



THE TOWN OF ONOWAY  
REGULAR MEETING OF COUNCIL  
AGENDA

Thursday, January 23, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

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Pages

1. CALL TO ORDER
2. ADOPTION OF THE AGENDA

**Recommendation:**

THAT the January 23, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the January 23, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

3. PUBLIC INPUT SESSION
4. PROPOSED CONSENT AGENDA, INCLUDING APPROVAL OF MINUTES FROM PRIOR MEETINGS

**Recommendation:**

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

- a. January 9, 2025 Regular Council Meeting Minutes

5 - 9

b. 11. Information Items

11. a) Deputy Mayor Lisa Johnson - Municipal Elected Leaders  
Certificate - November, 2024

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DESIGNATIONS

**Recommendation:**

THAT Council accept the discussion with Mike Kellar for information.

a. 9:30 a.m. - Mike Kellar - Onoway Curling Club 10 - 11

7. FINANCIAL REPORTS - n/a

8. POLICIES & BYLAWS

a. Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy 12 - 18

**Recommendation:**

That Council approve the Policy C-FIN-REI-1 Reimbursement and  
Expense Claims Policy revision as presented.

or

direction as per Council deliberations.

9. ACTION ITEMS

a. Ride for Mom 2025 - A Request for Decision is attached 19 - 21

**Recommendation:**

THAT the Town of Onoway support the Ride for Mom event on May 10,  
2025 to raise awareness and raise funds to end Domestic Violence AND  
work with community stakeholders and businesses to promote this event  
AND THAT Onoway be recognized as one of the stops.

- b. Strategic Plan Report 2025 - A Request for Decision is attached

22 - 50

**Recommendation:**

THAT Council confirm the Strategic Plan for 2025 and approve the 2025-2027 Vision Action Plan as presented.

- c. 2025 Cost of Living Increase for CAO

**Recommendation:**

THAT Council ratify a Cost of Living Increase of 2% for CAO Thompson retroactive to January 1, 2025.

- d. Scheduling a Special Council Meeting

**Recommendation:**

THAT Council schedule a Special Meeting on \_\_\_\_\_ date/time under Section 197(2) and FOIP Section 16 Disclosure Harmful to Business Interests of a Third Party.

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

51 - 82

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Reports (x 3)
- d. Chief Administrative Officer Report
- e. Corporate and Community Services Director's Report
- f. Public Works Report
- g. Committee of the Whole
  - g1) Non-Residential Development Tax Incentive Policy
  - g2) FCSS Committee Terms of Reference

**Recommendation:**

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

**11. INFORMATION ITEMS**

**Recommendation:**

THAT the Information Items be accepted as presented.

- a. Deputy Mayor Lisa Johnson - Municipal Elected Leaders Certificate - November, 2024 83 - 83
- b. AB Muni's President's Summit and Municipal Leaders Caucus 84 - 86

**12. CLOSED SESSION - n/a**

**13. ADJOURNMENT**



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

January 9, 2025  
9:30 a.m.  
Council Chambers  
Onoway Civic Centre (and Virtually Via Zoom)

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

Council Absent: Mayor Lenard Kwasny

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

2 members of the public attended via Zoom.

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**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

**Motion # 001-25**

MOVED by: Councillor Bridgitte Coninx

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

**CARRIED UNANIMOUSLY**

**3. PUBLIC INPUT SESSION - n/a**

**4. CONSENT AGENDA, INCLUDING APPROVAL OF MINUTES FROM PRIOR MEETINGS**

**Motion # 002-25**

MOVED by: Councillor Robin Murray

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

**CARRIED UNANIMOUSLY**

- a. December 12, 2024 Regular Council Meeting Minutes
- b. December 20, 2024 Special Council Meeting Minutes
- c. 11. Information Items

**5. PUBLIC HEARINGS-n/a**

**6. APPOINTMENTS/PRESENTATIONS/DESIGNATIONS**

- a. 9:30 a.m. - Northern Gateway Public Schools - Randy Lovich (Director of Facilities) and Fred Reilander (Engineer)

Randy Lovich and Fred Reilander attended the meeting from 9:32 a.m. until 10:05 a.m.

**Motion # 003-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council accept the discussion with Randy Lovich and Fred Reilander of NGPS for information and that Council move the item into Closed Meeting for further clarification.

**CARRIED UNANIMOUSLY**

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

**8. POLICIES & BYLAWS**

- a. Bylaw 821-25 - A Bylaw to Establish the Committees of Council

**Motion # 004-25**

MOVED by: Councillor Robin Murray

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

**CARRIED UNANIMOUSLY**

**Motion # 005-25**

MOVED by: Councillor Sheila Pockett

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

**CARRIED UNANIMOUSLY**

- b. 822-25 - Non-Residential Development Incentive Bylaw

**Motion # 006-25**

MOVED by: Councillor Robin Murray

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

**DEFEATED**

**Motion # 007-25**

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 822-25 A Bylaw for Non-Residential Development Incentive be moved into a future Committee of the Whole meeting for discussion of the Bylaw's impact on tax base.

**CARRIED UNANIMOUSLY**

**9. ACTION ITEMS**

- a. 2024 Audit Plan - Metrix Group

**Motion # 008-25**

MOVED by: Councillor Bridgitte Coninx

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.

**CARRIED UNANIMOUSLY**

- b. 2025 FCSS Process

**Motion # 009-25**

MOVED by: Councillor Sheila Pockett

THAT Administration prepare Terms of Reference for an FCSS Committee for Council discussion at a future Committee of the Whole Meeting.

**CARRIED UNANIMOUSLY**

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

**Motion # 010-25**

MOVED by: Councillor Robin Murray

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

**CARRIED UNANIMOUSLY**

**11. INFORMATION ITEMS**

Approved under Consent Agenda Motion #002-25.

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

**12. CLOSED SESSION**

**Motion # 011-25**

MOVED by: Councillor Sheila Pockett

THAT Pursuant to Section 197(2) of the Municipal Government Act and Section 17(4)(d) FOIP - Disclosure Harmful to business interests of a third party, Council move into Closed Meeting at 10:45 a.m.

**CARRIED UNANIMOUSLY**

Council recessed from 10:45 a.m. to 10:50 a.m. to allow the Recording Secretary to leave the meeting.

The following individuals attended the Closed Meeting.

Deputy Mayor Lisa Johnson  
Councillor Bridgitte Coninx  
Councillor Robin Murray  
Councillor Sheila Pockett  
Jennifer Thompson, Chief Administrative Officer  
Gino Damo, Director of Corporate and Community Services



**Motion # 012-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of Closed Meeting at 11:45 a.m.

**CARRIED UNANIMOUSLY**

Council recessed from 11:45 a.m. until 11:50 a.m. to allow the recording secretary and public on Zoom to return to the meeting.

**Motion # 013-25**

MOVED by: Councillor Robin Murray

THAT Council authorize Administration to enter into a contract with SV Planning and Development Services from February 1, 2025 until January 31, 2028 with the option to extend for two years.

**CARRIED UNANIMOUSLY**

**Motion # 014-25**

MOVED by: Councillor Bridgitte Coninx

THAT Administration provide additional information to Council regarding water consumption of NGPS from August 2024, once received.

**CARRIED UNANIMOUSLY**

**13. ADJOURNMENT**

As all matters on the agenda have been addressed, Deputy Mayor Lisa Johnson declared the Regular Council Meeting adjourned at 11:52 a.m.

\_\_\_\_\_  
Deputy Mayor  
Lisa Johnson

\_\_\_\_\_  
Jennifer Thompson  
Chief Administrative Officer



# REQUEST TO APPEAR BEFORE COUNCIL AS A DELEGATION

Anyone wishing to be placed on an agenda to address Council may apply by submitting this form to the Recording Secretary before 12:00 p.m. on the Monday one week prior to the meeting. The request can either be a copy of this completed form or a separate letter that you have written outlining the topic of concern. You can submit the form in person at 4812-51 Street or Mail (Box 540, Onoway, AB T0E-1A0) or email: [debbie@onoway.ca](mailto: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: Jan 28/25

**APPLICANT NAME AND CONTACT INFORMATION**

Last Name: Kellar	First Name Mike
Street Address:	City, Province, Postal Code
Primary Phone No.: 780-720-8546	E-Mail: <a href="mailto:kellar44@hotmail.com">kellar44@hotmail.com</a>

**NAME OF PRESENTERS/ORGANIZATION**

1. Mike Kellar _____ 2. _____ 3. _____	<p><b>Supporting documentation (optional)</b></p> <p><input type="checkbox"/> 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 <a href="mailto:debbie@onoway.ca">debbie@onoway.ca</a> 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>
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**SUBJECT AND PURPOSE OF PRESENTATION**

Clearly outline the topic of your presentation:	
Update council on the ice plant replacement project at the Onoway Curling Club. Discuss next steps in the development of recreation in the Town of Onoway.	
List desired outcome of the presentation:	
Consideration to establish a recreation renewal/development plan to enhance the options for the current citizens of Onoway and area as well as have and eye towards future growth.	
<input checked="" type="checkbox"/> For Information <input type="checkbox"/> Requesting Action	<input type="checkbox"/> Requesting Funds <input type="checkbox"/> Other (provide details): _____

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

### **IMPORTANT INFORMATION ABOUT PRIVACY AND YOUR PRESENTATION**

- Freedom of Information and Privacy Act (FOIP) information collected on this delegation request form is done so under the general authority of the *Municipal Government Act* (MGA) and FOIP. And is protected in accordance with FOIP. Personal information will only be used by authorized staff to fulfill the purpose for which was originally collected, or for a use consistent with that purpose.
- Town of Onoway public meetings are recorded and are made available online for public access. By speaking at these meetings, you are consenting to disclosure of any personal information made evident through your speech or presentation materials. You are also asserting that your presentation is in compliance with the Federal *Copyright Act*, and grant the Town of Onoway license to publish these materials.
- For further information regarding our collection, use, or disclosure of personal information, please contact the FOIP Officer-Gino Damo at the Town Office at 780-967-5338.



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	January 23, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Reimbursement and Expense Claims Policy

### BACKGROUND / PROPOSAL

During the February 22, 2024, Council Meeting, Council made the following motion regarding the C-FIN-REI-1 Reimbursement and Expense Claims Policy:

#### 6. POLICIES AND BYLAWS

Motion #057/24

**MOVED** by Councillor Sheila Pockett that Council approve the Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy revision as presented.

**CARRIED**

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

In 2025, Canada Revenue Agency (CRA) amended the automobile allowance rates for the first 5,000 kms driven from \$0.70 in 2024 to \$0.72 in 2025. Based on the rate amendment, Administration proposes to update Schedule "A" in the policy by including the 2025 rate of \$0.72. 2025 meals and allowance rates without receipt under Sections 7b and 7c remain unchanged at \$23 per meal to a maximum of \$69 per day as per the CRA.

Administration proposes no further changes to the policy and the 2025 rate is effective Jan. 1, 2025.

### STRATEGIC ALIGNMENT

Fiscal Sustainability  
Strategic Governance

### COSTS / SOURCE OF FUNDING

No material financial impact to 2025 operational budgets.

### RECOMMENDED ACTION

1. That Council approve the Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy revision as presented.
2. (Or some other direction as given by Council at meeting time).

### ATTACHMENTS

- Draft Revised Reimbursement and Expense Claims Policy (C-FIN-REI-1).



# Town of Onoway

## Council Policy

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

### Purpose

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

### Policy Statement

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

### Definitions

For the purposes of this policy:

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

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

## 1. General Provisions

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

## 2. Responsibilities

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

### 3. Accommodations

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

### 4. Travel

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

### 5. Parking

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

### 6. Taxi

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

### 7. Meal Allowances

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

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

Conference itinerary or registration must be submitted with expense claim.

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

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

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

## 8. Gratuities

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

## 9. Hosting/Business Meals

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

## 10. Incidentals/Per Diem

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

## 11. Review Period

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

## 12. Legal References

N/A



**13. Cross References**

N/A

**14. Revisions**

N/A

<b>Resolution Number</b>	<b>MM/DD/YY</b>
079/23	03/9/23
057/24	02/22/24



# Town of Onoway

## Council Policy

### Schedule "A"

#### Schedule of Town All-Inclusive Mileage Rates

Year	Reimbursement Rate
2019	\$0.58
2020	\$0.59
2021	\$0.59
2022	\$0.61
2023	\$0.68
2024	\$0.70
2025	\$0.72



## Town of Onoway Request for Decision

Meeting:	<b>Committee of the Whole</b>
Meeting Date:	January 23, 2025
Presented By:	Jennifer Thompson, CAO
Title:	2025 Ride for Mom

### **BACKGROUND / PROPOSAL**

Administration received the attached email that asks if the Town of Onoway is interested in participating in the 2025 Ride for Mom charity motorcycle event. This event raises funds and awareness of Domestic Violence. The Town of Onoway participated in 2020 and 2022.

Information from 2022 agenda and resolutions follows.

#### January 20, 2022 Agenda

Ride for Mom 2022 - please refer to the attached January 10, 2022 email from Kevin O'Connor, Route Coordinator, Ride for Mom, requesting Onoway participate as a stop on the Ride for Mom in 2022, taking place on Saturday, May 7, 2022, International Woman Riders Day. Previously in 2020, with Council's support, Administration had worked with the Chamber of Commerce to garner backing for this event. If Council is supportive of Onoway being a stop, it would require road closure(s) for part of the day. Funds raised during this event will go towards Jessie's House in Morinville, the first woman's shelter in our region. Back in 2020 there was a great deal of excitement around Onoway being a stop, and I believe that excitement and support would return for a 2022 event.

#### *Recommendation:*

*that the Town of Onoway support the Ride for Mom 2022 event scheduled for Saturday May 7th, 2022, that Onoway be one of the recognized stops during this ride, and that the Town work with the Chamber of Commerce and community stakeholders to promote this event and host this stop.*

*or*

*that the information received about the Ride for Mom 2022 event be accepted for information*

*or*

*some other direction as given by Council at meeting time*

#### Jan 20, 2022 - Motion 019-2022

MOVED by Councillor Robert Winterford that the Town of Onoway support the Ride for Mom 2022 event scheduled for Saturday, May 7th, 2022, that Onoway be one of the recognized stops during this ride, and that the Town work with the Chamber of Commerce and community stakeholders to promote this event and host this stop.

CARRIED

#### APRIL 28, 2022 CAO REPORT

Ride For Mom (May 7th) and Ride for Dad (June 11th) – met with organizing group on March 23rd (verbally reported on same at our March 24 meeting) and our next meeting is April 7th (will provide further verbal update at meeting time).

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

From the website, the funds raised in 2025 are being donated to Leduc Victim Services.

In 2022 the Town of Onoway assisted in closing some roads to accommodate the event. At this time, staff do not have additional information from the event organizers and will actively engage with Council's approval.

This is of great benefit to support a worthy cause through inkind donation by accommodating road closure, advertising on our website & social media, participating in meetings with the organizers.

Staff will be able to accommodate this event and will ensure there is sufficient staff capacity to help make this event a success.

**STRATEGIC ALIGNMENT**

Economic & Business Growth  
Good governance.

**COSTS / SOURCE OF FUNDING**

NONE.

**RECOMMENDED ACTION**

THAT the Town of Onoway support the Ride for Mom event on May 10, 2025 to raise awareness and raise funds to end Domestic Violence AND work with community stakeholders and businesses to promote this event AND THAT Onoway be recognized as one of the stops.

## Ride For Mom 2025 May 10 2025

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**From** Kevin <oconnork@telusplanet.net>  
**Date** Wed 15-Jan-25 4:21 PM  
**To** Jennifer Thompson <CAO@onoway.ca>

Good Afternoon,

I am Kevin O'Connor and I am the Route Coordinator for the Charity motorcycle event Ride For Mom. In 2020 our event stopped in Onoway with 300 riders to an amazing reception by your town, which is why on May 10 2025 we would love to once again bring our event to Onoway.

Our 1 day motorcycle event raises funds for and awareness of Domestic Violence. [www.rideformom.ca](http://www.rideformom.ca)

In 2020 we arrived in the afternoon and stayed appx. 1.5 hours and then carried on to the ride end in Nisku.

Let me know if Onoway once again would like to join Ride For Mom in the fight to end Domestic Violence.

Kevin O'Connor  
Route Coordinator  
Ride For Mom  
780-312-6207



Virus-free. [www.avast.com](http://www.avast.com)



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	January 23, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Strategic Plan Update

### **BACKGROUND / PROPOSAL**

The Strategic Plan was completed in June 2023 and set Council priorities. Council is being presented with the Strategic Plan to confirm the priorities or commit to discussions regarding updates to Council priorities that will allow staff to complete the Vision Action Plan for 2025 with updates.

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

Council priorities in the approved Strategic Plan are:

1) Economic & Business Growth

- Support and enable the new Economic Development Committee
- Develop a marketing strategy and action plan
- Create strategies to make Onoway a sustainable, connected, healthy community
- Create long-term capital and infrastructure plans to support sustainable economic growth
- Partner with regional neighbours to create economic initiatives

2) Service Excellence

- Develop a service inventory and identify priorities services
- Evaluate the efficiency and accessibility of all municipal services to provide value to residents
- Implement innovative, best practices
- Create a healthy and collaborative work culture
- Celebrate and share service accomplishments and milestones with Onoway residents
- Provide ongoing professional development for staff

3) Good Governance

- Value and embrace a healthy respect for democracy through all our actions, policies and values
- Make our decisions with transparency and integrity as a sign of respect for our citizens.
- Lead by example in how we conduct business – match our actions with our words and being honest in our communication.
- Work collaboratively as a Council
- Ensure that Council and Administration's relationship has a bedrock foundation of support, trust and openness.

- Be proactive in understanding all opportunities, including productive regional partnerships, potential grants, and working with other levels of government.

#### 4) Sustainable Infrastructure

- Provide training for staff to apply best practice
- Prepare to complete the necessary studies and master plans to support capital plan decisions
- Create sustainable infrastructure maintenance and replacement schedule that is proactive, rather than reactive
- Create infrastructure standards for new residential and commercial developments
- Explore partnerships with other levels of government and neighbouring communities for infrastructure or capital assets where feasible.
- Prioritize which capital assets need to be upgraded.
- Prioritize infrastructure development or upgrade opportunities that clearly impact the economic growth and quality of life in Onoway.

#### 5) Financial Sustainability

- Develop a long-term tax strategy that fulfills the priorities of this strategic plan with consideration for Onoway's financial resources and infrastructure sustainability, providing value to taxpayers.
- Review long-term capital planning to better plan for future capital maintenance and replacement.
- Encourage positive residential and business growth to add to our tax base and promote financial sustainability.
- Foster relationships with regional neighbours that benefit and build up all partnerships.
- Balance affordable tax rates by generating sufficient revenue to meet our operational and capital needs.
- Ensure that Onoway accesses available municipal grants at all levels of government.
- Refine our financial processes to meet current and future economic and resource challenges.
- Set up public engagement opportunities to be transparent to the community about Onoway's financial position, challenges, needs, and opportunities.
- Communicate with the public about the value and benefit they receive from their taxpayer dollars.

From the confirmation of the Strategic Plan, Administration is able to update the Vision Action Plan. The Vision Action Plan is attached for Council to review and provide input into Staff's work plan to ensure that Administration's Vision Action Plan is the direction Council sees as well.

Staff are completing a lot of preparation work to extend the useful life of assets or assess their condition to create a long-term plan for replacement.

Bylaw and policy update remain a priority as well as Economic Development initiatives.

Projects are based on time and capacity.

Staff will continue to update Bylaws and Policies to ensure that best practices are in place.

**STRATEGIC ALIGNMENT**

Good governance.

**COSTS / SOURCE OF FUNDING**

NONE.

**RECOMMENDED ACTION**

- 1) THAT Council confirm the Strategic Plan for 2025 and approve the 2025-2027 Vision Action Plan as presented.





# Town of Onoway

## Vision Action Plan

### 2025-2027







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## INTRODUCTION

### **A message from Jennifer Thompson, Chief Administrative Officer for the Town of Onoway**

The first two years of my tenure with the Town of Onoway have been a learning curve. When leadership changes, there is always a twelve-to-eighteen-month transition. There are many areas for improvement in the processes being used and staff are striving to implement best practice. I am pleased to present the updated Vision Action Plan in response to Council's direction on priorities, goals and objectives that effectively create the work plan for staff.

Council is focusing on long-term initiatives, sustainable success for the town, and resident satisfaction with service. They particularly wanted to engage the community and understand resident wants and needs with the goal of improving quality of life. My job is to turn their vision and priorities into plans and tangible actions.

My Staff and I embrace Council's values of respect, transparency and accountability, integrity, trust, teamwork and collaboration. Following Council's direction, we will concentrate on financial sustainability, infrastructure, economic development, service excellence and governance priorities.

I am committed to build on the strong foundation created for the Town of Onoway to implement Council's strategic priorities.

The Vision Action Plan has been created to focus on actioning the priorities in the Strategic Plan which will achieve success for the Town of Onoway.

A handwritten signature in blue ink that reads "Jennifer Thompson".



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## 2025-2027 Vision Action Plan

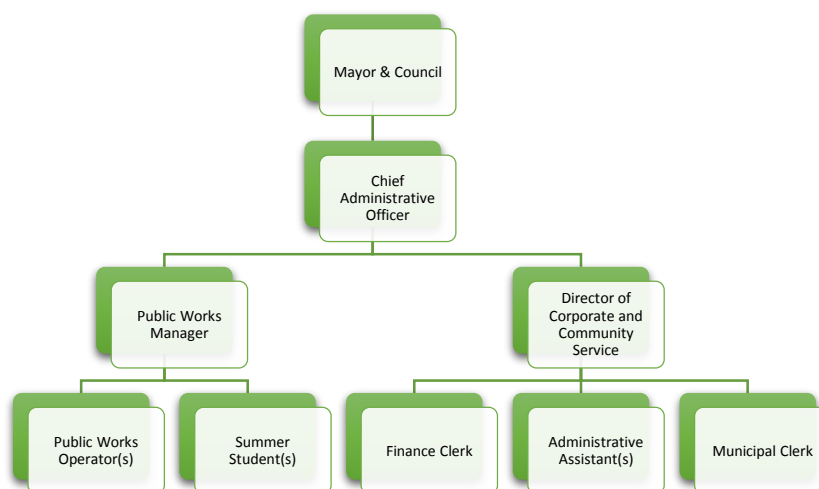
Chief Administrative Officer, Town of Onoway



## Municipal Corporate Structure

Municipal governments are made up of a mayor and a set number of councillors elected by citizens of their representative districts or wards. Municipal council responds to the community's concerns and opportunities and plans for long-term growth and development. Council determines goals and priorities, develops and approves policies, bylaws and major projects, plans and provides services and programs, sets the municipal tax rate and approves the annual budget, all while representing the municipality.

Every council must establish, by bylaw, a position of Chief Administrative Officer (CAO). The CAO is the administrative head of the municipality. The CAO ensures that policies and programs are implemented, advises council on the operation of the municipality, and ensures appropriate staffing is in place. Councillors work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so they can make sound decisions.





## Vision Action Plan

A Vision Action Plan is led by the CAO. A Vision Action Plan is the document that includes detailed administrative actions that support and enable the Community Vision Plan created by the Council for the Town of Onoway. A Vision Action Plan is administration's response to Council's direction on priorities, goals, and objectives. The CAO uses the Vision Action Plan process to work with administrative staff to development tangible actions that link to priority focus areas and related goals deemed critical by Council over the next four years.

### Vision Action Plan

**Tangible and realistic action plans that make council's community vision come alive.**

The Vision Action Plan clearly articulates actions to be undertaken over a four-year timeframe furthering the achievement of Council's community vision.

The Vision Action Plan:

- Ensures consistent and aligned vision across the organization
- Provides structure and coordination toward priorities across all levels
- Clarifies action plan roles, responsibilities, deliverables, and timelines



→ Considers the allocation of financial and human resources to community priorities



## Vision Action Plans

There are various types of Vision Action Plans that may be developed by municipal Council.

### Strategic Action Plan

Action plans that have a strategic emphasis in nature to provide long-term benefit to the community.

### Operational Action Plan

Operational Action Plans have a direct impact on municipal services. These plans improve, enhance, or expand services that are currently delivered by the municipality. They can take the form of special projects, changes to services, and activities related to strategic or master plans.

### New Service Action Plan

New Service Action Plans add services not currently delivered by the municipality. This is usually in response to resident wants and demands. Occasionally, New Service Action Plans will be in response to new services that are legislatively required.



### Capital Asset Action Plan

Capital Asset Action Plans consider capital assets that further council's priorities for the community. These action plans will include all costs related to capital assets including feasibility studies, financial capacity analysis, engineering, and the cost of the capital asset itself.

## Municipal Planning Framework

Municipal planning requires several stages of strategic planning processes in order to reach consensus on clearly defined goals and strategic priorities, with a formalized operating budget aligned to financially support those goals.

The first stage of planning is the development of the Community Vision Plan. This then informs the Vision Action Plan, which precedes and interacts with the Vision Finance Plan.

### Community Vision Plan

Annually, Council meets to review and update the Community Vision Plan and the areas of priority focus. This review allows for measurement of progress towards the goals identified for the community vision. Equally important, it allows for flexibility for change and a nimbleness to react to challenges and opportunities each year to match the evolving local situation. Economics, regional collaboration, resident wants, social issues and infrastructure needs are just a few examples of areas that change and evolve necessitating a municipality to be flexible and tactical in its approach to meeting the long-term goals of the community vision.

### Vision Action Plan

Administration develops action plans in support of the realization of Council's vision for the community. The Vision Action Plan is four years in scope and identifies key actions and projects linked to the community vision plan priorities. The purpose of the Vision Action Plan is to link tangible actions to Council's priorities and thus attainment of the community vision.





### **Vision Finance Plan**

Each year the budget process assesses division action plans against the municipality's financial and human resource capacity. Financial constraints in both the operating and capital budget coupled with human resource capacity are key considerations in the approval of Vision Action Plans within the annual budget. This review results in budget decisions and inclusion of Vision Action Plans within the budget year.

Vision Action Plans that are deemed priority are then incorporated into the annual budget.

This typically takes place four years out from the current year of operation. As a result, business plans and budgets are rolling four-year plans that identify amendments to already approved plans and identify new initiatives beyond the four-year window. When amendments are made to future plans, Council must re-analyze their corporate capacity to ensure that all planned initiatives can be completed on-time and on-budget. This often requires reprioritization of the initiatives already in the approved plans to accommodate new initiatives.



## Community Vision Plan Framework



## Vision Action Plan Impacts on Municipal Financial Management

Ultimately, a Vision Action Plan provides the steps required to inform the financial decisions that must be made to push priorities into tangible, realistic projects. These financial decisions are outlined in the subsequent Vision Finance Plan.

A Vision Finance Plan considers the impact of Vision Action Plans on the municipal budget. Municipal budgets have two main components, operating and capital. The two types of budgets are very distinct, and



both are reflective of maintaining current service levels for existing programs and services critical to the community, as well as additional resource requirements for new initiatives.

### **Operating Budget**

Strategic, Operational, and New Service Action Plans may have operating budget impacts. The operating budget provides resources for the ongoing day-to-day costs of delivering municipal services to residents. It covers items such as staff salaries, utility costs to run facilities, funding for community events, family support programs and maintenance repairs to essential infrastructure.

### **Capital Budget**

Strategic, New Service and Capital Asset Plans can have capital budget impacts. The capital budget deals with costs to develop new infrastructure and amenities and invest in long-term fixed assets required for daily service delivery. Examples include new water lines or roads, new facilities and technology, land, and vehicles.



## Town of Onoway Community Vision

The Council for the Town of Onoway participated in a process to develop a Community Vision Plan in 2023. The vision for the community is long-term in nature and paints a positive picture for the future of the Town of Onoway. Within the Community Vision Plan, Council has identified key priority focus areas to pursue. Achievement in these areas will improve the municipality's current situation, pave the way to a prosperous future, and foster a community that current and future residents will be proud to live in.

### Priority Focus Areas

**Council-approved priorities that will pave the way to a positive future for the Town of Onoway.**





## Town of Onoway Priority Focus Areas



## ECONOMIC & BUSINESS GROWTH



## SERVICE EXCELLENCE



## GOOD GOVERNANCE



## SUSTAINABLE INFRASTRUCTURE



# FINANCIAL SUSTAINABILITY



**Priority Focus Area #1:**



# ECONOMIC & BUSINESS GROWTH

**Goal Statement**

We support economic growth by welcoming new businesses, proactively supporting our business community, and diversifying the local economy.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Economic Development Committee	Council Committee Bylaw that includes the Terms of Reference for economic development and tourism.	Administration, Economic Development & Tourism Committee, CAO	2025 Q1	Staff resources
Economic Development Workplan & Financial Requirements	Implementation 2025 Economic Development Workplan Onoway to live and work in.	Council, EDTC, CAO	2025	Staff Resources
Non-Residential Incentive Program	Encourage Investment in the Town of Onoway	CAO, DCCS and Council	2025 Q1	Staff Resources







## Priority Focus Area #2:



# SERVICE EXCELLENCE

### Goal Statement

We focus on delivering and improving high-value essential and value-add services daily to support residents' quality of life.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Policy Update	Review and update of policies to ensure consistent and fair practice.	Administration	2023 Ongoing	Staff Resources
Standard Operating Procedures	Create and implement Standard Operating Procedures based on municipal best practices	All Departments	2025 - 2027	Staff Resources
Communication Plan	Develop a communications plan for internal and external customers to promote information sharing and transparency.	Administration	2025 - 2026	Staff Resources
Continue Annual Citizen Satisfaction/Budget Survey	Improve on the Annual survey to residents	Administration	2025	\$3,700





Priority Focus Area #3:



# GOOD GOVERNANCE

**Goal Statement**

We recognize the importance of a trustworthy, reliable, and stable municipal government and will strive to provide strong leadership and govern with priority-based decision-making.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Council Orientation	New Council Orientation	Council	2025	\$8,000 per annum
Staff Professional Development & Training	Continuous education opportunities to provide staff with applicable education, certification and conference attendance to serve Onoway with municipal best practices, knowledge and skills	All departments	2023 – 2027	\$10,500 per annum
Vision Action Plan	Develop and update the Town of Onoway Vision Action Plan annually	CAO, Director of Corporate and Community Services	Ongoing Annual 2025 - 2027	Staff Resources



**2025-2027 Vision Action Plan**

Strategic Plan	Review Town of Onoway Strategic Plan and update as required.	Council	2025 Q1 2025 Q4	Council & Staff Resources
Council Committee Bylaw	Create Council Committee Bylaw to ensure compliance with legislation	CAO	2025 Q1	Staff Resources
Consolidation of Fees and charges into a bylaw/schedule	Consolidate fees and charges currently in various bylaws into one fee bylaws/schedule	Director of Corporate and Community Services	2023 ongoing	Staff Resources
Implement Recommendations from MAP Review	With the assistance of Municipal Affairs, best practices are recommended	Administration	2025 Q3	Staff Resources



**Priority Focus Area #4:**



**SUSTAINABLE  
INFRASTRUCTURE**

**Goal Statement**

We embrace short- and long-term capital planning and best practices for asset management that support the needs and economic vitality of the region.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Roving Energy Manager Program	Work to complete energy audits. Started 2024, continuance in 2025	DCCS, Administration	2025	Grant funding & staff resources
Asset Management	Assessment of community infrastructure condition, service level, risk exposure, required projects, available resources and financial budget	All Departments	2025 – 2027	\$7,500
Maintenance Program	Create a maintenance program for all infrastructure to extend the useful life and assess condition of assets.	Administration & Public Works	Ongoing 2023 - 2025	



**2025-2027 Vision Action Plan**

Lagoon Hydra-Survey	Professional Report on the materials to be removed to help set a dredging program	Public Works	2025	\$18,500
Video Inspection of Sewer Infrastructure	Assess the condition of sewer infrastructure to determine remaining useful life of main sewer lines	Public Works	2025-2026	\$50,000 per annum (2 year program)
Road Preparation for MicroSealing	Complete patching and crack seal to prepare for micro-sealing	Public Works	2025-2027	\$50,000 per year \$100,000 for microsurfacing



Priority Focus Area #5



# FINANCIAL SUSTAINABILITY

**Goal Statement**

We will develop short- and long-term financial strategies in support of Onoway’s vision, mission, and strategic plan to build toward the town’s future financial sustainability.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Procurement Policy	Create a current procurement policy to ensure fair and equitable practices when obtaining goods and services for the Town of Onoway	Administration	2025	
Financial Reporting Policy	Implement a Financial Reporting Policy to detail the timeline for regular financial reporting to Council	Administration	2025	
Long-Term Tax Strategy	Implement a long-term tax strategy that provides tax rate and budgetary impacts in a three-year window.	Administration	2026	





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## 2025-2027 Vision Action Plan

Public Engagement to provide transparency to residents	Community Meeting to provide information to residents/businesses on the financial position, challenges, needs and opportunities for the Town.			
Grant Suitability	Apply for infrastructure grants			



**TOWN OF ONOWAY**  
**4812 - 51 Street | Onoway, Alberta | T0E 1V0**

**Phone: 780-967-5338**

**[www.onoway.ca](http://www.onoway.ca)**



# ADMINISTRATION MONTHLY REPORT-

## December 2024/January 2025

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**COMPLETED BY: Jennifer Thompson, CAO**

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### TASKS

- Transition Economic Development from temporary Economic Development Officer
- Meet with Returning Officer on process for General Election.
- Create information package for candidates regarding time commitment, committees and responsibility of Council
- Complete East End Bus Budget for final presentation and adoption
- Yearend oversight
- Attend (virtually) Risk Aware – Managing Contracts & Shifting Liability workshop
- Prepare 360 evaluation document for use in future years
- Prepare Vision Action Plan 2025-2027
- Continue working on third party contract information
- Complete Planning and Development contract with legal counsel
- Work with customer on overage charge
- Staff cross-trained and took additional workload while staff member was out of office for a period of time.

### UPDATE (at time of writing this report)

- There has been no additional information received from NGSD regarding the overage charges brought to Council on January 9, 2025

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### UPCOMING

- Joint Use Planning Agreement with Northern Gateway School Division
- Update of Fire Bylaw
- Provide information for Council regarding changes to *Municipal Government Act*
- Annual Audit March 3-5, 2025

- Out of Office – February 5&6, 14-24





# **DIRECTOR OF CORPORATE AND COMMUNITY SERVICES MONTHLY REPORT- January 2025**

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

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## **COMPLETED & ONGOING TASKS**

- **Drafted and presented 2025 FCSS Process for January 9, 2025, Council meeting.**
- **Drafted and presenting Reimbursement and Expense Claims Policy Amendment for January 23, 2025, Council meeting.**
- **Drafted and presenting FCSS Terms of Reference for January 23, 2025, Committee of the whole meeting.**
- **Submitted request to AB Munis for a report of council remuneration amounts from municipalities within a population number range of the Town of Onoway. Once information is received Administration will update C-COU-REM-1 Councillor, Committee and Board Member Remuneration Policy and present at a future Council meeting.**
- **Received Alberta Utilities Commission re-approval of the Gas Distribution Franchise Agreement.**
- **Received notification from Alberta Blue Cross that the Town of Onoway was not one of this year's Built Together Grant. 115**

**applications were received. Administration will apply in May when the application intake opens.**

- **Working on Onoway Taxpayers Association (OTPA) FOIP request.**
- **Working with Circular Materials on drafting a recycling agreement to present to Council at a future meeting.**
- **Working on year end tasks.**



# **PUBLIC WORKS MONTHLY REPORT- Jan 2025**

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**COMPLETED BY: Gary Mickalyk**

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## **UPDATE**

- **Re-stocked sand supply and ice melter for sidewalks**
  - **General machine maintenance**
  - **Water meters ordered to restock annual inventory along with other items**
  - **Enzymes for lift station have been ordered**
  - **Curb stop issue at property line resolved**
  - **Received work orders were completed**
- 

## **PROJECTS:**

- **Capital and budget planning for summer projects**



## Town of Onoway Request for Information

Meeting:	<b>Committee of the Whole</b>
Meeting Date:	January 23, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Non-Residential Tax Incentive Program

### BACKGROUND / PROPOSAL

Economic Development within the Town of Onoway is a priority for Council as adopted in the Strategic Plan in June 2023.

### OBJECTIVES

#### TAKE ACTION TO PROMOTE, GROW AND SUPPORT OUR LOCAL ECONOMY

- Support and enable the new economic development committee.
- Develop a marketing strategy and action plan that focuses on business retention, growth, and attraction of new businesses to Onoway.
- Create strategies that continue to make Onoway a sustainable, connected, healthy community that is a good place to live and situate a business.

#### BE PROACTIVE IN PLANNING FOR THE FUTURE

- Create long-term capital and infrastructure plans that support sustainable economic growth.
- Investigate ways to use and develop land strategically and promote sustainable economic and business growth without compromising residents' quality of life.

#### FOCUS ON RELATIONSHIPS AND ENGAGEMENT

- Partner with regional neighbours to create economic initiatives that allow all partnerships to flourish.
- Highlight the positive benefits of locating a business to Onoway through marketing and engagement with the current and potential business community.

With the achievement of the Northern Regional Economic Development Grant to partially fund an Economic Development Officer, Kenneth Brunton advanced projects for the Town of Onoway.

At the November 14, 2024 Regular Council Meeting the following resolution was passed:

- f. Non residential Development Tax Incentive

**Motion # 382-24**

MOVED by: Councillor Bridgitte Coninx

THAT Council authorize the Town Administration to further develop, publicize, and approve a non-residential tax incentive consistent with the proposal presented.

**CARRIED**



The staff report presented at the November 14, 2024 meeting is attached for review.

Staff presented the bylaw that was included in the report from November 14, 2024 for Council approval at the Regular Meeting of January 8, 2025.

First reading of the bylaw was defeated. This means that the bylaw cannot be brought back to Council.

**Motion # 006-25**

MOVED by: Councillor Robin Murray

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

**DEFEATED**

Administration recommended that Council pass a resolution to bring the program back to Committee of the Whole for revision and clarification.

**January 9, 2025 - Motion # 007-25**

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 822-25 A Bylaw for Non-Residential Development Incentive be moved into a future Committee of the Whole meeting for discussion of the Bylaw's impact on tax base.

**CARRIED UNANIMOUSLY**

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

Council priorities in the approved Strategic Plan are:

1) Economic & Business Growth

- Support and enable the new Economic Development Committee
- Develop a marketing strategy and action plan
- Create strategies to make Onoway a sustainable, connected, healthy community
- Create long-term capital and infrastructure plans to support sustainable economic growth
- Partner with regional neighbours to create economic initiatives

In order to be competitive with surrounding municipalities, Council has directed administration make Economic Development a priority to encourage businesses to invest in the community.

Mayerthorpe has multiple tax incentive policies and has a tax incentive bylaw from 2018. (Attached). Westlock has a similar non-residential tax incentive program and was used as a guide to what has been proposed to Onoway Council.

The non-residential tax incentive program is the second incentive program that has been proposed since the approval of the Strategic Plan. The first was the store front improvement grant, which received no applications.

The non-residential tax incentive program:

- Is a ten year program
- Is only for non-residential properties
  - for construction is more than \$250,000 in assessed value
  - expansion of \$50,000 or more of existing
- Exemption only applies to increased assessment amount
- The exemption is for three years for the municipal portion of taxes only

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%

Staff have begun promoting this program as per the resolution 382-24 that Council has approved the program and that Administration needed to present the bylaw for Council approval. This is available on the website with a “more to come” to encourage business interest in partnering in expanded or new development in Onoway.

The Non-Residential Tax Incentive Bylaw is also attached for review.

Staff need direction from Council on the Non-residential Tax Incentive Program for this program to be implemented.

**STRATEGIC ALIGNMENT**

Economic & Business Growth  
Good governance.

**COSTS / SOURCE OF FUNDING**

NONE.

**RECOMMENDED ACTION**

from Council deliberations

**ATTACHMENTS**

Nov. 14, 2024 Council Meeting RFD – Non-Residential Development Tax Program  
Mayerthorpe Bylaw x-005-Development Tax Bylaw  
Defeated Bylaw 822-25 Non-Residential

**TITLE:** Development Tax Incentive  
**POLICY NO.:** X-005  
**APPROVAL:** March 26, 2018  
**EFFECTIVE DATE:** March 26, 2018  
**AMENDED DATE:** May 25, 2020  
 February 26, 2024  
**REVIEW DATE:** February 20, 2018  
 March 19, 2018  
 May 19, 2020  
 September 20, 2021  
 March 18, 2024

**SUPERSEDES POLICY NO.:**

**POLICY STATEMENT:** To provide municipal tax incentives to support Council’s strategic plan by fostering and encouraging new housing, investment, and business start-up in the Town of Mayerthorpe.

**PURPOSE:** To establish a rebate structure for municipal tax incentives to encourage new housing, commercial and industrial development stimulating the economy in the Town of Mayerthorpe.

**DEFINITIONS:**

Development	Means newly constructed buildings including stick built, modular, manufactured homes, RTM (Ready to Move), accessory dwelling units (accessory suite or secondary suite), excluding accessory buildings, garages, portable buildings, temporary buildings, and mobile homes.
Registered Owner	Means: a) the purchaser of the fee simple estate in the land under an agreement for sale that is the subject of a caveat registered against the Certificate of Title in the land any assignee of the purchaser’s interest that is the subject of a caveat registered against the Certificate of Title, or b) in the absence of a person described in paragraph (a),

the person registered under the Land Titles Act as the owner of the fee simple estate in the land.

**PRINCIPLES:**

1. This policy applies to Development of new residential housing, industrial buildings, and commercial buildings authorized by the Town of Mayerthorpe that is subject to municipal tax.
2. Municipal tax rebate for new industrial/commercial Development is as follows:
  - a. Supplemental Municipal Tax – 100%
  - b. 1<sup>st</sup> Year Municipal Tax – 85%
  - c. 2<sup>nd</sup> Year Municipal Tax – 70%
  - d. 3<sup>rd</sup> Year Municipal Tax – 65%
  - e. 4<sup>th</sup> Year Municipal Tax – 50%
  - f. 5<sup>th</sup> Year Municipal Tax – 35%

Apartment buildings that include third floor units qualify for an additional 5% Municipal Tax Rebate to the Municipal Tax Rebates provided for in Section 2.b. to 2.f., excluding 2.a Supplemental Municipal Tax.

3. This policy does not apply where Policy I-006 Infill Tax Rebate is applicable.
4. Municipal tax on the value of pre-existing improvement(s) are not eligible for the municipal tax rebate.
5. Municipal tax on the value of land is not eligible for the municipal tax rebate.
6. Other tax levies (i.e. school levy and Lac Ste. Anne Foundation levy) and local improvement levies are still payable by the Register Owner.
7. Municipal tax rebate cheques shall only be issued to the original Payee.
8. Municipal tax rebate cheques shall be prorated when there is a change in Registered Owner within the calendar year for which a rebate is applicable.

9. Applications will not be necessary for municipal tax rebates. They will be refunded automatically in August of the taxation year in which they are applicable.
10. Municipal tax rebate cheques will only be issued when all the taxes levied against the property are paid in full.
11. Municipal tax rebate cheques will only be issued once all of the following compliance Reports for the property are received at the Town Office:
  - a. Building Permit Services Report
  - b. Electrical Permit Services Report
  - c. Gas Permit Services Report
  - d. Plumbing Permit Services Report

End of Policy.

**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 \_\_\_\_\_

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Lenard Kwasny, Mayor

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Jennifer Thompson  
Chief Administrative Officer

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

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**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 Information

Meeting:	<b>Committee of the Whole Meeting</b>
Meeting Date:	January 23, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	FCSS Committee Terms of Reference

### **BACKGROUND / PROPOSAL**

During the January 9, 2025 Council meeting, Administration brought forward a proposed 2025 FCSS process that included the following observations for discussion:

- Society/corporate registration.
- Funding recognition.
- Reimbursement after receipt of final report.
- Maximum FCSS funding limit.
- Preapproval Process.

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

During the above meeting Council discussed the potential for an internal FCSS grant committee that, if created, would continue to deliberate on the above observations.

As a result of the discussion of the internal FCSS grant committee, Administration is bringing forward an attached draft FCSS Committee Terms of reference for further discussion and direction. In creating the attached terms and references Administration reviewed and applied best practices from a few municipalities FCSS terms of references (attached).

### **STRATEGIC ALIGNMENT**

- Service Excellence
- Good Governance

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

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

### **RECOMMENDED ACTION**

1. That the Committee of the Whole recommend to Council that the Family & Community Support Services (FCSS) Committee Terms of Reference be added to the Council Committees Bylaw.

2. (Or some other directions as given by the Committee of the Whole at meeting time).

## **ATTACHMENTS**

- Proposed Family & Community Support Services (FCSS) Committee Terms of Reference.
- Town of Strathmore FCSS Terms of Reference.
- Town of Cochrane FCSS Terms of Reference.
- Town of Riley FCSS Terms of Reference.

# TERMS OF REFERENCE

## Family & Community Support Services (FCSS) Committee

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**Board or Committee Type:** Family & Community Support Services (FCSS) Committee

**Approval Date:** Enter Date

**Review or Revision Date:** Enter Date

---

### 1. AUTHORITY

- 1.1 The Family & Community Support Services (FCSS) 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 receive, review and make recommendations on FCSS applications received by the Town of Onoway for FCSS funding;

### 3. KEY RESPONSIBILITIES (SCOPE OF AUTHORITY)

- 3.1. To prioritize issues and actions in cooperation with the Town Council. At the beginning of each year, the FCSS Committee, will present an annual progress report to Council.
- 3.2. To prioritize project applications based on community needs and priorities;
- 3.3. To make recommendations to Council for the allocation of funds based on the Family and Community Support Services Act;
- 3.4. To make recommendations to the Town Council on various issues related to the Committee's objectives;
- 3.5. To serve as an advisory, resource and information support group to the Town;
- 3.6. To comply with the Town of Onoway, Council Committees Bylaw, Procedural Bylaw, Council Code of Conduct and Municipal Government Act.

### 4. COMPOSITION AND APPOINTMENT

- 4.1. The FCSS Committee is composed of two (2) members of the Community, one (1) member of Council, one (1) Alternate member of Council and one (1) member of Administration.
- 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. RECRUITMENT OF CITIZEN APPOINTMENTS

- 5.1. Recruitment of citizens to be appointed to the FCSS 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.

# TERMS OF REFERENCE

## Family & Community Support Services (FCSS) Committee

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### 6. QUORUM

- 6.1. 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.
- 6.2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

### 7. FREQUENCY AND LOCATION OF MEETINGS

- 7.1. The FCSS Committee will meet approximately three (3) 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.
- 7.2. 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.
- 7.3. All meetings shall be open to the public, in accordance with the Town of Onoway's Procedural Bylaw and the Municipal Government Act.

### 8. AGENDAS AND MINUTES

- 8.1. A copy of the agenda shall be prepared by the Administrative Representative and provided to Committee members, and administration will post the agenda on the Town's website.
- 8.2. Minutes of all meetings of the Committee shall be forwarded to Council for approval. The FCSS Committees' proceeding minutes shall be attached in the agenda package.

### 9. SELECTION OF THE CHAIR AND VICE-CHAIR

- 9.1. The FCSS Committee Chair shall be selected by the Committee at the first meeting.  
The  
Chair may be a member of Council.

### 10. ROLE OF THE CHAIR AND VICE-CHAIR

- 10.1. The role of the Chair is to:
  - ❖ Preside at the meetings of the FCSS Committee, and keep discussion on topic;
  - ❖ Provide leadership to the FCSS 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 and the Town Council on a regular basis (if applicable); and
- 10.2. In the absence of the Chair, the committee shall appoint a member to run the meetings and act for the Chair as necessary.

### 11. ROLE OF COMMITTEE MEMBERS

# TERMS OF REFERENCE

## Family & Community Support Services (FCSS) Committee

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11.1. The role of Committee members is to:

- ❖ Participate in the development and review of priorities for FCSS project funding in accordance with the terms of the Family and Community Support Services Act and Regulation;
- ❖ Prioritize project applications based on community needs and priorities;
- ❖ Provide recommendations for funding allocation of FCSS;
- ❖ Assist in presenting annual progress reports to Council on behalf of the FCSS Committee and Board;
- ❖ Ensure that the mandate of the FCSS Committee is being fulfilled;
- ❖ Provide the Chair with agenda items;
- ❖ Comply with the:
  - Town of Onoway's Code of Conduct;
  - Town of Onoway's Procurement Bylaw;
  - Other applicable Town Bylaws and policies;
- ❖ Notify Town Administration within 24 hours of the FCSS Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

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

### **12. PURCHASING POLICY**

12.1. The FCSS Committee has no authority to expend funds of the town. Purchases made by the FCSS Committee are in compliance with the Town's Procurement Bylaw.

### **13. INSURANCE**

13.1. 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.

13.2. 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.

### **14. EXPULSION OF A MEMBER**

14.1. 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.

### **15. TERMS OF REFERENCE**



## **TERMS OF REFERENCE**

### Family & Community Support Services (FCSS) Committee

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- 15.1. 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.
- 15.2. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

**BYLAW NO. 23-12  
TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO AMEND THE BOARDS AND COMMITTEES BYLAW NO. 22-26.**

**WHEREAS**, under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a Bylaw for the purpose of establishing Council Committees within the Town of Strathmore;

**AND WHEREAS** the Municipal Government Act authorizes Council to pass a bylaw establishing procedures to be followed by Council Committees;

**AND WHEREAS** Council considers it expedient to pass a bylaw establishing a Council Committee for the purpose of establishing a Family and Community Support Services Advisory Board;

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

**1. SHORT TITLE**

- 1.1. This Bylaw may be referred to as the "Boards and Committees Bylaw Amending Bylaw".

**2. AMENDMENTS**

- 2.1. That Bylaw No. 22-26 be amended to add schedule A of this Bylaw as schedule D of Bylaw No. 22-26.

**3. EFFECTIVE DATE**

- 3.1. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

**READ A FIRST TIME** this 5<sup>th</sup> day of April, 2023.

**READ A SECOND TIME** this 5<sup>th</sup> day of April, 2023.

**READ A THIRD AND FINAL TIME** this 5<sup>th</sup> day of April, 2023.

*Pat Fule*

MAYOR

  
DIRECTOR OF STRATEGIC, ADMINISTRATIVE,  
AND FINANCIAL SERVICES

## Schedule 'A'

### **Family & Community Support Services Advisory Board**

#### **MANDATE**

To receive, review, and make recommendations on applications received by the Town of Strathmore for funding under the Community Investment Program.

#### **COMMITTEE STRUCTURE**

The Family & Community Support Services (FCSS) Advisory Board will consist of:

- One (1) Council member;
- Five (5) public-at-large representatives (Town residents); and
- One (1) FCSS Representative as a non-voting member.

Preference will be given to applicants who:

- Have previous board or committee experience
- Have experience with grant writing or reviewing grant applications
- Have experience with non-profit organizations

The FCSS Advisory Board will elect a board chair during the first meeting following the Town of Strathmore's Organizational Meeting.

#### **ADMINISTRATIVE RESOURCES**

The Town will provide one (1) staff member to provide support to the committee.

#### **QUORUM**

Four (4) members shall constitute a quorum of the Board.

#### **TERM**

Members will be appointed for a term of up to three (3) years, up to a maximum of three consecutive terms.

#### **AUTHORITY**

The FCSS Advisory Board shall:

- Participate in the development and review of priorities for FCSS project funding in accordance with the terms of the Family and Community Support Services Act and Regulation and for United Way project funding based on the terms of the current Letter of Agreement;
- Prioritize project applications based on community needs and priorities. Provide recommendations for funding allocation of FCSS and United Way grant dollars;
- Develop and facilitate the delivery of fundraising activities that will strengthen

our position to achieve positive change and build a strong community;

- Make recommendations to Council for the allocation of funds based on the FCSS Act, United Way of Calgary and Area Agreement and established FCSS and Council priorities for:
  - FCSS grant funding; and
  - United Way of Calgary and Area grant funding;
- Monitor progress and outcomes of funded social initiatives within the community;
- Increase awareness of social issues and the services and resources available for Strathmore residents; and
- Comply with the Town of Strathmore Procedural Bylaw and Municipal Government Act.

#### **SUPPORTING DOCUMENTS**

- Policy No. 5102 – Family and Community Support Services Grant Program

#### **MEETING SCHEDULE**

The Board will meet a minimum of three (3) times a calendar year, or as agreed upon at previous Committee meeting.

**FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)  
ADVISORY BOARD  
TERMS OF REFERENCE**

<b>PURPOSE</b>	The FCSS Advisory Board will function in an advisory capacity to Town Council and Administration to enhance, strengthen and stabilize family and community life.
<b>MEMBERSHIP</b>	<ul style="list-style-type: none"> <li>▪ One (1) Council member;</li> <li>▪ Five (5) public-at-large representatives (Town residents); and</li> <li>▪ One (1) public-at-large representative (West Rocky View County resident)</li> </ul>
<b>QUORUM</b>	50% + 1
<b>AUTHORITY</b>	<p>The FCSS Advisory Board shall:</p> <ul style="list-style-type: none"> <li>▪ Prioritize project applications based on community needs and priorities;</li> <li>▪ Make recommendations to Council for the allocation of funds based on the Family and Community Support Services Act, Family and Community Support Services Regulation, United Way of Calgary and Area Agreement and established FCSS and Council priorities for: <ul style="list-style-type: none"> <li>○ FCSS grant funding</li> <li>○ United Way of Calgary and Area grant funding;</li> </ul> </li> <li>▪ Monitor progress and outcomes of funded social initiatives within the community;</li> <li>▪ Develop and facilitate the delivery of fundraising activities that will strengthen our position to achieve positive change and build a strong community;</li> <li>▪ Increase awareness of social issues and the services and resources available for Cochrane and West Rocky View County residents; and</li> <li>▪ Comply with the Town of Cochrane Procedural Bylaw and Municipal Government Act.</li> </ul>
<b>MEETINGS</b>	Meetings are scheduled on the 2 <sup>nd</sup> Wednesday of every month with the exception of July and August.
<b>MEMBER TERM</b>	May be appointed for 1-3 years; maximum of 2 consecutive terms unless approved by special motion of Council.
<b>COMMITTEE TERM</b>	On-going
<b>FUNDING</b>	As authorized by Council during the annual budget cycle.
<b>APPROVAL DATE</b>	October 28, 2024 (RES # 208/10/24)

# **Ryley FCSS Board Terms of Reference**

## **1.0 Background**

As the governing body, Council has several roles. It represents individual residents as well as the municipality as a whole, gathering information and balancing the wants of individual citizens with the needs of the entire community. Council participates in policy setting and local bylaw making and ensures policy is carried out appropriately through Council process. Council is responsible for fiduciary oversight of the municipal budget, including all grants related to the Ryley FCSS program. Council is responsible for ensuring good communication in order to ensure that the FCSS programs and services are aligned with Council's overall strategic goals and plans for the Village of Ryley.

### **And thus, the local Municipal Council :**

1. Determines whether to participate in the provincial FCSS program.
2. Signs funding agreement with the province and is accountable to the province for local FCSS program operations
3. Approves the annual budget for the FCSS program.
4. Approves all appointees to the Ryley FCSS Board.
5. Delegates authority and oversight to the FCSS Board in areas the Council determines appropriate.

## **2.0 Purpose**

The Ryley FCSS Board is appointed by Council to provide oversight of the FCSS program. It shall provide oversight, support and advice to the CAO and Program Director on the application and administration of the FCSS Act and related Regulation on behalf of Council.

## **3.0 Delegated Authority**

Council shall, through various tools and policy statements, delegate authority to the Ryley FCSS Board in such areas as the Council might determine.

The Board shall not commit the use of the municipality's financial and human resources, beyond those allocated to the FCSS Program, without prior approval.

## 4.0 Responsibilities

With authority delegated by Council, the Ryley FCSS Board shall:

1. Report regularly to council, in a schedule and manner determined by Council.
2. Oversee the distribution of grant dollars to ensure they are within established budget guidelines.
3. Facilitate and support annual strategic direction setting meetings with program staff.
4. Support the Program Director in the development of an annual FCSS program and operational plan to recommend for council approval.
5. Ensure the development of operational procedures and policies as appropriate.
6. Work with the Program Director and CAO to develop a budget (as part of the full administrative budget) to be submitted for approval by Council.
7. Provide financial oversight to ensure the FCSS program operates within the approved budget and is meeting the needs of the community.
8. Provide regular risk management assessments to administration and Council.
9. Develop an understanding of outcomes reporting in order to monitor program performance.
10. Review and approve external grant applications, that are appropriately aligned with program goals and capacity and provide follow up in the regular reports to Council.
11. Develop internal procedures that promote good governance.

## 5.0 Membership

1. The Ryley FCSS Board shall consist of not less than five (5) nor more than seven (7), who shall be appointed by resolution of Council. The Board members shall be appointed for their terms commencing in October of each year at the council's organizational meeting and shall be appointed as follows:
2. Council shall appoint one member from Council and an alternate. The member from Council shall not be an Officer of the Board.
3. Council shall appoint four to six (4-6) members representing the diversity in our community based on recommendation from the Ryley FCSS Board.
4. In the event of a resignation or disqualification of a member, Council shall fill the vacancy as soon as possible. In no event shall the active membership of the Board be less than five (5).
5. The Program Director shall be appointed to the Board ex-officio, without voting privileges.
6. The CAO can attend any meeting of Board.
7. Not more than 50% of the appointed members shall be replaced in any organizational year.
8. Officers of the Board shall consist of a chair, a vice-chair (who will assume the responsibility of the chair in their absence), and a secretary who shall keep all minutes in a minute book with an approved copy of the minutes circulated to The Board, the CAO and Council. An external recording secretary may be appointed.
9. The Officers of the Board shall be selected by its members at the first meeting following the annual organizational meeting of Council.
10. The agenda of all meetings of the Board shall be prepared by the Program Director and circulated to all members and the CAO.
11. Any decision of the Board resulting in a tie vote shall be deemed to be lost.
12. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rule of Order.



## **6.0 Meetings**

The Ryley FCSS Board will meet a minimum of ten (10) times per year. Additional meetings may be scheduled as deemed necessary. The meetings may be in-person, by teleconference or electronic.

If a Board member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

## **7.0 Term**

Directors are appointed to the Ryley FCSS Board at the annual organizational meeting of Council in October of every year. The term of office for a Director is for \*two (2) years. Three (3) of the Director terms of office will expire in odd years -2023, 2025 etc, with the remaining three (3) positions expiring in the even years - 2022, 2024, etc. A Director can be re-appointed at the end of their two-year term for one additional term. After two terms, a two-year break is required before reapplication for another board appointment will be considered.

\*Note: In the organizational year of 2021, three (3) directors will be appointed for an initial term of only one (1) year. The other three (3) will be appointed for a two (2) year term in order to facilitate an annual changeover of no more than 50% of the community-based directors.

## **8.0 Quorum**

Quorum shall be 50%+1 of the Directors.

## **9.0 Decision-making**

The Board shall strive for consensus when making decisions. If consensus cannot be achieved, the Board members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to Council.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting.

## **10.0 Record Keeping**

The Board shall take minutes at the meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the organization's practice.

## **11.0 Accountability**

The Ryley FCSS Board will be accountable to the Ryley Municipal Council by report and/or delegation.

Approved by the Ryley Council: \_\_\_\_\_

Augustana Extended Education  
The University of Alberta - Augustana Campus

*hereby certifies*

**Lisa Johnson**

*has completed the requirements for the Alberta*

## **Municipal Elected Leaders Certificate**

*on*

**November 4, 2024**



**John Parkins**

Dean, Augustana Faculty & Executive Officer



**Duane Gladden**

Chair, Elected Officials Education Program



**UNIVERSITY  
OF ALBERTA**

**Agenda for Spring 2025 President's Summit**  
**March 5, 2025**  
**Westin Hotel, 10135-100 Street NW, Edmonton**  
**\*Subject to Change\***

Wednesday, March 5		
Time	Topic	Session Description
8:00 a.m.	Registration and Breakfast	
9:00 a.m.	Opening remarks	President Tyler Gandam to bring remarks on civility.
9:15 a.m.	Plenary: Common Ground Toolkit	<p><a href="#">Common Ground Politics</a> has been undertaking significant research into Alberta's political landscape over the past few years. The initiative includes a toolkit which builds common vocabulary for problems facing civil dialogue in politics.</p> <p>Dr. Wesley will speak to the Common Ground Toolkit and how to effectively use the kit in local government. ABmunis is a supporting partner of the Common Ground initiative.</p>
10:15 a.m.	Break	
10:30 a.m.	Breakout session: From Discord to Harmony: Mastering Conflict in Local Government	<p>Municipal elected officials often face conflicts in decision-making and interpersonal dynamics.</p> <p>This session will explore practical strategies for managing disagreements, fostering collaboration, and maintaining professional relationships in the face of political tension.</p> <p>Participants will gain tools for effective communication, conflict resolution, and navigating reactions in real time.</p>
10:30 a.m.	Breakout session: Promoting a civil social media landscape	<p>Social media plays a key role in political discourse and has been blamed for degradation in community conversations and abuse of elected officials and staff.</p> <p>Join our speakers to gain insight into developing strategies to help manage social media and how current elected officials are engaging and utilizing AI.</p> <p>This session will bring key take-aways to shaping a more positive political environment.</p>
12:00 p.m.	Lunch	

1:00 p.m.	Plenary – Canadian Barometers Project	<p>The Canadian Barometers research partnership focuses on understanding and improving municipal democracy by routinely surveying local elected officials on their experience with abuse and their level of satisfaction in the role.</p> <p>The plenary will dive into preliminary insights into their more recent survey and the ways in which this data helps support community leaders.</p>
1:20 p.m.	Plenary – Harassment in the Council Chamber and Workplace	<p>Municipal councillors are facing increased levels of harassment both in and outside of council chambers. Due to the unique nature of their role, they are not protected under workplace laws in the same way as a municipal employee. It is also challenging to hold councilors accountable should they create an unsafe workplace for municipal staff.</p> <p>This session will feature legal, law and policy perspectives on harassment in the municipal workplace.</p>
2:20p.m.	Break	
2:30 p.m.	Breakout sessions: Looking after yourself and your colleagues	<p>Leaders are often called on to support others, but they also need to look after themselves.</p> <p>This session will focus on concrete ways to care for yourself and others during times of difficulty.</p>
2:30 p.m.	Breakout Session: Acting in the moment: How, when and why	<p>This session aims to help participants identify harm that happens in their workplaces and council activities, and considerations for addressing that harm in real-time or after the fact.</p> <p>Through practical tools and discussions, participants will gain confidence in being a positive bystander, helping to prevent harm and fostering a culture of accountability and respect in their communities.</p>
4:00 p.m.	Break	
4:15 p.m.	Preparing Alberta’s Future Municipal Leaders	<p>A session focused on the realities of running for municipal office. This panel will feature unique perspectives including:</p> <ul style="list-style-type: none"> <li>- Living through tumultuous times at the council level</li> <li>- Choosing to run for council during difficult transitions</li> <li>- Hiring a new CAO and developing a relationship</li> </ul>
4:45 p.m.	Closing remarks	

**Agenda for Spring 2025 Municipal Leaders' Caucus**  
**March 6 and 7, 2025**  
**Westin Hotel, 10135-100 Street NW, Edmonton**  
**\*Subject to Change\***

<b>Thursday, March 6</b>	
8:30 a.m.	Registration and Breakfast/CAO Breakfast
9:30 a.m.	President's Opening Remarks and Transition from President's Summit
9:45 a.m.	Minister of Municipal Affairs' Remarks
10:00 a.m.	Update from Federation of Canadian Municipalities
10:05 a.m.	Break
10:20 a.m.	Plenary Session on Water
11:20 a.m.	Plenary Session on Resources for Municipal Election
11:50 a.m.	Opposition Leader's Remarks
12:00 p.m.	Lunch
1:00 p.m.	Municipal Breakout Sessions: <ul style="list-style-type: none"> <li>• Cities</li> <li>• Towns</li> <li>• Villages &amp; Summer Villages – (healthcare to be one topic among other interactive discussions)</li> </ul>
2:20 p.m.	Premier's Remarks
2:35 p.m.	Ministers Dialogue Session I
3:35 p.m.	Break
3:45 p.m.	Ministers Dialogue Session II
4:45 p.m.	Closing Remarks
5:00 - 6:30 p.m.	Ministers' Reception sponsored by RMRF

<b>Friday, March 7</b>	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	Plenary Session on Municipal Finance Research Project
9:25 a.m.	Plenary Session on Resolutions
9:50 a.m.	Requests for Decision
10:05 a.m.	President's Report and Update from AMSC
10:30 a.m.	Break
10:45 a.m.	Plenary Session on Policing
11:45 a.m.	Closing Remarks and Lunch to Go