



THINGS TO KNOW *about becoming a Councillor*



Council Meetings & Expenses

- \$175.00 per Council Meeting
- \$100.00 for a Non-Council Meeting - up to 4 hours
- \$175.00 for a Non-Council Meeting - 4-6 hours
- \$250.00 for a Non-Council Meeting - 6 or more hours
- \$250.00 per Month Meeting Expenses for Councillors
- \$400.00 per Month Meeting Expenses for Mayor
- \$.72 cents per Kilometer for meetings outside of Onoway



A Word from the CAO

Municipal government is a calling for many. To contribute, influence and make decisions on the growth and sustainability of your community that is built on the foundation of the past, to provide the direction of the present, and prepare for the future. The time commitment required is varied and challenging at times, however it is very rewarding.

There are initiatives that Administration requires Council's direction for, however, completion of the day-to-day tasks of the municipality are the responsibility of the CAO and the processes are generally set by policy. Council's role is to set the policy and pass Bylaws that align with legislation and provide direction for Administration to implement. It is up to the Chief Administrative Officer, who is the sole employee of Council to implement Council's direction. Staff are the responsibility of the CAO.

One current example of a Council task, is that our infrastructure is outdated and processes need improvement. Council and staff are stretching every dollar to provide services and improve infrastructure. While taxation and grants are the only revenue available, water and sewer utility services are self funded. It is not an easy position for Council when there is much to be done and the process is slow. This isn't localized to our community. This is the case throughout Canada. AB Munis has an advocacy resource that talks about the infrastructure deficit. For more information please visit this link: <https://www.abmunis.ca/advocacy-resources/infrastructure/lets-talk-about-infrastructure>

The relationship between Council and staff is one that requires respect and collaboration as well as a commitment to work together to achieve the best future for the Town of Onoway. A successful Council is one that is committed to keeping an open mind, and working together for the benefit of the community.

If you have any questions, please do not hesitate to contact CAO-Jennifer Thompson.



COUNCILLOR COMMITTEE MEETINGS

(IN ONOWAY UNLESS OTHERWISE STATED)

Committee

Councillors Committee Meetings

Council Meetings	2 Meetings per Month (approx 4 hours per mtg) Every 2nd & 4th Thursday of the month
Municipal Planning Committee (Council as a Whole)	Meet during Council Meetings
Subdivision Authority (Council as a Whole)	Meet during Council Meetings
Capital Region Assessment Services Commission	1 Meeting per year- mid to later October 1-3 hours in Edmonton
Highway 43 East Solid Waste Commission	Every 2 Months-2 Hour Meetings (Sangudo)
West Inter Lake District Regional Water Services Commission (WILD)	6 Meetings per year (approx. 40 hours per year) Locations alternate-Board pays members
East End Bus Society (EEB)	Quarterly and 1 AGM-2 hours per meeting (Locations Alternate)
Community Futures Yellowhead East (CFYE)	Monthly-3 hours per meeting-Thursday afternoons Whitecourt -Board pays members
Lac Ste Anne Foundation	Monthly-3 hours per meeting-Mayerthorpe Board pays members
Yellowhead Regional Library Board (YRL)	1 Meeting per year-1 -1/2 day orientation (Executive Board Meetings every 2 months) Spruce Grove- Board pays Executive Members
Economic Development Committee/ Partnership Committee (with LSAC)	Committee has been inactive but members are appointed in the event meetings begin again (Sangudo)



COUNCILLOR COMMITTEE MEETINGS

Committee

Councillors Committee Meetings

Onoway Regional Medical Clinic/Physician Recruitment Retention Committee (with LSAC)	Quarterly (or call Chair LSAC) 2-3 hours per Meeting - Sangudo
North Saskatchewan Watershed Alliance	2 Meetings per year with occasional Workshops 3 hours per Meeting - Edmonton
Emergency Management / Disaster Services Committee	2 Meetings per year
Town of Onoway Library Board	4-6 Meetings per year- (2 hours per meeting)
Onoway & District Chamber of Commerce	Meeting are infrequent
Onoway Beautification Committee	5 Meeting per year (2-3 hours per Meeting. Plus Weeding)
Onoway & District Agricultural Society (ODAS)	1 Meeting per month - 2-3 hours per meeting
Onoway Facility Enhancement Association (OFEA)	Every 2 months-2-3 hours per meeting (meetings as required)
Onoway & District Historical Guild	Monthly- 2 hours per meeting
Regional Wastewater Line Committee	Committee has been inactive but members are appointed in the event Onoway's input is required
Regional Trail Master Plan Committee	On hold until Grant Funding is secured by Sunset Point



COUNCILLOR COMMITTEE MEETINGS

Committee

Councillors Committee Meetings

Economic Development and Tourism Committee	Every 2 Months -2-3 hours per meeting
Onoway and Area Interagency Committee (Sub Committee)	Every 2 Months - 2 hour meetings
Enforecement Review Committee	Infrequent- Meets as required to hear appeals Re: Bylaw infractions. i.e. Unsightly properties (Section 545 MGA)



TOWN OF ONOWAY-CAO

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Additional Links: About becoming a Councillor

- [Roles and responsibilities of municipal officials | Alberta.ca](#)
- [Councillors Handbook 2025 | Alberta.ca](#)