



**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, JANUARY 9, 2025
COUNCIL CHAMBERS OF THE ONOWAY CIVIC CENTRE
AND VIRTUALLY VIA ZOOM
COMMENCING AT 9:30 A.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

*THAT the January 9, 2025 Regular Council Meeting agenda be approved
as presented*

or

*THAT the January 9, 2025 Regular Council Meeting agenda be approved
with the following amendment(s) (as noted at meeting time)*

3. PUBLIC INPUT SESSION

4. PROPOSED CONSENT AGENDA ITEMS

Pg 1-7 a) December 12, 2024 Regular Council Meeting Minutes

Pg 8-10 b) December 20, 2024 Special Council Meeting Minutes

c) 11. Information items

a) Hwy 43 East Waste Commission – November 13, 2024 letter regarding
crushed concrete rates

b) Lac Ste. Anne County - Alberta Crime Prevention Grant application –
December 17, 2024 letter of support from CAO Thompson

c) AB Munis Municipal Leaders Caucus Spring 2025 – Request to meet with
Minister McIver

Recommendation:

*THAT all items on the consent agenda and respective recommendations be
approved.*

5. PUBLIC HEARINGS – n/a

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS

Pg 11-19 **9:30 a.m.** – Northern Gateway Public Schools - Randy Lovich and Fred Reilander – A Request for Information is attached

Onoway Jr Sr High School water overcharges, meter changeout and meter charges.

Recommendation:

Direction provided from Council deliberations.

7. FINANCIAL REPORTS – n/a

8. POLICIES AND BYLAWS

Pg 20-37 a) Bylaw 821-25 – A Bylaw to Establish the Committees of Council

Recommendation:

THAT Bylaw 821-25 A Bylaw to Establish the Committees of Council be given FIRST reading;

THAT Bylaw 821-25 A Bylaw to Establish the Committees of Council be given SECOND reading.

Pg 38-43 b) Bylaw 822-25 – Non-Residential Development Incentive Bylaw

Recommendation:

THAT Bylaw 822-25 A Bylaw for a Non-Residential Development Incentive be given FIRST reading;

THAT Bylaw 822-25 A Bylaw for a Non-Residential Development Incentive be given SECOND reading.

9. ACTION ITEMS

- Pg 44-50 a) 2024 Audit Plan – December 16, 2024 Letter from Philip Dirks, Metrix Group – A Request for Decision is attached.

Recommendation:

THAT the December 16, 2024 letter outlining the 2024 Audit Plan from Philip Dirks, Metrix Group, Auditor for the Town of Onoway, be acknowledged as received and that Council is aware that they are to contact the Auditor directly if they have concerns regarding any actual, suspected or alleged fraud affecting the Town.

- Pg 51-55 b) 2025 FCSS Process – A Request for Decision is attached.

Recommendation:

*THAT Council accepts the information presented regarding the 2025 FCSS Process
or
Direction provided from Council deliberations.*

10. COUNCIL, COMMITTEE & STAFF REPORTS

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

Recommendation:

THAT the Council and Staff written and verbal reports be accepted for Information as presented

11. INFORMATION ITEMS

- P956 a) Hwy 43 East Waste Commission – November 13, 2024 letter regarding crushed concrete rates
- P957 b) Lac Ste. Anne County - Alberta Crime Prevention Grant application – December 17, 2024 letter of support from CAO Thompson
- P958-61 c) AB Munis Municipal Leaders Caucus Spring 2025 – Request to meet with Minister McIver

Recommendation:

THAT the Information items be accepted as presented.

12. CLOSED MEETING

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

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

13. ADJOURNMENT



**TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES**

December 12, 2024
9:30 a.m.
Council Chambers
Onoway Civic Centre (and Virtually Via Zoom)

Council Present: Mayor Lenard Kwasny
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

Council Absent: Deputy Mayor Lisa Johnson

4 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. Mr. Gordon Vaughan was recognized for his contributions to the community and condolences were expressed to his family.

2. ADOPTION OF THE AGENDA

Motion # 417-24

MOVED by: Councillor Sheila Pockett

THAT the December 12, 2024 Regular Council Meeting agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

Motion # 418-24

MOVED by: Councillor Bridgitte Coninx

THAT the November 28, 2024 Regular Council Meeting minutes be approved as presented.

CARRIED

4. APPOINTMENTS/PUBLIC HEARINGS

a. 9:30 a.m. - Sergeant Bryan Brooks - Parkland RCMP Detachment

Motion # 419-24

MOVED by: Councillor Robin Murray

THAT Council accept the discussion with Sergeant Brooks for information.

CARRIED

b. 9:45 a.m. - Chief Enforcement Officer Dallas Choma - Lac Ste. Anne County CPO

Motion # 420-24

MOVED by: Councillor Bridgitte Coninx

THAT Council accept the discussion with Chief Enforcement Officer Choma for information.

CARRIED

Sergeant Brooks and Chief Enforcement Officer Choma left the meeting at 9:58 a.m.

5. FINANCIAL REPORTS

a. 2025-2028 Interim Operating Budget and 2025-2030 Capital Budget

Motion # 421-24

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2025-2028 Interim Operating Budget as presented.

CARRIED

Motion # 422-24

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2025-2030 Capital Budget as presented.

CARRIED

6. POLICIES & BYLAWS

- a. 820-24 - Fees & Charges Bylaw

Motion # 423-24

MOVED by: Councillor Sheila Pockett

THAT Bylaw # 820-24 the Fees and Charges Bylaw be given First reading.

CARRIED

Motion # 424-24

MOVED by: Councillor Robin Murray

THAT Bylaw # 820-24 the Fees and Charges Bylaw be given Second reading.

CARRIED

Motion # 425-24

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw # 820-24 the Fees and Charges Bylaw be considered for Third reading at this meeting.

CARRIED UNANIMOUSLY

Motion # 426-24

MOVED by: Councillor Robin Murray

THAT Bylaw # 820-24 the Fees and Charges Bylaw be given Third and final reading and adopted.

CARRIED

7. ACTION ITEMS

- a. 2025 Onoway Public Library Board Draft Budget

Motion # 427-24

MOVED by: Councillor Robin Murray

THAT Council approves the 2025 Onoway Public Library Board Budget as presented.

CARRIED

b. Town of Onoway Library Board Reappointments

Motion # 428-24

MOVED by: Councillor Bridgitte Coninx

THAT the Town of Onoway approve the recommendations from the Town of Onoway Library Board to: reappoint Jean Moses as a board member at large to the Town of Onoway Library Board for a second term of 3 years (from January 1, 2025 to January 1, 2028); and reappoint George Vaughan as a board member at large to the Town of Onoway Library Board for a third term of 3 years (from January 1, 2025 to January 1, 2028).

CARRIED

c. Economic Development and Tourism Committee

Motion # 429-24

MOVED by: Councillor Robin Murray

THAT Julianna Merritt and Robb Parrott be appointed to serve on the Economic Development & Tourism Committee of the Town of Onoway.

CARRIED

Motion # 430-24

MOVED by: Councillor Sheila Pockett

THAT Council approve the annual economic development work plan for 2025:

- Accessory Dwelling Development Incentive Program. (Priority)
- Pre-Approved Accessory Dwelling Designs. (Priority)
- Build Relationship with LSAC Council and administration.
- Formal Regional Economic Development Working Group.
- Membership Drive for EDTC.

CARRIED

Motion # 431-24

MOVED by: Councillor Robin Murray

THAT Council approve the minutes from the November 27, 2024 Economic Development and Tourism Committee meeting as presented.

CARRIED

- d. Northern and Regional Economic Development Grant Program - Community Futures Yellowhead East (CFYE)

Motion # 432-24

MOVED by: Councillor Robin Murray

THAT Council ratify the letter of support that Administration has provided to CFYE for the Northern and Regional Economic Development Grant.

CARRIED

- e. Lagoon Desludging Assessment

Motion # 433-24

MOVED by: Councillor Bridgitte Coninx

THAT Council approves a hydrasurvey of the lagoon in 2025 operating expenses.

CARRIED

- f. Scheduling of Special Council Meeting - CAO Performance Appraisal

Motion # 434-24

MOVED by: Councillor Sheila Pockett

THAT Council schedule a Special Council Meeting (pursuant to Section 194 of the Municipal Government Act) (MGA) for Friday, December 20, 2024 at 2:30 p.m. for the purpose of discussing the CAO Performance Appraisal.

CARRIED

8. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 435-24

MOVED by: Councillor Sheila Pockett

THAT the Council and Staff written and verbal reports be accepted for information as presented.

CARRIED

- a. Mayor's Report
- b. Deputy Mayor's Report - n/a
- c. Councillor's Report

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

9. INFORMATION ITEMS

Motion # 436-24

MOVED by: Councillor Bridgitte Coninx

THAT the Information Items be accepted as presented.

CARRIED

- a. Town of Onoway Development Permit 24DP09-24 - 5112 Sturgeon Place - Operation of a Distillery
- b. Joint Municipal Policing Committees - November 20, 2024 letter from Minister Mike Ellis, Public Safety and Emergency Services
- c. Designation of Affordable Housing Accommodations - November 22, 2024 email from S Burak-Bernard, Alberta Housing
- d. Lac Ste. Anne Foundation 2026 Municipal Requisition - December 4, 2024 letter from Dena Krysik, CAO
- e. Alberta Municipal Affairs 2023-24 Municipal Accountability Program (MAP) Report - November 18, 2024 letter from ADM Gary Sandberg
- f. Assessment Year Modifiers - December 5, 2024 letter from Alberta Municipal Affairs ADM Ethan Bayne

10. CLOSED MEETING

Motion # 437-24

MOVED by: Councillor Robin Murray

THAT pursuant to Section 197(2) of the Municipal Government Act and Section 17(4)(d) FOIP, Council move into a Closed Meeting at 11:30 a.m. to discuss "Personnel"

CARRIED

Motion # 438-24

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of Closed Meeting at 11:58 a.m.

CARRIED

Motion # 439-24

MOVED by: Councillor Robin Murray

THAT Council approve a 2% Cost of Living Adjustment (COLA) increase for applicable wages at the discretion of the CAO effective January 1, 2025.

CARRIED

11. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 12:00 p.m.

12. UPCOMING EVENTS

Mayor
Lenard Kwasny

Jennifer Thompson
Chief Administrative Officer



**TOWN OF ONOWAY
SPECIAL COUNCIL MEETING MINUTES**

December 20, 2024
2:30 p.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

Administration Absent: Debbie Giroux, Recording Secretary

1. CALL TO ORDER

Mayor Lenard Kwasny called the meeting to order at 2:29 p.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 # 440-24

MOVED by: Councillor Robin Murray

THAT the December 20, 2024 Special Council Meeting agenda be approved as presented.

CARRIED

3. ACTION ITEMS – n/a

4. CLOSED MEETING

Motion # 441-24

MOVED by: Councillor Bridgitte Coninx

THAT pursuant to Section 197(2) of the Municipal Government Act and Section 17(4)(d) FOIP (and MAGA 205.1), Council move into a Closed Meeting at 2:30 p.m. to discuss "Personnel – CAO Performance Appraisal".

CARRIED

Council recessed from 2:30 p.m. until 2:32 p.m. to allow the Director of Corporate and Community Services to leave the meeting.

CLOSED SESSION:

The following individuals were present for the Closed Session:

Mayor Lenard Kwasny
Deputy Mayor Lisa Johnson
Councillor Bridgitte Coninx
Councillor Robin Murray
Councillor Sheila Pockett
Jennifer Thompson, Chief Administrative Officer

CAO Thompson left the meeting at 2:34 p.m.

CAO Thompson returned to the meeting at 3:53 p.m.

Motion # 442-24

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of Closed Meeting at 4:19 p.m.

CARRIED

Motion # 443-24

MOVED by: Councillor Bridgitte Coninx

THAT Council confirm, as per legislation, the 2024 CAO Evaluation is completed.

CARRIED

5. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Special Council Meeting adjourned at 4:23 p.m.

Mayor
Lenard Kwasny

Jennifer Thompson
Chief Administrative Officer

UNAPPROVED



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: January 9, 2025 _____

APPLICANT NAME AND CONTACT INFORMATION

Last Name: Lovich/Reilander	First Name Randy/Fred
Street Address: Onoway High School	City, Province, Postal Code Onoway AB
Primary Phone No.: 780 _____	E-Mail: Randy.lovich@ngps.ca

NAME OF PRESENTERS/ORGANIZATION

1. Randy Lovich _____ 2. Fred Reilander _____ 3. _____	<p>Supporting documentation (optional)</p> <p>Handouts at the meeting (please bring 10 copies and provide them to the recording Secretary before the meeting begins)</p> <p><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)</p>
--	---

SUBJECT AND PURPOSE OF PRESENTATION

<p>Clearly outline the topic of your presentation:</p> <p>Water Overcharges at School. Meter Changeout. Meter Charges.</p>		
<p>List desired outcome of the presentation:</p> <p>Northern Gateway Public Schools are requesting some relaxation on past charges.</p>		
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Requesting Action </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Requesting Funds <input type="checkbox"/> Other (provide details): _____ </td> </tr> </table>	<input type="checkbox"/> For Information <input checked="" type="checkbox"/> Requesting Action	<input checked="" type="checkbox"/> Requesting Funds <input type="checkbox"/> Other (provide details): _____
<input type="checkbox"/> For Information <input checked="" type="checkbox"/> Requesting Action	<input checked="" type="checkbox"/> Requesting Funds <input type="checkbox"/> Other (provide details): _____	

See following page for Freedom of Information and Privacy Act (FOIP) information.



Town of Onoway Request for Information

Meeting:	Council Meeting
Meeting Date:	January 9, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Consideration of One time Consumption Reduction for Institutional Customer

BACKGROUND / PROPOSAL

Council considered information presented at the November 28, 2024 meeting regarding overage charges at Onoway Junior Senior Highschool from their August 2024 bill.

The overages were 316.6 m³ and 344.3 m³ where there usually is minimal consumption. Administration worked with staff from Northern Gateway over a period of a few months to determine where the overages occurred.

Bylaw 806-23 states that an abnormal reading may be reduced by the CAO.

- 7.4.2 **Abnormal Readings** – In the event that there is a significant volume of water consumed or utilized as a result of a faulty appliance or fixture, the account holder can apply to the Chief Administrative Officer for a One-Time adjustment that is based upon an average consumption rate using the past twelve months of usage excluding the abnormal month of consumption. The decision to provide a price adjustment is at the sole discretion of the Chief Administrative Officer.

Upon investigation there was no evidence that there is a faulty fixture or anything within the customer's premise. While the Town of Onoway did perform a valve replacement around the time the high usage was noted, the customer has assured staff that there is backflow prevention and they find no evidence of the high usage in their system. Water consumption and sewer consumption for the community did not significantly change, as the water line from the valve repair would indicate a higher consumption at the water plant while the main line was charged. During the valve change, Administration reviewed other customer's billings in the immediate vicinity and there is no change in their consumption.

Staff have ordered a 2" Mach10 meter to replace the 3" meter and Northern Gateway School Division has provided written confirmation that a 2" meter is sufficient for their system. This will reduce the monthly fees for Northern Gateway School Division, when the new meter is installed.

The calculated reduction on both meters is \$5,159.37.

Administration also reviewed water consumption charges from WILD Water. There was additional water consumption from WILD as presented at the November 28, 2024 meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Staff data logged the meters on December 10th, 2024. With the capacity of staff prior to the Christmas break, the datalogs were not reviewed until the time of creating this report.

There is evidence on the datalog that there is intermittent high usage which indicates there is a fixture within the building that is contributing to the water loss. The water loss is similar to the August high usage. Prior data is not available as the meter systems the Town has only keep 90 days of records.

Datalogs will be available during the meeting for information, if required.

Staff from Northern Gateway have requested to speak with Council, therefore this additional information is being provided.

STRATEGIC ALIGNMENT

Fiscal Sustainability / Good Governance

COSTS / SOURCE OF FUNDING

N/A

RECOMMENDED ACTION

Direction provided from deliberations

ATTACHMENTS

Correspondence to NGSD regarding overage charges December 4, 2024

Data Log August 18, 2024 5/8" Meter

Data Log September 24,2024 5/8" Meter

Data Log August 18, 2024 3" Meter

Data Log September 24,2024 3" Meter



TOWN OF ONOWAY

Mail: Box 540
Oneway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338
info@onoway.ca

December 4, 2024

Northern Gateway Public Schools
Box 840, 4816 – 49 Avenue
Whitecourt, AB T7S 1N8
Via email: Fred.Reilander@cima.ca

Attention: Fred Reilander

Dear Fred:

Re: Oneway Junior/Senior Highschool Utility Accounts 5671 001 and 5671 002

At the regular meeting of November 28, 2024, Council considered the request received for a one-time consumption reduction in the amount of \$5,159.37 for Oneway Junior/Senior Highschool utility accounts for the month of August 2024.

Bylaw 806-23 states that an abnormal reading may be reduced when there is evidence of a faulty fixture or appliance within a customer's premise. While the Town recognizes that this was high usage, investigation did not determine any evidence of equipment failure.

- 7.4.2 **Abnormal Readings** – In the event that there is a significant volume of water consumed or utilized as a result of a faulty appliance or fixture, the account holder can apply to the Chief Administrative Officer for a One-Time adjustment that is based upon an average consumption rate using the past twelve months of usage excluding the abnormal month of consumption. The decision to provide a price adjustment is at the sole discretion of the Chief Administrative Officer.

With that in mind, Administration brought the item forward for Council's direction, as the bylaw could not be applied to the high usage as it is not within the parameters. After deliberation Council passed the following motion.

"THAT Council notify the customer that as no evidence has been found that consumption charges are incorrect of accounts 5671 002 and 5671 001 that the customer is responsible for the consumption charges from August 2024."

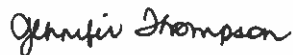
Council is also aware of the claim that Town staff required a three inch meter to be installed. They also recognize that no documentation has been provided to substantiate that claim. They are aware that staff will be replacing the 3" meter with a 2" meter. Council is not able to provide any further reductions as requested. Should you provide further information to substantiate the installation of a three inch meter, Council may review.

The Mach 10, 2" meter has been ordered and is expected to be delivered in April 2025. You have confirmed via email dated November 22, 2024, that Northern Gateway School Division will accept responsibility of the reduction in meter size

Once the new meter is installed, the basic fees will be as per Bylaw and the second billing that is currently in place will be removed as the Mach10 is able to accommodate low and high usage.

Should you have further information that you wish to provide, please submit for review. Public Works staff will be in contact with Mr. Lovich when the new meter is available. The installation of the new meter will be the responsibility of Northern Gateway School Division however the cost of the new meter is the responsibility of the Town of Onoway.

Yours truly,



Jennifer Thompson
Chief Administrative Officer

cc: Council
Randy Lovich (rlovich@ngps.ca)
Public Works Manager (pwmanager@onoway.ca)

JT/dg

DATA LOGGING REPORT

August 18, 2024

NORTHERN GATEWAY REG SCH.

Account Number: 5671002

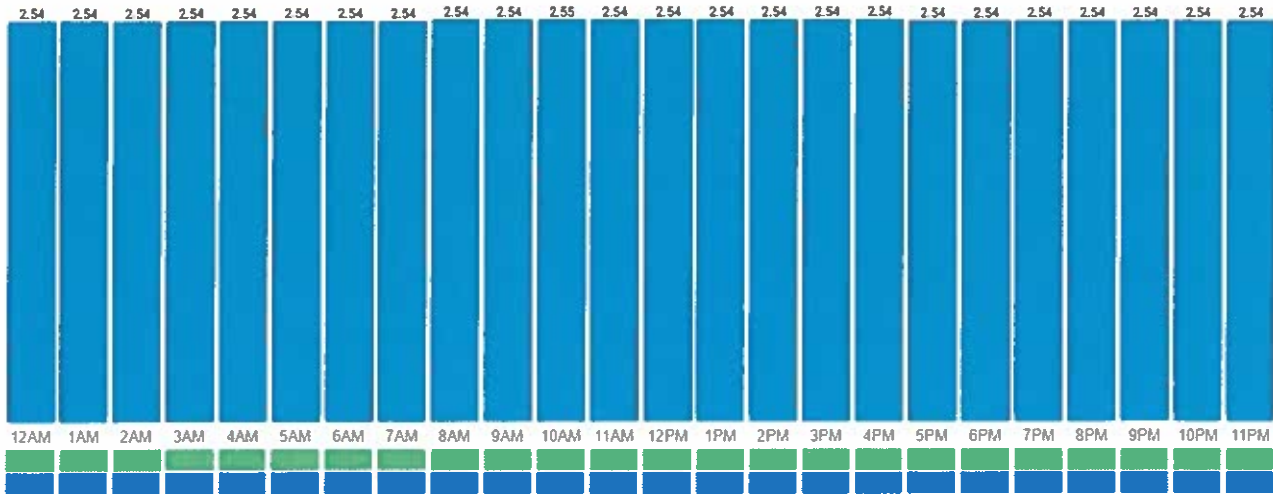
Address: JR/SR New School

MIU#: 1540755204

Size: 5/8" - 1 1/2" T-10

UOM: CUBIC METERS

■ Major Reverse
 ■ Minor Reverse
 ■ Continuous Consumption
 ■ Intermittent Consumption



Date/Time	Reading	Consumption	Reverse Flow	Consumption Flag
08/18/2024 11:26 PM	9165.621	2.537	Minor	Continuous
08/18/2024 10:26 PM	9163.084	2.538	Minor	Continuous
08/18/2024 09:26 PM	9160.546	2.537	Minor	Continuous
08/18/2024 08:26 PM	9158.009	2.536	Minor	Continuous
08/18/2024 07:26 PM	9155.473	2.537	Minor	Continuous
08/18/2024 06:26 PM	9152.936	2.537	Minor	Continuous
08/18/2024 05:26 PM	9150.399	2.538	Minor	Continuous
08/18/2024 04:26 PM	9147.861	2.54	Minor	Continuous
08/18/2024 03:26 PM	9145.321	2.54	Minor	Continuous
08/18/2024 02:26 PM	9142.781	2.541	Minor	Continuous
08/18/2024 01:26 PM	9140.24	2.541	Minor	Continuous
08/18/2024 12:26 PM	9137.699	2.542	Minor	Continuous
08/18/2024 11:26 AM	9135.157	2.541	Minor	Continuous
08/18/2024 10:26 AM	9132.616	2.545	Minor	Continuous
08/18/2024 09:26 AM	9130.071	2.543	Minor	Continuous
08/18/2024 08:26 AM	9127.528	2.54	Minor	Continuous
08/18/2024 07:26 AM	9124.988	2.538	Minor	Continuous
08/18/2024 06:26 AM	9122.45	2.537	Minor	Continuous
08/18/2024 05:26 AM	9119.913	2.538	Minor	Continuous
08/18/2024 04:26 AM	9117.375	2.538	Minor	Continuous
08/18/2024 03:26 AM	9114.837	2.537	Minor	Continuous
08/18/2024 02:26 AM	9112.3	2.538	Minor	Continuous
08/18/2024 01:26 AM	9109.762	2.537	Minor	Continuous
08/18/2024 12:26 AM	9107.225	2.537	Minor	Continuous

DATA LOGGING REPORT

September 24, 2024

NORTHERN GATEWAY REG SCH.

Account Number: 5671002

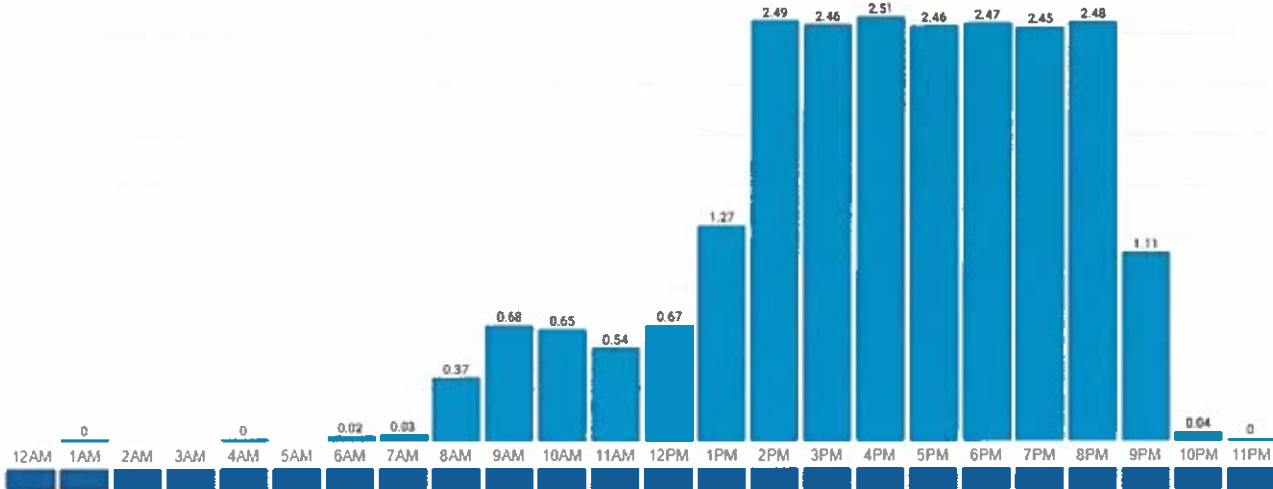
Address: JR/SR New School

MIU#: 1540755204

Size: 5/8" - 1 1/2" T-10

UOM: CUBIC METERS

■ Major Reverse
 ■ Minor Reverse
 ■ Continuous Consumption
 ■ Intermittent Consumption



Date/Time	Reading	Consumption	Reverse Flow	Consumption Flag
09/24/2024 11:31 PM	9311.384	0.002		Intermittent
09/24/2024 10:31 PM	9311.382	0.04		Intermittent
09/24/2024 09:31 PM	9311.342	1.106		Intermittent
09/24/2024 08:31 PM	9310.236	2.482		Intermittent
09/24/2024 07:31 PM	9307.754	2.451		Intermittent
09/24/2024 06:31 PM	9305.303	2.474		Intermittent
09/24/2024 05:31 PM	9302.829	2.457		Intermittent
09/24/2024 04:31 PM	9300.372	2.511		Intermittent
09/24/2024 03:31 PM	9297.861	2.464		Intermittent
09/24/2024 02:31 PM	9295.397	2.486		Intermittent
09/24/2024 01:31 PM	9292.911	1.273		Intermittent
09/24/2024 12:31 PM	9291.638	0.672		Intermittent
09/24/2024 11:31 AM	9290.966	0.544		Intermittent
09/24/2024 10:31 AM	9290.422	0.65		Intermittent
09/24/2024 09:31 AM	9289.772	0.676		Intermittent
09/24/2024 08:31 AM	9289.096	0.367		Intermittent
09/24/2024 07:31 AM	9288.729	0.028		Intermittent
09/24/2024 06:31 AM	9288.701	0.017		Intermittent
09/24/2024 05:31 AM	9288.684	0		Intermittent
09/24/2024 04:31 AM	9288.684	0.001		Intermittent
09/24/2024 03:31 AM	9288.683	0		Intermittent
09/24/2024 02:31 AM	9288.683	0		Intermittent
09/24/2024 01:31 AM	9288.683	0.001		Intermittent
09/24/2024 12:31 AM	9288.682	0		Intermittent

DATA LOGGING REPORT

August 18, 2024

NORTHERN GATEWAY REG SCH

Account Number: 5671001

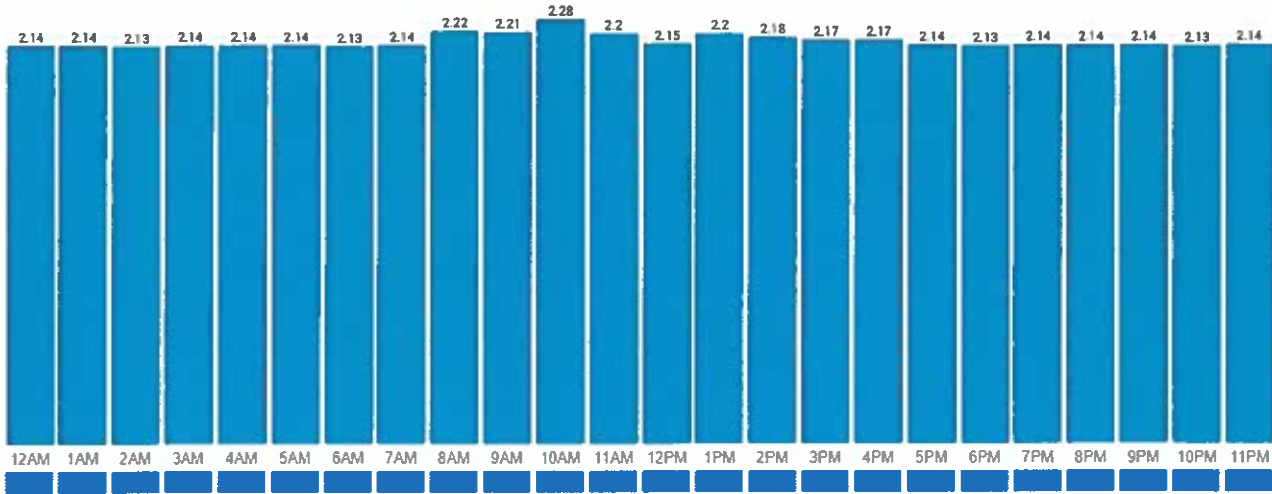
Address: JR/SR New School

MIU#: 1542757320

Size: 1 1/2" - 4" HPT

UOM: CUBIC METERS

■ Major Reverse
 ■ Minor Reverse
 ■ Continuous Consumption
 ■ Intermittent Consumption



Date/Time	Reading	Consumption	Reverse Flow	Consumption Flag
08/18/2024 11:53 PM	2284.19	2.14		Continuous
08/18/2024 10:53 PM	2282.05	2.13		Continuous
08/18/2024 09:53 PM	2279.92	2.14		Continuous
08/18/2024 08:53 PM	2277.78	2.14		Continuous
08/18/2024 07:53 PM	2275.64	2.14		Continuous
08/18/2024 06:53 PM	2273.5	2.13		Continuous
08/18/2024 05:53 PM	2271.37	2.14		Continuous
08/18/2024 04:53 PM	2269.23	2.17		Continuous
08/18/2024 03:53 PM	2267.06	2.17		Continuous
08/18/2024 02:53 PM	2264.89	2.18		Continuous
08/18/2024 01:53 PM	2262.71	2.2		Continuous
08/18/2024 12:53 PM	2260.51	2.15		Continuous
08/18/2024 11:53 AM	2258.36	2.2		Continuous
08/18/2024 10:53 AM	2256.16	2.28		Continuous
08/18/2024 09:53 AM	2253.88	2.21		Continuous
08/18/2024 08:53 AM	2251.67	2.22		Continuous
08/18/2024 07:53 AM	2249.45	2.14		Continuous
08/18/2024 06:53 AM	2247.31	2.13		Continuous
08/18/2024 05:53 AM	2245.18	2.14		Continuous
08/18/2024 04:53 AM	2243.04	2.14		Continuous
08/18/2024 03:53 AM	2240.9	2.14		Continuous
08/18/2024 02:53 AM	2238.76	2.13		Continuous
08/18/2024 01:53 AM	2236.63	2.14		Continuous
08/18/2024 12:53 AM	2234.49	2.14		Continuous

DATA LOGGING REPORT

September 24, 2024

NORTHERN GATEWAY REG.SCH.

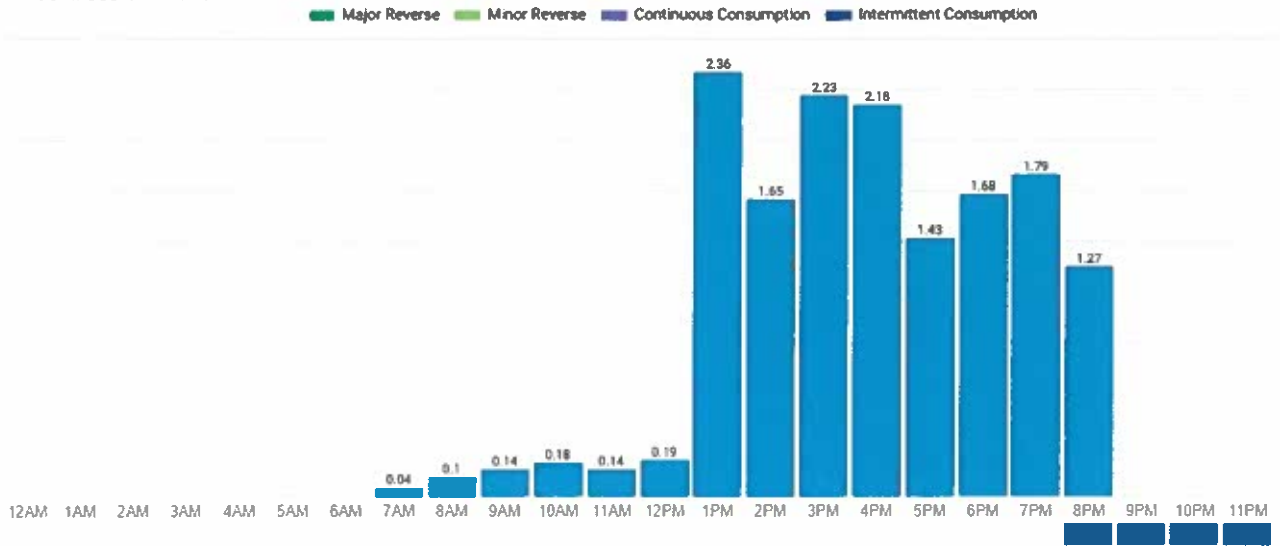
Account Number: 5671001

Address: JR/SR New School

MIU#: 1542757320

Size: 1 1/2" - 4" HPT

UOM: CUBIC METERS



Date/Time	Reading	Consumption	Reverse Flow	Consumption Flag
09/24/2024 11:57 PM	2360.72	0		Intermittent
09/24/2024 10:57 PM	2360.72	0		Intermittent
09/24/2024 09:57 PM	2360.72	0		Intermittent
09/24/2024 08:57 PM	2360.72	1.27		Intermittent
09/24/2024 07:57 PM	2359.45	1.79		
09/24/2024 06:57 PM	2357.66	1.68		
09/24/2024 05:57 PM	2355.98	1.43		
09/24/2024 04:57 PM	2354.55	2.18		
09/24/2024 03:57 PM	2352.37	2.23		
09/24/2024 02:57 PM	2350.14	1.65		
09/24/2024 01:57 PM	2348.49	2.36		
09/24/2024 12:57 PM	2346.13	0.19		
09/24/2024 11:57 AM	2345.94	0.14		
09/24/2024 10:57 AM	2345.8	0.18		
09/24/2024 09:57 AM	2345.62	0.14		
09/24/2024 08:57 AM	2345.48	0.1		
09/24/2024 07:57 AM	2345.38	0.04		
09/24/2024 06:57 AM	2345.34	0		
09/24/2024 05:57 AM	2345.34	0		
09/24/2024 04:57 AM	2345.34	0		
09/24/2024 03:57 AM	2345.34	0		
09/24/2024 02:57 AM	2345.34	0		
09/24/2024 01:57 AM	2345.34	0		
09/24/2024 12:57 AM	2345.34	0		

A BYLAW OF THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS the Municipal Government Act, as amended provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said Municipal Government Act;

AND WHEREAS the Council of the Town of Onoway considers it expedient to establish Council committees to support and facilitate the achievement of Onoway's Strategic Plan, vision and goals, and to advise Council on matters relevant to the Committee mandates.

NOW THEREFORE the Council of the Town of Onoway, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the Municipal Government Act, as amended, enacts as follows:

1. TITLE

This Bylaw may be cited as the "Council Committees Bylaw".

2. DEFINITIONS

In this Bylaw:

- 2.1 "Ad Hoc Committee" is a temporary committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.
- 2.2 "Administrative representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 2.3 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Onoway or their designate;
- 2.4 "Code of Conduct" means the Council Code of Conduct Bylaw, which establishes the conduct governing members of Council committees.
- 2.5 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large or entirely of Members at Large;
- 2.6 "Committee of the Whole" means the Committee of the Whole established by Council;
- 2.7 "Council" means the Council of the Town of Onoway;
- 2.8 "Councillor" means a Councillor of the Town of Onoway;
- 2.9 "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum when present at Committee meetings and, when present, they shall not vote.
- 2.10 "Mandate" means those functions and priorities assigned by Council to the respective committee, which aligns with the Town's Strategic Plan.
- 2.11 "Mayor" means the Chief Elected Official of the Town;
- 2.12 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;

- 2.13 "Term of Appointment" shall mean one, two-year term. Partial terms of less than one year shall not be counted in the maximum number of terms served.
- 2.14 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are attached as a Schedule to this Bylaw;
- 2.15 "Town" means the Town of Onoway;
- 2.16 "Voting Member" means those members identified as voting members in the Terms of Reference.

3. COMMITTEES

- 3.1 Committee of the Whole
- 3.2 Economic Development & Tourism Committee
- 3.3 Beautification Committee

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in the Terms of Reference attached as Schedules to and forming part of this Bylaw.
- 4.2 Committee Terms of Reference shall be reviewed on an annual basis by the Priorities and Initiatives Committee. The Priorities and Initiatives Committee shall advise Council as to the continued need for the Committee and, if required, whether:
- 4.3 the Terms of Reference are appropriate and meet the objectives of Council; and
- 4.4 the Committee is fulfilling its Terms of Reference.

5. POWERS OF COMMITTEES

- 5.1 Each committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 5.2 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.3 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass bylaws or to enter into any contractual agreements.
- 5.5 A Committee shall not have the authority to act administratively or at an operational level.
- 5.6 The Committee shall provide a forum for examining timely issues relevant to its mandate.
- 5.7 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents as appropriate to Council or the Priorities and Initiatives Committee.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

- 6.2 All Committee Chairs' shall provide the Priorities and Initiatives Committee with a report on the activities of the Committee at least once annually or as requested by the Priorities and Initiatives Committee.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A Committee shall be comprised of a maximum of seven members as indicated in the Committee Terms of Reference, if one or more Councillors are appointed as members of a Committee, an Alternate Councillor shall also be appointed.
- 8.2 Councillors shall be appointed by Council at the organizational meeting or at a meeting following the organizational meeting.
- 8.3 Members at Large shall be appointed by Council to a Committee effective as of January 1 in each year or as otherwise designated by Council.
- 8.4 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.5 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution in accordance with the Council Code of Conduct Bylaw, as amended.
- 8.6 All Members at Large shall remain in office until their respective successors are appointed.
- 8.7 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the Committee accepting a valid reason for his or her absence.
- 8.8 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council for a specific defined purpose.
- 8.9 A Councillor appointed to a Committee that is comprised of both Councillors and Members at Large, is appointed solely as Council's representative to the Committee and shall not vote.

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.
- 9.2 In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
- 9.3 In each succeeding year, Council shall appoint for a two (2) year term enough members to fill the vacancies created by the expiration of the terms of the Members at Large in that year.

- 9.4 Members at Large whose terms are expiring may be reappointed provided that no Member at Large may serve more than two (2) consecutive terms on a particular Committee.
- 9.5 Notwithstanding section 9.2, Council may allow Members at Large to be reappointed for a third consecutive term if Council determines that extraordinary conditions warrant such an appointment.
- 9.6 Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council shall advertise for the vacant position.
- 9.7 In the event of a vacancy occurring prior to the expiration of a term, the person appointed to fill such vacancy shall hold office for the remainder of that term.
- 9.8 Councillors appointed to a Committee shall be appointed for a one (1) year term, however, Council may, in its discretion, appoint a Councillor for an additional consecutive one (1) year term.

10. COMMITTEE CHAIR AND VICE-CHAIR

- 10.1 At its first meeting each year, a Committee shall elect a Chair and Vice-Chair from among its Voting Members.
The Chair shall hold office for a term of one (1) year from the date of appointment.
- 10.2 The Chair shall preside over all meetings for the Committee and decide all points of order that may arise.
- 10.3 In the absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chair would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2 The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be made and filed with the Chief Administrative Officer and made available to Council on a timely basis.
- 11.3 The Administrative Representative shall provide the Committee with information, research, or data already within its possession; however, requests for information or data not currently available or requiring additional research requires Council approval by way of report to Council.
- 11.4 The Administrative Representative shall assist the Chair in ensuring that Committee activities are consistent with, and that agenda items fall within the Committee's Terms of Reference.
- 11.5 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 11.6 The Chief Administrative Officer shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

- 12.1 A Committee shall hold regular meetings at a frequency to be determined by the Committee, but not less than four (4) meetings per year.
- 12.2 A Committee shall give at least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting.
 - 12.2.1 to the members of the Committee, and
 - 12.2.2 to the public.
- 12.3 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Onoway website.
- 12.4 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.5 Committee members should notify Administration within 24 hours of a scheduled meeting if they are unable to attend, to ensure that quorum will be available for all meetings.
- 12.6 All Voting Members of a Committee, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. GENERAL

The Council Procedures Bylaw shall govern Committees and shall be binding upon all Committee members whether Councillors or Members at Large, except where otherwise provided by this Bylaw.

14. REPEAL OF BYLAWS

Bylaws listed as:

Bylaw No. 619-04 a Bylaw of the Village of Onoway in the Province of Alberta, for the Purpose of Establishing an Economic Development Committee and all subsequent amendments are hereby repealed.

15. EFFECTIVE DATE

This Bylaw shall come into effect on the date of adoption.

READ A FIRST TIME THIS ____ DAY OF JANUARY, 2025

READ A SECOND TIME THIS ____ DAY OF JANUARY, 2025

UNANIMOUS CONSENT to proceeding to third reading THIS ____ DAY OF JANUARY, 2025

READ A THIRD TIME

THIS ____ DAY OF JANUARY, 2025

TOWN OF ONOWAY

LENARD KWASNY
MAYOR

JENNIFER THOMPSON
CHIEF ADMINISTRATIVE OFFICER

TERMS OF REFERENCE

Beautification Committee



Board or Committee Type: Beautification Committee

Approval Date: Enter Date

Review or Revision Date: Enter Date

1. AUTHORITY

- 1.1 The Beautification Committee is established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference.

2. MANDATE

- 2.1. To Foster civic pride, environmental responsibility and beautification through community involvement, with a focus on enhancing green spaces and parks in our community.
- 2.2. To provide enhancements or improvements to municipally owned land, buildings or structures in the downtown core; beyond that which is provided at the expense of the municipality;
- 2.3. To make recommendations to the Town Administration on various issues related to the Committee's objectives;
- 2.4. To serve as an advisory, resource and information support group to the Town;
- 2.5. To support the work of the Municipality to beautify the Downtown Core of Onoway, green spaces and parks
- 2.6. To enhance the quality of life in the Town

3. KEY RESPONSIBILITIES (SCOPE OF AUTHORITY)

- 3.1. 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.
- 3.2. 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.)
- 3.3. The Beautification Committee Work Plan shall be accomplished within its allocated annual budget.
- 3.4. The Beautification Committee Work Plan status will be presented at each regular meeting of Council until accomplished.
- 3.5. The Beautification Committee will prepare, by March 1st of each year, a projected budget and work plan for the current year. The projected budget and work plan shall be presented with the Annual Operating Budget for Council's final approval.

TERMS OF REFERENCE

Beautification Committee

4. COMPOSITION AND APPOINTMENT

- 4.1. The Beautification Committee is composed of four (4) members of the Community, one (1) member of Council, and one (1) Alternate member of Council.
- 4.2. If a Committee member is unable to complete the term as set out above, a new Committee member will be selected by the Committee and approved by Town Council.
- 4.3. Committee members shall serve without remuneration.

5. VOLUNTEERS

- 5.1. Volunteerism is encouraged and community members do not need to be a member of the committee to participate. However they will not have a vote on the Beautification committee.

6. RECRUITMENT OF CITIZEN APPOINTMENTS

- 6.1. Recruitment of citizens to be appointed to the Beautification Committee will be placed in an ad in the Lac Ste Anne Bulletin, on the Town's website, and Facebook page, and through word of mouth in the community.

QUORUM

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the time for which the beginning of meeting was scheduled and so noted on the agenda or notice of the meeting.

The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

FREQUENCY AND LOCATION OF MEETINGS

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.

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council shall advertise for the vacant position.

All meetings shall be open to the public, in accordance with the Town of Onoway's Procedural By-Law and the Municipal Government Act.

TERMS OF REFERENCE

Beautification Committee

AGENDAS AND MINUTES

A copy of the Agenda shall be prepared by the Committee Secretary and provided to Committee members, and administration will post the agenda on the Town's website.

Minutes of all meetings of the Committee shall be forwarded to Council for approval. The Beautification Committees' proceeding minutes shall be attached in the Agenda package.

SELECTION OF THE CHAIR AND VICE-CHAIR

The Beautification Committee Chair shall be selected by the Committee at the first meeting. The Chair shall not be the member of Council.

ROLE OF THE CHAIR AND VICE-CHAIR

The role of the Chair is to:

- ❖ Preside at the meetings of the Beautification Committee, and keep discussion on topic;
- ❖ Provide leadership to the Beautification Committee members to encourage the committee to remain focused on its mandate as an advisory committee of Council;
- ❖ Recognize each Member's contribution to the Committee's work;
- ❖ Liaise with the Town's Chief Administrative Officer, the Public Works Manager and the Town Council on a regular basis (if applicable); and

In the absence of the Chair, the committee shall appoint a member to run the meetings and act for the Chair as necessary.

ROLE OF COMMITTEE MEMBERS

The role of Committee members is to:

- ❖ Work collaboratively with each other, and Town staff to develop a beautification plan and prepare annual progress reports.
- ❖ The plan will ensure workload is manageable and appropriately shared between Beautification Committee members and staff;
- ❖ Assist in presenting annual progress reports to Council on behalf of the Beautification Committee and Board;
- ❖ Ensure that the mandate of the Beautification Committee is being fulfilled;

TERMS OF REFERENCE

Beautification Committee

- Provide the Chair with agenda items;

- Comply with the:
 - Town of Onoway's Code of Conduct;
 - Town of Onoway's Procurement By-Law;
 - Other applicable Town by-laws and policies;

- ❖ Notify Town Administration within 24 hours of the Beautification Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member or the Committee as a whole has the authority to make direct representations of the Town.

PURCHASING POLICY

The Beautification Committee has no authority to expend funds of the town. Purchases made by the Beautification Committee are in compliance with the Town's Procurement By-Law.

INSURANCE

The Town of Onoway's General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Town of Onoway and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Town of Onoway Administration and Council. Members must adhere to the policies and procedures of the Town of Onoway and Council, including the Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Town of Onoway, including those provided by the Workplace Compensation Board of Alberta and are responsible for their own medical, disability or health insurance coverage.

EXPULSION OF A MEMBER

The Committee may recommend to Council the expulsion of a member, or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Government Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.

TERMS OF REFERENCE

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via administration through a report to Council.

At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

TERMS OF REFERENCE

Committee of the Whole



Board or Committee Type: Committee of the Whole

Approval Date: Enter Date

Review or Revision Date: Enter Date

Purpose

The Town of Onoway Committee of the Whole enables Committee members to maintain oversight of the governance, policy, and affairs of the town and serve as an opportunity for members to seek clarification on matters relating to Council business and are purposely kept informal to encourage deliberation of information and ideas.

Authority

- (1) The Committee of the Whole is advisory in nature, making recommendations to Council by way of motion. No decisions will be made by Council at a Committee of the Whole meeting.
- (2) The Committee of the Whole may only provide direction to Administration to bring additional information on an item of discussion to a future Committee meeting or Council meeting.

Scope

- (1) The scope of the Committee is to review and make recommendations on subject matters including, but not limited to:
 - (a) Emerging Priorities;
 - (b) Municipal Budget;
 - (c) Provision of core municipal services and programs for the Town;
 - (d) Administrative priorities, strategic initiatives, and major projects (operating and capital);
 - (e) Scheduled review of Council policies, newly developed Council policies, amendments to current Council policies, and new Council policies, as required;
 - (f) New, amending, or repealing municipal bylaws;
 - (g) Community parks, sports, and recreation services within the municipality.

Membership

- (1) Composition
 - (a) The Committee of the Whole is comprised of each member of Town Council, appointed by virtue of, and for the duration of, their term of office.

TERMS OF REFERENCE

Committee of the Whole

(2) Chair

- (a) The position of Chair will be filled by the Deputy Mayor.
- (b) If the Chair is unable to attend a meeting, the Chief Administrative Officer or their designate shall call the meeting to order following which the Committee shall nominate a temporary Chair through motion as the first order of business.

Meeting arrangements

- (1) Meeting frequency, time, and location will be determined annually at the Organizational Meeting.
- (2) A quorum of the Committee is three (3) members.
- (3) Meeting rules and procedures will be in accordance with the Town Procedural Bylaw.
- (4) Committee meetings will be open to the public for attendance.
- (5) The Chief Administrative Officer or their designate will attend Committee meetings as a staff liaison, as well as any departmental representation, as deemed necessary.
- (6) Committee agendas and minutes will be prepared and distributed in accordance with the Procedural Bylaw.
- (7) Committee meeting minutes will be adopted by Council at a subsequent Regular Meeting of Council.

Reporting

- (1) The Chair will report to Council publicly during their Committee Reports to Council at the next scheduled Regular Meeting of Council.

Review

- (1) The Committee of the Whole Terms of Reference will be reviewed annually by the Committee. Any proposed amendments must be adopted by Council through resolution.

TERMS OF REFERENCE

Economic Development Committee



Board or Committee Type: Economic Development Committee

Approval Date: Enter Date

Review or Revision Date: Enter Date

1. AUTHORITY

- 1.1 The Economic Development & Tourism Committee is established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference.

2. MANDATE

- 2.1 The Economic Development & Tourism Committee provides Council and Administration with strategic advice and recommendations on policies and strategic initiatives that relate to supporting, enhancing and promoting business and economic development in the Town of Onoway.
- 2.2 The Committee's role is to plan and undertake economic development initiatives, to advise and support Council on matters relating to the local economy and business community, and to act as a liaison between Council and the business community.

3. KEY RESPONSIBILITIES (SCOPE OF AUTHORITY)

- 3.1 Identify and engage stakeholder groups and seek their input into the Committee's work;
- 3.2 Identify new business attraction opportunities, programs or strategies;
- 3.3 Identify business expansion and retention opportunities, programs or strategies;
- 3.4 Provide advice and support to the Town on the following:
 - (a) Policies, procedures, and strategic direction that should be considered for the purpose of encouraging job creation, sustaining employment and business development in Onoway;

TERMS OF REFERENCE

Economic Development Committee

- (b) Regional, national and international economic trends affecting the Town;
 - (c) Promoting job creation and business retention;
 - (d) Reviewing and advising Council on any matters referred to the Committee by Council resolution.
- 3.5 Develop relationships within business community with business and chamber of commerce, council and intermunicipal agencies.

4. COMPOSITION AND APPOINTMENT

- 4.1 The Committee will be comprised of up to 2 members of Council and no more than 5 members appointed by Council.
- 4.2 A member representing the youth of the community (grade 9-12)
- 4.3 Members appointed to the Committee will generally be an Onoway business license holder or employed by an Onoway business licence holder. Others may be considered where they have professional experience or other required qualifications not represented on the committee.
- 4.4 Members must not be a current employee of the Town of Onoway and must not have been employed by the Town for a minimum of 12 months prior to the appointment.
- 4.5 Members will be selected from the community-at-large based on:
- (a) demonstrated interest and participation in business matters;
 - (b) academic or technical qualifications,
 - (c) business or professional experience;
 - (d) work and volunteer experience;
 - (e) knowledge of Onoway; and
 - (f) availability.

TERMS OF REFERENCE

Economic Development Committee

Areas of expertise that may be beneficial include manufacturing, retail, tourism, agriculture, forestry, oil and gas, professional services (i.e. Accounting, Legal, health Care, Technology, etc.) Land Development (i.e. developer, construction, real estate, etc.)

- 4.6 Members shall be appointed for terms of two years and can be renewed for an additional term of two years at the pleasure of Council.
- 4.7 Should a vacancy arise during the member term, Council may appoint a replacement to fill the vacancy for the remainder of the term.
- 4.8 Council may, for any reason, remove a member by resolution of Council.
- 4.9 Members are appointed to this committee as volunteers, and therefore remuneration is not provided.
- 4.10 The Committee will elect a Chair and a Vice Chair from its voting members on an annual basis.
- 4.11 The Chair will preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice Chair will perform those duties.

5. RESOURCES

- 5.1 The Committee shall not retain the power to authorize any expenditures charged against the Town of Onoway.
- 5.2 The Committee may provide budget submissions for Council consideration in advance of the Town's budget deliberations.
- 5.3 The Town has included the duties of an Economic Development & Tourism Committee Administrative Liaison in the Chief Administrative Officer's job description.

6. REPORTS:

- 6.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate and this Terms of Reference.

TERMS OF REFERENCE

Economic Development Committee

6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and annual work plan to Council, as appropriate.

6.3 At least once per year, the Committee will report to Council on the following:

- (a) Review of its work plan;
- (b) Update on progress and initiatives; and
- (c) Any information or recommendations on issues or opportunities within its mandate.

7. QUORUM

7.1 A majority of appointed members will constitute a quorum at a Committee meeting.

7.2 If there is no quorum present within 15 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall be adjourned.

8. MEETINGS

8.1 The Committee will meet a minimum of eight (8) times throughout the year with additional meetings added at the determination of the Committee.

8.2 The Committee will establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings.

8.3 The annual meeting schedule will be provided to Administration to be posted on the Town's website.

TERMS OF REFERENCE

Economic Development Committee

9. PROCEDURES

- 9.1 Decisions and recommendations of the Committee must be adopted by committee resolution and recorded in the minutes.
- 9.2 Committee minutes will be placed on the Council agenda for information only.

10. CODE OF CONDUCT

- 10.1 Committee members are required to agree and maintain confidentiality and comply with all applicable Town bylaws, policies and procedures.
- 10.2 Committee members are considered representatives of the Town and therefore shall:
 - (a) act honestly and in good faith, while promoting the public interest and advancing the mandate of the Committee;
 - (b) exercise their duties in an impartial manner while making objective decisions, rather than subjective decisions based on bias or prejudice;
 - (c) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency; and
 - (d) recognize that the function of the committee is, at all times, service to their community and the public.
- 10.3 Committee members shall treat fellow committee members, councillors, administration and the public with respect and courtesy;
- 10.4 Committee members shall not use the position to secure special privileges, gifts, favours, or exemptions for themselves or any person or organization, or to advance their personal interests.

**A BYLAW OF THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA FOR A
NON-RESIDENTIAL DEVELOPMENT INCENTIVE**

1. SHORT TITLE

1.1. This Bylaw may be cited as “Non-Residential Development Incentive Bylaw.”

2. INTERPRETATION

2.1. In this Bylaw, unless the context otherwise requires:

- (a) “Applicant” means the owner of the property on which the improvement subject to the application is located; or their designate.
- (b) “Council” means the Council of the Town of Onoway;
- (c) “Exemption” means the portion of municipal taxes on non-residential property that have been determined to be exempt in accordance with this bylaw.
- (d) “Project” means the new construction, expansion, or refurbishment of a structure that increases its assessment value.
- (e) “MGA” means the Municipal Government Act, R.S.S. 2000, c. M-26 as amended from time to time.
- (f) “Non-Residential” has the same meanings as defined under the MGA s. 297(1)(b).
- (g) “Town” means the municipality of the Town of Onoway.

3. CRITERIA FOR TAX EXEMPTION

3.1. To be eligible for a tax exemption, the following criteria must be met:

3.2. The Project shall meet one of the following:

- (a) Construction of a new non-residential development with an assessed value at or above \$250,000; or
- (b) Expansion or refurbishment of an existing non-residential development that will result in an increase of assessment value of \$50,000 or more.

3.3. The development must be of a permanent nature.

- 3.4. The development shall conform to the Town’s Land Use Bylaw, as amended, and all other applicable provincial legislation.
- 3.5. All necessary development and building permits required by the Town must be in place and in good standing.
- 3.6. The applicant shall not have any compliance issues, be in violation of a development permit and/or agreement, or be in violation of the Safety Codes Act at any time from the time of application to the end of the exemption period.
- 3.7. The property shall not be eligible for any other tax credit or exemption offered by the Town or granted under the MGA.
- 3.8. The applicant shall not be in the process of foreclosure, bankruptcy, or receivership.
- 3.9. The applicant shall not be in arrears or have amounts owing to the town relating to property taxes, utilities or any other fees and charges.

4. DETAILS OF EXEMPTION

- 4.1. The exemption shall apply only to municipal taxes. Provincial Education and Senior Housing property tax levies are outside the jurisdiction of the Town and are excluded from any exemption.
- 4.2. The exemption period shall be between January 01, 2025 and December 31, 2035.
- 4.3. The tax exemption shall only apply to the increased assessment amount.
- 4.4. Projects meeting the criteria noted in Section 3 may be granted the following tax exemptions:

New or Increased Assessment Value		
	\$50,000-\$1,000,000	Over \$1,000,000
Exemption Level		
Year 1	75%	100%
Year 2	50%	75%
Year 3	25%	50%

- 4.5. The exemption shall be granted for the tax year immediately following the Project being deemed complete, assessable, and available for use.
- 4.6. Applications may be considered and approved in accordance with this bylaw before construction on the qualified Project is complete. However the calculation of the exemption and exemption period will not be confirmed until the Project is complete, the development is inspected and approved, and the property is assessed for taxation.
- 4.7. A property shall only be eligible for one (1) tax incentive exemption during the tax exemption period identified in 4.2

5. CHANGE IN OWNERSHIP

- 5.1. To maintain eligibility for granted exemption, the new owner(s) must meet the obligations that arise under the written decision in accordance with Section 7 of this bylaw.

6. APPLICATION PROCESS

- 6.1. Council shall have the authority to determine whether an exemption will be granted in accordance with the terms and conditions of this bylaw.
- 6.2. The application process shall be as follows:
 - (a) The Applicant shall submit a completed application form (Schedule A) to the CAO for consideration.
 - (b) The Town has the discretion to reject applications that are incomplete, ineligible, or provided after the deadline provided in this bylaw.
 - (c) Applications must be received within a year (365 days) of the improvement being made available for use and included in the Town's assessment roll.
 - (d) An applicant may resubmit an application that has previously been deemed incomplete.
 - (e) Resubmissions must be made within 14 days of the date of the notice communicating that the application is incomplete.
 - (f) The Town may require any additional information that, in its discretion, is necessary to consider the eligibility of the application or to confirm ongoing compliance with the eligibility criteria of the exemption.
 - (g) The Town will advise applicants in writing if their application has been accepted. Accepted applications will become the property of the Town and may not be returned.
- 6.3. Applications must be received by December 31 of the year prior to the first tax year for which a project would be eligible for a tax exemption.

7. DECISION ON EXEMPTION

- 7.1. If Council approves the application, the Applicant will receive the following information in writing:
 - (a) The taxation years to which the exemption applies and the amount of exemption for the respective tax year.
 - (b) Conditions, the breach of which would result in the cancellation of the exemption.
 - (c) The date on which the exemption shall take effect.
 - (d) Any other information the Town deems relevant.
- 7.2. Should Council not approve the application, the CAO will issue a written decision to the Applicant outlining the following:
 - (a) The reasons detailing why the project fails to qualify for the exemption
 - (b) The date by which an application for an appeal to Council must be submitted.
- 7.3. The decision on an application may not be finalized until after the final assessment values are confirmed by the Town's assessor during the subject taxation year.

8. CANCELLATION OF EXEMPTION

- 8.1. The Town may cancel the exemption for a taxation year or years if at any time after an exemption is granted the Town determines that:
- (a) The Applicant or their application did not meet or ceased to meet any of the criteria required for granting an exemption.
 - (b) There was a breach of any condition contained in the decision to grant the extension.
- 8.2. A written decision to cancel an exemption must be provided to the Applicant and must include reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date for which an application for an appeal to Council must be submitted.

9. COUNCIL REVIEW

- 9.1. An applicant may apply to Council for a review of a decision regarding an application for a non-residential property tax exemption in the following situations:
- (a) An application for an exemption is refused or rejected
 - (b) An exemption is cancelled.
- 9.2. A request for review must be in writing and be received by the Town Office no later than 30 days following the receipt of the written decision of refusal or cancellation.
- 9.3. Council shall conduct a review within 90 days of the receipt of an application for review submitted in accordance with Section 9.2 at a regularly scheduled meeting of Council.
- 9.4. Remedies available to Council upon conclusion of a review are:
- (a) Council may uphold the decision to reject an application or revoke a previously approved exemption.
 - (b) Council may revise a decision with respect to the outcome of an application or cancellation of an exemption.
- 9.5. The decision of Council shall be final and binding on all parties except in the case where the decision is the subject of an application for judicial review, and such application must be filed with the Court of King's Bench not more than 60 days after the date of decision.

10. SEVERABILITY

- 10.1. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a Court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

11. EFFECTIVE DATE

(a) This bylaw shall come into effect upon the date of its third reading.

READ a FIRST time on the _____

READ a SECOND time on the _____

Given unanimous consent on the _____ (optional)

READ a THIRD and FINAL time on the _____

Lenard Kwasny, Mayor

Jennifer Thompson
Chief Administrative Officer

**BYLAW NO. 822-25
SCHEDULE "A"**

NON-RESIDENTIAL TAX INCENTIVE PROGRAM APPLICATION

Property Owner: _____

Date: _____

Mailing Address: _____

CONTACT INFORMATION

Name: _____

Phone: _____

Email: _____

LEGAL LAND DESCRIPTION & MUNICIPAL ADDRESS FOR TAX EXEMPTION

Lot/Block/Plan: _____

Municipal Address: _____

Description of Proposed Project: _____

Proposed Cost of Project: _____

I/We, the undersigned, understand the conditions of eligibility and further terms set out in the current Non-Residential Tax Incentive Bylaw, and acknowledge that I/we have authority to request tax exemption on the above-mentioned property.

Full Name: _____

Signature: _____



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 9, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Audit Plan Letter from Metrix Group

BACKGROUND / PROPOSAL

During the October 24, 2024 Organizational Meeting, Council appointed the firm of Metrix Group as the municipal auditors. As part of this appointment Metrix group audits the Town of Onoway Financial Statements annually. As part of this audit, Metrix Group provides a letter outlining an Audit Plan.

STRATEGIC ALIGNMENT

Fiscal Sustainability

RECOMMENDED ACTION

That the December 16, 2024 letter outlining the 2024 Audit Plan from Philip Dirks, Metrix Group, Auditor for the Town of Onoway, be acknowledged as received and that Council is aware that they are to contact the Auditor directly if they have concerns regarding any actual, suspected or alleged fraud affecting the Town.

ATTACHMENTS

- Onoway 2024 Audit Plan letter

December 16, 2024

Town of Onoway
Box 540
Onoway, AB T0E 1V0

Sent via e-mail: cao@onoway.ca

Attention: Town Council Members

Dear Town Council Members:

Re: 2024 AUDIT PLAN

A. INTRODUCTION

The objectives of this audit plan are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.

045



B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of the Town of Onoway financial statements.
- Audit of the Town of Onoway *Financial Information Return*.

b) Non-audit services

- We have not been engaged to provide any non-audit services.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards recommends that we communicate to Council, at least annually, all relationships between our firm and the Town that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Town and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Town's financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Town in accordance with **Canadian public-sector accounting standards**. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation of the financial statements in accordance with **Canadian public-sector accounting standards** and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Town that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Town's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Audit Strategy

Based on our knowledge of the Town, we anticipate utilizing a combination of tests of relevant internal controls and substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). This type of approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining some of our assurance through tests of controls, we can reduce the substantive procedures that are required.

Significant Risks

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

Management Override of Controls

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, assessing key estimates for potential bias, and incorporating an element of unpredictability into our audit procedures.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

We may update our materiality if actual amounts differ significantly from the estimates or circumstances suggest particular balances, results or disclosures may impact users' decisions.

Audit Team

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner
Senior Accountant

Philip Dirks, CPA, CA
Dallyn Peters, CPA

Timing of the Audit

We performed audit planning and interim audit work in November and December 2024.

The year-end audit fieldwork is tentatively scheduled to take place the week of March 3, 2025.

We anticipate presenting the audited financial statements to Town Council at the April 10, 2025 Council meeting.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

G. AUDIT FEES

We understand that the Town demands value and we strive to provide the highest quality services while working with the Town to control costs.

We estimate our audit fees for the 2024 fiscal year will be in the amount of \$16,500. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Town's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

There will also be additional one-time fees with respect to the Town's adoption of *PS3280 – Asset Retirement Obligations* which we estimate will be in the range of \$1,500 - \$2,500.

H. REQUESTS OF COUNCIL

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Town.

I. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Town's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Town Council.

Yours truly,

METRIX GROUP LLP

A handwritten signature in black ink, appearing to read "P. Dirks", is positioned below the company name.

Philip J. Dirks, CPA, CA
Partner

cc: Jennifer Thompson, Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 9, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 FCSS Process

BACKGROUND / PROPOSAL

In 2023, Administration brought forward the attached 2023 FCSS Process. The process addressed the following feedback received in 2022:

- Awareness of Funding (Communication Plan).
- Lack of definitive timelines/due dates (Multiple Rounds).
- Confusing Year End Report (Combining Application and Year End Report & Province of Alberta training and implementation).

The FCSS process provides definitive application due dates to Administration while allowing flexible timelines to applicants.

In 2024, Administration brought forward the attached 2024 FCSS Process:

- In Round 1, set aside funds for annual programs (based on 2+ years of receiving funds) that have not submitted applications by round 1 deadline and provide notification to organizations of amount of funds set aside and to request submission of applications.
- Change Final Round submission presentation to Council from November to First Meeting in October as per the attached proposed 2024 FCSS Process.
- Discuss with Lac Ste Anne County regarding their FCSS process and incorporate any changes that may benefit the Town of Onoway FCSS Process.

During the January 11, 2024, Council Meeting, Council made the following motion regarding the 2024 FCSS Process:

Motion #005/24

MOVED by Mayor Lenard Kwasny that Council accepts the information presented regarding the 2024 FCSS process.

CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration has made the following observations regarding the current FCSS process that may require further discussion if Council wishes:

Society/corporate registration

The current application contains a section requesting registration information. If Council wishes Administration can download a non-profit listing from the Province of Alberta site to confirm and provide registration status during each round's deliberation. It is important to note that registration status information may not be up to date. Administration has observed that reporting is a month behind.

Funding recognition

The current application contains a requirement to recognize FCSS funding by way of public service announcements and/or any promotional material. If Council wishes that FCSS funding is provided on a "preapproved" basis during each round deliberations and distributed after proof of recognition is provided.

Reimbursement after receipt of final report

Currently FCSS funding is provided after each round of deliberation. If Council wishes, similar to Lac Ste Anne County's FCSS process, FCSS funding is provided before December 31 after receipt of final report by a defined deadline date and the organization will be required to pay for program expenses upfront. Also, previous recipients appreciate Onoway providing FCSS funding up front when FCSS is funded by multiple FCSS entities.

Maximum FCSS funding limit

Currently there is no maximum FCSS funding limit as funding is distributed based on submitted applications and total available amount of annual FCSS funding for distribution. If Council wishes to implement maximum FCSS funding limits Administration recommends doing so in a fair and equitable manner.

Preapproval Process

Currently FCSS funding approval is based on three rounds throughout the year. If Council wishes to directly allocate to established applicants to a maximum of 50% of total annual FCSS funding with one application for each applicant while the remaining pool of funds are accessible via applications that are reviewed by an internal FCSS grant committee that includes maximum of 2 members of Council and one administrative staff.

Alternatively Council can choose to follow the similar 2024 FCSS process.

Note that the attached process is subject to change if required.

STRATEGIC ALIGNMENT

Service Excellence

COSTS / SOURCE OF FUNDING

Currently there is no impact to the 2025 operating or capital budget.

RECOMMENDED ACTION

1. That Council accepts the information presented regarding the 2025 FCSS process.
2. (Or some other directions as given by Council at meeting time).

ATTACHMENTS

- 2024 FCSS Process.
- Proposed 2025 FCSS Process.

2024 FCSS Process

	January	February	March	April	May	June	July	August	September	October	November	December	January
Application													
Intake Period													
Round 1 - Present submissions to Council					Second Meeting								
Round 2 - Present submissions to Council									First Meeting				
Final Round - Present submissions to Council										Final Meeting			
Year End Report													
Intake Period													
Communication Plan													
Community Voice													
Lac Ste. Ane Bulletin													
Onowaves													
Town website													
Facebook													
Email notification to Onoway Organizations/Associations													

2025 Proposed FCSS Process

	January	February	March	April	May	June	July	August	September	October	November	December	January
Application													
Intake Period													
Round 1 - Present submissions to Council					Second Meeting								
Round 2 - Present submissions to Council									Final Meeting				
Final Round - Present submissions to Council										Final Meeting			
Year End Report													
Intake Period													
Communication Plan													
Community Voice													
Lac Ste. Ane Bulletin													
Onowaves													
Town website													
Facebook													
Email notification to Onoway Organizations/Associations													



RECEIVED
DEC 19 2024

November 13, 2024

Town of Onoway
Box 540
Onoway, AB
T0E 1V0

Dear Municipal Council and or CAO,

I am writing on behalf of Highway 43 East Waste Commission Board to inform you of our current offering of high-quality crushed concrete available at a competitive rate of \$15.00 per tonne. We believe this material could be a valuable resource for various infrastructure and development projects within your municipality, providing both a cost-effective and sustainable option. We will have limited quantities in 2025 for your use if we proceed with crushing the stockpile.

Crushed concrete has multiple applications, from road base to construction backfill, and can help your municipality meet both budgetary and environmental goals. We are reaching out to gauge your interest in this product and explore potential collaborations that could support your ongoing and upcoming projects.

Please let us know if you would like to discuss this offering further, or if additional information is needed.

Thank you for considering this opportunity. We look forward to the possibility of supporting your municipality's projects.

Sincerely,

Mike Primeau, MBA, CLGM
Commission Manager

Cc: Highway 43 East Waste Commission Board



COPY

TOWN OF ONOWAY

Mail: Box 540
Onoway, Alberta
T0E-1V0

Town Office: 4812-51 Street
Phone: 780-967-5338

December 17, 2024

To Whom It May Concern:

Letter of Support for Crime Prevention Community Liaison Coordinator

I am pleased to provide a letter of support on behalf of the Town of Onoway for the Alberta Crime Prevention Grant application from Lac Ste. Anne County (LSAC) to hire a Crime Prevention Community Liaison Coordinator (CPCLC).

The Town of Onoway contracts Community Peace Officers from LSAC. We support this initiative that is intended to reduce crime and redirect youth to a positive path forward.

It is the Town's understanding that this grant will enable the County to hire a Coordinator to implement a program that supports young people who are at risk of becoming involved, or who are involved, in offending behaviour. There is nothing similar existing in our area and there are youth who would greatly benefit from a program. This program will enhance community safety, support the justice system and our youth.

I can't emphasize enough the benefits that a safer community brings to all citizens in our region.

Yours truly,

Jennifer Thompson
Chief Administrative Officer

JT/dg

057

Meeting Request:
Alberta Municipalities Municipal Leaders Caucus Spring 2025

If you have questions, require support and to submit form, please email: ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: Town of Onoway

Meeting Topics

Please provide additional details about the topic for discussion


Topic 1	Topic 2	Topic 3
Automatic Aid Legislation	Downloading of services to municipalities	Distribution of Casino Funds

Meeting Participants

- 1 Lenard Kwasny Mayor/Reeve
- 2 Jennifer Thompson Chief Administrator
- 3 Lisa Johnson, Deputy Mayor Councillor
- 4 Bridgitte Coninx Councillor
- 5 Robin Murray Councillor
- 6 Sheila Pockett Councillor
- 7 _____ Councillor
- 8 _____ Councillor
- 9 _____ Councillor

Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025 - TOWN OF ONOWAY

From Debbie Giroux <Debbie@onoway.ca>
Date Tue 12/17/2024 10:45 AM
To ma.engagement@gov.ab.ca <ma.engagement@gov.ab.ca>
Cc Jennifer Thompson <CAO@onoway.ca>; Gino Damo <Gino@onoway.ca>

 1 attachment (22 KB)
Municipal Leaders Caucus Spring 2025.pdf;

Good Morning - attached is the Town of Onoways' meeting request with Minister McIver.

Thank you

Debbie Giroux



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: Lisa Klemp <Lisa.Klemp@gov.ab.ca> on behalf of MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: Thursday, December 12, 2024 1:37 PM
To: Donnelly ESS1 <cao@donnelly.ca>; ! CARLA <CARLA@CLIVE.CA>; ! CAO <CAO@VILLAGEOFCLYDE.CA>; ! Village of Consort CAO <cao@consort.ca>; ! VILCOUTT <VILCOUTT@TELUS.NET>; vilocow@cowley.ca <vilocow@cowley.ca>; ! CAO <CAO@CREMONA.CA>; pyoung.czar@mcsnet.ca <pyoung.czar@mcsnet.ca>; ! KAREN.FEGAN <KAREN.FEGAN@DELBURNE.CA>; Estelle Girard <girouxvl@iwantwireless.ca>; ! CAO <CAO@VILLAGE.DONALDA.AB.CA>; ! CAO <CAO@VILLAGEOFCHAMPION.CA>; ! Village of Duchess Admin <administration@villageofduchess.com>; ! VLEDBERG <VLEDBERG@SYBAN.NET>; ! Village of Edgerton Admin <admin@edgerton.ca>; cao@villageofelnora.com <cao@villageofelnora.com>; cao@villageofempress.ca <cao@villageofempress.ca>; ! VLG4MOST <VLG4MOST@TELUSPLANET.NET>; cao@forestburg.ca

<city.manager@leduc.ca>; ! Matthew Goudy <mgoudy@lacombe.ca>; sbourke@cityofgp.com
<sbourke@cityofgp.com>; ! CityManager Airdrie <city.manager@airdrie.ca>; cparker@brooks.ca
<cparker@brooks.ca>; ! David Duckworth <david.duckworth@calgary.ca>; mboyd@camrose.ca
<mboyd@camrose.ca>; kedney@chestermere.ca <kedney@chestermere.ca>; ! SUE.HOWARD
<SUE.HOWARD@WETASKIWIN.CA>; eddie.robar@edmonton.ca <eddie.robar@edmonton.ca>; ! Ann Mitchell
<annmit@medicinehat.ca>; ! Knagoya <knagoya@coldlake.com>; ! T Fleming <tfleming@fortsask.ca>;
Mike.Schwartz@beaumont.ab.ca <Mike.Schwartz@beaumont.ab.ca>; ! Citymanager RDDR
<city.manager@reddeer.ca>; dscrepnek@sprucegrove.org <dscrepnek@sprucegrove.org>; wfletcher@stalbert.ca
<wfletcher@stalbert.ca>

Cc: MA Engagement Team <ma.engagement@gov.ab.ca>

Subject: Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2025 Spring Municipal Leaders' Caucus (MLC), scheduled to take place at the Westin Edmonton from March 6 – 7, 2024. These meetings will be in person at the Westin Edmonton or the Alberta Legislature, as scheduling permits.

Should your council wish to meet with Minister McIver during the MLC, please submit a request by email with potential topics for discussion on the attached meeting request template to ma.engagement@gov.ab.ca no later than January 10, 2025.

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

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

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

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

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team
Municipal Services Division
Municipal Affairs

PRESIDENT'S SUMMIT ON CIVILITY

[Home](#) / [Events](#) / [President's Summit on Civility](#)

← Events

Mar 5

In-person
Advocacy

Event Summary

Save the date!

The 2025 President's Summit will be held in conjunction with the 2025 Spring Municipal Leader's Caucus. More details will come in the new year, but for now, we ask that you hold the dates in your calendar.

When: March 5, 2025

Where: The Westin Hotel, Edmonton

Registration will be limited to elected officials and administrations from municipalities in Alberta. Registration options will be available for the President's Summit by itself, or attendance including the Municipal Leaders' Caucus, being held at the same location on March 6 & 7, 2025.

Event Category
Advocacy

Location
Westin Edmonton
10135 100 Street
Edmonton AB T5J0N7

REGISTER OR

FIND MORE

More Upcoming Events

DEC 10, 12:00 PM - VIRTUAL

Grants And Your Municipality: Your 2025 Grant Calendar

DEC 16, 11:00 AM - VIRTUAL

EPR - Current Timelines, Status of Implementation, and What You Need to Know!