chair plus 4 rotating members.
- Reviews loan portfolio, makes investment decisions, and meets with loan proposal clients.

For more information, please contact Executive Director, Michelle Jones at mjones@albertacf.com or call 780-778-0977, or visit our website at yellowheadeast.albertacf.com.

Mission Statement YRL provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural, and recreational needs of their communities.

Values Collaboration, Inclusion, Responsiveness, and Value for Investment

Government Oversight

- The Alberta Libraries Act requires library systems, like Yellowhead Regional Library (YRL), to be governed by a Board of Trustees comprised of an appointed representative from each member Municipality and School Division.
 - The Board meets four times per year and is responsible for the YRL Master Membership Agreement, annually approving the budget and audited financial statements, and appointing an auditor.
- When there are more than 20 Members, the Alberta Libraries Regulations require library systems to establish an Executive Committee of not more than 10 Trustees.
 - As per YRL policy, the 10-person Executive Committee comprises five seats from municipalities with a population of more than 15,000 residents, one school division seat, three seats apportioned by municipality type, and one open seat for any YRL Trustees.
 - The Executive Committee meets six times per year and is responsible for framing policy, setting priorities, developing goals and objectives, and employing qualified staff to administer the library.

Trustee Appointments and Terms

- Each member Municipality and School Division may appoint a Trustee and an Alternate, and these individuals should:
 - Be an elected official, a library board trustee, or a community member.
 - Strongly believe in, and be committed to, the importance of libraries.
 - Be knowledgeable and skilled in one or more areas of governance: advocacy, finance, personnel, policy, and/or services.
 - Be prepared to stand for and/or to elect the Executive Committee.
- A continuous three-year term (or three sequential one-year terms) is recommended.

Meetings

- Board of Trustees Meeting – **Oct. 7, 10:00 a.m. to 12:00 p.m.**
- Board of Trustees Annual Organizational Meeting – **Dec. 2, 10:00 a.m. to 12:00 p.m.**
- YRL Trustee and Alternate Orientation – **Jan. 27, 2025, 10:00 a.m. to 1:00 p.m.**

For additional trustee and/or board information, please refer to the YRL website or contact Laurie Haak, Executive Assistant, at lhaak@yrl.ab.ca or 780-962-2003, ext. 221.

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202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA

October 14, 2024

Jennifer Thompson
Chief Administrative Officer
Town of Onoway,
Box 540, Onoway, AB T0E 1V0

RE: Municipal Appointments to the NSWA

Jennifer,

The North Saskatchewan Watershed Alliance (NSWA) is pleased to provide this letter with a bit of NSWA background and the different ways in which municipalities participate in the North Saskatchewan Watershed Alliance. The NSWA essentially has two 'levels' of participation. The first is as a member of the Society and the second is as an elected member of the Board of Directors.

The Town of Onoway is a Society member, which means that the Town's appointment would have a minimal time commitment and act as a point of contact for the Town with NSWA. I hope the details below shed light on the various 'levels' of participation and support.

The North Saskatchewan Watershed Alliance

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to promoting the health and sustainability of the North Saskatchewan River and its watershed. With a focus on collaboration and community engagement, the NSWA has worked for more than 20 years to protect and enhance the quality of water and the health of aquatic ecosystems within the watershed, while also supporting the social and economic well-being of the region.

The NSWA partnership formed in 1997 and was later incorporated as a non-profit society in 2000. The alliance is designated under the *Water for Life* strategy by the Government of Alberta as one of the first Water Planning and Advisory Councils (WPAC) in the province. Under *Water for Life*, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan.

Society Membership:

The NSWA has a broad and diverse Society membership with individual and organizational members and more than 100 sectoral organizations including over 30 rural and urban municipalities. Society members can participate in the Annual General Meeting (typically in June), vote to elect NSWA Board members, and vote on decisions relating to the NSWA's bylaws (amendments, additions, etc.).

Most municipalities are society members, including the Town of Onoway, which means that municipal appointments act as a liaison capacity between the NSWA and the municipality. Aside from the potential to attend the AGM and vote, there are no substantive time commitments or responsibilities.

This year, the NSWA is trialing a Municipal Caucus as an information sharing mechanism between municipal Society members and the four elected Municipal Board members. It is planned that the

caucus would meet virtually twice each year (fall and spring) to share information on the latest NSWA projects and any interesting or relevant updates from municipal society members. The first municipal caucus is being planned for mid-November (tentatively) with a time commitment of no more than 2 hours. The second caucus would be in March or April.

Board Membership:

The NSWA Board of Directors may include up to twenty Board members who 'represent the diversity of stakeholders in the watershed'. The Society's bylaws describe categories of organizations from which the Board may draw representation and the number of seats available for each category, including *Provincial or Other Government Agencies, Water or Hydroelectric Utilities, Municipal Government, Industry, Agriculture, Non-governmental Organization, and Non-Affiliated Member at Large or Academia/Research*. There are four seats available for the Municipal category.

The Board is responsible for the governance and strategic direction of the organization. Ultimately, the NSWA Board plays a critical role in ensuring that the organization fulfills its mandate to protect and enhance the North Saskatchewan River watershed.

Board members are elected at the Society's Annual General Meeting and serve for a three-year term. When Board members are at the end of their term, the Board will strike a nominations committee to seek nominations for any upcoming Board vacancies.

I hope the information provided here offers some clarity regarding participation and time commitment. If you wish to discuss anything further, please do not hesitate to get in touch.

Sincerely,




Scott Millar
Executive Director



Town of Onoway

Council Policy

Number	Title			
C-COU-REM-1 (1.2, 3.1.3.6)	Councillor, Committee and Board Member Remuneration Policy			
Approval	Originally Approved		Last Revised	
	Resolution No:	077/23	Resolution No:	
	Date:	March 9, 2023	Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

To clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

Policy Statement

Council, board and committee members shall be provided with remuneration for their time and for reasonable, legitimate, and necessary expenses incurred in the performance or their duties.

Definitions

For the purposes of this policy:

- a) "Council" means the duly elected Council of the Town of Onoway.
- b) "Town" means the Town of Onoway.
- c) "Chief Administrative Office" means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer's designate.
- d) "Canada Revenue Agency/CRA" means the revenue service of the federal government. CRA collects taxes, administers tax law and policy, and delivers benefit programs and tax credits.

1. Standards

- a) Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Town of Onoway.
- b) Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
- c) Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates, and any other considerations deemed appropriate in a manner agreed upon by Council.
- d) Cost of living adjustment will be reviewed by council on an annual basis and may or may not be applied to council base pay and/or meeting rates at the discretion of Council.
- e) Remuneration shall be paid in accordance with the amounts and rates shown in Schedule "A".
- f) Communications – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
- g) Schedule "A" shall be reviewed annually.
- h) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted quarterly on the Town website.
- i) At a minimum, each named elected official's honorarium, per diem, and expenses shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
- j) The Town shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the Town website.

2. Legal References

N/A

3. Cross References

N/A

Revisions:

Resolution Number	MM/DD/YY



Town of Onoway

Council Policy

Schedule "A"

1. Honorariums

- a) Regular Council Meetings – Mayor & Councillors \$175.00 per meeting

2. Meeting Rates – Committees, Boards, Training and Conventions

- a) Meeting rates for Council-appointed board and committee members, training and conventions shall be set as follows
 - o \$100 for meetings less than 4 hours;
 - o \$175 for meetings exceeding 4 hours and less than 6 hours;
 - o \$250 for meetings exceeding 6 hours in a day.
- b) Description or name of the meeting attended must be provided in the Meeting Expense Claim Form submitted to Finance.
- c) Travel time will be included.

3. Communications Expense

The mayor and council shall receive the following as allowance for personal cell phone use and personal internet costs incurred in exercising his/her duties as an elected official, as well as personal time required for the preparation for all of their meetings.

Mayor	\$400 per month
Councillor	\$250 per month

Council and select employees are provided with an iPad for Town business. The Town will pay up to \$20/month towards data usage. Any cost incurred over and above this \$20 will be reimbursed to the Town by the individual using the iPad, unless otherwise authorized by the Chief Administrative Officer.

4. Donations

Annually, in November, Council may consider the donation of \$100 per Council member to a local charity of choice.



Town of Onoway

Council Policy

Number	Title			
C-FIN-REI-1 (1.2, 3.1, 3.6)	Reimbursement and Expense Claims Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	079/23	Resolution No:	057/24
	Date:	March 9, 2023	Date:	February 22, 2024
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

The purpose of this policy is to set guidelines for the Town of Onoway Council and employee reimbursement of reasonable expenses incurred while on Town of Onoway business.

Policy Statement

The Town of Onoway will reimburse Council and employees for reasonable, legitimate and necessary expenses incurred in the performance or their duties and while on Town business.

Definitions

For the purposes of this policy:

- a) "Council" means the duly elected Council of the Town of Onoway.
- b) "Town" means the Town of Onoway.
- c) "Chief Administrative Officer/CAO" means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer's designate.
- d) "Employee" means Town of Onoway employee.
- e) "Canada Revenue Agency/CRA" means the revenue service of the federal government. CRA

collects taxes, administers tax law and policy, and delivers benefit programs and tax credits.

1. General Provisions

- b) It is assumed and expected that expense will be consistent with the best interests of the Town and its desire to minimize costs. The authority to incur expenses shall be based on budgetary constraints.
- c) Reimbursement of expenses will occur after expense claim form is completed, signed and submitted.
- d) Expense forms shall be submitted prior to the last business day of the month.
- e) Original, itemized receipts are to be submitted with expense claims, unless otherwise noted. Expenses claimed without proper receipts will not be reimbursed (credit card or debit slip is not a proper receipt).
- f) The Town will not reimburse costs of any tickets, fines, or penalty resulting from a violation of any local, provincial or federal statute.
- g) This policy shall also apply to Council and Council-appointed committee and board members.
- h) All meeting expense claims will be processed on a monthly basis in accordance with the annual pay schedule submitted to Council by Administration.
- i) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted quarterly on the Town website.
- j) At a minimum, each named elected official's honorarium, per diem, and expenses shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
- k) The Town shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the Town website.

2. Responsibilities

- a) It is the responsibility of employees and elected officials to:
 - i. exercise sound judgement, accountability, and transparency with respect to submitting expenses for reimbursement.
- b) It is the responsibility of Chief Administrative Officer to:
 - i. Develop, implement, monitor, and regulate evaluate this policy.
 - ii. Ensure reimbursement of expenses is carried out in a manner compliant with the rules set by the Canada Revenue Agency (CRA).
 - iii. Approve the Mayor's expense claims.
 - iv. Approve Councillor expense claims.
 - v. Approve employee expense claims.
- c) A Councillor whose expense claim is not approved by the CAO may submit the expense claim to Council for approval. Alternatively, the CAO may submit a Councillor expense claim or a CAO expense claim to Council for approval.

3. Accommodations

- a) Accommodation expenses based on actual costs (hotel room rate and taxes) will be reimbursed. The hotel invoices/statement must be submitted with the expense claim form.
- b) In-room charges (for example, movies, mini-bar, personal phone calls, etc.) will not be reimbursed.

4. Travel

- a) Reimbursement will occur for the most direct, practical, and cost-effective mode of travel available, considering all of the circumstances.
- b) Google Maps, shortest route, shall be used. Minutes to be rounded to the nearest 1/4 hour, if required.
- c) Should there be an opportunity for cost savings, the Town encourages these savings (e.g., carpooling/rental vehicle compared to multiple mileage claims).
- d) Personal vehicles used for business travel will be reimbursed by way of an all-inclusive mileage rate pursuant to Schedule A. This rate will be reviewed annually and will be adjusted based on Canada Revenue Agency (CRA) automobile rates on the Expense Claim form each January at the approval of the CAO.
- e) Mileage claimed must provide the following details:
 - i. Date
 - ii. Destination
 - iii. Purpose
 - iv. Distance Travelled
- f) Air travel will be reimbursed based on actual cost. All claims for air travel must be accompanied by a receipt. The most reasonable and economical air fare available is encouraged to be selected. Also, seat sales and advanced booking fares is encouraged if available. The Town will not reimburse for seat upgrades, business, priority, or first class.

5. Parking

- a) Parking expense incurred while carrying out Town business will be reimbursed with parking receipts.

6. Taxi

- a) Taxi fares for business purposes will be reimbursed with a receipt.

7. Meal Allowances

- a) Meal allowances or claims are not authorized when meals are provided or included in the registration fee for conference unless
 - other Town business does not allow the registration fee for conference or

- other Town business does not allow the employee to participate in the conference meals(s)

Conference itinerary or registration must be submitted with expense claim.

- b) Meals will be reimbursed by using the following guidelines for meal reimbursements (rates below are a flat rate and include GST and gratuities):

	With Itemized Receipt	Without Itemized Receipt (Based on CRA Guidelines)
Breakfast	\$40	\$23
Lunch	\$40	\$23
Dinner	\$50	\$23

- c) The combined amount of receipted and/or non receipted meals shall not exceed \$69.00 (CRA) or \$130 per day (including GST and gratuities).
- d) Claims for alcoholic beverages will not be reimbursed.

8. Gratuities

- a) Tipping is limited to a maximum of 15% unless mandatory tip is added automatically to the bill by the establishment.

9. Hosting/Business Meals

- a) If the Mayor or a Councillor is hosting a business meal for reasons of benefit to the Town, which includes invited guests external to the Town, then reasonable alcohol expense can be included.
- b) GST expense receipts must be submitted for item 9(a) as well as names(s) of the guests represented for a business meal.
- c) If the business meal has no parties external to the Town, then no alcohol expenses can be included.

10. Incidentals/Per Diem

- a) A personal expense allowance of \$10.00 per day (calculated based on the number of nights away) may be claimed for incidental expenses. This is to cover items such as personal telephone calls, magazines, snacks, laundry, meter parking, public transit, etc., and no receipts are required and additional claims for incidentals will not be reimbursed. Conference itinerary or registration must be submitted as backup with the expense claim to verify nights away.

11. Review Period

Within three (3) years from date adopted/amended/reviewed or as required.

12. Legal References

N/A

13. Cross References

N/A

14. Revisions

N/A

Resolution Number	MM/DD/YY



Town of Onoway

Council Policy

Schedule "A"

Schedule of Town All-Inclusive Mileage Rates

Year	Reimbursement Rate
2019	\$0.58
2020	\$0.59
2021	\$0.59
2022	\$0.61
2023	\$0.68
2024	\$0.70

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