



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

**Thursday, February 13, 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 February 13, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the February 13, 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 23, 2025 Regular Council Meeting Minutes 7 - 11
- b. January 28, 2025 Special Council Meeting Minutes 12 - 15

c. 11. Information Items

a) Town of Onoway Development Permit 25DP-01-24 - Renovation of an Existing Commercial Building - 4917 - 50 Street

b) CUPW - January 16, 2025 letter regarding Industrial Inquiry Commission Reviewing Canada Post

c) Upcoming Events Listing

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DESIGNATIONS

7. FINANCIAL REPORTS

8. POLICIES & BYLAWS

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

16 - 39

**Recommendation:**

THAT a Bylaw to Establish the Committees of Council Bylaw # 821-25 be amended by adding the Family & Community Support Services (FCSS) Committee Terms of Reference.

and

THAT Bylaw # 821-25, A Bylaw to Establish the Committees of Council be given third and final reading and be adopted.

or

Direction as provided by Council after deliberations.

- b. Bylaw 823-25 - Non Residential Development Tax Incentive Bylaw 40 - 48

**Recommendation:**

THAT Bylaw 823-25, the Non Residential Development Tax Incentive Bylaw be given first reading.

**Recommendation:**

THAT Bylaw 823-25, the Non Residential Development Tax Incentive Bylaw be given second reading.

**Recommendation:**

THAT Bylaw 823-25, the Non Residential Development Tax Incentive Bylaw be considered for third reading at this meeting.

**Recommendation:**

THAT Bylaw 823-25 the Non Residential Development Tax Incentive Bylaw be given third reading and be adopted.

- c. Bylaw 824-25 - Repeal Bylaw 49 - 53

**Recommendation:**

THAT Bylaw 824-25, the Repeal Bylaw, be given first reading.

**Recommendation:**

THAT Bylaw 824-25, the Repeal Bylaw, be given second reading.

**Recommendation:**

THAT Bylaw 824-25, the Repeal Bylaw, be considered for third reading at this meeting.

**Recommendation:**

THAT Bylaw 824-25 the Repeal Bylaw be given third reading and be adopted.

- d. Bylaw 825-25 - Fees and Charges Bylaw

54 - 61

**Recommendation:**

THAT Bylaw 825-25, the Fees and Charges Bylaw, be given first reading.

**Recommendation:**

THAT Bylaw 825-25, the Fees and Charges Bylaw, be given second reading.

**Recommendation:**

THAT Bylaw 825-25 the Fees and Charges Bylaw be considered for third reading at this meeting.

**Recommendation:**

THAT Bylaw 825-25 the Fees and Charges Bylaw be given third reading and be adopted.

- e. Policy C-COU-CHA-1 - Use of Council Chambers

62 - 63

**Recommendation:**

THAT Council approve the Policy C-COU-CHA-1 Use of Council Chambers amendment as presented.

or

Direction as provided by Council deliberations.

**9. ACTION ITEMS**

- a. Safe Sidewalks Canada Program Update - A Request for Decision is attached

64 - 73

**Recommendation:**

THAT Council approve the Sidewalk Trip Hazard Repair Project MOA with SafeSidewalks Canada Inc.

- b. Ratification for Fire Services Partial Payment of Fees

**Recommendation:**

THAT Council ratify the payment of 50% of member municipalities portion of fire services fees less that portion of the Town of Onoway to Fire Rescue International AND THAT the remaining portion of outstanding fees be remitted only when payment is received from member municipalities of Onoway Regional Fire Services.

- c. Appointment of Development Officer

**Recommendation:**

THAT Paul Hanlan be appointed and confirmed as the Development Officer for the Town of Onoway effective February 1, 2025.

- d. Home Support Memorandum of Agreement - A Request for Decision is attached

74 - 77

**Recommendation:**

THAT Council approve Home Support Program services MOA with LSAC utilizing FCSS Funds to a maximum of \$1,500.

OR

Direction as provided by Council after deliberations.

- e. Appointment of Council to the FCSS Committee - (if Council Committee Bylaw is adopted)

**Recommendation:**

THAT the appointments to the Family & Community Support Services (FCSS) Committee be .... as Council representative and .... Alternate.

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

78 - 82

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

1. Street Cleaning and Sanding Policy discussion - A Request for Decision is attached.

**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. Town of Onoway Development Permit 25DP-01-24 - Renovation of an Existing Commercial Building - 4917 - 50 Street 83 - 87
- b. CUPW - January 16, 2025 letter re Industrial Inquiry Commission Reviewing Canada Post 88 - 94
- c. Upcoming Events 95 - 95

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

**13. ADJOURNMENT**



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

January 23, 2025  
9:30 a.m.  
Council Chambers  
Onoway Civic Centre (and Virtually Via Zoom)

Council Present: Mayor Lenard Kwasny  
Deputy Mayor Lisa Johnson  
Councillor Bridgitte Coninx  
Councillor Robin Murray

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

Council Absent: Councillor Sheila Pockett

1 member of the public attended the meeting via Zoom

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**1. CALL TO ORDER**

Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land. Mayor Kwasny presented Deputy Mayor Lisa Johnson with her Municipal Elected Leaders Certificate at the beginning of the meeting.

**2. ADOPTION OF THE AGENDA**

**Motion # 015-25**

MOVED by: Councillor Robin Murray

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

Addition: 9e) Military Services Recognition Book Advertisement - requested by Councillor Bridgitte Coninx

**CARRIED UNANIMOUSLY**

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

**Motion # 016-25**

MOVED by: Councillor Robin Murray

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

**CARRIED UNANIMOUSLY**

- a. January 9, 2025 Regular Council Meeting Minutes
- b. 11. Information Items
  - a. Deputy Mayor Lisa Johnson - Municipal Elected Leaders Certificate - November, 2024
  - b. AB Muni's President's Summit and Municipal Leaders Caucus

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

6. **APPOINTMENTS/PRESENTATIONS/DESIGNATIONS**

- a. 9:30 a.m. - Mike Kellar - Onoway Curling Club  
Mike Kellar attended the meeting from 9:32 a.m. until 10:08 a.m.

**Motion # 017-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council accept the discussion with Mike Kellar for information and Administration to bring this matter to COW in the future.

**CARRIED UNANIMOUSLY**

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

8. **POLICIES & BYLAWS**

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

**Motion # 018-25**

MOVED by: Councillor Bridgitte Coninx



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

**9. ACTION ITEMS**

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

**Motion # 019-25**

MOVED by: Councillor Robin Murray

THAT the Town of Onoway support the Ride for Mom event on May 10, 2025 to raise awareness and 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.

**CARRIED UNANIMOUSLY**

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

**Motion # 020-25**

MOVED by: Councillor Robin Murray

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

**CARRIED UNANIMOUSLY**

- c. 2025 Cost of Living Increase for CAO

**Motion # 021-25**

MOVED by: Councillor Bridgitte Coninx

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

**CARRIED UNANIMOUSLY**

- d. Scheduling a Special Council Meeting

**Motion # 022-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council schedule a Special Meeting on January 28, 2025 at 3:00 p.m. under Section 197(2) and FOIP Section 16 Disclosure Harmful to Business Interests of a Third Party - Fire Services Contract.

**CARRIED UNANIMOUSLY**

- e. Military Service Recognition 50th Anniversary Booklet Advertising

**Motion # 023-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council sponsor an advertisement in the Military Service Recognition Book.

Councillor Coninx requested a Recorded vote as per Section 185(1) of the Municipal Government Act.

FOR	AGAINST
Coninx	Kwasny Johnson Murray

**DEFEATED**

**Motion # 024-25**

MOVED by: Councillor Robin Murray

THAT the Town sponsor the Onoway Legion Veterans Table twice in 2025.

**CARRIED UNANIMOUSLY**

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

**Motion # 025-25**

MOVED by: Councillor Robin Murray

THAT the COW recommend that the Non-Residential Development Tax Incentive Bylaw be presented to the next Council meeting without revision.

**CARRIED UNANIMOUSLY**

**Motion # 026-25**

MOVED by: Councillor Robin Murray

THAT the COW recommend the addition of FCSS Terms of Reference to the Council Committees Bylaw.

**CARRIED UNANIMOUSLY**

**Motion # 027-25**

MOVED by: Deputy Mayor Lisa Johnson

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

**CARRIED UNANIMOUSLY**

**11. INFORMATION ITEMS**

Approved under the Consent Agenda motion #016-25

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

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

**13. ADJOURNMENT**

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 10:50 a.m.

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Mayor

Lenard Kwasny

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Jennifer Thompson

Chief Administrative Officer



**TOWN OF ONOWAY  
SPECIAL COUNCIL MEETING MINUTES**

January 28, 2025  
3:00 p.m.  
Council Chambers  
Onoway Civic Centre (and Virtually Via Zoom)

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

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

Administration Absent: Debbie Giroux, Recording Secretary

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**1. CALL TO ORDER**

Mayor Lenard Kwasny called the meeting to order at 3:00 p.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.

**2. ADOPTION OF THE AGENDA**

**Motion # 028-25**

**MOVED by:** Councillor Bridgitte Coninx

THAT the January 28, 2025 Special Meeting agenda be approved as presented.

**CARRIED UNANIMOUSLY**

**3. ACTION ITEMS - n/a**

**4. CLOSED MEETING**

**Motion # 029-25**

**MOVED by:** Councillor Robin Murray

THAT Council move into a Closed Meeting at 3:01 p.m. pursuant to Section 197(2) of the Municipal Government Act and FOIP Section 16 Disclosure Harmful to Business Interests of a Third Party - Contract for Fire Services.

**CARRIED UNANIMOUSLY**

The following individuals attended the Closed Meeting:

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

**Motion # 030-25**

**MOVED by:** Councillor Robin Murray

THAT Council move out of Closed Meeting at 4:17 p.m.

**CARRIED UNANIMOUSLY**

**Motion # 031-25**

**MOVED by:** Deputy Mayor Lisa Johnson

THAT the Town of Onoway transfer ownership of AFRRCS radios for a nominal fee to the individual member municipalities of Onoway Regional Fire Services as listed:

ALBERTA BEACH	TO ORFS - MARCH 2022	655CSZ0843
	TO ORFS - MARCH 2022	655CSZ0857
	TO ORFS - MARCH 2022	655CSZ0839
	ONOWAY FIRE HALL	655CSZ0839
S.V. CASTLE ISLAND	TO ORFS - MARCH 2022	655CSZ0840
	TO ORFS - MARCH 2022	655CSZ0856
S.V. SOUTHVIEW	TO ORFS - MARCH 2022 (002)	655CSZ0850
	TO ORFS - MARCH 2022 (001)	655CSZ0838
	TO ORFS - MARCH 2022 (003)	655CSZ0846
	TO ORFS - MARCH 2022 (001)	655CSZ0847
S.V. YELLOWSTONE	TO ORFS - MARCH 2022 (003)	655CTD0093
	TO ORFS - MARCH 2022 (002)	655CSZ0848

S.V. SUNSET POINT	TO ORFS - MARCH 2022 (002)	655CSZ0845
	TO ORFS - MARCH 2022 (001)	655CSZ0836
S.V. SILVER SANDS	TO ORFS - MARCH 2022 (001)	655CSZ0867
	TO ORFS - MARCH 2022 (002)	655CSZ0829
	TO ORFS - MARCH 2022 (003)	655CSZ0842
S.V. NAKAMUN PARK	TO ORFS - MARCH 2022 (003)	655CSZ0862
	TO ORFS - MARCH 2022 (001)	655CSZ0864
	TO ORFS - MARCH 2022 (002)	655CTD0094
S.V. VAL QUENTIN	TO ORFS - MARCH 2022	655CSZ0863
	TO ORFS - MARCH 2022	655CTD0092
	TO ORFS - MARCH 2022	655CSZ0865

**CARRIED UNANIMOUSLY**

**Motion # 032-25**

**MOVED by:** Councillor Bridgitte Coninx

THAT the Town of Onoway protect the financial interests of the Town of Onoway and remit fire contract fees to Fire Rescue International only when received from member municipalities of Onoway Regional Fire Services (ORFS) AND THAT due to unpaid fees from Fire Rescue International, the Town of Onoway hold that portion of contract fees that are the responsibility of the Town of Onoway to cover unpaid amounts as well as damage by Fire Rescue International and Unlimited Safety Services to the overhead door from November 2024 AND THAT correspondence be sent to Fire Rescue International regarding this resolution and the member municipalities of ORFS be carbon copied.

**CARRIED UNANIMOUSLY**

**Motion # 033-25**

**MOVED by:** Deputy Mayor Lisa Johnson

THAT Council authorize Mayor Kwasny and Jennifer Thompson, CAO to enter into an agreement with Lac Ste. Anne County for provision of fire services in accordance with Lac Ste. Anne County Bylaw 29-2020 Fire Services Bylaw, to commence March 8, 2025 with a 5 year term. Year one to be pro-rated from March 8, 2025 to December 31, 2025.

Councillor Coninx requested a Recorded vote as per Section 185(1) of the Municipal Government Act.

FOR	AGAINST
Kwasny	Coninx
Johnson	Pockett
Murray	

**CARRIED**

**5. ADJOURNMENT**

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Special Council Meeting adjourned at 4:22 p.m.

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Mayor Lenard Kwasny

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Jennifer Thompson  
Chief Administrative Officer

UNAPPROVED



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 13, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	A Bylaw to Establish the Committee of Council Bylaw 821-25

### **BACKGROUND / PROPOSAL**

During the January 9, 2025 Council meeting, Council made the following motions regarding Bylaw 821-25 A Bylaw to Establish the Committees of Council:

#### **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**

Also, during the January 23, 2025, Committee of the Whole Meeting, Administration presented the Family & Community Support Services (FCSS) Committee Terms of Reference. At the same meeting, the Committee of the Whole made the following motion regarding the addition of the FCSS Committee Terms of Reference to be added to the Council Committees Bylaw.

**Motion # 026-25**

MOVED by: Councillor Robin Murray

THAT the COW recommend the addition of FCSS Terms of Reference to the Council Committees Bylaw.

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

As a result of the above discussion Administration is bringing forward to adding the FCSS Committee to Section 3-Committees and adding the Family & Community Support Services (FCSS) Committee Terms of Reference to Schedule A of a Bylaw to Establish the Committee of Council Bylaw 821-25.

Administration recommends a third reading of a Bylaw to Establish the Committee of Council Bylaw 821-25. Also, if the Bylaw is adopted,



Administration recommends adding to action item section 9e of this Council meeting agenda the appointment of 1 Council representative and 1 Alternate to the FCSS Committee.

### **STRATEGIC ALIGNMENT**

- Service Excellence
- Good Governance

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

There is no impact to the 2025 operating or capital budget.

### **RECOMMENDED ACTION**

1. That a Bylaw to Establish the Committee of Council Bylaw # 821-25 be amended by adding the Family & Community Support Services (FCSS) Committee Terms of Reference.
2. That Bylaw # 821-25, A Bylaw to Establish the Committees of Council be given third and final reading and be adopted.
3. (Or some other directions as given by the Committee of the Whole at meeting time).

### **ATTACHMENTS**

- Proposed Bylaw # 821-25, A Bylaw to Establish the Committees of Council.
- Proposed Family & Community Support Services (FCSS) Committee Terms of Reference.

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

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

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

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

**1. TITLE**

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

**2. DEFINITIONS**

In this Bylaw:

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

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

### **3. COMMITTEES**

- 3.1 Committee of the Whole
- 3.2 Economic Development & Tourism Committee
- 3.3 Beautification Committee
- 3.4 Family & Community Support Services (FCSS) Committee

### **4. ESTABLISHMENT**

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

### **5. POWERS OF COMMITTEES**

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

### **6. REPORTING TO COUNCIL**

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.
- 6.2 All Committee Chairs' shall provide the Priorities and Initiatives Committee with a report on the activities of the Committee at least once annually or as requested by the Priorities and Initiatives Committee.

## **7. PUBLIC PARTICIPATION**

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

## **8. MEMBERSHIP**

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

## **9. TERM**

- 9.1 Members at Large shall be appointed for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.
- 9.2 In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.

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

**10. COMMITTEE CHAIR AND VICE-CHAIR**

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

**11. ADMINISTRATIVE REPRESENTATIVE**

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

11.6 The Chief Administrative Officer shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

**12. MEETINGS**

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

**13. GENERAL**

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

**14. REPEAL OF BYLAWS**

Bylaws listed as:

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

**15. EFFECTIVE DATE**

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

READ A FIRST TIME THIS 9th DAY OF JANUARY, 2025

READ A SECOND TIME THIS 9th DAY OF JANUARY, 2025

READ A THIRD TIME THIS \_\_\_\_ DAY OF FEBRUARY, 2025

**TOWN OF ONOWAY**

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LENARD KWASNY  
MAYOR

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JENNIFER THOMPSON  
CHIEF ADMINISTRATIVE OFFICER

# 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.

# TERMS OF REFERENCE

## Beautification Committee

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**Board or Committee Type:** Beautification Committee

**Approval Date:** Enter Date

**Review or Revision Date:** Enter Date

---

### 1. AUTHORITY

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

### 2. MANDATE

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

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

- 3.1. Prioritize issues and actions in cooperation with the Town Council. At the beginning of each year, the Beautification Committee, will present an annual progress report to Council.
- 3.2. The Work Plan will include: (Spring plant planning, budgeting, ordering and pick up of plant material, weeding through the season, present ideas to Council for improvements in Town aesthetics.)
- 3.3. The Beautification Committee Work Plan shall be accomplished within its allocated annual budget.
- 3.4. The Beautification Committee Work Plan status will be presented at each regular meeting of Council until accomplished.
- 3.5. The Beautification Committee will prepare, by March 1st of each year, a projected budget and work plan for the current year. The projected budget and work plan shall be presented with the Annual Operating Budget for Council's final approval.

### 4. COMPOSITION AND APPOINTMENT

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

### **5. VOLUNTEERS**

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

### **6. RECRUITMENT OF CITIZEN APPOINTMENTS**

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

### **QUORUM**

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

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

### **FREQUENCY AND LOCATION OF MEETINGS**

The Beautification Committee will meet approximately five (5) times per year, or as determined by the Committee at the call of the Chair and held in the Council Chambers. Length of meetings shall vary depending on the agenda.

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

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

### **AGENDAS AND MINUTES**

# TERMS OF REFERENCE

## Beautification Committee

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

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

### **SELECTION OF THE CHAIR AND VICE-CHAIR**

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

### **ROLE OF THE CHAIR AND VICE-CHAIR**

The role of the Chair is to:

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

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

### **ROLE OF COMMITTEE MEMBERS**

The role of Committee members is to:

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

Provide the Chair with agenda items;

Comply with the:

- Town of Onoway's Code of Conduct;
- Town of Onoway's Procurement By-Law;

# TERMS OF REFERENCE

## Beautification Committee

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

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

### **PURCHASING POLICY**

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

### **INSURANCE**

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

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

### **EXPULSION OF A MEMBER**

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

### **TERMS OF REFERENCE**

## TERMS OF REFERENCE Beautification Committee

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

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





**Board or Committee Type:** Committee of the Whole

**Approval Date:** Enter Date

**Review or Revision Date:** Enter Date

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### **Purpose**

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

### **Authority**

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

### **Scope**

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

### **Membership**

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

# TERMS OF REFERENCE

## Committee of the Whole

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### (2) Chair

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

### Meeting arrangements

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

### Reporting

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

### Review

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

# TERMS OF REFERENCE

## Economic Development Committee

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**Board or Committee Type:** Economic Development Committee

**Approval Date:** Enter Date

**Review or Revision Date:** Enter Date

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### 1. AUTHORITY

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

### 2. MANDATE

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

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

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

# TERMS OF REFERENCE

## Economic Development Committee

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

#### 4. COMPOSITION AND APPOINTMENT

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

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

# TERMS OF REFERENCE

## Economic Development Committee

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

### 5. RESOURCES

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

### 6. REPORTS:

- 6.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate and this Terms of Reference.
- 6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and annual work plan to Council, as appropriate.

# TERMS OF REFERENCE

## Economic Development Committee

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

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

### 7. QUORUM

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

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

### 8. MEETINGS

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

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

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

### 9. PROCEDURES

9.1 Decisions and recommendations of the Committee must be adopted by committee resolution and recorded in the minutes.

9.2 Committee minutes will be placed on the Council agenda for information only.

**10. CODE OF CONDUCT**

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



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 13, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Non-Residential Tax Incentive Bylaw

### BACKGROUND / PROPOSAL

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**

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**

Council reviewed the Bylaw and information was provided for clarification, the following motion was passed by Council.



**January 23, 2025 Regular Council Meeting Motion # 025-25**

MOVED by: Councillor Robin Murray

THAT the COW recommend that the Non-Residential Development Tax Incentive Bylaw be presented to the next Council meeting without revision.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

In order implement this program that will advance competitiveness in the Town of Onoway by supporting both existing business growth and new business attraction, the Non-residential Tax Incentive Bylaw is being proposed to Council for passing.

Highlights of this program:

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%

Administration has changed the bylaw number and are presenting the bylaw to Council without revision. As the original bylaw was defeated, the bylaw number needed to be changed and is being presented as Bylaw 823-25 A Bylaw Non-Residential Development Incentive Bylaw.

**STRATEGIC ALIGNMENT**

Economic & Business Growth  
Good governance.

**COSTS / SOURCE OF FUNDING**

NONE.

**RECOMMENDED ACTION**

- 1) THAT Bylaw 823-25 Non-Residential Development Incentive Bylaw be given first reading.
- 2) THAT Bylaw 823-25 Non-Residential Development Incentive Bylaw be given second reading.
- 3) THAT Bylaw 823-25 Non-Residential Development Incentive Bylaw be given three readings at this meeting.
- 4) THAT Bylaw 823-25 Non-Residential Development Incentive Bylaw be given third reading and be adopted.

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

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**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 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 the 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. 823-25  
SCHEDULE "A"**

**NON-RESIDENTIAL TAX INCENTIVE PROGRAM APPLICATION**

Property Owner:	
Date:	
Mailing Address:	
<b>CONTACT INFORMATION</b>	
Name:	
Phone:	
Email:	
<b>LEGAL LAND DESCRIPTION &amp; MUNICIPAL ADDRESS FOR TAX EXEMPTION</b>	
Lot/Block/Plan:	
Civic Address:	
Description of Proposed Project:	
Proposed Cost of Project: _	

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

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_





## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 13, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	The Repeal Bylaw Bylaw # 824-25

### **BACKGROUND / PROPOSAL**

Bylaw 622-05 – A Bylaw for the Purpose of Establishing a Development Authority states that Municipal Manager and Scheffer Andrew Ltd. act as the Development Authority.

Bylaw 624-05 – A Bylaw for the Purpose of Establishing a Subdivision Authority states that the administration of the subdivision approval process is delegated by Council to Scheffer Andrew Ltd., except the decision to grant approval, with or without conditions or refuse subdivision approval be retained by the Village of Onoway Both bylaws above were approved on January 24, 2005.

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

The Municipal Government Act Section 63(2)(a) states that *“A Bylaw under this section may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.”*

Administration is bringing forward Bylaw 824-25 Repeal Bylaw to repeal the above bylaws as both are obsolete due to Council as a whole being appointed the subdivision authority during the October 24, 2024, Organizational Meeting and Land Use Bylaw 712-13 establishing the development authority to the person appointed by resolution of Council as Development Officer.

### **STRATEGIC ALIGNMENT**

- Service Excellence
- Good Governance

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

There is no impact to the 2025 operating or capital budget.

### **RECOMMENDED ACTION**

- That Bylaw # 824-25 the Repeal Bylaw be given First reading.
- That Bylaw # 824-25 the Repeal Bylaw be given Second reading.
- That Bylaw # 825-25 the Repeal Bylaw be considered for third reading at this meeting.
- That Bylaw # 825-25 the Repeal Bylaw be given third and final reading and adopted.

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

**ATTACHMENTS**

- Proposed Bylaw # 824-25, the Repeal Bylaw.
- Bylaw 622-05 – A Bylaw for the Purpose of Establishing a Development Authority.
- Bylaw 624-05 – A Bylaw for the Purpose of Establishing a Subdivision Authority.

**BYLAW 824-25**  
**A BYLAW FOR THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA**  
**TO BE KNOWN AS THE “REPEAL BYLAW”**

**WHEREAS**, pursuant to provisions of the *Municipal Government Act*, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, Section 63(1) states a Council of a municipality may, by bylaw, revise any of its bylaws in accordance with this section; and Section 63(2)(a) A Bylaw under this section may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

**NOW THEREFORE**, the Council of the Town of Onoway, in the Province of Alberta, duly assembled, enacts that the following Bylaws are repealed as they are obsolete.

- 1) Bylaw 622-05 – A Bylaw for the Purpose of Establishing a Development Authority (Approved 24<sup>th</sup> day of January, 2005);
- 2) Bylaw 624-05 – A Bylaw for the Purpose of Establishing a Subdivision Authority (Approved 24<sup>th</sup> day of January, 2005).

This Bylaw shall come into force and effect upon passing of this Bylaw.

**READ** a first time this \_\_\_\_ day of February, 2025.

**READ** a second time this \_\_\_\_ day of February, 2025.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_ day of February, 2025.

**READ** a third and final time this \_\_\_\_ day of February, 2025.

**SIGNED** this \_\_\_\_ day of February, 2025.

\_\_\_\_\_  
Mayor Lenard Kwasny

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

**VILLAGE OF ONOWAY**  
**By-Law 622-05**

**A BYLAW OF THE VILLAGE OF ONOWAY, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF ESTABLISHING A DEVELOPMENT AUTHORITY**

**WHEREAS** Section 624 of the Municipal Government Amendment Act, Chapter M-26, RSA 2000 requires each municipality to provide for a Development Authority;

**AND WHEREAS** Section 624 of the Municipal Government Amendment Act, Chapter M-26, RSA 2000 requires each municipality to delegate the authority to exercise development powers and duties on behalf of the municipality.

**AND WHEREAS** the Village of Onoway considers it beneficial to establish a Development Authority for the municipality.

**NOW THEREFORE** the Council of the Village of Onoway, in the province of Alberta, duly assembled, hereby enacts as follows:


1. **THAT** the Municipal Manager and Scheffer Andrew Ltd. act as the Development Authority on behalf of the Village of Onoway.
2. **THAT** the Development Authority shall be carried out in accordance to the Village of Onoway Land Use Bylaw No. 520-98, and amendments thereto.
3. **THAT** the adoption of this Bylaw is effective upon the date of the passing of third and final reading of this Bylaw.
4. **THAT** Bylaw 616-04 is rescinded in its entirety upon passing of this bylaw.

That this Bylaw shall take effect on the date of the third and final reading.

**READ A FIRST TIME THIS 24<sup>TH</sup> DAY OF JANUARY, 2005.**

**READ A SECOND TIME THIS 24<sup>TH</sup> DAY OF JANUARY, 2005**

**UNANIMOUSLY CONSENTED TO AND READ A THIRD TIME THIS 24<sup>TH</sup> DAY OF JANUARY, 2005.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Manager

**VILLAGE OF ONOWAY**  
**By-Law 624-05**

**A BYLAW OF THE VILLAGE OF ONOWAY, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF ESTABLISHING A SUBDIVISION AUTHORITY**

**WHEREAS** Section 623 of the Municipal Government Amendment Act, Chapter M-26, RSA 2000 requires each municipality to provide for a Subdivision Authority;

**AND WHEREAS** Section 623 of the Municipal Government Amendment Act, Chapter M-26, RSA 2000 allow each municipality to delegate the authority to exercise subdivision powers and duties on behalf of the municipality.

**NOW THEREFORE** the Council of the Village of Onoway, in the province of Alberta, duly assembled, hereby enacts as follows:

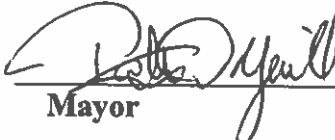
1. **THAT** the administration of the subdivision approval process be delegated by Council to Scheffer Andrew Ltd., except the decision to grant approval, with or without conditions, or refuse subdivision approval, be retained by the Village of Onoway;
2. **THAT** the Subdivision Approving Authority is delegated to the Council of the Village of Onoway;
3. **THAT** the Scheffer Andrew Ltd. is entitled to receive subdivision applications and endorsement fees on behalf of the Village of Onoway, paid by the applicant for subdivision approval at the rates established;
4. **THAT** the Scheffer Andrew Ltd. be authorized to endorse plans of subdivision, separation documents, descriptive plans, transfer of land and any other documents required to register an approved subdivision at the Land Titles office, on behalf of the Village of Onoway and the Registrar of Land Titles be authorized to accept the Scheffer Andrew Ltd. endorsement as if it were that of the Village of Onoway;
5. **THAT** Bylaw 618-05 be rescinded in its entirety upon passing of this bylaw.

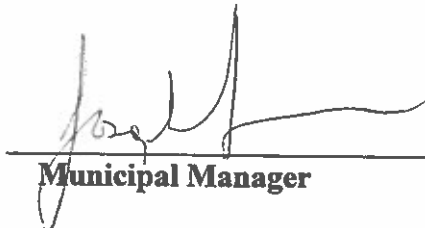
That this Bylaw shall take effect on the date of the third and final reading.

**READ A FIRST TIME THIS 24<sup>TH</sup> DAY OF JANUARY, 2005**

**READ A SECOND TIME THIS 24<sup>TH</sup> DAY OF JANUARY, 2005**

**UNANIMOUSLY CONSENTED TO AND READ A THIRD TIME THIS 24<sup>TH</sup> DAY OF JANUARY, 2005.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Manager



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 13, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Fees and Charges Bylaw # 825-25 & Policy C-COU-CHA-1 Use of Council Chambers Policy

### BACKGROUND / PROPOSAL

During the December 12, 2024, Council Meeting, Council made the following motions regarding the Town of Onoway Fees and Charges Bylaw 820-24:

6. POLICIES & BYLAWS

a. 820-24 - Fees & Charges Bylaw

**Motion # 423-24**

MOVED by: Councillor Sheila Pockett

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

**CARRIED**

**Motion # 424-24**

MOVED by: Councillor Robin Murray

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

**CARRIED**

**Motion # 425-24**

MOVED by: Councillor Bridgitte Coninx

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

**CARRIED UNANIMOUSLY**

**Motion # 426-24**

MOVED by: Councillor Robin Murray

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

**CARRIED**

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward an update to the 2025 Fees and Charges Bylaw and Policy C-COU-CHA-1 Use of Council Chambers Policy.

The updated 2025 Fees and Charges Bylaw contains the following amendments:

- Update Administrative Fees section by removing Council Chambers... section and including non-profit definition from Policy C-COU-CHA-1 Use of Council Chambers Policy.
- Update to the Development Permit Fees and Letters of Compliance sections as recommended by the Development Officer:
  - Addition of Residential Accessory Development – Garage, Shed, Deck, Gazebo & Car Port at a fee of \$100.00+GST.
  - Addition of Commercial/Industrial – Accessory Development at a fee of \$200.00+GST.
  - Deck moved to Residential Accessory Development section.
  - Amendment of Demolition fee to \$100.00+GST (Previously \$50.00+GST).
  - Addition of “up to ten days” to Standard letters of compliance.
- Update Water Rates Section by updating WILD Water Phase IV Debenture Charge 2024 amount to \$2.75 per month per account (previously \$2.92).

- Transfer Fire Fees from Fire Bylaw.

Also, the updated Policy C-COU-CHA-1 Use of Council Chambers Policy contains the several amendments that are highlighted.

### **STRATEGIC ALIGNMENT**

- Financial Sustainability
- Good Governance
  - 2025-2027 Vision Action Plan Priority Focus Area # 3- Good Governance- Consolidation of fees and charges into a bylaw/schedule.

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

- Addition of Residential Accessory Development – Garage, Shed, Deck, Gazebo & Car Port at a fee of \$100.00+GST.
- Addition of Commercial/Industrial – Accessory Development at a fee of \$200.00+GST.
- Amendment of Demolition fee to \$100.00+GST (Previously \$50.00+GST).

### **RECOMMENDED ACTION**

#### **Bylaw # 825-25 the Fees and Charges Bylaw**

- That Bylaw # 825-25 the Fees and Charges Bylaw be given First reading.
- That Bylaw # 825-25 the Fees and Charges Bylaw be given Second reading.
- That Bylaw # 825-25 the Fees and Charges Bylaw be considered for third reading at this meeting.
- That Bylaw # 825-25 the Fees and Charges Bylaw be given third and final reading and adopted.

#### **Policy C-COU-CHA-1- Use of Council Chambers**

- That Council approve the Policy C-COU-CHA-1- Use of Council Chambers amendment as presented.
- (Or some other direction as given by Council at meeting time).

### **ATTACHMENTS**

- a) Proposed Bylaw # 825-25 - Fees and Charges Bylaw.
- b) Draft proposed Policy C-COU-CHA-1- Use of Council Chambers.

TOWN OF ONOWAY  
BYLAW NO. 825-25  
Municipal Government Act RSA 2000 Chapter M-26  
Section 8 Establishing Fees

**A BYLAW FOR THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA  
TO BE KNOWN AS THE TOWN OF ONOWAY FEES & CHARGES BYLAW**

**WHEREAS**, the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

**AND WHEREAS**, the Town of Onoway wishes to establish, in a bylaw, certain fees and charges.

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW"
2. That the Town of Onoway shall charge fees as established in Schedule A, "The Fee Schedule", attached hereto.
3. Bylaw #820-24 is hereby rescinded.
4. This Bylaw shall come into force and effect on January 1, 2025.

**READ** a first time this \_\_\_\_\_.

**READ** a second time this \_\_\_\_\_.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_\_.

**READ** a third and final time this \_\_\_\_\_.

**SIGNED** this \_\_\_\_\_.

\_\_\_\_\_  
Mayor Lenard Kwasny

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



TOWN OF ONOWAY  
 BYLAW NO. 825-25  
 Municipal Government Act RSA 2000 Chapter M-26  
 Section 8 Establishing Fees  
 Schedule "A"

<b>Administrative Fees:</b>	<b>2025</b>	<b>2024</b>
Copies for public at large	\$0.40/copy black \$1.00/copy colour	\$0.40/copy black \$1.00/copy colour
Copies of any Town documents	\$1.00/page	\$1.00/page
Fax Machine	\$1.00/page local \$2.00/page long Distance	\$1.00/page local \$2.00/page long Distance
(Other fees noted as per Policy A-ADM-FAX-1)		
Tax Certificates	\$25.00	\$25.00
Non-Sufficient Funds (NSF)	\$25.00	\$25.00
Council Chambers (for users outside of the Town)	\$50.00/full day	\$50.00/full day
	\$25.00/half day	\$25.00/half day
Non-profit community groups such as Chamber of Commerce, the Member of Parliament, and the Member of the Legislative Assembly for this riding.	No Charge	No Charge
Non-profit organizations and municipalities from outside of the community	\$50.00 per use	\$50.00 per day/\$25.00 per half-day

<b>Development Permit Fees:</b>	<b>2025</b>	<b>2024</b>
Residential Principal Building – permitted	\$300.00 + GST	\$300.00 + GST
Residential Principal Building – discretionary	\$500.00 + GST	\$500.00 + GST
Residential Additions to Principal Building – permitted	\$150.00 + GST	\$150.00 + GST
Residential Additions to Principal Building – discretionary	\$300.00 + GST	\$300.00 + GST
Residential Accessory Development – Garage, Shed, Deck, Gazebo & Car Port	\$100.00 + GST	N/A
Secondary Suite, Garage & Garden – permitted	\$300.00 + GST	\$300.00 + GST
Secondary Suite, Garage & Garden – discretionary	\$500.00 + GST	\$500.00 + GST
Commercial/Industrial – permitted	\$300.00 + GST	\$300.00 + GST
Commercial/Industrial – discretionary	\$500.00 + GST	\$500.00 + GST
Commercial/Industrial – Accessory Development	\$200.00 + GST	N/A
Home Occupation/Home Office	\$150.00 + GST	\$150.00 + GST
Signs – permanent or temporary	\$ 50.00 + GST	\$ 50.00 + GST
Deck, Over-Height Fence, Retaining Wall, Cistern, Holding Tank	\$ 50.00 + GST	\$ 50.00 + GST
Demolition	\$50.00 \$ 100.00 + GST	\$ 50.00 + GST

TOWN OF ONOWAY  
 BYLAW NO. 825-25  
 Municipal Government Act RSA 2000 Chapter M-26  
 Section 8 Establishing Fees  
 Schedule "A"

PERMIT FEES DOUBLE IF CONSTRUCTION STARTS PRIOR TO APPROVAL OF DEVELOPMENT PERMIT

<b>Letters of Compliance:</b>	<b>2025</b>	<b>2024</b>
Standard (up to ten days)	\$ 95.00 + GST	\$ 95.00 + GST
Rush (less than 72 hours)	\$190.00 + GST	\$190.00 + GST

<b>Bylaw Amendments:</b>	<b>2025</b>	<b>2024</b>
Land Use Re-Districting Application or Amendment to the Municipal Development Plan or Intermunicipal Development Plan additional	\$500.00 + GST (Add any administrative and planning costs)	\$500.00 + GST (Add any administrative and planning costs)
Plan Cancellation Bylaw (lot consolidation)	\$400.00 + GST	\$400.00 + GST

<b>Subdivision Fees:</b>	<b>2025</b>	<b>2024</b>
Subdivision Application Fee	\$400.00 + GST	\$400.00 + GST
Additional Lots (per lot)	\$150.00 + GST	\$150.00 + GST
Endorsement Fees (per lot)	\$ 50.00 + GST	\$ 50.00 + GST

<b>Appeal Fees:</b>	<b>2025</b>	<b>2024</b>
Assessment Appeal Fee (residential) (refundable if successful)	\$ 50.00	\$ 50.00
Assessment Appeal Fee (non-residential) (refundable if successful)	\$300.00	\$300.00
Subdivision & Development Appeal Board	\$450.00 + GST	\$150.00 + GST
Enforcement Appeal Fee	\$250.00 + GST	\$150.00 + GST

TOWN OF ONOWAY  
 BYLAW NO. 825-25  
 Municipal Government Act RSA 2000 Chapter M-26  
 Section 8 Establishing Fees  
 Schedule "A"

<b>Safety Codes Fees:</b>	<b>2025</b>	<b>2024</b>
Building, Electrical, Plumbing, Gas & Heating Permits agreement Codes	As per Safety provider- The Inspections Group)	As per Safety provider- The Inspections Group)

**Utility Rates (Water, Sewer & Waste):**

<b>Water Rates</b>			
<b>Water System Charges – Monthly Basis</b>			
		<b>2025</b>	<b>2024</b>
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$11.70	\$11.70
20 mm	3/4"	\$29.00	\$29.00
25 mm	1"	\$71.30	\$71.30
40 mm	1 1/2 "	\$193.25	\$193.25
50 mm	2 "	\$362.70	\$362.70
75 mm	3"	\$849.50	\$849.50
100 mm	4"	\$1,532.00	\$1,532.00
150 mm	6"	\$1,957.13	\$1,957.13
200 mm	8"	\$2,382.26	\$2,382.26
		<b>2025</b>	<b>2024</b>
<b>Water Commodity Charge</b>		\$6.28 per cubic meter (m <sup>3</sup> )	\$6.13 per cubic meter (m <sup>3</sup> )
<b>Water Commodity Charge – residential construction (unmetered) 1" line</b>		\$150.00/month (unmetered)	\$150.00/month (unmetered)
<b>Water Commodity Charge – commercial construction (unmetered) 1" line &amp; up</b>		\$500.00/month (unmetered)	\$500.00/month (unmetered)
<b>Water Commodity Charge – multi unit (unmetered)</b>		\$150.00/month plus \$75.00 for each additional unit/month	\$150.00/month plus \$75.00 for each additional unit/month
		<b>2025</b>	<b>2024</b>
<b>Water Commodity Charge – Fire Department (cost + 20%)</b>		\$7.36 per cubic meter (m <sup>3</sup> ) (cost + 20%)	\$7.36 per cubic meter (m <sup>3</sup> ) (cost + 20%)
<b>Bulk Water Sales/Sales to Non-Town Users (cost + 20%)</b>		\$7.36 per cubic meter (m <sup>3</sup> ) (cost + 20%)	\$7.36 per cubic meter (m <sup>3</sup> ) (cost + 20%)

TOWN OF ONOWAY  
 BYLAW NO. 825-25  
 Municipal Government Act RSA 2000 Chapter M-26  
 Section 8 Establishing Fees  
 Schedule "A"

<b>WILD Water Phase I Debenture Charge</b>	\$5.10 per month per account	\$5.10 per month per account
<b>WILD Water Phase II Debenture Charge</b>	\$3.34 per month per account	\$3.34 per month per account
<b>WILD Water Phase III Debenture Charge</b>	\$3.48 per month per account	\$3.48 per month per account
<b>WILD Water Phase IV Debenture Charge</b>	\$2.75 per month per account	<del>\$2.92</del> \$2.75 per month per account

**Sewer Rates**

<b>Sewer System Charge – Monthly Basic</b>			
		<b>2025</b>	<b>2024</b>
<b>Metric Water Meter</b>	<b>Imperial Water Meter</b>	<b>\$ Based on Water Meter Size</b>	<b>\$ Based on Water Meter Size</b>
15 mm	5/8"	\$7.25	\$7.25
20 mm	3/4"	\$13.45	\$13.45
25 mm	1"	\$29.50	\$29.50
40 mm	1 1/2 "	\$75.45	\$75.45
50 mm	2 "	\$139.50	\$139.50
75 mm	3"	\$323.00	\$323.00
100 mm	4"	\$579.70	\$579.70
<b>Sewer usage shall be determined by water consumption and shall be the same, regardless of where the water was deposited.</b>			
Sewage Commodity Charge		\$2.19 per cubic meter (m <sup>3</sup> )	\$2.19 per cubic meter (m <sup>3</sup> )
Sewage Commodity Charge (no water meter)		\$25.00 per month	\$25.00 per month
Sewer Forcemain Replacement (8 yrs - 2018 to 2025)		\$6.30 per month per account	\$6.30 per month per account

**Hauled Sewer Dumping Fee deposited directly at the Onoway Lagoon**

<b>Truck Size</b>	<b>2025</b>	<b>2024</b>
Small Truck (Based on 7.60 m <sup>3</sup> tank Capacity)	\$40.74 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )	\$40.74 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )
Regular Truck (Based on 14.00 m <sup>3</sup> tank Capacity)	\$75.04 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )	\$75.04 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )
Tanker Truck (Based on 38.88 m <sup>3</sup> tank Capacity)	\$208.40 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )	\$208.40 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )

**Miscellaneous Rate**

	<b>2025</b>	<b>2024</b>
Administrative Fee – monthly on each utility bill	\$5.00	\$5.00
Overdue Account Transfer Fee	\$25.00	\$25.00
Inspection Fee for New Infrastructure Connection Permit (6.2)	\$100.00	\$100.00

TOWN OF ONOWAY  
 BYLAW NO. 825-25  
 Municipal Government Act RSA 2000 Chapter M-26  
 Section 8 Establishing Fees  
 Schedule "A"

Notice to Disconnect (letter)	\$50.00	\$50.00
Special Meter Reading (Other than Terminal)	\$100.00	\$100.00
Meter Test or System Test	\$100.00 + Actual cost of testing including shipping & handling, etc.	\$100.00
Service Disconnect (unpaid account)	\$50.00	\$50.00
Connection or Reconnection of water service	\$50.00	\$50.00
Connection or Reconnection of water service within 2 hours	\$100.00	\$100.00
Vacant services	\$30.00/month	\$30.00/month
Bylaw Contravention as per Water Valves/Hydrant section in the Water and Sewer Utility Bylaw	\$250.00 first offence, \$500.00 second offence	\$250.00 first offence, \$500.00 second offence
Bylaw Contravention (any section not referenced above) in the Water and Sewer Utility Bylaw	\$200.00	\$200.00

<b>Waste, Organic &amp; Recycle Fees</b>		
	<b>2025</b>	<b>2024</b>
65 Gallon Waste Cart and 96 Gallon Organics Cart (the fee collected for waste and organics includes the cost of the waste service provider, the waste tippage fees, and the spring cleanup/hhw roundup)	\$17.66 per month, for both carts	\$17.21 per month, for both carts
Recycle Fees – Residential Property Collection	\$3.57 per month	\$3.45 per month
Cart Replacement- 65 Gallon Garbage Cart	\$130.00 per cart	\$130.00 per cart
Cart Replacement- 95 Gallon Organics Cart	\$160.00 per cart	\$130.00 per cart
Overdue Account Transfer Fee	\$25.00 per month transferred	\$25.00 per month transferred

**Fire Rates:**

As established through the Town of Onoway/Lac Ste Anne County Fire Services Agreement as per Lac Ste Anne County's Master Rates & Fees Bylaw.

<b>Fire Fees:</b>	<b>2025</b>	<b>2024</b>
Fire Permit	No Charge	No Charge
Fireworks Permit	\$10.00	\$10.00

**Rates for Town Workers and Equipment:**

As per policy.



# Town of Onoway

## Council Policy

Number	Title		
C-COU-CHA-1 (1.1)	Use of Council Chambers		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:	June 23, 1997	Date:

### Purpose

While Council supports the use of the Council Chambers by boards and committees of Council and by local non-profit organizations, there is a concern about the additional costs incurred in operation of the Civic Centre when the Chambers are used extensively during the day by outside organizations. These costs need to be recovered and, therefore, Council authorized the establishment of a service fee.

### Policy Statement

The use of Council Chambers shall be authorized through the Municipal Office and bookings recorded in a register with the administration. Priority shall be given to Council, Committees of Council, and Boards and Departments established by Council. ~~These groups shall have use of the Council Chambers for no fee.~~

### Standards

1. Council retains the right of first access to the Council Chambers.
2. ~~The Council Chambers~~ shall not be available for use by the general public.
3. Other groups which may have use of the Council Chambers at no fee are non-profit community groups such as Chamber of Commerce, the Member of Parliament, and the Member of the Legislative Assembly for this riding.
4. Non-profit organizations and municipalities from outside of the community must pay a fee as per the Fees and Charges Bylaw. of \$50.00 per day or \$25.00 per half-day for use of Council Chambers.



# Town of Onoway

## Council Policy

5. Those non-profit organizations and municipalities from outside the community that book the Council Chambers may be required to sign a rental agreement.
6. Those allowed to use the Council-Chambers may have a signed out key to the front door and the Council Chambers entrance. ~~Only office staff shall have a key to the main administration office.~~
7. The lunch room shall not be accessible to any group ~~unless a Councillor or staff person is in attendance and such person shall assume responsibility for the premises, including clean up and ensuring that all doors are locked and alarms set when leaving the building.~~

**Legal References:**

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY
472/18	12/19/18
004/15	01/15/15
	01/23/97



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 13, 2025
Presented By:	Gary Mickalyk, Public Works Manager
Title:	SafeSidewalks Canada Inc. MOA

### **BACKGROUND / PROPOSAL**

In 2024, SafeSidewalks Canada Inc. conducted a Sidewalk Condition Assessment (SCA) in the Town of Onoway. This assessment was completed on all sidewalks throughout town and as part of the assessment certain areas were repaired. These repairs consisted of vertical displacements (tripping hazards over 1/2") and some resurfacing of sidewalks throughout downtown and Lac Ste. Anne Trail south.

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

Public works and Administration are working together with SafeSidewalks Canada Inc. to continue to provide appropriate information on our sidewalk program as this is an important asset for the Town of Onoway. Sidewalk maintenance should be done annually to allow for proper planning and budgeting. These programs and proposals will allow public works and administration to have the documentation and records of the work done on sidewalks, the amount remaining to be completed as well as what condition these sidewalks are in. This in turn helps to create a realistic budget for the appropriate annual maintenance costs.

The attached proposal from SafeSidewalks Canada Inc. recommends allocating \$35K to repair the remaining vertical displacement trip edges in the residential areas that were identified in the assessment. For context, \$10K of trip hazard repair costs in the downtown core were completed in the 2024 season. There will be much more value by allocating a \$35K repair budget over concrete replacement. The cost of new concrete has skyrocketed over the last couple of years, so the above recommended repairs make more economical sense to extend the life of the sidewalks. Within the 2025 Capital, \$35K is budgeted for sidewalk replacement.

The summary of the repair work completed can be found at the link below along with the attached PDF of cost savings and 2025 sidewalk proposal. If you just want to view the 2024 completed repair work, uncheck all the boxes except for the "2024 Completed Cuts" box.

[https://www.google.com/maps/d/viewer?mid=1IHHWMoh3eFmOspruvQ9Ib1Mcu\\_68Ut4&ll=53.70397196557202%2C-114.19080930132002&z=16](https://www.google.com/maps/d/viewer?mid=1IHHWMoh3eFmOspruvQ9Ib1Mcu_68Ut4&ll=53.70397196557202%2C-114.19080930132002&z=16)

### **RECOMMENDED ACTION**

That Council approve the Sidewalk Trip Hazard Repair Project MOA with SafeSidewalks Canada Inc.



## **ATTACHMENTS**

- SafeSidewalks Canada Inc. Sidewalk Asset Management Program Savings.
- SafeSidewalks Canada Inc. Sidewalk Trip Hazard Repair Project MOA.

December 4, 2024

**Gary Mickalyk**  
Public Works Manager  
Town of Onoway  
Box 540, 4812-51 Street  
Onoway, AB T0E 1V0

Ph: 780-967-2309  
Cell: 780-977-0063  
Email: [pwmanager@onoway.ca](mailto:pwmanager@onoway.ca)

**Jennifer Thompson**  
CAO  
Town of Onoway  
Box 540, 4812-51 Street  
Onoway, AB T0E 1V0

Ph: 780-967-5338  
Cell:  
Email: [cao@onoway.ca](mailto:cao@onoway.ca)



**Subject: Proposal JA24087 Town of Onoway - Sidewalk Trip Hazard Repair Project – Year 2**

Gary / Jennifer,

Safesidewalks Canada Inc. (SSC) appreciates the opportunity to provide sidewalk trip hazard mitigation services for the **Town of Onoway**. We look forward to improving sidewalk accessibility and mobility for your community.

Please review, sign, and return this MoU as confirmation of your acceptance of sidewalk trip hazard remediation work and issue a P.O. (if required) at your earliest convenience. This will enable us to schedule our resources appropriately.

**Scope of Work:**

**\$35,000** of remaining saw-cutting until the town is completed. The Sidewalk Condition Assessment (SCA) performed by SSC in May 2024 identified ~286 sidewalk panels with vertical displacement (VD) trip hazards at a budgetary cost of \$42,900\*. In October 2024, we repaired \$10,000 of VD trip hazards which equaled 181.82 in/ft. We also resurfaced \$4,000 (333 sq/ft) of spalled panels. The multi-year budget and term of the MoU will up to the discretion of the Town of Onoway, in consultation with SSC. The MoU is not a binding document – both parties can discuss the particulars each year and adjust as required.

**Spring/Summer 2025**

- \$35,000 sidewalk saw-cutting trip edge repair work, focused on any vertically displaced sidewalk panels with a minimum ½” displacement, saw-cut at a 1:8 slope, based on the SSC municipal preferred rate of \$60 inch/foot of concrete removed. The average cost per repair is typically ~\$150 per trip hazard, depending on size of hazard and width of panel. Therefore, based on a \$35,000 budget at a rate of \$60 in/ft, we’ll cut a total of ~583 in/ft., which equates to ~233 locations, depending on the size of each trip hazard.
- If you choose to have SSC perform resurfacing repairs of spalled panels, the price range for this service is \$250-\$500 per panel, depending on the size and severity of spalled panels. SSC technicians will determine this on-site.
- To minimize our mobilization, SSC recommends starting the project at one end of town and systematically work through the community by “sweep” cutting any trip edge that has a vertical displacement of a ½” and greater. SSC discourages spot-cutting to better manage the municipal sidewalk saw-cutting repair program for both parties.
- We track our progress through a work summary report we will provide you at the end of the project. We precisely measure each trip hazard we cut, in order that the work completed is fully transparent. We mitigate all trip hazards until your \$35K budget is exhausted.
- Schedule to be discussed and formalized between SSC and the **Town of Onoway**. SSC technician crews work weekdays and weekends. If there are any blackout days you want SSC to avoid, please let us know.
- We recommend implementing a similar repair program for 2026 and beyond, based on available budget.

2024 — COMPLETED

- \$10,000 budget dedicated towards vertically displaced (VD) trip hazard repairs. \$4,000 budget dedicated towards resurfacing repairs of spalled panels.

2025

- Repair plan to mirror 2024 but increase the budget to \$35,000 towards the remaining VD trip hazard repairs that were identified in the sidewalk condition assessment. Our technicians can also perform a closer inspection of the spalled panels throughout town to pre-plan and identify what we can offer for resurfacing repairs in 2026.

2026

- Repair plan to mirror 2025 (\$35,000 budget dedicated towards remaining spalled trip hazard resurfacing repairs).

2027

- Repair plan to mirror 2026 (\$35,000 budget dedicated towards remaining spalled trip hazard resurfacing repairs).

SSC Deliverables:

- A project progress report will be provided to the **Town of Onoway** upon completion of the work, verifying the in/ft cut and exact repair locations.
- A year-end completion report with cost-savings summary will be provided to the **Town of Onoway**, including a plotted pin map identifying the repair work completed.
- Open and transparent communication with the **Town of Onoway** during the project. We will not exceed the agreed upon budget unless directed to do so by the **Town of Onoway**.


Sole Source Criteria:

- Safesidewalks Canada is the only concrete repair service provider that can provide smooth horizontal saw-cutting of raised sidewalk trip hazards with cutting-edge dual vacuum dust control.
- Safesidewalks Canada provides unbiased, third-party trip hazard sidewalk condition assessment reports, showing the GIS coordinates of each deficiency on a plotted pin map, individual hazard photos and repair cost estimate.
- There are no other providers that can perform services equivalent to that of Safesidewalks Canada. Competition in providing the above-named services is precluded by the existence of a patent, as well as proprietary knowledge coming from 10+ years of the successful delivery of this service to Alberta municipalities throughout Canada.

Regards,



Jeff Adolf  
Business Development Manager  
Safesidewalks Canada Inc.  
Edmonton, AB  
E: [jeff@safesidewalks.ca](mailto:jeff@safesidewalks.ca)  
C: 780-278-4434

<b>Town of Onoway MoU Acknowledgement</b>		
Date:	_____	
Name:	_____	
Title:	_____	
Signature:	_____	

Safesidewalks Canada is COR certified, holds numerous safety credentials and are a fully insured corporation.





Contact: Jeff Adolf    Cell: 780-278-4434

# SIDEWALK ASSET MANAGEMENT

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# PROGRAM SAVINGS

Presented to:  
**TOWN OF ONOWAY**

**December 2024**

# COMMITMENT SUMMARY

## COST SAVINGS

We repair your sidewalks for 40-80% less than sidewalk replacement, which means you can do more for your community for less.

## AODA COMPLIANCE

Patented technology that brings sidewalks into AODA compliance.

## CLEAN

Our patented containment system captures dust and debris to bring you the cleanest process available.

## SAFE

Decrease liability on your pedestrian walkways.

## DETAILED REPORTING

We track our jobs with honesty and integrity. Invoices show measurements, locations and cost for each hazard.

## LOW IMPACT

Efficient systems with an average removal time of 20 minutes, no sidewalk closures.

## FULL SERVICE CONTRACTOR

Complete GIS integration, mapping, etc.



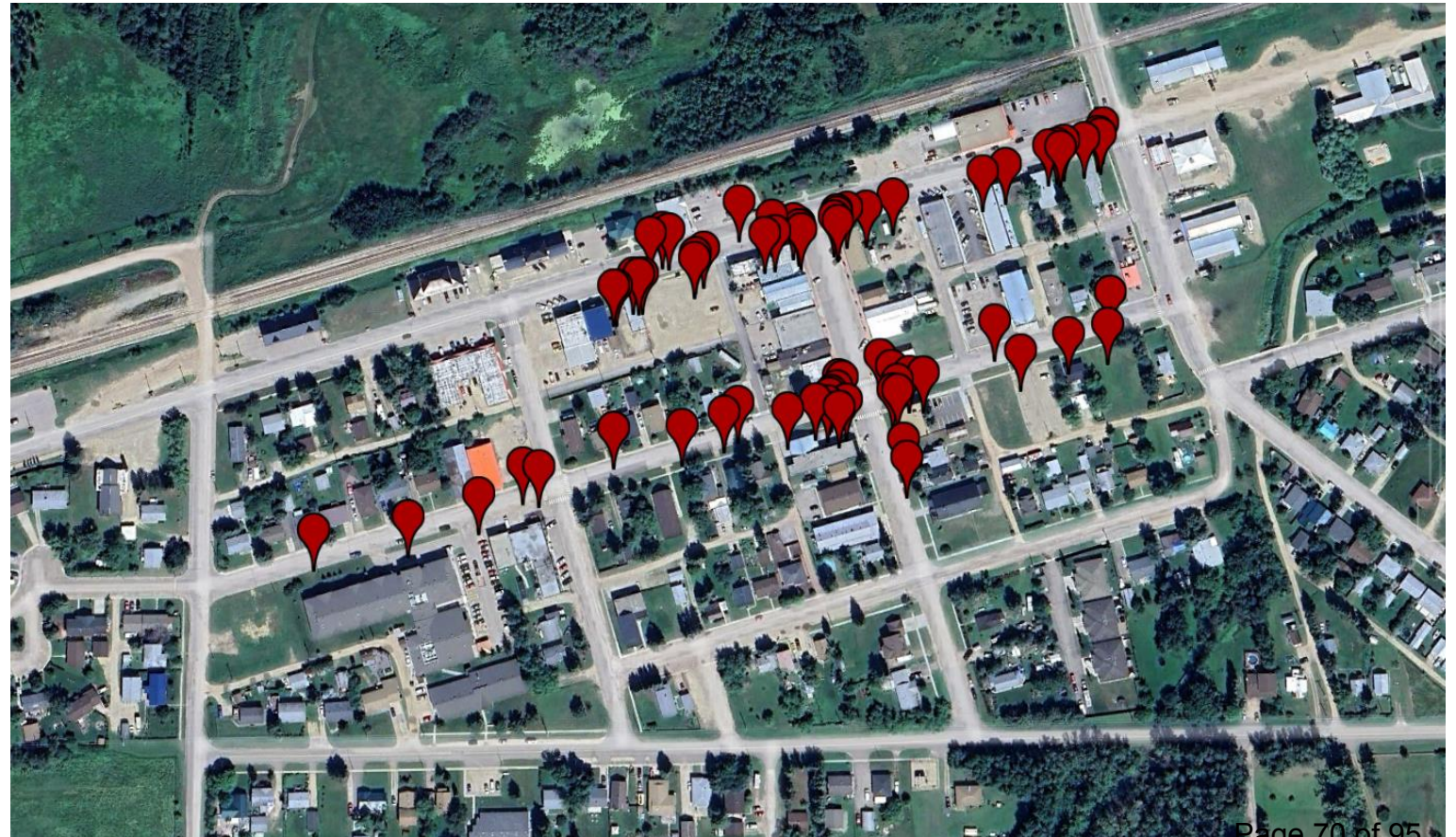
### ENVIRONMENTAL IMPACT EXAMPLE:

Removing and replacing 100 panels would result in approximately 118,500 pounds or 59 tons of concrete being removed (average panel weight of 1185 pounds). Using Safesidewalks Canada Inc. for 100 trip hazards results in 0.3 tons of concrete removed and recycled, approximately 141 gallons of gasoline saved, and a reduction of 1.3 metric tons of CO<sub>2</sub>.

## 2024 AREAS COMPLETED

**Budget = \$14,000.00**

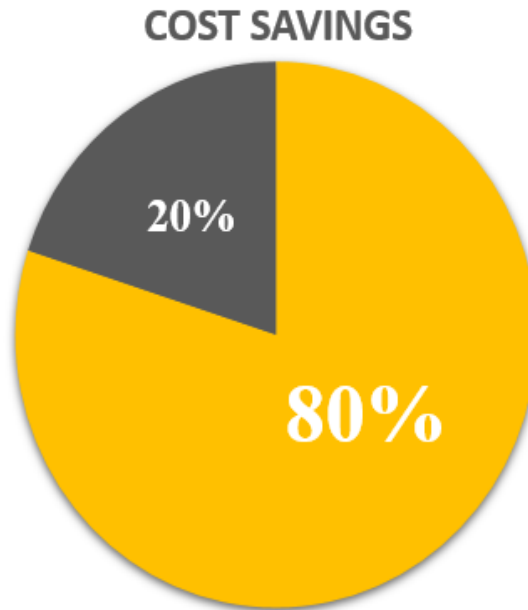
- Hazards Repaired: 69 cuts
- Concrete Removed: 183.69 In.Ft.
- Hazards Resurfaced: 6 locations
- Total Resurfaced Areas: 328 Sq.Ft.



# SAW CUT | COST SAVINGS 2024

Total cost for using **Safesidewalks Canada Inc.** for sidewalk repairs has been \$10,000, resulting in **an estimated savings of \$40,000<sup>1</sup> for the Town of Onoway.**

Sidewalk Trip Hazard Liabilities	
Cost To Demolish & Replace <sup>1</sup>	\$50,000
Cost To Repair with SSC	\$10,000
<b>Cost Savings with SSC</b>	<b>\$40,000</b>



Estimated Environmental Savings from Re-Using Current Sidewalks <sup>2</sup>
97 Gallons of Fuel
41 Tons of Concrete
1 Metric Tons of CO2

■ SAVINGS ■ SSC COST

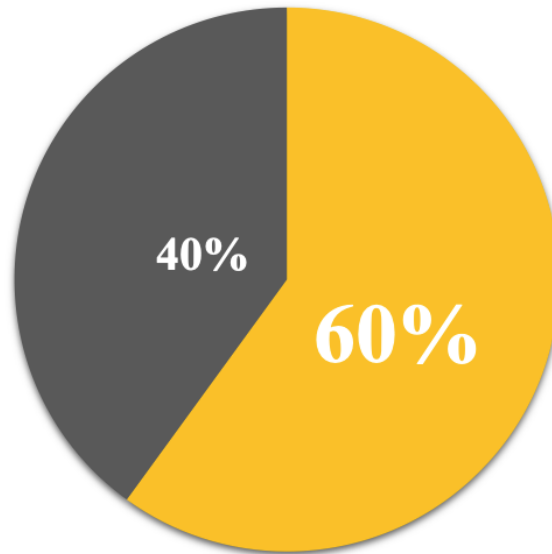
<sup>1</sup>Based on an average panel size and an estimated replacement cost.

<sup>2</sup>Based on environmental impacts from United States Environmental Protection Agency (EPA)

## RESURFACE | COST SAVINGS 2024

Total cost for using **Safesidewalks Canada Inc.** for sidewalk repairs has been \$4,000, resulting in **an estimated savings of \$6,000<sup>1</sup> for the Town of Onoway.**

### COST SAVINGS



■ SAVINGS ■ SSC COST

### Sidewalk Trip Hazard Liabilities

Cost To Demolish & Replace <sup>1</sup>	\$10,000
Cost To Repair with SSC	\$4,000
<b>Cost Savings with SSC</b>	<b>\$6,000</b>

### Estimated Environmental Savings from Re-Using Current Sidewalks<sup>2</sup>

8 Gallons of Fuel  
4 Tons of Concrete  
0 Metric Tons of CO2

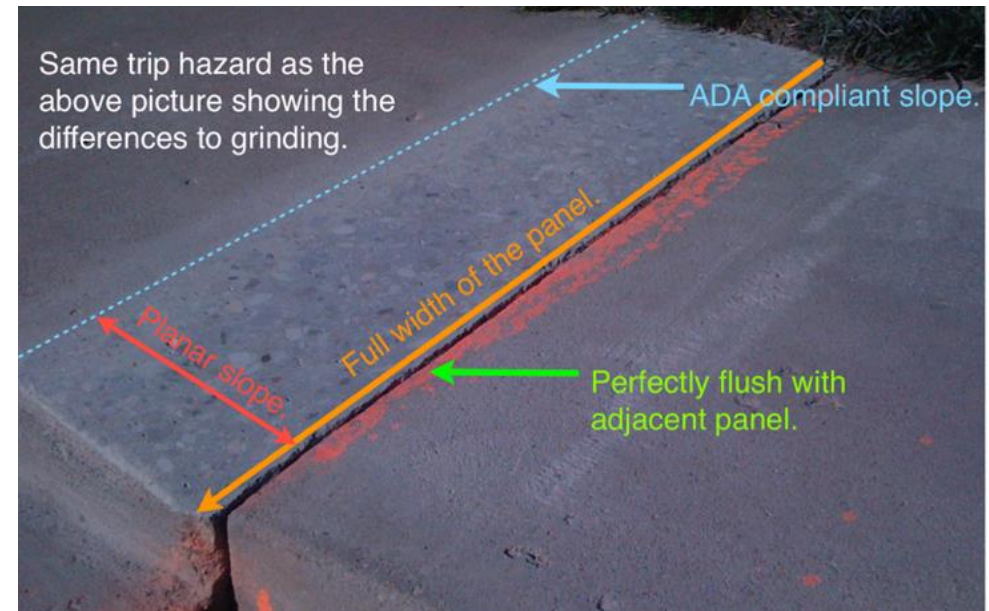
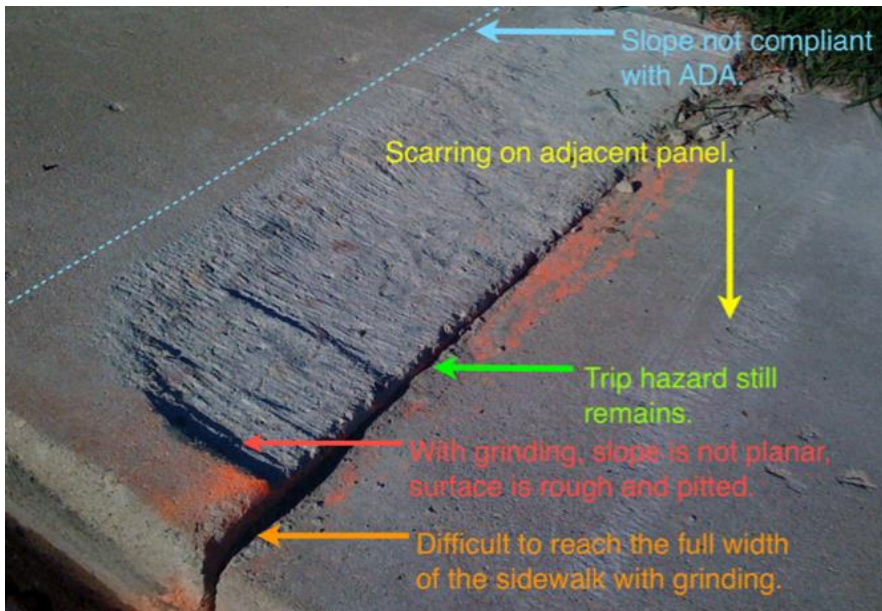
<sup>1</sup>Based on an average panel size and an estimated replacement cost.

<sup>2</sup>Based on environmental impacts from United States Environmental Protection Agency (EPA)



# THE SAFESIDEWALKS CANADA DIFFERENCE

Our patented technology and innovative sidewalk repairs process leaves you with a beautiful, smooth surface that is ADA and AODA compliant - a result you can't get with grinding. Plus, our method is cost effective, environmentally friendly and receives positive feedback from residents.





## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	February 13, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Home Support Memorandum Agreement

### BACKGROUND / PROPOSAL

In January 2024, the Town of Onoway signed a Memorandum of Agreement with Lac Ste. Anne County (LSAC). The agreement states that Lac Ste. Anne County can provide the FCSS Home Support programming to the Town of Onoway.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Recently, Administration received a memorandum of agreement from LSAC for 2025 in regard to the delivery of Home Support Programming to the Town of Onoway residents. The sole amendment to the agreement is that the term dates are updated from January 1, 2025, to December 31, 2025. The program subsidies, expenses and administration costs remain the same as 2024 amounts.

#### Home Support Program

Currently, 2 (3 in 2024) Town of Onoway clients utilize the Home Support Program and there are no additional application submissions from the Town of Onoway residents to date. Based on LSAC recommendation, the Town of Onoway should budget \$1,500 in 2025 and this amount will be reviewed and adjusted at every FCSS round deliberations.

#### 2024 Financial Report

Quarter	Home Support
Q1 Actuals	\$ 284.00
Q2 Actuals	\$ 263.00
Q3 Actuals	\$ 228.00
Q4 Actuals	\$ 228.00
<b>Total</b>	<b>\$1,003.00</b>
Budgeted Amount	\$2,000.00
Actual Surplus/(Deficit)	\$ 997.00

### STRATEGIC ALIGNMENT

Service Excellence

### COSTS / SOURCE OF FUNDING

There is no impact to the 2025 operating or capital budget as these funds are budgeted.

**RECOMMENDED ACTION**

1. That Council approve Home Support Program services MOA with LSAC utilizing FCSS Funds to a maximum of \$1,500.
2. (Or some other direction as given by Council at meeting time).

**ATTACHMENTS**

- Proposed 2025 Memorandum of Agreement.

**MEMORANDUM OF AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, A.D., 202\_\_

**BETWEEN:**

**LAC STE. ANNE COUNTY**  
**BOX 219, SANGUDO, ALBERTA, T0E 2A0**  
(hereinafter referred to as the “County”)

**OF THE FIRST PART**

**AND:**

**TOWN OF ONOWAY**  
**BOX 540, ONOWAY, ALBERTA, T0E 1V0**  
(hereinafter referred to the “Town”)

**OF THE SECOND PART**

**WHEREAS** the County provides internal Family & Community Support Services (FCSS) programming for the benefits of its residents;

**AND WHEREAS** the Town wishes to provide an opportunity for similar programming for the benefits of its residents;

**AND WHEREAS** the Town wishes to enter into agreement with the County to allow residents of the Town to access the Home Support Program being offered by the County.

**NOW THEREFORE** the parties to this Agreement, in consideration of the promises, mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. Both Parties recognize that the authority for the management and control of the Home Support Program lies with the County.
2. The term of this agreement is for twelve (12) months, commencing on the 1<sup>st</sup> day of January, 2025, and ending on the 31<sup>st</sup> day of December, 2025. By mutual agreement, the agreement may be renewed thereafter.
3. The Town shall provide funding to the County to support any subsidies, program expenses, and administration costs for Home Support programming provided to Town residents at the following rates:
  - a) Home Support Program – subsidized amount plus 30% per client hour for expenses and administration costs
    - a. Subsidy will be calculated on a sliding scale, based on household income whereby clients making:
      - i. up to \$25,000 will receive a subsidy of \$15.00 per hour, which equates to a \$15.00 per hour subsidy cost plus \$9.00 per hour (\$30.00 x 30%) expenses and administration cost, for an hourly cost to the Town of \$24.00 per client hour;
      - ii. Over \$25,000 and up to \$48,000, will receive a subsidy of \$5.00 per hour, which equates to a \$5.00 per hour subsidy plus \$9.00 per hour (\$30.00 x 30%)

expenses and administration cost, for an hourly cost to the Town of \$14.00 per client hour; and

- iii. Over \$48,000 will not be subsidized, which equates to zero subsidy cost plus \$9.00 per hour (\$30.00 x 30%) expenses and administration cost, for an hourly cost to the Town of \$9.00 per client hour.

4. The Parties recognize that the program will be delivered in a “first come first served” format, with priority given to clients physically unable to perform light housekeeping duties themselves, and as the funding limitations or program capacity allows.
5. The Parties recognize that the County will track and invoice the Town quarterly for any subsidies provided to Town residents, as well as any applicable administration costs.
6. The County will advise the Town should requests from Town residents exceed the funding limitations set by the Town, and Town residents be declined any programming (this does not include those placed on the wait list due to program capacity limitations).
7. Upon request, the County will provide an annual statistical report to the Town, to assist with program budgeting for the upcoming year.
8. The Parties to this Agreement shall indemnify and hold harmless each other, their employees, and agents from any, and all claims, actions, and costs whatsoever that may arise directly or indirectly out of any act or omission of the Parties, their employees, or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.
9. The Parties shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the other Party, its employees, or agents in the performance of this Agreement.
10. This Agreement constitutes the entire agreement between the Parties. No other warranties or representations are given or implied.
11. This Agreement will remain in force unless and until such time as:
  - a. A new Agreement is negotiated, or
  - b. The Agreement is terminated in writing, with 30 days prior notice. However, the notice period may be waived with the mutual consent of both Parties to this Agreement. Any changes to this Agreement must be mutually agreed upon and evidenced in writing.

**IN WITNESS WHEREOF** the Parties hereto have affixed their signatures below on the day and year first above written.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Joe Blakeman, Reeve, Lac Ste. Anne County

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Len Kwasny, Mayor, Town of Onoway



## Town of Onoway Request for Information

Meeting:	<b>Committee of the Whole</b>
Meeting Date:	February 13, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Snow Clearing Policy & Increased Level of Service

### **BACKGROUND / PROPOSAL**

Staff brought forward the snow clearing policy on October 10, 2024 for review and direction from Council.

Staff have followed policy throughout the winter season however after receiving a few complaints, staff are bringing this policy back for Council direction.

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

Level of service has an impact on tax dollars. The budget that has been presented is lean and reflects the service level staff are currently able to provide.

The last major snow removal in December, staff hired an additional truck and operator for hauling.

Staff are still learning the community. Staff need to understand Council's and the communities expectations and the policy needs to be changed accordingly.

While the Administration office has not received many calls. The calls received are related to clearing back alleys as some residents have back alley garages.

With the mild weather, there is an accumulation of ice on the streets, as well as the wind conditions, has increased icy conditions.

Direction needed from Council.

- 1) Does Council wish to sand/salt all streets, in addition to intersections?
- 2) Does Council wish to have snow removed from streets, to bare pavement?
- 3) Does Council wish for unlimited overtime and hiring additional contractors to have snow removed within a set period of time?
- 4) What is an acceptable snow pack on top of the streets?

Additional funds for:

- 1) Wages, overtime and contractors
- 2) Additional salt/sand budget which also increases the sweeping budget to remove additional materials from the winter months.

At this time, staff does not have an estimate of additional costs. Over the last few years Administration has averaged expenses and shifted some budget items to cover

additional costs in other priorities therefore current budgets accurately reflect costs over the last few years. There would need to be shifts in 2025 budget with Council's direction.

**STRATEGIC ALIGNMENT**

Service Delivery  
Fiscal Sustainability

**COSTS / SOURCE OF FUNDING**

Additional budget required

**RECOMMENDED ACTION**

As per deliberations



# Town of Onoway

## Council Policy

Number	Title			
<b>C-TRA-ROA-1</b> (5.3 & 5.6)	<b>Street Cleaning and Sanding</b>			
Approval	Originally Approved		Last Revised	
(CAO initials)	<b>Resolution No:</b>		<b>Resolution No:</b>	472/18
	<b>Date:</b>	Nov. 26, 2007	<b>Date:</b>	Dec. 19, 2018
			<b>Resolution No:</b>	354/24
			<b>Date:</b>	Oct 24, 2024

### Purpose:

This policy is to ensure that all members of staff and Council are aware of the priorities and procedures of street cleaning in the Town.

### Policy Statement:

#### STREET CLEANING

1. When the streets require cleaning, the Public Works staff is to start at 6:00 a.m., or as determined by the Public Works Manager, to ensure that the downtown streets and main arteries are cleared before morning traffic impedes street cleaning equipment.
2. The Public Works Manager shall judge when the streets need to be cleaned of dirt, snow, or ice, but streets must be cleared of snow when three or more inches (7.5 cm) of loose snow have accumulated. The determination to clean will take into account current and forecasted weather conditions and the safety of Public Works staff. Lac Ste Anne Trail (highway access) will be cleared at 2 inch (5 cm) accumulation of loose snow. Clearing of dirt, snow, or ice shall be done in a manner that preserves the condition of infrastructure and equipment and maximizes available snow storage facilities, and does not mean the complete removal of all dirt, snow, or ice down to bare pavement.
3. In the event of a significant snowfall prior or during a weekend or holiday, such that emergency vehicle travel is hampered, Public Works staff will open main arteries as weather & safety conditions permit.
4. The priority order for clearing snow shall be:
  - 1) Emergency access routes
  - 2) Main arteries





# Town of Onoway

## Council Policy

- 2) Downtown area
- 3) Center of town
- 4) Industrial area
- 5) Residential areas
- 6) Town property

When snowfall accumulates in an amount sufficient to require clearing in accordance with this policy, clearing will take place in the order of priority, or altered at the discretion of the Public Works Manager if special circumstances occur. Should a subsequent snowfall accumulation occur, clearing will recommence in the same order of priority. Snow clearing of lower priority areas may not be possible when frequent accumulations of snowfall occur.

Back alleys shall be cleared at the discretion of the Public Works Manager.

5. Once snow removal equipment has passed, it will not come back to clear around parked vehicles. Snow removal equipment will not clear driveways, sidewalks, or boulevards. Removal of snow accumulated on driveways, sidewalks, or boulevards due to street clearing is the responsibility of the property owner. Damage to 'Curb Jumpers' and waste carts due to street cleaning is the responsibility of the property owner.
6. Deicing agents shall be used sparingly within the guidelines and policies of Alberta Environment.
7. The Town is not in competition with private enterprise and will not clean private parking lots and driveways.
8. Snow shall be removed from the streets and taken to suitable locations at the discretion of the Public Works Manager.
9. Snow piles in residential areas are to be monitored regularly and moved to a suitable location if they are proving to be a risk to public safety.

Due to unusual snowfall events, it may be not be possible to achieve the levels of service stated given the resources at the time.



# Town of Onoway

## Council Policy

### SANDING

1. The Town of Onoway will ensure that the streets, roads, and intersections, under the direction, management and control of the municipality are kept in a reasonable state of safety, in terms of sanding to deal with icy conditions insofar as the municipality's financial resources will allow.
2. Streets are to be monitored for ice on a daily basis.
3. The Public Works Manager shall judge when the streets need to be sanded, but Council directs that the judgement error on the side of caution, and that sand be applied to roads that are in an icy condition even if it is anticipated that the ice will melt during the day time hours. Adequate coverage in all directions from the intersections to ensure there is sufficient stopping distance.
4. Major intersections, and in particular those in proximity to the school (49 Street and Lac Ste. Anne Trail South as well as Lac Ste. Anne Trail North and 49<sup>th</sup> Street), shall be sanded first as there is a high volume of traffic (both pedestrian and school buses) at these intersections. The "S": curves on Lac Ste. Anne Trail North and the curve where 53 Avenue becomes 52 Street (Water Treatment Plant Road) should also have high priority. These areas should be sanded twice daily during the week if necessary – before the school buses arrive in town and before school lets out. On weekends, the roads should be sanded by 9:00 a.m.
5. The priority order for sanding streets after the above shall be the downtown area, center of town, industrial area, and residential areas.

### Legal References:

### Cross References:

### Revisions:

Resolution Number	MM/DD/YY
368/15	11/15/00
365/15	10/08/15
482/07	10/26/07
458/08	11/13/07
354/24	10/24/24



Development Services  
for  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342  
Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

January 21, 2025

File: 25PD01-24

**Re: Development Permit Application No. 25DP01-24  
Plan 6288 BZ, Block 2, Lot 1,2,3 : 4917 – 50 Street (the "Lands")  
C1 – Commercial – Office, Retail & Service District : Town of Onoway**

APPROVAL OF DEVELOPMENT PERMIT

**Preamble:** The subject development approval includes the renovation of an existing Commercial Building, Operation of a Business involving the mixing é blending of spices and dips. No storefront is approved as part of this approval.

You are hereby notified that your application for a development permit, with regard to the following:

**RENOVATION OF AN EXISTING COMMERCIAL BUILDING,  
OPERATION OF A RETAIL ESTABLISHMENT  
("ALL MIXED UP")**

has been **APPROVED** subject to the following conditions:

- 1- All municipal taxes must be paid.
- 2- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 3- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to health (ALBERTA HEALTH), building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 4- All permits and approvals required from Provincial regulatory bodies (ALBERTA HEALTH), in conjunction with the sale of the proposed foods shall be obtained prior to the commencement of operations.
- 5- Arrangements, which are satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.



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Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

- 6- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 8- The improvements take place in accordance with the plans and sketches submitted as part of the permit application.
- 9- Existing parking spaces are deemed to satisfy the requirements of Section 259 Off-Street Parking of the Town of Onoway Land Use Bylaw 712-13.
- 10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed Complete

January 21, 2025

Date of Decision

January 21, 2025

Effective Date of Permit

February 19, 2025

Signature of Development Officer

Tony Sonleitner, Development Officer for the Town of Onoway  
cc Jennifer Thompson, CAO, Town of Onoway

**Note:** An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:

Town of Onoway  
Box 540  
4812 – 51<sup>st</sup> Street  
Onoway, AB T0E 1V0

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$200.00.



Development Services  
for  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342  
Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

**NOTE:**

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

**IMPORTANT NOTES**

1. *Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.*
2. *Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.*
3. *This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.*
4. *The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.*
5. *A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.*
6. *In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Demolition, Building, Electrical, Gas, Plumbing, Private Sewage, and Water). The issuance of these permits is under the jurisdiction of Agencies Authorized by Alberta Municipal Affairs to Issue Permits and Provide Compliance Monitoring.*



Development Services  
for  
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Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

*Within the municipal limits of the Town of Onoway, the authorized agency is Inspections Group Inc., and may be contacted at*

**Edmonton:**

12010 - 111 Ave.  
Edmonton, Alberta T5G 0E6

**Phone:** (780) 454-5048

**Fax:** (780) 454-5222

**Toll-Free:** (866) 554-5048

**Toll-Free Fax:** (866) 454-5222

**Email:** [questions@inspectionsgroup.com](mailto:questions@inspectionsgroup.com)

7. *Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.*
8. *All plans submitted for the construction, or alteration, of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.*

Other contacts:

ALBERTA HEALTH

Jennifer Fearnough, BSc, BEH(AD), CPHI(C)

Public Health Inspector/Executive Officer

Environmental Public Health, Onoway

Phone: 780-967-6221

Fax: 780-967-2060

[Jennifer.Fearnough@albertahealthservices.ca](mailto:Jennifer.Fearnough@albertahealthservices.ca)>



Development Services  
for  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342  
Email: pcm1@telusplanet.net

## Public Notice

**DEVELOPMENT APPLICATION NUMBER: 25DP01-24**  
**APPROVAL OF DEVELOPMENT PERMIT**

An application for a development permit for this property, Plan 6288 BZ, Block 2, Lot 1,2,3 : 4917 – 50 Street, with regard to the following:

**RENOVATION OF AN EXISTING COMMERCIAL BUILDING,  
OPERATION OF A RETAIL ESTABLISHMENT  
("ALL MIXED UP")**

Has been **CONDITIONALLY APPROVED** by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Development Officer a written statement of his objection to such use indicating the following:

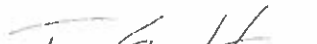
1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Development Officer no later than **February 11, 2025**.

Statements of concern with regard to this development permit should be addressed to:

Town of Onoway  
Box 540  
Onoway, Alberta T0E 1V0  
Attention: Tony Sonnleitner, Development Officer

Should you have any questions please contact this office at (780) 718-5479

Date Application Deemed Complete	January 21, 2025
Date of Decision	January 21, 2025
Effective Date of Permit	February 19, 2025
Signature of Development Officer	

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office (780) 718-5479 and should include a statement of the grounds for the appeal.

Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

**THIS IS NOT A BUILDING PERMIT**



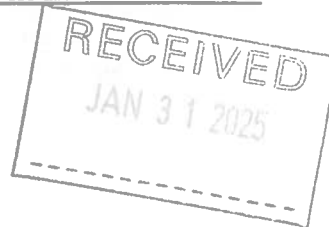
377, rue Bank Street  
 Ottawa, Ontario K2P 1Y3  
 tel./tél. 613 236 7238  
 fax/télé. 613 563 7861  
 www.cupw-sttp.org



*CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.*

*Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.*

**BY EMAIL AND MAIL**



January 16, 2025

Lenard Kwasny, Mayor  
 Town of Onoway  
 PO Box 540  
 Onoway, AB T0E 1V0

Dear Lenard Kwasny:

**RE: Industrial Inquiry Commission Reviewing Canada Post**

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

**Upcoming Federal Election**

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca) or contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org).

Sincerely,



Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





## Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

### The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

**Please let us know if you will be making a submission. Please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org), so we can provide you with more details on how to send it to the Commission as soon as we have more information.**

**As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.**

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
  - add financial services
  - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
  - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

## Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

## Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

## Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

## Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

## Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

## Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

## Canada Post and the Industrial Inquiry Commission

**Whereas** the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

**Whereas** the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

**Whereas** Canada Post is, first and foremost, a public service.

**Whereas** the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

**Whereas** the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

**Whereas** while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

**Whereas** it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

**Therefore, be it resolved** that (name of municipality) provide input to the *Commission* in the form of a written submission.

**Therefore, be it resolved** that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE**

## MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:  
[edsc.cdi-iic.esdc@labour-travail.gc.ca](mailto:edsc.cdi-iic.esdc@labour-travail.gc.ca)

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

*/copie 225*

UPCOMING EVENTS:

February 17, 2025	Family Day	
February 23, 2025	Regular Council Meeting	9:30 a.m.
March 13, 2025	Regular Council Meeting	9:30 a.m.
March 27, 2025	Regular Council Meeting	9:30 a.m.
April 10, 2025	Regular Council Meeting	9:30 a.m.
April 18, 2025	Good Friday	
April 21, 2025	Easter Monday	
April 24, 2025	Regular Council Meeting	9:30 a.m.