



THE TOWN OF ONOWAY
REGULAR MEETING OF COUNCIL
AGENDA

Thursday, April 10, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

Pages

1. CALL TO ORDER
2. ADOPTION OF THE AGENDA

Recommendation:

THAT the April 10, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the April 10, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

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

Recommendation:

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

- a. March 27, 2025 Regular Council Meeting Minutes

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b. 11. Information Items

a. Onoway Legion 132 - Branch of the Year

b. Provincial Priorities Act and Municipal Sector Update - Minister McIver
March 28, 2025 email

c. Provincial Priorities Act Intake Form Available - March 28, 2025 email
from the GOA

d. Voter Assist Terminals - Minister McIver March 12, 2025 letter

e. Town of Onoway Development Permit 25DP02-01-Production Brewery
-4320 Industrial Avenue

f. CN Notice -Annual Vegetation Management Program

g. Northwest of 16 Regional Tourism Association Update - April 2, 2025
email from Walter Preugschas

h. Lac Ste. Anne East End Bus Financial Statements 2024

i. Town of Onoway Road Ban Information

j. Municipal Election Webinars - Small and Mid-Size Municipalities

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS-n/a

7. FINANCIAL REPORTS - n/a

8. POLICIES & BYLAWS - n/a

9. ACTION ITEMS

a. Disposal of Capital Asset - A Request for Decision is attached

12 - 14

Recommendation:

THAT Council authorize the CAO to dispose of the 2008 Chevrolet 1500
through public auction as per policy C-FIN-DCA-1.

Or direction provided after deliberations.

- b. Council Meetings Schedule - A Request for Decision is attached

15 - 16

Recommendation:

THAT Council cancel the following Regular Meetings of Council: July 24, 2025 and August 28, 2025.

Or

Direction provided after Council deliberations.

10. COUNCIL, COMMITTEE & STAFF REPORTS

- 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

Recommendation:

THAT the Council, Committee and Staff Reports be accepted as presented.

- a. g. Committee of the Whole

- 1. 2024 Alberta Municipal Services Corporation (AMSC) Wage and Compensation Survey-A Request for Information is attached

17 - 60

Recommendation:

Direction provided after Committee of the Whole deliberations.

11. INFORMATION ITEMS

Recommendation:

THAT the information items be accepted as presented.

- a. Onoway Legion 132 - Branch of the Year

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b.	Provincial Priorities Act and Municipal Sector Update-Minister McIver March 28, 2025 email	62 - 65
c.	Provincial Priorities Act Intake Form Available - March 28, 2025 email from Government of Alberta	66 - 68
d.	Voter Assist Terminals - Minister McIver March 12, 2025 letter	69 - 70
e.	Town of Onoway Development Permit 25DP02-01-Production Brewery- 4320 Industrial Avenue	71 - 74
f.	CN-Notice-Annual Vegetation Management Program	75 - 77
g.	Northwest of 16 Regional Tourism Association Update - April 2, 2025 email from Walter Preugschas	78 - 80
h.	Lac Ste. Anne East End Bus Society Financial Statements 2024	81 - 91
i.	Town of Onoway Road Ban Information	92 - 92
j.	Municipal Election Webinars - Small and Mid-Size Municipalities	93 - 93

12. CLOSED MEETING - n/a

13. ADJOURNMENT

14. UPCOMING EVENTS

April 24, 2025 Regular Council Meeting 9:30 a.m.

May 8, 2025 Regular Council Meeting 9:30 a.m.

May 22, 2025 Regular Council Meeting 9:30 a.m.

June 12, 2025 Regular Council Meeting 9:30 a.m.

June 13,14,15 Heritage Days Weekend

June 26, 2025 Regular Council Meeting 9:30 a.m.



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES

March 27, 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 – Via Zoom
Councillor Robin Murray
Councillor Sheila Pockett

Administration: Jennifer Thompson, Chief Administrative Officer
Gino Damo, Director of Corporate and Community Services
Debbie Giroux, Recording Secretary
2 members of the public attended the meeting via Zoom.

1. CALL TO ORDER

Mayor Lenard Kwasny called the meeting to order at 9:33 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.

2. ADOPTION OF THE AGENDA

Motion # 086-25

MOVED by: Councillor Sheila Pockett

THAT the March 27, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time):

12. Closed Meeting - Add FOIP Section 18 - Disclosure harmful to individual or public safety - requested by CAO Thompson

10. Committee of the Whole – Add Heritage Days Parade Float - requested by Mayor Kwasny

CARRIED UNANIMOUSLY

3. PUBLIC INPUT SESSION

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

Motion # 087-25

MOVED by: Councillor Robin Murray

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

CARRIED UNANIMOUSLY

- a. March 13, 2025 Regular Council Meeting Minutes
- b. 11. Information Items
 - a. Education Property Tax Requisitions - March 14, 2025 letter from Minister McIver
 - b. Alberta Policing Legislation Information Sessions - Summary of Questions - March 17, 2025 email from Alberta Police Governance GOA
 - c. Towns West Zone Meeting - April 2, 2025 - March 18, 2025 email from Krista Gardner, Calmar, AB Municipalities Director

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS – n/a

7. FINANCIAL REPORTS – n/a

8. POLICIES & BYLAWS

- a. Bylaw 827-25 Classification of Assessment and Establishment of Assessment Sub-Classes

Motion # 088-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given First reading.

CARRIED UNANIMOUSLY

Motion # 089-25

MOVED by: Councillor Sheila Pockett

THAT Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given Second reading.

CARRIED UNANIMOUSLY

Motion # 090-25

MOVED by: Councillor Robin Murray

THAT Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be considered for third reading at this meeting.

CARRIED UNANIMOUSLY

Motion # 091-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given third and final reading and be adopted.

CARRIED UNANIMOUSLY

9. ACTION ITEMS

- a. Town of Onoway Library Manager's Report to Government of Alberta

Motion # 092-25

MOVED by: Councillor Robin Murray

THAT Council acknowledge and accept for information the Library Manager's Annual Report 2024.

CARRIED UNANIMOUSLY

- b. Town of Onoway Library Board Appointment of New Member

Motion # 093-25

MOVED by: Councillor Robin Murray

THAT the Town of Onoway appoint Lorinda McCool as a member at large to the Town of Onoway Library Board for a 3 year term (from April 1, 2025 to March 30, 2028).

CARRIED UNANIMOUSLY

- c. Northwest of 16 Regional Tourism Association - Recommendation from Committee of the Whole Meeting on March 13, 2025

Motion # 094-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council accept the recommendation from the Committee of the Whole and 1) approve a one-year municipal membership with the Northwest of 16 Regional Tourism Association at a cost of \$500.00; 2) Collaborative Promotion and Resource Allocation – sharing marketing materials on our digital assets, brochures or other promotional materials; and 3) Economic Development Support – backing their tourism efforts as a key driver of local growth.

CARRIED UNANIMOUSLY

d. Circular Materials Agreement

Motion # 095-25

MOVED by: Councillor Robin Murray

THAT Council approves the signing of the Circular Materials Master Services Agreement and Schedule A - Statement of Work for Community Curbside Collection.

CARRIED UNANIMOUSLY

e. Economic Development and Tourism Committee

Motion # 096-25

MOVED by: Councillor Sheila Pockett

THAT Hazel Bourke be appointed to serve on the Economic Development and Tourism Committee of the Town of Onoway for a one year term, ending March 31, 2026.

CARRIED UNANIMOUSLY

Motion # 097-25

MOVED by: Councillor Robin Murray

THAT the Economic Development & Tourism Committee recommendation regarding the Business Networking Breakfast be approved to:

- expand to regional participation
- guest speakers, early morning – mid week
- valid Onoway business license or \$10 charge to attend

CARRIED UNANIMOUSLY

Motion # 098-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council approve the minutes from the March 12, 2025 Economic Development & Tourism Committee meeting as presented.

CARRIED UNANIMOUSLY

- f. 2024 Assessment Summary

Motion # 099-25

MOVED by: Councillor Sheila Pockett

THAT Council accept the 2024 & 2023 Assessment Summary comparison for information.

CARRIED UNANIMOUSLY

- g. Council Volunteer Opportunity

Motion # 100-25

MOVED by: Councillor Sheila Pockett

THAT Council volunteer time, if available, for the Onoway Farmer's Market Mother's Day Spring Fling Market and pancake breakfast held on May 10th, 2025.

CARRIED UNANIMOUSLY

10. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 101-25

MOVED by: Councillor Sheila Pockett

THAT the Council and staff reports be accepted as presented.

CARRIED UNANIMOUSLY

- a. Committee of the Whole
 - 1. Financial Reporting Process
Discussed
 - 2. Heritage Days Parade Float
Discussed

11. INFORMATION ITEMS

Approved under the Consent Agenda Motion 087-25

- a. Education Property Tax Requisitions - March 14, 2025 letter from Minister McIver
- b. Alberta Policing Legislation Information Sessions - Summary of Questions - March 17, 2025 email from Alberta Police Governance GOA
- c. Towns West Zone Meeting - April 2, 2025 - March 18, 2025 email from Krista Gardner, Calmar, AB Municipalities Director

12. CLOSED MEETING

Motion # 102-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council move into Closed Meeting at 10:20 a.m. pursuant to Section 197(2) of the Municipal Government Act and Section 16 FOIP: Disclosure harmful to business interests of a third party-Contracts and Section 18 FOIP - Disclosure harmful to individual or public safety.

Councillor Coninx left Zoom at 10:22 a.m. and did not return to the meeting.

The following individuals were present for the Closed Meeting:

- Mayor Lenard Kwasny
- Deputy Mayor Lisa Johnson
- Councillor Robin Murray
- Councillor Sheila Pockett
- CAO Jennifer Thompson
- Director of Corporate and Community Services Gino Damo
- Dallas Choma, Chief Enforcement Officer, Lac Ste. Anne County (for Section 18 only)

CARRIED UNANIMOUSLY

Motion # 103-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council move out of Closed Meeting at 12:00 p.m.

CARRIED

Council recessed from 12:00 p.m. until 12:09 p.m.

Motion # 104-25

MOVED by: Councillor Sheila Pockett

THAT Lac Ste. Anne County Peace Officers proceed on the Enforcement Order as discussed in Closed meeting.

CARRIED

Motion # 105-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council authorize the Chief Administrative Officer to enter into an agreement with Northern Gateway School Division pursuant to the Local Authorities Election Act revised, S.A. 2000, L-21, to hold a joint election within the physical boundaries of the Town of Onoway.

CARRIED

13. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 12:11 p.m.

Lenard Kwasny
Mayor

Jennifer Thompson
Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	April 10, 2025
Presented By:	Gary Mickalyk, Public Works Manager
Title:	Disposal of Capital Asset

BACKGROUND / PROPOSAL

In December 2024 Council approved the 2025-2030 capital plan. Capital funds are available for the purchase of a new fleet vehicle. Staff requested a budget increase as the sourced vehicle was above the original budget. Council approved the increase in budget at the Regular Meeting of March 13, 2025

- b. Purchase of a Used Truck for Public Works

Motion # 075-25

MOVED by: Councillor Bridgitte Coninx

THAT Council amend the 2025-2030 capital plan by increasing fleet replacement in 2025 to \$40,000.

CARRIED UNANIMOUSLY

The existing truck has reached the end of useful life and will need to be disposed of.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As a result of purchasing a fleet vehicle in the approved capital plan 2025-2030 for 2025, staff require Council approval to sell the 2008 Chevy 1500 which is being removed from the fleet.

As per the attached policy the following steps need to be taken:

1. The disposal of any capital asset must have the ratification of the council as the whole prior to any action being taken to dispose of the asset.
2. Any capital asset, which is being disposed of, shall be advertised and tendered or sold at public action in a platform determined by the CAO
3. Offers to purchase capital assets must be made in writing to the Town Office located at 4812-51 Street and must be received by the office prior to the closing time and date stated in the advertisement.

Within policy Number C-FIN-DCA-1, it states that this asset can be disposed of in a public auction platform determined by the CAO. As this truck is older and requires repair, it will be placed in the non-running line up and sold as is. Revenue received from this asset will assist in offsetting some of the costs associated with purchasing the fleet replacement.

STRATEGIC ALIGNMENT

Sustainable Infrastructure
Financial stability

COSTS / SOURCE OF FUNDING

To be determined by the auction house

RECOMMENDED ACTION

THAT Council authorize the CAO to dispose of the 2008 Chevrolet 1500 through public auction as per policy C-FIN-DCA-1.

Or direction provided after deliberations.

ATTACHMENTS

C-FIN-DCA-1 Disposal of Capital Assets



Town of Onoway

Council Policy

Number	Title			
C-FIN-DCA-1 (2.6)	Disposal of Capital Assets			
Approval	Originally Approved		Last Revised	
(CAO initials) <i>EC</i>	Resolution No:		Resolution No:	472/18
	Date:	January 11, 1999	Date:	Dec. 19, 2018

Purpose

To ensure that the municipality receives fair value and that there is equal opportunity for everyone who may be interested in purchasing capital assets when they are sold.

Policy Statement

1. The disposal of any capital asset must have the ratification of Council as a whole prior to any action being taken to dispose of the asset.
2. Any capital asset, which is being disposed of, shall be advertised and tendered or sold at public auction in a platform as determined by the Chief Administrative Officer.
3. Offers to purchase capital assets must be made in writing to the Town Office located at 4812-51st Street, and must be received by the office prior to the closing time and date stated in the advertising

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY
090/16	03/03/06



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	April 10, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Council Meetings Schedule

BACKGROUND / PROPOSAL

As the summer months approach, Administration would appreciate if Council would consider reducing the number of meetings through the summer months. With Council and staff holidays and the summer months having reduced deadlines and decisions to be made, the reduction is prudent.

Administration is proposing to cancel the following meeting dates:

- July 24, 2025
- August 28, 2025

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

It is a Council decision to reduce the number of meetings during the summer. Staff are recommending this for 2025 as the trial has proved successful. In requesting these cancellations at this time, staff are able to plan future reporting, provide public notice and adjust personal workplans.

Council is able to complete business required by convening the Regular Council meetings once per month.

If Council does wish to implement one meeting per month through the summer months, this does not prohibit Council from holding special meetings should business arise where an issue is time sensitive between monthly meetings.

Special council meetings

194(1) The chief elected official

- may call a special council meeting whenever the official considers it appropriate to do so, and
 - must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.
- (2) A special council meeting called under subsection (1)(b) must be held within 14 days after the date that the chief elected official receives the request or any shorter period provided for by bylaw.
- (3) The chief elected official calls a special council meeting by giving at least 24 hours' notice in writing to each councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

(4) A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

(5) No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

1994 cM-26.1 s194

STRATEGIC ALIGNMENT

Good Governance and Service Excellence

COSTS / SOURCE OF FUNDING

Budget savings of \$875 per meeting.

RECOMMENDED ACTION

THAT Council cancel the following Regular Meetings of Council: July 24, 2025 and August 28, 2025.

Or

Direction provided after Council deliberations.

ATTACHMENTS

NONE.



Town of Onoway Request for Information

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 10, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Alberta Municipal Services Corporation (ASMC) Wage and Compensation Survey

BACKGROUND / PROPOSAL

During the March 9, 2023, Council Meeting, Council made the following motion regarding the C-COU-REM-1 Councillor, Committee and Board Member Remuneration Policy:

6.	POLICIES AND BYLAWS Motion #077/23	<p>MOVED by Councillor Robin Murray that Council approve Policy C-COU-REM-1 Councillor, Committee and Board Member Remuneration Policy, as presented.</p> <p style="text-align: right;">CARRIED</p>

The above Council meeting was the last time the policy was reviewed and amended. Before presenting the policy to Council for further review, Administration compared the current remuneration rates to the 2024 wage and compensation survey results from Alberta Municipal Services Corporation (ASMC).

ASMC conducts a Wage and Compensation Survey for its municipal members. For 2024, the Wage and Compensation Survey was created to *“Evaluate and compare current compensation rates for key positions, better understand the labour market specific to municipalities and assess each municipality’s current standing and future direction.”* The Survey was conducted by Y Station from April 2 to July 12, 2024, and a total of 177 municipalities in Alberta participated in the survey.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

In December 2024, Administration requested a custom 2024 salary report from Alberta Municipal Services Corporation (AMSC) that included aggregate data from the following comparator municipalities Town of Bentley, Bon Accord, Bowden, Bruderheim, Irricana, Mayerthorpe, Millet, Smoky Lake, Spirit River, Two Hills, Wembley and the Village of Alberta Beach.

The comparator municipalities were chosen based on their 2023 population number within proximity of the Town of Onoway’s population count of 966 with the lowest count of 864 and the highest count of 1,890. Some questions show a minimum, median, mean and maximum amount.

Administration extrapolated several data points including any pertaining to Council remuneration, compensation and benefits, specifically the median amount, and compared each to the Town of Onoway as shown in the attached.

Although median and mean numbers were close in some instances, median was chosen over mean as a central point of data to deal with skewed high and low values. Administration is bringing forward the comparison analysis to review the current Council reimbursement rates and discuss if the rates require an amendment.

STRATEGIC ALIGNMENT

Fiscal Sustainability
Strategic Governance

COSTS / SOURCE OF FUNDING

Unknown financial impact to 2025 operational budgets.

RECOMMENDED ACTION

As per Committee of the Whole Discussion.


ATTACHMENTS

- C-COU-REM-1 Councillor, Committee and Board Member Remuneration Policy.
- AMSC Survey Comparator Analysis.
- 2024 AMSC Wage and Compensation Survey.



Town of Onoway

Council Policy

Number	Title		
C-COU-REM-1 <small>(1.2, 3.1, 3.6)</small>	Councillor, Committee and Board Member Remuneration Policy		
Approval	Originally Approved	Last Revised	
	Resolution No: 077/23	Resolution No:	
	Date: March 9, 2023	Date:	
		Resolution No:	
		Date:	
		Resolution No:	
		Date:	

Purpose

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

Policy Statement

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

Definitions

For the purposes of this policy:

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

Council Policy Template Jan 2018

1. Standards

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

2. Legal References

N/A

3. Cross References

N/A

Revisions:

Resolution Number	MM/DD/YY



Town of Onoway

Council Policy

Schedule "A"

1. Honorariums

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

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

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

3. Communications Expense

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

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

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

4. Donations

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

Topic	Town of Onoway	Municipal Comparators Median	Variance
Annual Operating Budget	\$ 3,683,927	\$ 3,959,768	\$ (275,841)
Population	966	1,307	\$ (341)
# of Council Members including Councillors and Mayor/Reeve)	5.0	6.0	(1.0)
Are Council Members (not including the Mayor/Reeve) employed full-time or part-time?	Part-Time	Part-Time	
Is the Mayor/Reeve employed full-time or part-time?	Part-Time	Part-Time	
How many regular council meetings were held over the most recent annual period? (July 12, 2023 to July 12, 2024)	20	21	(1.0)
How many special council meetings were held over the most recent annual period? (July 12, 2023 to July 12, 2024)	2.0	3.0	(1.0)
Remuneration			\$ -
<u>Council member rate</u>			
Rate per day (8 hours)	\$ 250	\$ 200	\$ 50
Rate per 1/2 day (4 hours)	\$ 175	\$ 100	\$ 75
Rate per meeting	\$ 175	\$ 143	\$ 32
Rate per month	N/A	\$ 484	
<u>Mayor/Reeve member rate</u>			
Rate per day (8 hours)	\$ 250	\$ 200	\$ 50
Rate per 1/2 day (4 hours)	\$ 175	\$ 100	\$ 75
Rate per meeting	\$ 175	\$ 143	\$ 32
Rate per month	N/A	\$ 800	
			\$ -
<u>Deputy Mayor/Reeve member rate</u>			
Rate per day (8 hours)	\$ 250	\$ 175	\$ 75
Rate per 1/2 day (4 hours)	\$ 175	\$ 100	\$ 75
Rate per meeting	\$ 175	\$ 143	\$ 32
Rate per month	N/A	\$ 610	
			\$ -
Lowest annual remuneration paid to Council member for the most recent annual period	\$ 7,364	\$ 6,732	\$ 632
Highest annual remuneration paid to Council member for the most recent annual period	\$ 11,389	\$ 15,173	\$ (3,784)
			\$ -
Expense Compensation			
Telecommunications (e.g. telephone, internet) allowance flat rate per year/month			\$ -
Mayor	\$ 400	\$ 100	\$ 300
Councillor	\$ 250	\$ 100	\$ 150
Mileage rate per Km	\$ 0.70	\$ 0.68	\$ 0.02
Meals flat rate per day	\$ 69	\$ 68	\$ 1
			\$ -
Average annual municipal cost of benefits per Councillor (Max. used for comparators as both monthly and annual amounts seem to be submitted)	\$ 5,949	\$ 7,700	\$ (1,751)



2024 WAGE & COMPENSATION SURVEY

Town of Onoway

Prepared by:



Introduction

The Alberta Municipal Services Corporation (AMSC) is committed to providing comprehensive Human Resources support and services for its municipal members.

The 2024 AMSC Wage & Compensation Survey was created in order to:

- Evaluate and compare current compensation rates for key positions
- Better understand the labour market specific to municipalities
- Assess each municipality's current standing and future direction

The 2024 Wage & Compensation Survey was conducted by Y Station from April 2 to July 12, 2024. A total of 177 municipalities in Alberta participated in the survey.

If you have any comments, questions, concerns, etc., please contact Emily Mack, Senior Associate with Y Station at emily.mack@ystation.ca.

Survey Overview

The 2024 Wage & Compensation Survey consisted of 61 questions in 7 key topic areas:

Part 1 includes the following topics:

- Municipal Profile
- Union Membership
- Change in Salary
- Council Remuneration
- Council Benefits
- Staff Hours & Benefits

Part 2 includes:

- Staff Salaries & Wages

For comparability, all annual salaries have been calculated using the reported hourly wage, assuming 52 weeks per year, 37.5 hours per week. To calculate the hourly rate, divide the salary by 52 weeks, then again by 37.5.

Due to the sensitive nature of the questions in this report, all information provided will continue to be held in the strictest confidence, and will only be reported in aggregate form such that responses cannot be traced back to any one particular municipality or individual. To maintain the confidentiality of participating municipalities, data for any question with a response rate of less than 5 municipalities (i.e., $n < 5$) has been suppressed and is not included in the reports.

Comparator Municipalities

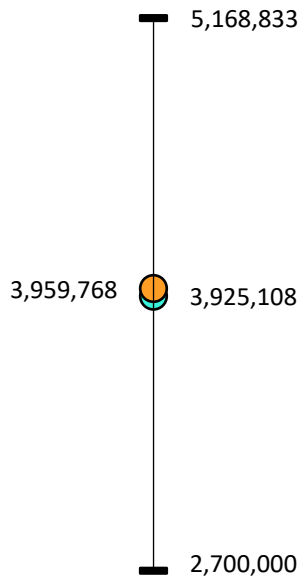
This customized report for the 2024 AMSC Wage & Compensation includes aggregated data from the following municipalities (n=12):

Town of Bentley
Town of Bon Accord
Town of Bowden
Town of Bruderheim
Town of Irricana
Town of Mayerthorpe
Town of Millet
Town of Smoky Lake
Town of Spirit River
Town of Two Hills
Town of Wembley
Village of Alberta Beach

Town of Onoway

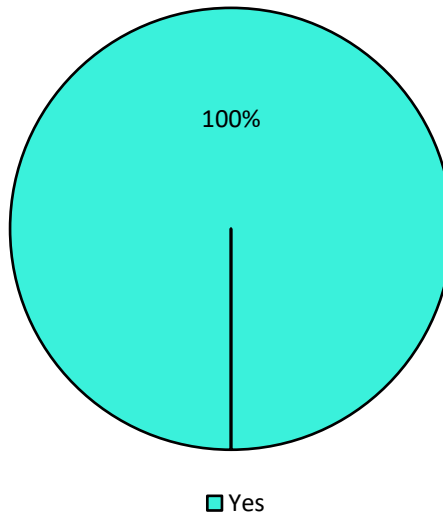
Part 1

8. What is the annual operating budget of your municipality? (n=12)

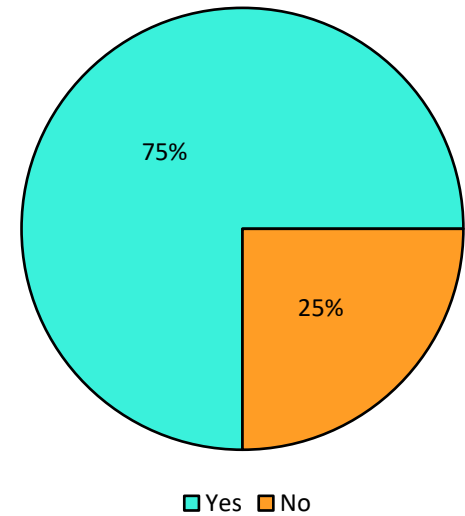


Minimum	Median	Mean	Maximum
2,700,000	3,959,768	3,925,108	5,168,833

9a. Does your municipality employ...? a) Full-time permanent employees (n=12)



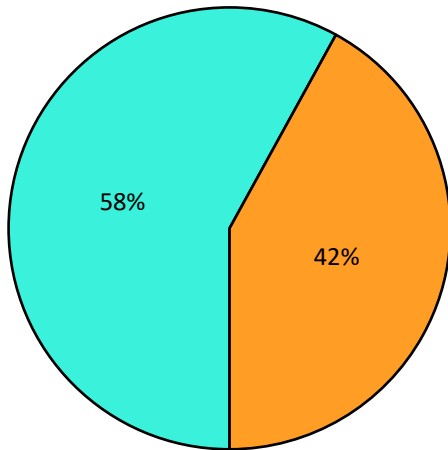
9b. Does your municipality employ...? b) Full-time seasonal employees (n=12)



Town of Onoway

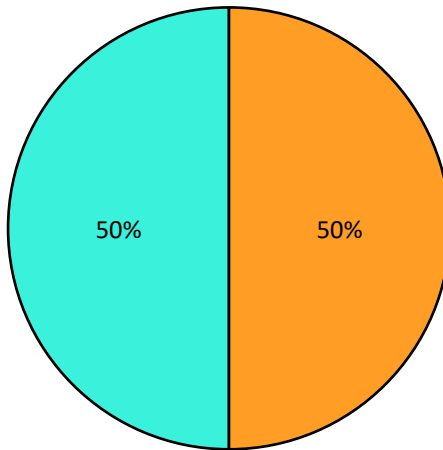
Part 1

9c. Does your municipality employ...? c) Part-time employees (n=12)



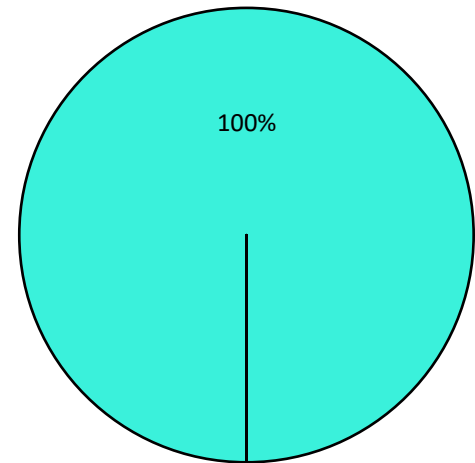
■ Yes ■ No

9d. Does your municipality employ...? d) Contracted employees (n=12)



■ Yes ■ No

10. Is your Municipality Urban or Rural? (n=12)

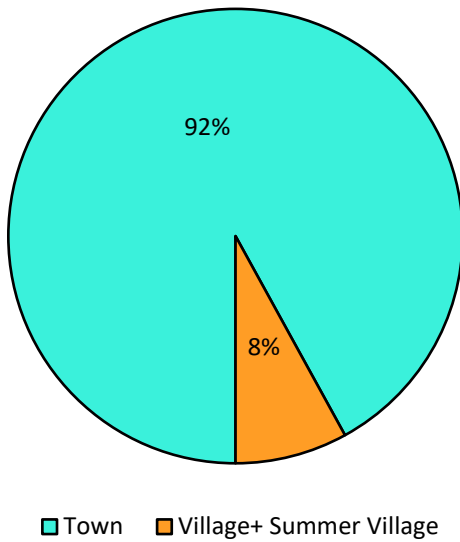


■ Urban

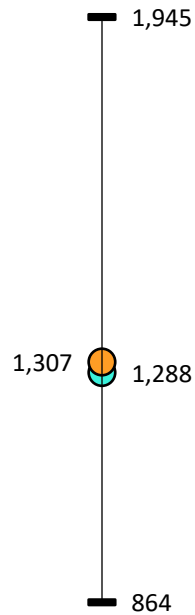
Town of Onoway

Part 1

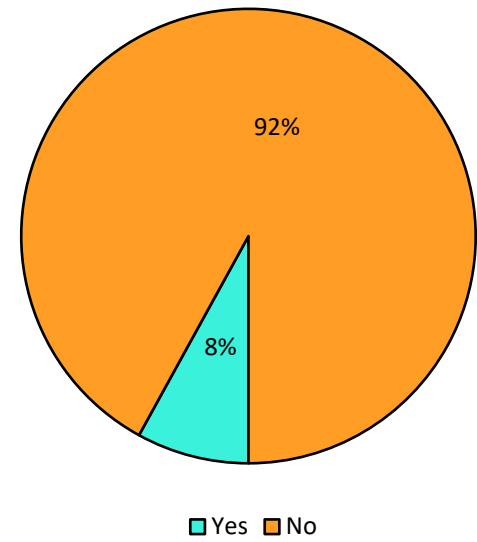
11. Which of the following best describes your municipality? (n=12)



12. What is the population of your municipality? (n=12)



13. Does your municipality have unionized employees? (n=12)

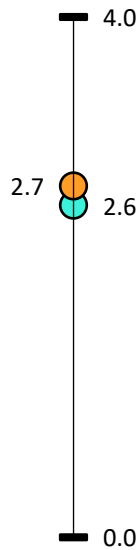


Minimum	Median	Mean	Maximum
864	1,307	1,288	1,945

Town of Onoway

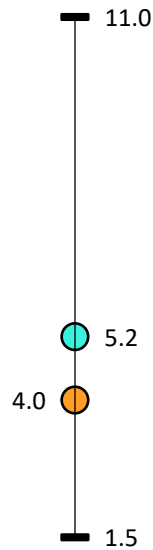
Part 1

18. Overall, by what percentage did the salaries of your municipality change in this year over last year? (n=12)



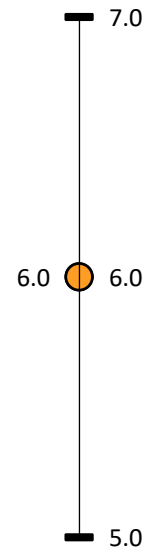
Minimum	Median	Mean	Maximum
0.0	2.7	2.6	4.0

19. Overall, by what percentage did the salaries of your municipality change last year over 2 years ago? (n=11)



Minimum	Median	Mean	Maximum
1.5	4.0	5.2	11.0

20. How many Council Members (including councilors and mayor/reeve) does your Municipality have? (n=12)

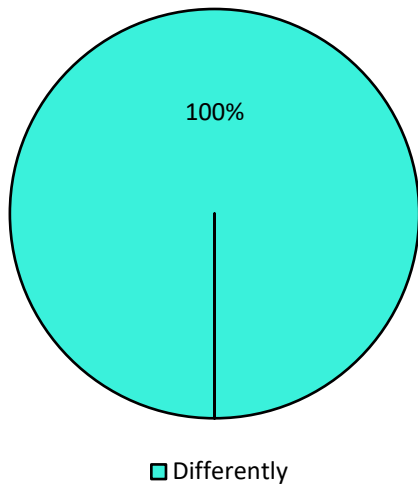


Minimum	Median	Mean	Maximum
5.0	6.0	6.0	7.0

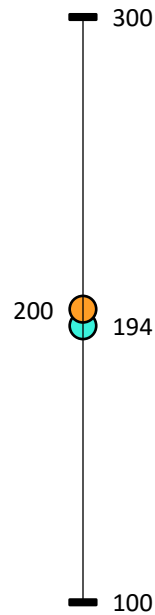
Town of Onoway

Part 1

21. Are the Council Members, including the Mayor/Reeve, in your municipality compensated differently or equally? (n=12)

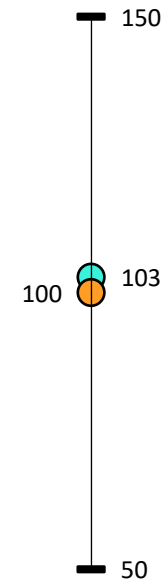


22. Council Member Rate (\$): 1. Per day (if applicable) (n=8)



Minimum	Median	Mean	Maximum
100	200	194	300

22. Council Member Rate (\$): 2. Per half day (1/2 day) (if applicable) (n=8)

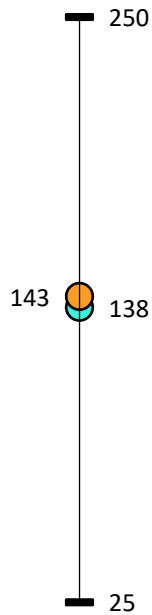


Minimum	Median	Mean	Maximum
50	100	103	150

Town of Onoway

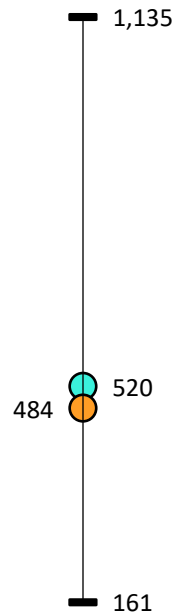
Part 1

22. Council Member Rate (\$): 3. Per meeting (if applicable) (n=6)



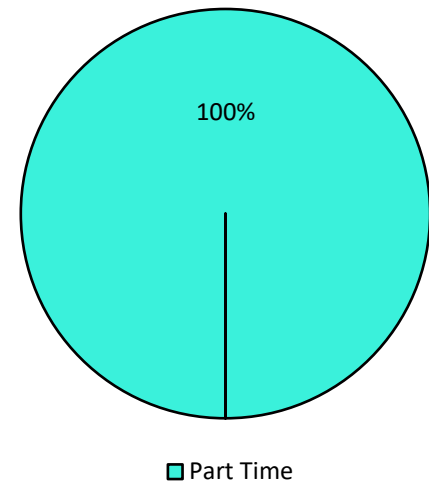
Minimum	Median	Mean	Maximum
25	143	138	250

22. Council Member Rate (\$): 8. Monthly (if applicable) (n=10)



Minimum	Median	Mean	Maximum
161	484	520	1,135

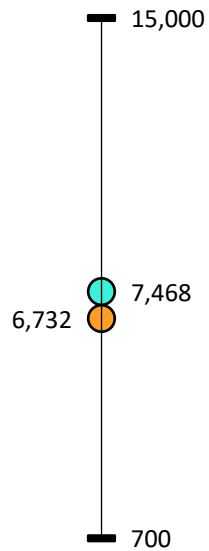
23. Are Council Members (not including the Mayor/Reeve) employed full-time or part-time? (n=12)



Town of Onoway

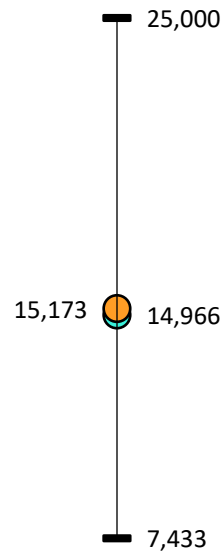
Part 1

24a. What was the lowest annual remuneration paid to a Council Member for the most recent annual period? (n=12)



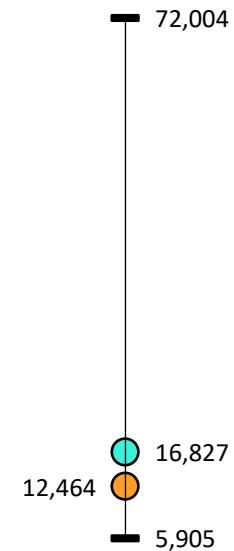
Minimum	Median	Mean	Maximum
700	6,732	7,468	15,000

24b. What was the highest annual remuneration paid to a Council Member for the most recent annual period? (n=12)



Minimum	Median	Mean	Maximum
7,433	15,173	14,966	25,000

24c. What was the average annual remuneration paid to a Council Member for the most recent annual period? (n=12)

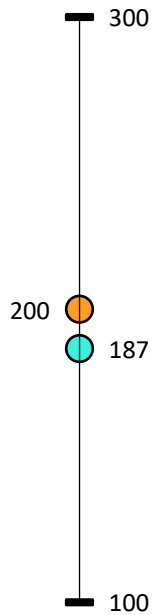


Minimum	Median	Mean	Maximum
5,905	12,464	16,827	72,004

Town of Onoway

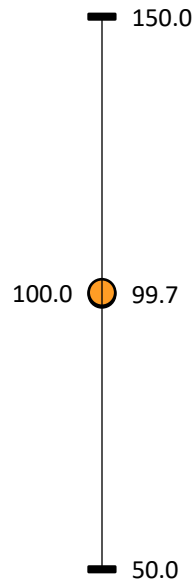
Part 1

25. Mayor/Reeve Rate (\$): 1. Per day (if applicable) (n=9)



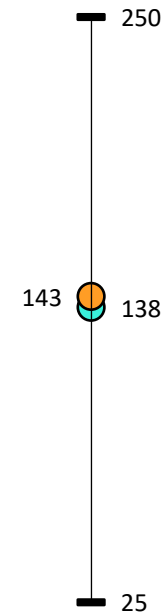
Minimum	Median	Mean	Maximum
100	200	187	300

25. Mayor/Reeve Rate (\$): 2. Per half day (1/2 day) (if applicable) (n=9)



Minimum	Median	Mean	Maximum
50.0	100.0	99.7	150.0

25. Mayor/Reeve Rate (\$): 3. Per meeting (if applicable) (n=6)

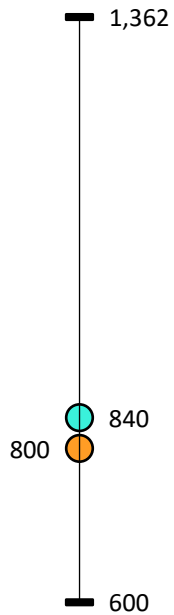


Minimum	Median	Mean	Maximum
25	143	138	250

Town of Onoway

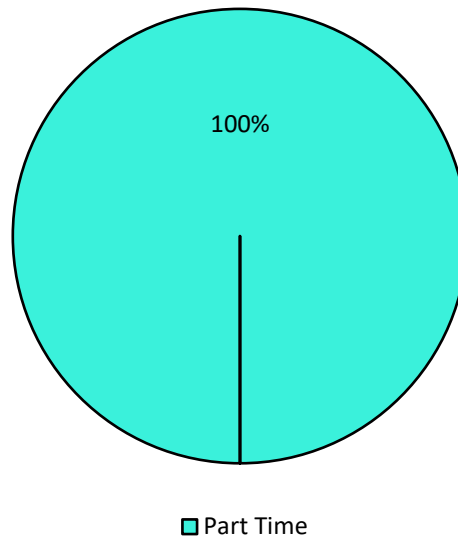
Part 1

25. Mayor/Reeve Rate (\$): 8. Monthly (if applicable) (n=11)

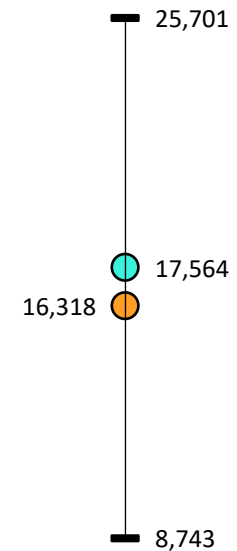


Minimum	Median	Mean	Maximum
600	800	840	1,362

26. Is the Mayor/Reeve employed full-time or part-time? (n=12)



27. On average, what was the annual remuneration paid to the Mayor for the most recent annual period? (n=12)

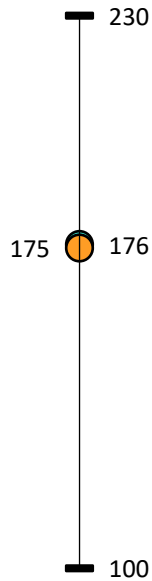


Minimum	Median	Mean	Maximum
8,743	16,318	17,564	25,701

Town of Onoway

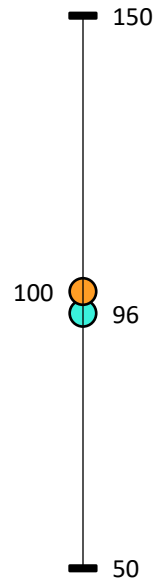
Part 1

28. Deputy Mayor/Deputy Reeve Rate (\$): 1. Per day (if applicable) (n=6)



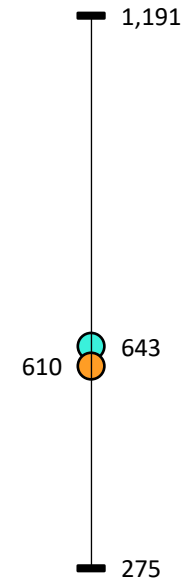
Minimum	Median	Mean	Maximum
100	175	176	230

28. Deputy Mayor/Deputy Reeve Rate (\$): 2. Per half day (1/2 day) (if applicable) (n=7)



Minimum	Median	Mean	Maximum
50	100	96	150

28. Deputy Mayor/Deputy Reeve Rate (\$): 8. Monthly (if applicable) (n=10)

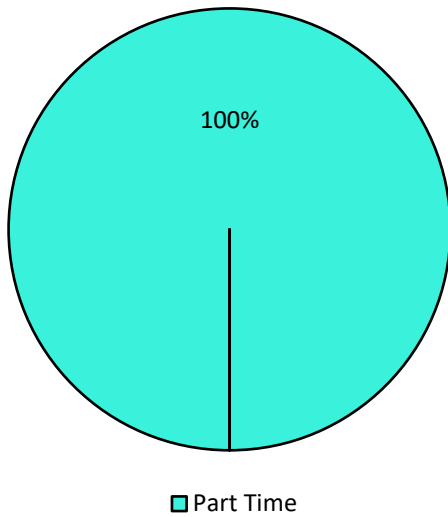


Minimum	Median	Mean	Maximum
275	610	643	1,191

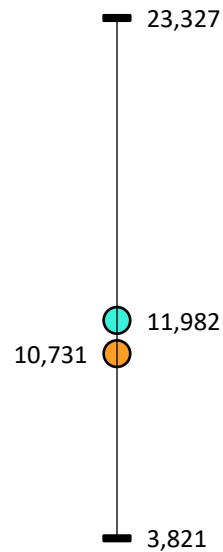
Town of Onoway

Part 1

29. Is the Deputy Mayor/ Deputy Reeve employed full-time or part-time? (n=12)

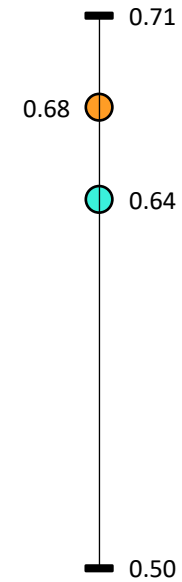


30. What was the Deputy Mayor's (if applicable) annual remuneration paid for the most recent annual period? (n=8)



Minimum	Median	Mean	Maximum
3,821	10,731	11,982	23,327

31. Council Member Expense Compensation (\$): 1. Mileage (rate per km) (n=12)

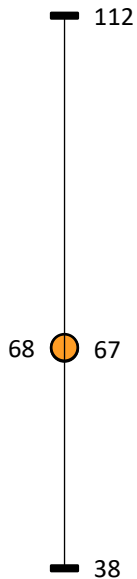


Minimum	Median	Mean	Maximum
0.50	0.68	0.64	0.71

Town of Onoway

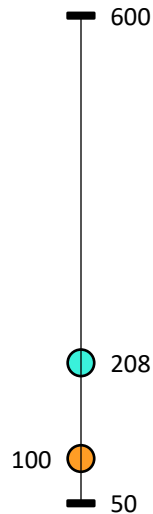
Part 1

31. Council Member Expense Compensation (\$): 2. Meals flat rate per day (n=10)



Minimum	Median	Mean	Maximum
38	68	67	112

31. Council Member Expense Compensation (\$): 7. Telecommunications (e.g. telephone, internet) Allowance flat rate per year (n=5)



Minimum	Median	Mean	Maximum
50	100	208	600

32. How many regular council meetings were held over the most recent annual period? (n=12)

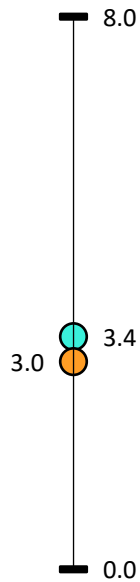


Minimum	Median	Mean	Maximum
12	21	20	24

Town of Onoway

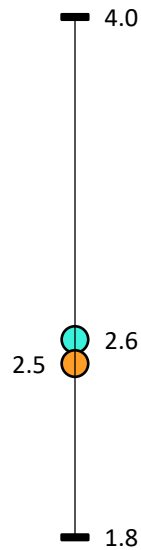
Part 1

33. How many special council meetings were held over the most recent annual period? (n=11)



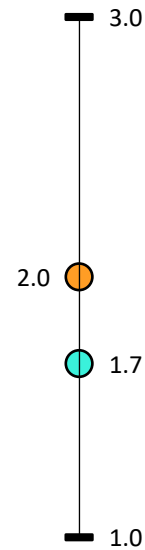
Minimum	Median	Mean	Maximum
0.0	3.0	3.4	8.0

34. On average, how long were regular council meetings over the most recent annual period (in hours)? (n=12)



Minimum	Median	Mean	Maximum
1.8	2.5	2.6	4.0

35. On average, how long were special council meetings over the most recent annual period (in hours)? (n=9)

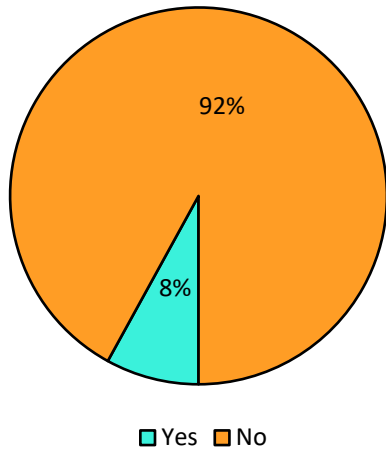


Minimum	Median	Mean	Maximum
1.0	2.0	1.7	3.0

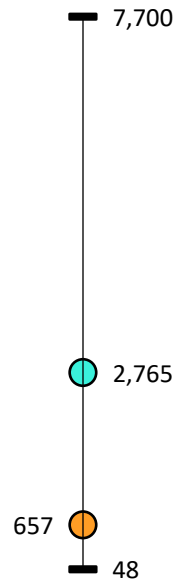
Town of Onoway

Part 1

36. In the 2023 tax year, did your municipality apply the 1/3 tax-free expense exemption allowed under the Federal Income Tax Act for elected officials? (n=12)

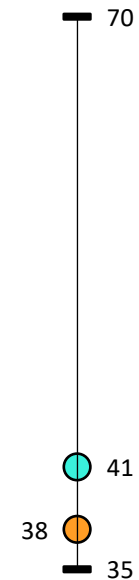


38. What is the average annual municipal cost of benefits per councilor? (n=6)



Minimum	Median	Mean	Maximum
48	657	2,765	7,700

39. Regularly scheduled hours per week: 1. Management a) Full-time permanent employees (n=12)

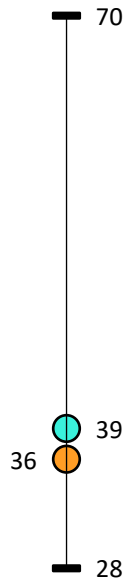


Minimum	Median	Mean	Maximum
35	38	41	70

Town of Onoway

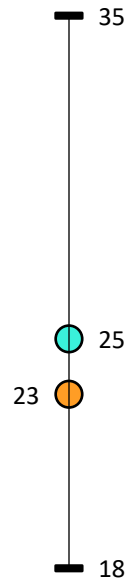
Part 1

39. Regularly scheduled hours per week: 2. Clerical a) Full-time permanent employees (n=12)



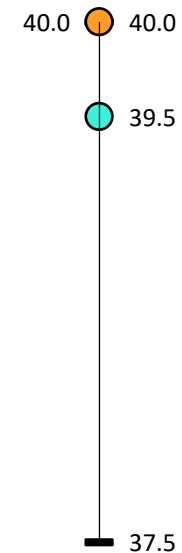
Minimum	Median	Mean	Maximum
28	36	39	70

39. Regularly scheduled hours per week: 2. Clerical c) Part-time employees (n=6)



Minimum	Median	Mean	Maximum
18	23	25	35

39. Regularly scheduled hours per week: 4. Public Works (summer) a) Full-time permanent employees (n=11)

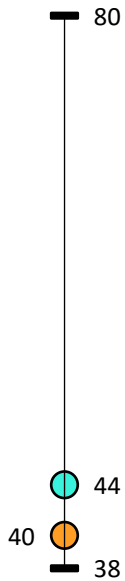


Minimum	Median	Mean	Maximum
37.5	40.0	39.5	40.0

Town of Onoway

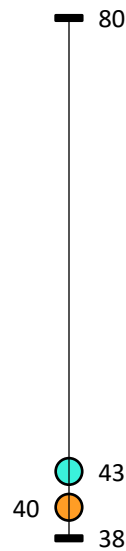
Part 1

39. Regularly scheduled hours per week: 4. Public Works (summer) b)
Full-time seasonal employees (n=9)



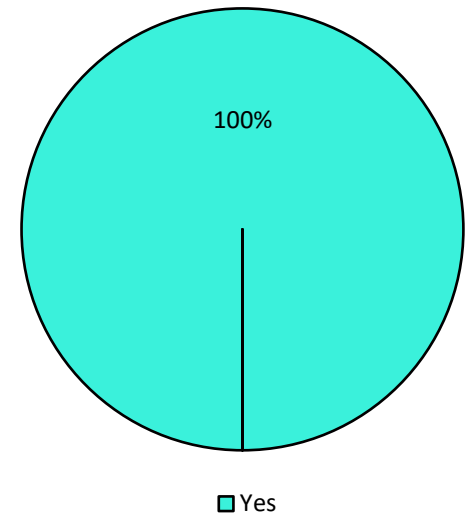
Minimum	Median	Mean	Maximum
38	40	44	80

39. Regularly scheduled hours per week: 5. Public Works (winter) a)
Full-time permanent employees (n=12)



Minimum	Median	Mean	Maximum
38	40	43	80

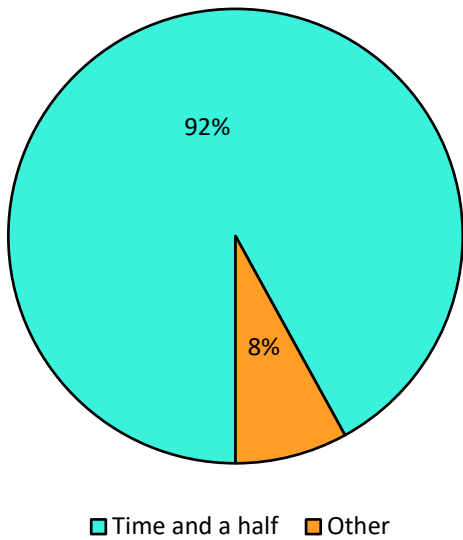
40. Does your municipality offer overtime compensation to its employees? (n=12)



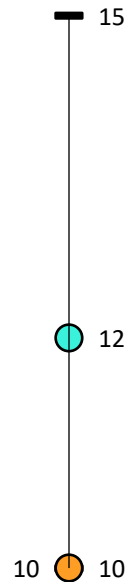
Town of Onoway

Part 1

41a. How does your municipality compensate for overtime? (n=12)

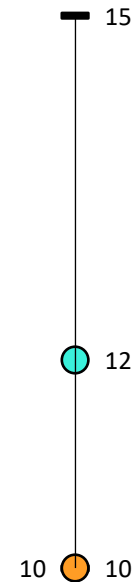


42. Number of paid vacation days available: 1. After 1 year of service (n=12)



Minimum	Median	Mean	Maximum
10	10	12	15

42. Number of paid vacation days available: 2. After 2 years of service (n=8)

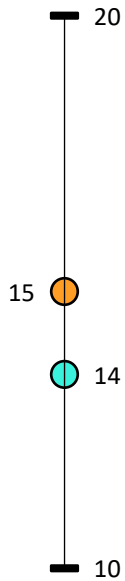


Minimum	Median	Mean	Maximum
10	10	12	15

Town of Onoway

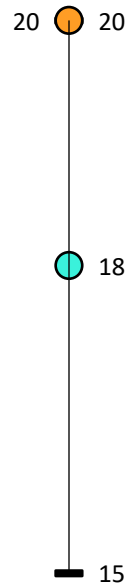
Part 1

42. Number of paid vacation days available: 3. After 3 years of service (n=10)



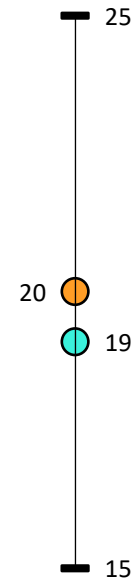
Minimum	Median	Mean	Maximum
10	15	14	20

42. Number of paid vacation days available: 4. After 5 years of service (n=9)



Minimum	Median	Mean	Maximum
15	20	18	20

42. Number of paid vacation days available: 5. After 8 years of service (n=11)

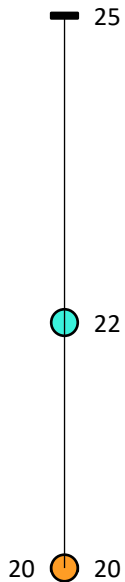


Minimum	Median	Mean	Maximum
15	20	19	25

Town of Onoway

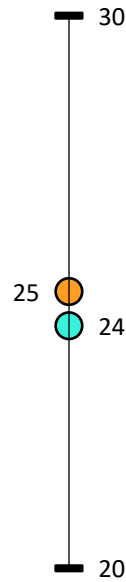
Part 1

42. Number of paid vacation days available: 6. After 10 years of service (n=9)



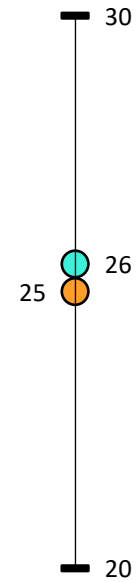
Minimum	Median	Mean	Maximum
20	20	22	25

42. Number of paid vacation days available: 7. After 15 years of service (n=8)



Minimum	Median	Mean	Maximum
20	25	24	30

42. Number of paid vacation days available: 8. After 16 years of service (n=10)

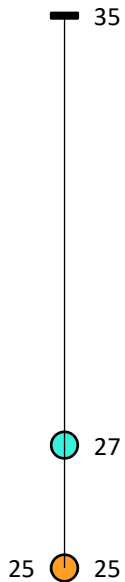


Minimum	Median	Mean	Maximum
20	25	26	30

Town of Onoway

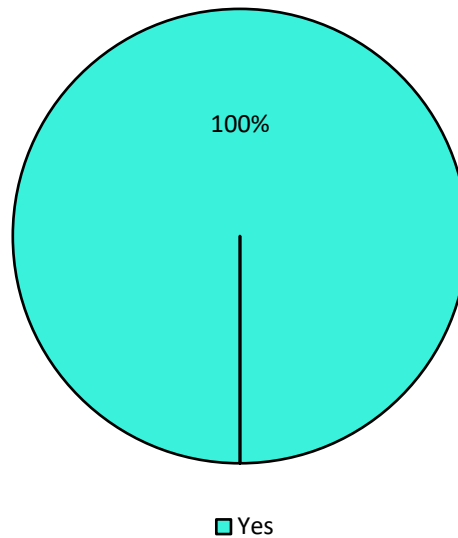
Part 1

42. Number of paid vacation days available: 9. After 20 years of service (n=9)

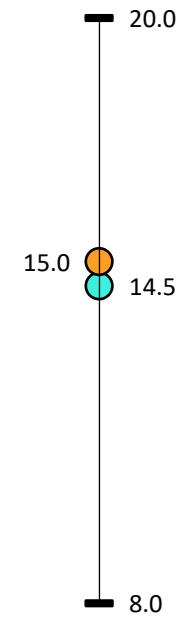


Minimum	Median	Mean	Maximum
25	25	27	35

43. Do employees receive paid sick days? (n=12)



44. How many paid sick days are employees provided with? (n=12)

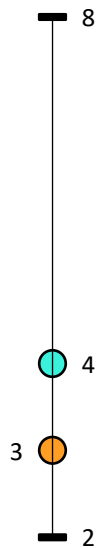


Minimum	Median	Mean	Maximum
8.0	15.0	14.5	20.0

Town of Onoway

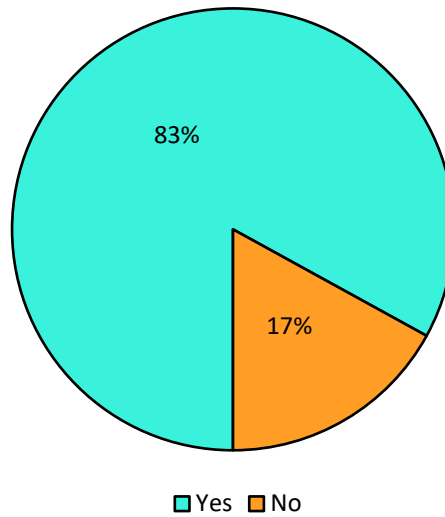
Part 1

45. What is the maximum number of sick days without a certificate (e.g., doctor's note) your municipality allows? (n=11)

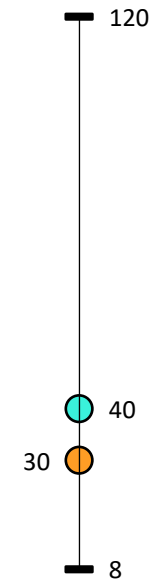


Minimum	Median	Mean	Maximum
2	3	4	8

46. Does your municipality allow unused sick days to accumulate over calendar years? (n=12)



47. What is the maximum number of sick days your municipality allows to accumulate? (n=9)

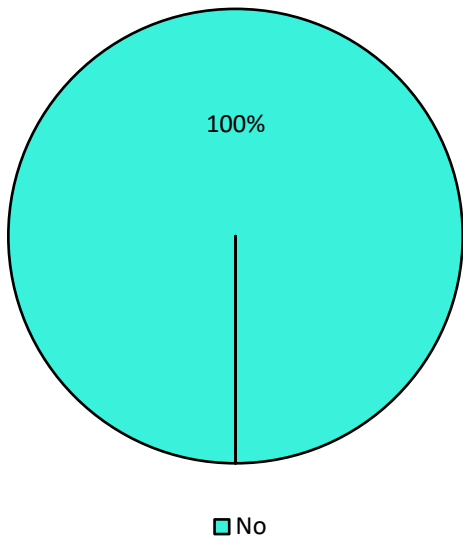


Minimum	Median	Mean	Maximum
8	30	40	120

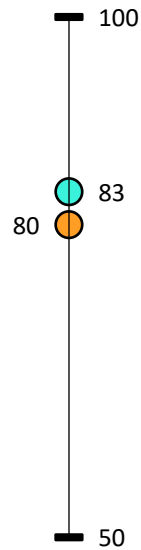
Town of Onoway

Part 1

48. Are accumulated sick days paid out annually? (n=12)

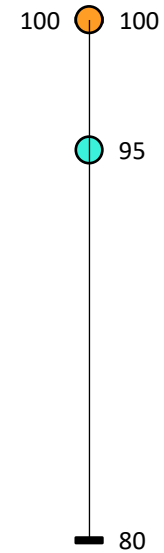


49. Benefits provided to municipal employees (Percentage borne by municipality, if provided): 1. Extended Health Care (n=11)



Minimum	Median	Mean	Maximum
50	80	83	100

49. Benefits provided to municipal employees (Percentage borne by municipality, if provided): 2. Group Life Insurance (n=12)

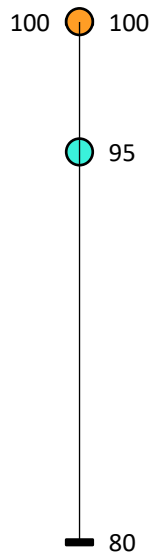


Minimum	Median	Mean	Maximum
80	100	95	100

Town of Onoway

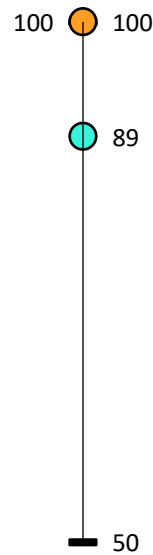
Part 1

49. Benefits provided to municipal employees (Percentage borne by municipality, if provided): 3. Dependent Life Insurance (n=8)



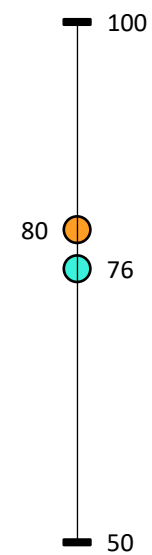
Minimum	Median	Mean	Maximum
80	100	95	100

49. Benefits provided to municipal employees (Percentage borne by municipality, if provided): 5. Vision Care (n=10)



Minimum	Median	Mean	Maximum
50	100	89	100

49. Benefits provided to municipal employees (Percentage borne by municipality, if provided): 6. Dental Care (n=12)

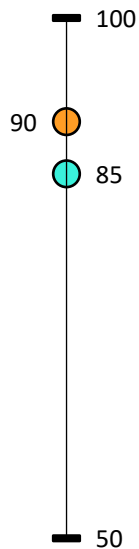


Minimum	Median	Mean	Maximum
50	80	76	100

Town of Onoway

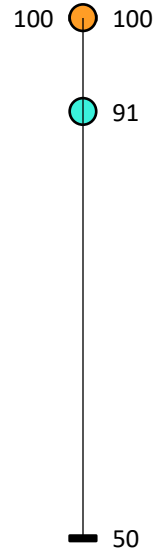
Part 1

49. Benefits provided to municipal employees (Percentage borne by municipality, if provided): 7. Long Term Disability (n=6)



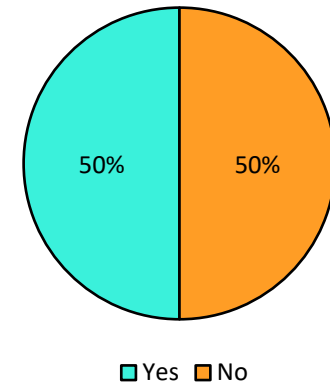
Minimum	Median	Mean	Maximum
50	90	85	100

49. Benefits provided to municipal employees (Percentage borne by municipality, if provided): 9. Accidental Death (n=10)



Minimum	Median	Mean	Maximum
50	100	91	100

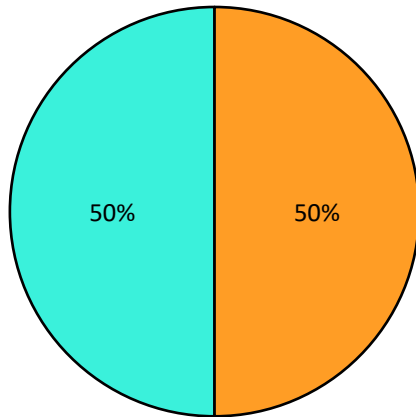
50. Does your municipality currently have an employee wellness program, a wellness spending account, or offer reimbursement for wellness initiatives such as fitness club or gym memberships? (n=12)



Town of Onoway

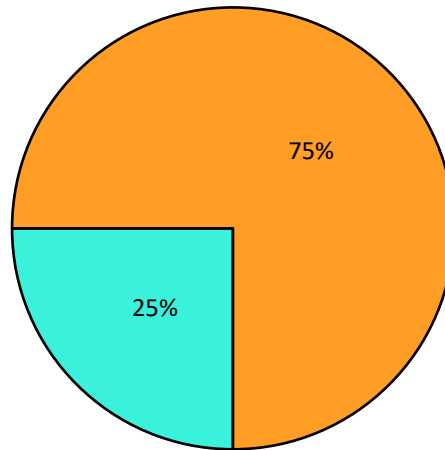
Part 1

51. Would you like to start an employee wellness program or wellness spending account? (if applicable) (n=6)



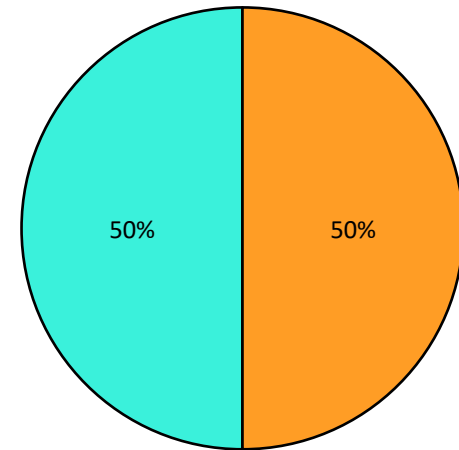
■ Yes ■ No

52. Does your municipality provide staff with any other type of taxable benefit? (n=12)



■ Yes ■ No

53. Does your municipality offer the Local Authorities Pension Plan (LAPP)? (n=12)

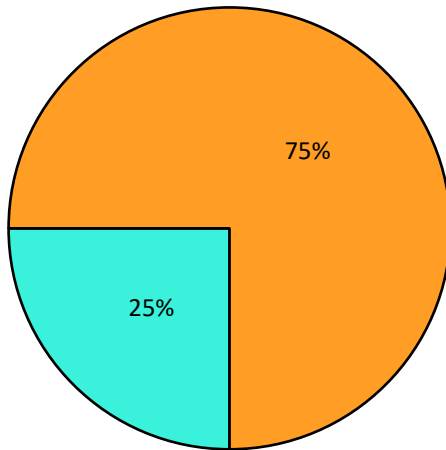


■ Yes ■ No

Town of Onoway

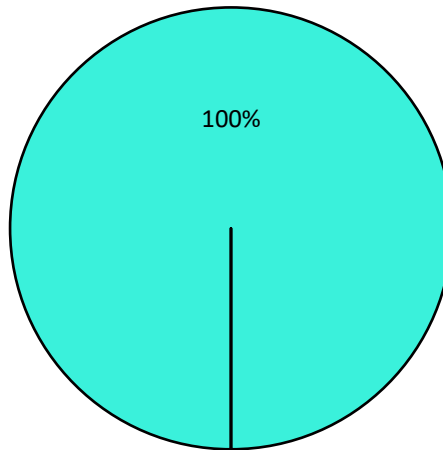
Part 1

54. Does your municipality offer the AMSC APEX Supplementary Pension Plan? (n=12)



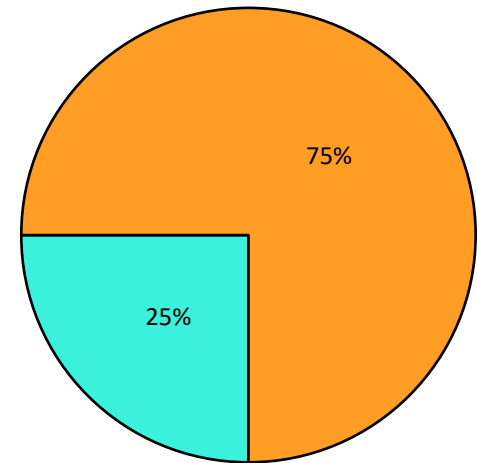
■ Yes ■ No

55. Does your municipality offer the MuniSERP Supplementary Executive Retirement Plan? (n=12)



■ No

56a. Does your municipality offer another pension plan? (n=12)

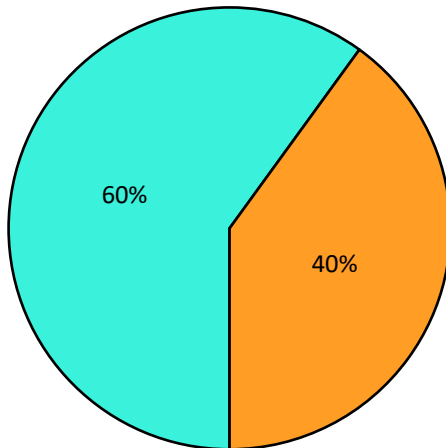


■ Yes ■ No

Town of Onoway

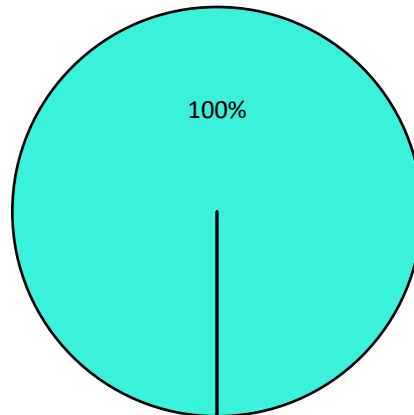
Part 1

57. Are all employees eligible for the pension plan offered by your municipality? (n=10)



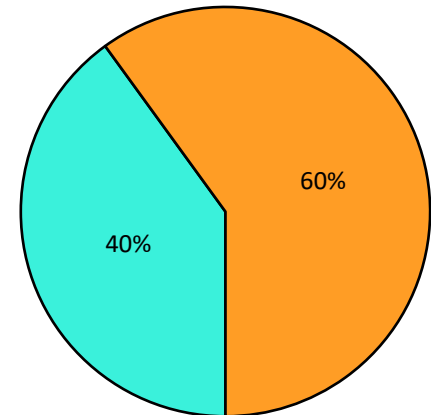
■ Yes ■ No

58a. Are Full-time permanent employees eligible for the pension plan offered by your municipality? (n=10)



■ Yes

58b. Are Part-time permanent employees eligible for the pension plan offered by your municipality? (n=10)

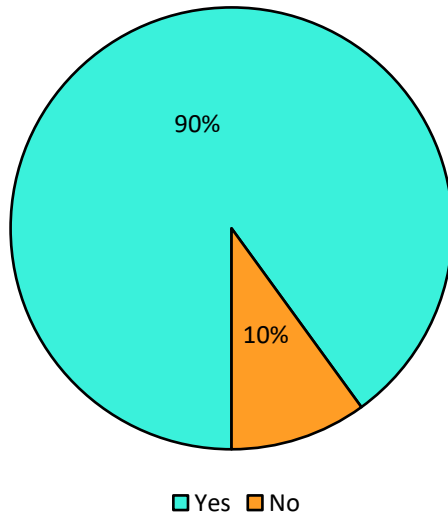


■ Yes ■ No

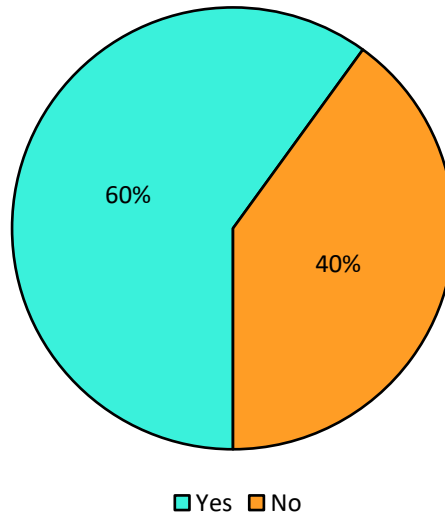
Town of Onoway

Part 1

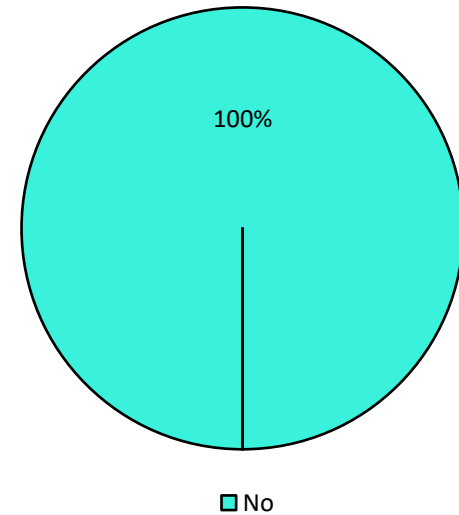
58c. Are Management Staff eligible for the pension plan offered by your municipality? (n=10)



58d. Are Support Staff eligible for the pension plan offered by your municipality? (n=10)



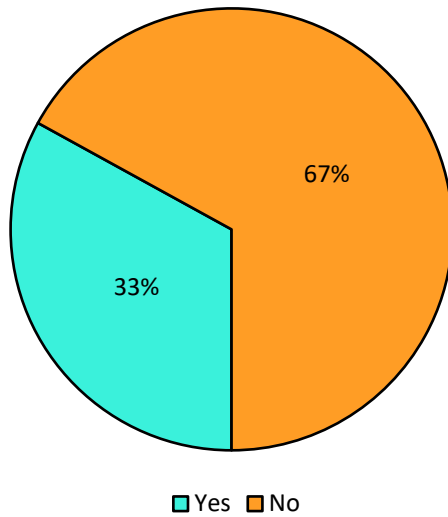
59a. Does your municipality offer a Group TFSA as a retirement savings option? (n=12)



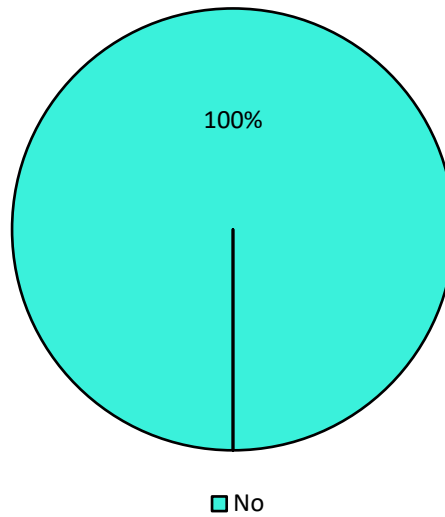
Town of Onoway

Part 1

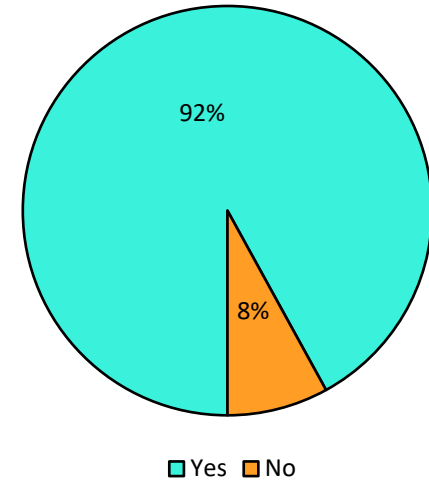
59b. Does your municipality offer a Group RRSP as a retirement savings option? (n=12)



59c. Does your municipality offer another retirement savings option? (n=12)

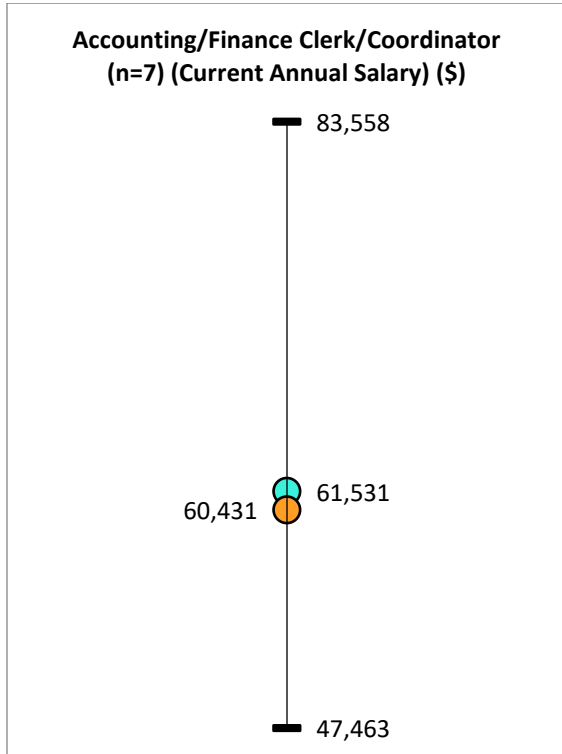


60. Does your municipality's CAO have a formalized employment contract (agreement) in place? (n=12)

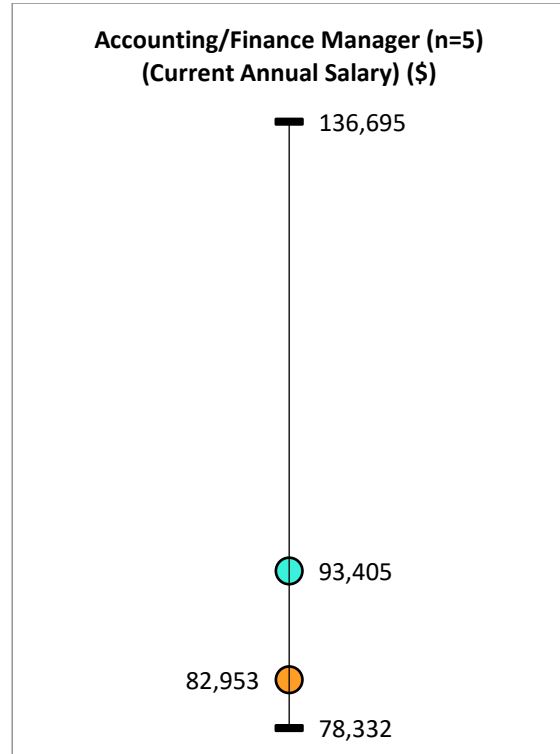


Town of Onoway

Part 2



Minimum	Median	Mean	Maximum
47,463	60,431	61,531	83,558



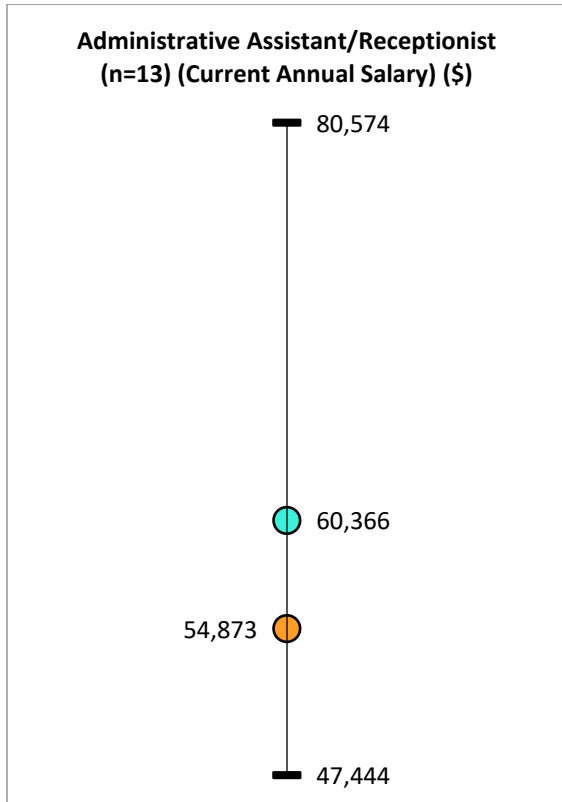
Minimum	Median	Mean	Maximum
78,332	82,953	93,405	136,695

Average Minimum Salary for Position (n=6)	47,011
Average Maximum Salary for Position (n=6)	62,933
Average Weeks of Service per year (n=5)	52
Average Hours worked per week (n=7)	32
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=5)	5
Additional Duties (% Yes) (n=6)	67%
Degree of Match to Position Title (Average Percent of Match) (n=3)	77%
Contracted Position (% Yes) (n=6)	0%
Average # of Employees in Position (n=7)	1
Average Length of Service (years in municipality) (n=7)	6

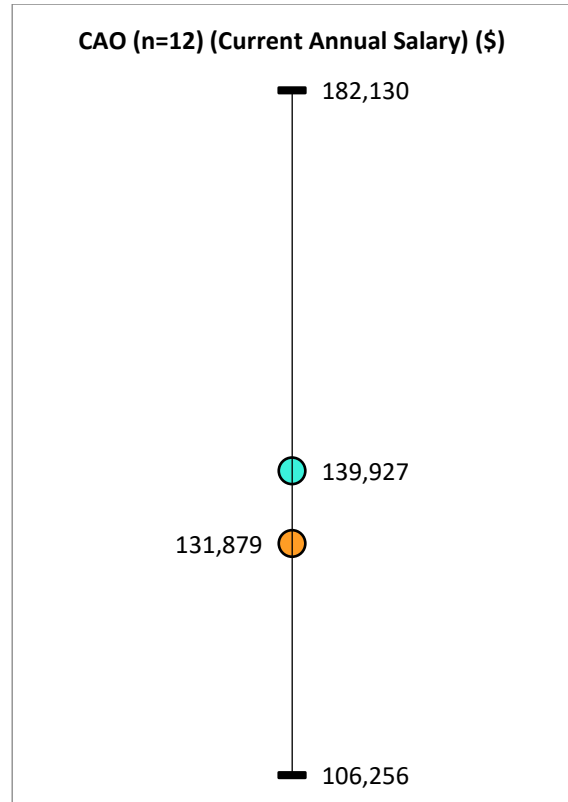
Average Minimum Salary for Position (n=5)	79,236
Average Maximum Salary for Position (n=5)	95,148
Average Weeks of Service per year (n=4)	52
Average Hours worked per week (n=5)	37
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=3)	12
Additional Duties (% Yes) (n=4)	100%
Degree of Match to Position Title (Average Percent of Match) (n=3)	90%
Contracted Position (% Yes) (n=4)	0%
Average # of Employees in Position (n=4)	1
Average Length of Service (years in municipality) (n=4)	13

Town of Onoway

Part 2



Minimum	Median	Mean	Maximum
47,444	54,873	60,366	80,574



Minimum	Median	Mean	Maximum
106,256	131,879	139,927	182,130

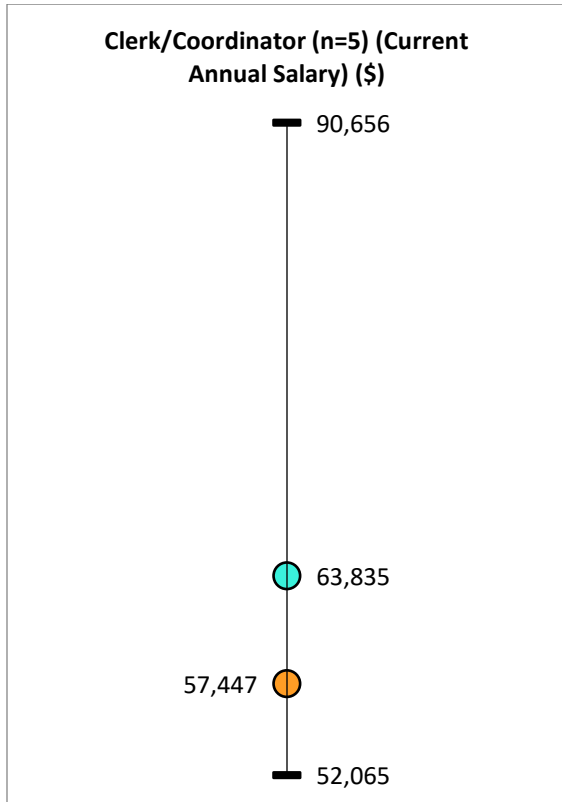
Average Minimum Salary for Position (n=11)	51,457
Average Maximum Salary for Position (n=11)	64,641
Average Weeks of Service per year (n=11)	52
Average Hours worked per week (n=13)	33
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=13)	6
Additional Duties (% Yes) (n=12)	58%
Degree of Match to Position Title (Average Percent of Match) (n=8)	82%
Contracted Position (% Yes) (n=10)	0%
Average # of Employees in Position (n=13)	1
Average Length of Service (years in municipality) (n=11)	7

Average Minimum Salary for Position (n=10)	118,190
Average Maximum Salary for Position (n=9)	142,025
Average Weeks of Service per year (n=11)	52
Average Hours worked per week (n=12)	36
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=11)	6
Additional Duties (% Yes) (n=11)	36%
Degree of Match to Position Title (Average Percent of Match) (n=10)	92%
Contracted Position (% Yes) (n=11)	45%
Average # of Employees in Position (n=11)	1
Average Length of Service (years in municipality) (n=10)	6

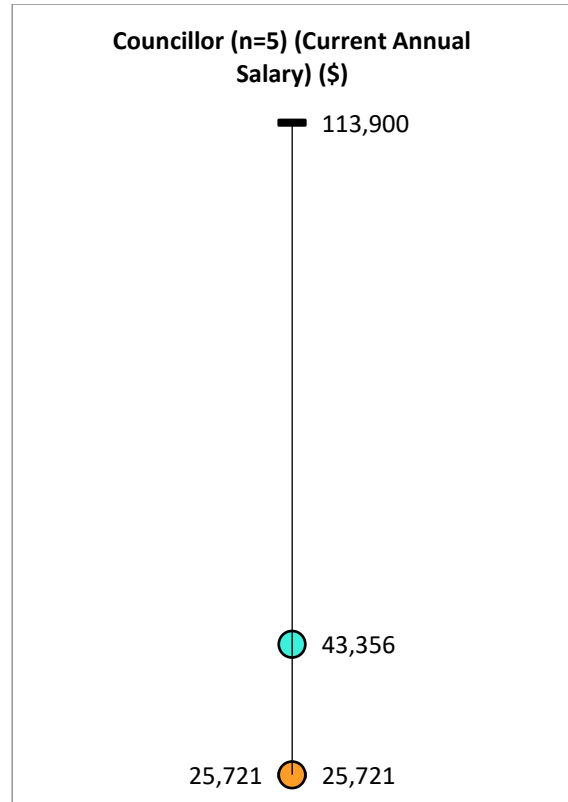
2024 AMSC Wage & Compensation Survey
 Conducted and Prepared by Y Station

Town of Onoway

Part 2



Minimum	Median	Mean	Maximum
52,065	57,447	63,835	90,656



Minimum	Median	Mean	Maximum
25,721	25,721	43,356	113,900

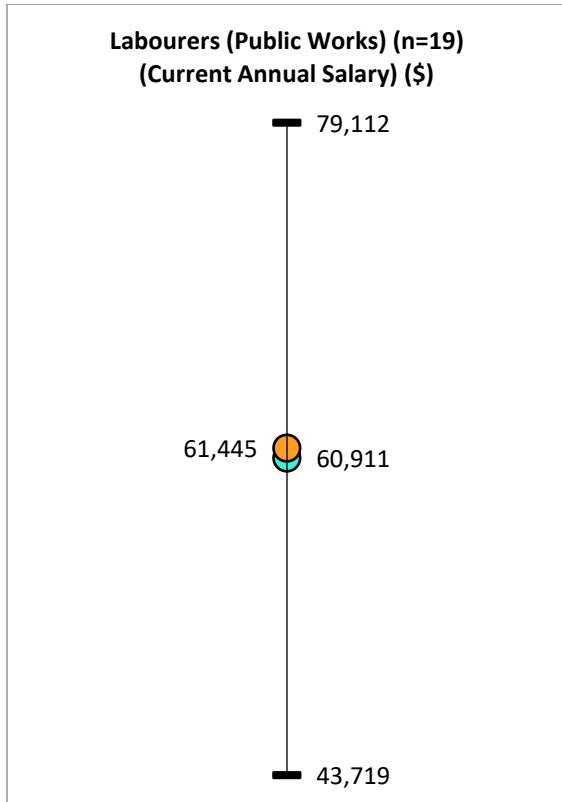
Average Minimum Salary for Position (n=4)	59,421
Average Maximum Salary for Position (n=4)	71,765
Average Weeks of Service per year (n=4)	52
Average Hours worked per week (n=5)	31
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=2)	7
Additional Duties (% Yes) (n=5)	80%
Degree of Match to Position Title (Average Percent of Match) (n=4)	68%
Contracted Position (% Yes) (n=2)	0%
Average # of Employees in Position (n=5)	3
Average Length of Service (years in municipality) (n=5)	7

Average Minimum Salary for Position (n=5)	43,356
Average Maximum Salary for Position (n=5)	43,356
Average Weeks of Service per year (n=5)	52
Average Hours worked per week (n=5)	10
Average Lump sum payment (n=1)	2,400
Average Years of Experience (in current position) (n=5)	3
Additional Duties (% Yes) (n=6)	0%
Degree of Match to Position Title (Average Percent of Match) (n=5)	80%
Contracted Position (% Yes) (n=6)	0%
Average # of Employees in Position (n=6)	3
Average Length of Service (years in municipality) (n=5)	1

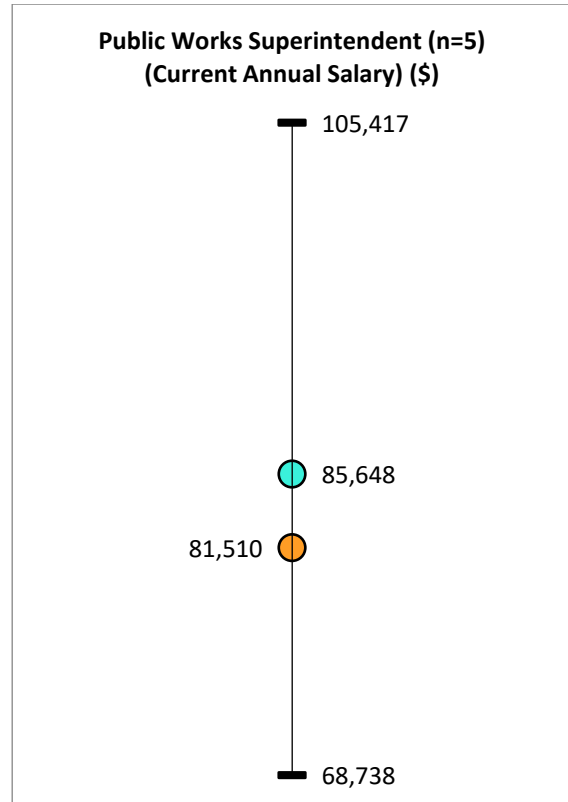
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Town of Onoway

Part 2



Minimum	Median	Mean	Maximum
43,719	61,445	60,911	79,112



Minimum	Median	Mean	Maximum
68,738	81,510	85,648	105,417

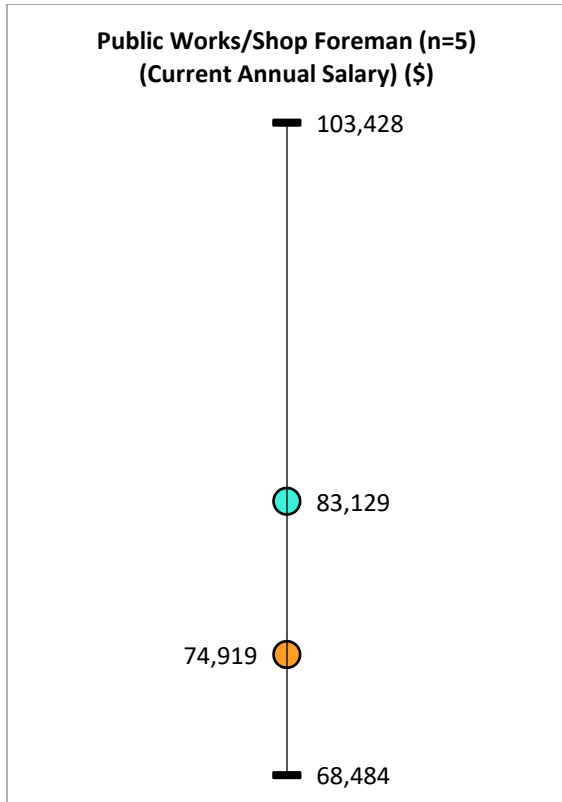
Average Minimum Salary for Position (n=16)	51,202
Average Maximum Salary for Position (n=16)	66,114
Average Weeks of Service per year (n=16)	49
Average Hours worked per week (n=19)	40
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=15)	7
Additional Duties (% Yes) (n=16)	50%
Degree of Match to Position Title (Average Percent of Match) (n=9)	91%
Contracted Position (% Yes) (n=20)	0%
Average # of Employees in Position (n=19)	1
Average Length of Service (years in municipality) (n=15)	6

Average Minimum Salary for Position (n=4)	70,897
Average Maximum Salary for Position (n=4)	89,339
Average Weeks of Service per year (n=4)	52
Average Hours worked per week (n=5)	40
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=4)	15
Additional Duties (% Yes) (n=4)	75%
Degree of Match to Position Title (Average Percent of Match) (n=2)	80%
Contracted Position (% Yes) (n=4)	0%
Average # of Employees in Position (n=4)	1
Average Length of Service (years in municipality) (n=4)	14

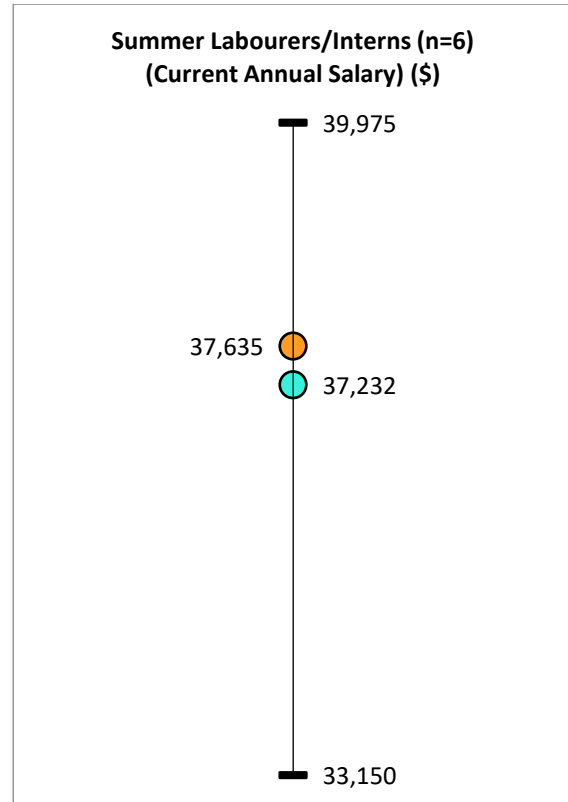
2024 AMSC Wage & Compensation Survey
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Town of Onoway

Part 2



Minimum	Median	Mean	Maximum
68,484	74,919	83,129	103,428



Minimum	Median	Mean	Maximum
33,150	37,635	37,232	39,975

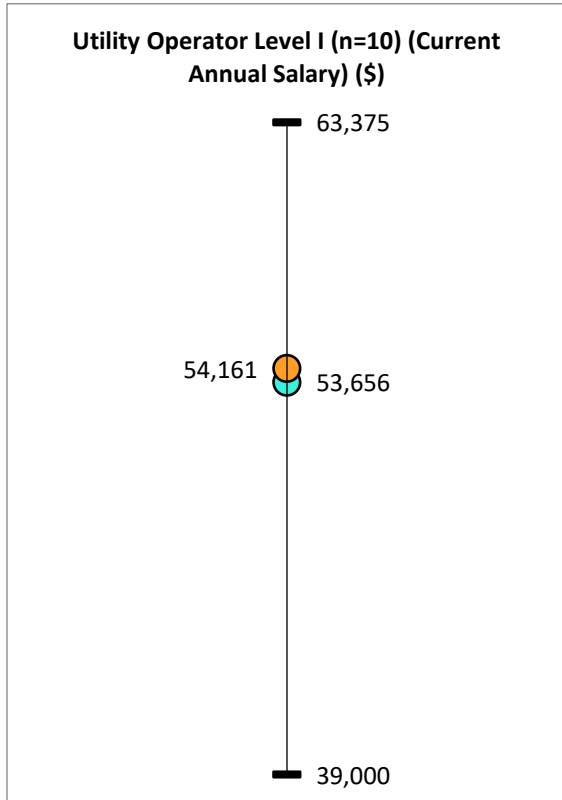
Average Minimum Salary for Position (n=6)	65,767
Average Maximum Salary for Position (n=6)	85,654
Average Weeks of Service per year (n=6)	52
Average Hours worked per week (n=6)	40
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=3)	16
Additional Duties (% Yes) (n=6)	67%
Degree of Match to Position Title (Average Percent of Match) (n=3)	85%
Contracted Position (% Yes) (n=5)	20%
Average # of Employees in Position (n=6)	1
Average Length of Service (years in municipality) (n=4)	13

Average Minimum Salary for Position (n=5)	35,903
Average Maximum Salary for Position (n=5)	42,038
Average Weeks of Service per year (n=6)	27
Average Hours worked per week (n=5)	39
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=5)	1
Additional Duties (% Yes) (n=3)	0%
Degree of Match to Position Title (Average Percent of Match) (n=6)	97%
Contracted Position (% Yes) (n=4)	25%
Average # of Employees in Position (n=6)	3
Average Length of Service (years in municipality) (n=2)	1

2024 AMSC Wage & Compensation Survey
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Town of Onoway

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Minimum	Median	Mean	Maximum
39,000	54,161	53,656	63,375

Average Minimum Salary for Position (n=9)	49,407
Average Maximum Salary for Position (n=9)	69,190
Average Weeks of Service per year (n=9)	52
Average Hours worked per week (n=10)	40
Average Lump sum payment (n=N/A)	N/A
Average Years of Experience (in current position) (n=7)	2
Additional Duties (% Yes) (n=10)	90%
Degree of Match to Position Title (Average Percent of Match) (n=7)	78%
Contracted Position (% Yes) (n=6)	17%
Average # of Employees in Position (n=10)	1
Average Length of Service (years in municipality) (n=8)	1

2024 AMSC Wage & Compensation Survey
 Conducted and Prepared by Y Station



TOWN OF ONOWAY

Mail: Box 540
Onoway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338

March 21, 2025

Via Email: cliffcott47@gmail.com

RE: Onoway Legion Branch #132

To whom it may concern:

The Town of Onoway is writing to express our enthusiastic support for the Onoway Legion Branch #132 as the Legion Branch of the Year. This branch has consistently demonstrated exceptional dedication to serving our veterans, their families, and our community.

Throughout the past year, Onoway Legion Branch #132 has organized numerous impactful events, including the Remembrance Day Ceremony, weekly suppers and collaborating with local groups, which have significantly contributed to the well-being and morale of our veterans. Their unwavering commitment to providing support, resources, and a sense of camaraderie is truly commendable.

The leadership and members of the Onoway Legion Branch #132 have shown remarkable resilience and adaptability. Their ability to foster a welcoming and inclusive environment has made a profound difference in the lives of many. The branch's efforts in promoting remembrance and honoring the sacrifices of our veterans are deeply appreciated and deserve recognition.

We wholeheartedly believe that the Onoway Legion Branch #132 embodies the values and spirit of the Legion. Their tireless work and dedication make them a deserving candidate for the Legion Branch of the Year award. It is with great pride that we offer my full support for their nomination.

Thank you for considering Onoway Legion Branch #132 for this prestigious honor.

Yours truly,

Jennifer Thompson
Chief Administrative Officer

JT

FW: Provincial Priorities Act and Municipal Sector Update

From Jennifer Thompson <CAO@onoway.ca>
Date Mon 3/31/2025 8:44 AM
To Debbie Giroux <Debbie@onoway.ca>; Gino Damo <Gino@onoway.ca>

 1 attachment (441 KB)
Provincial Priorities Act Municipal Sector Fact Sheet.pdf;

For agenda please.

Jennifer

From: ma.provincialprioritiesact@gov.ab.ca <ma.provincialprioritiesact@gov.ab.ca>
Sent: March 28, 2025 2:22 PM
To: Jennifer Thompson <CAO@onoway.ca>
Subject: Provincial Priorities Act and Municipal Sector Update

Dear Chief Elected Officials:

I am following up on the February 27, 2025, letter you received regarding the *Provincial Priorities Act (PPA)* to provide further clarity on the newly enacted legislation and the intake process that all municipalities and designated municipal entities will be subject to as of April 1, 2025.

The *PPA* supports the Government of Alberta in pushing back against overreach by the federal government. The Act was passed last spring and will come into force on April 1, 2025, at the same time as the supporting regulation. This legislation aims to strike a careful balance between respecting Alberta's jurisdiction and maintaining access to federal dollars for provincial entities.

Regardless of the monetary value of the agreement, municipalities and designated municipal entities will need to submit information to Municipal Affairs (MA) on all new agreements with the federal government, agreement amendments, and agreement renewals, along with a copy of the agreement. Agreements eligible for an exception to provincial approval under the *PPA* must still be submitted to MA in order for the exception to apply.

Additionally, municipalities and designated municipal entities will need to fill out and submit a short intake form to accompany the agreement. The intake form will collect information such as the value of the agreement, entities involved, agreement start and execution dates, and other relevant information. Chief administrative officers (CAOs) will be advised when the form is available on the municipal [PPA website](#).

Upon receipt of your agreement and the intake form, MA will forward them to the appropriate lead Ministry, and the Ministry will be responsible for the review and approval of the agreement. Time

sensitivity will be considered if indicated in the intake form.

Agreements will be reviewed and evaluated based on alignment with the priorities of the province and consideration of whether the agreement oversteps into areas of provincial jurisdiction and/or places unacceptable restrictions on the ability of Alberta to implement its own policies and programs.

You are encouraged to review the attached fact sheet or visit the municipal [PPA website](#). Additionally, CAOs have been invited to attend two webinars where more information on this process will be provided. One webinar was completed on March 26, and another webinar is scheduled for April 3, 2025.

I look forward to working together to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver
Minister

Attachment: *Provincial Priorities Act* Municipal Sector Fact Sheet

Provincial Priorities Act

Municipal Sector

Fact Sheet

Background

The *Provincial Priorities Act (PPA)* and *Provincial Priorities Regulation (PPR)* come into force on April 1, 2025. As the lead for the municipal sector, Municipal Affairs (MA) will oversee the intake of all agreements between municipalities or municipal entities and federal entities.

The PPR defines municipal entities as:

- Library boards
- Municipally Controlled Corporations
- Municipal Growth Management Boards
- Regional Services Commissions
- Entities created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board
- Entities that are a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation

Federal entities include the Government of Canada departments, federal Crown corporations, and federal agencies.

Submission Requirements

Municipalities and municipal entities must submit information on all new agreements with federal entities, including any new agreement amendments, extensions, and renewals. These details must be provided along with a copy of the agreement to MA, regardless of the agreement's monetary value.

- Agreements valued under \$100,000 must be submitted to MA but do not need approval.
- Agreements valued between \$100,000 and \$5 million require ministerial approval. The Minister responsible for approving the agreement (lead ministry) will depend on the nature of the agreement between the federal entity and the municipality or municipal entity. For example, agreements related to public transit will fall under the responsibility of the Minister of Transportation and Economic Corridors, and agreements related to housing will fall under the responsibility of the Minister of Seniors, Community and Social Services.
- Agreements valued above \$5 million require Cabinet approval.

There are additional exceptions where provincial approval will not be required. These exceptions include, for example, minor administrative amendments, agreements for the purpose of responding to a disaster, and agreements between federal entities and municipally controlled corporations. While approval of agreements designated as exceptions is not required, these agreements must be submitted to MA as soon as possible after their execution for the exception to apply.

Existing agreements made between a municipality or a municipal entity that were signed prior to April 1, 2025, are not subject to the PPA, unless they are being amended, extended or renewed.

Intake Process

Agreements and intake forms should be submitted to MA to ma.provincialprioritiesact@gov.ab.ca when the signatories to the agreement are ready to sign the agreement or are in the final stages of negotiations.

- The intake form will collect high-level agreement information to assist in efficient processing of approval requests.
- Municipalities and municipal entities are encouraged to indicate on the intake form whether the execution of the agreement is time sensitive and the potential consequences of agreement delay.

<https://www.alberta.ca/federal-agreements-and-the-municipal-sector>

The intake form will be available on the Federal Agreements and the Municipal Sector website and will also be provided by email to all municipalities prior to April 1, 2025.

While not part of the formal intake process, situations may arise where municipalities or municipal entities would like to understand whether the province is likely to have concerns with an agreement prior to applying to a federal program and/or negotiating a final agreement. In such cases, they may contact MA for additional information on how federal program requirements may conflict with the requirements of the *PPA*, or they may submit a draft copy of the agreement for a preliminary assessment. MA will coordinate these requests with the lead ministry, which will review the information and identify any potential concerns.

Review Process

Upon receipt of the agreement, MA will forward the agreement to the appropriate lead ministry for approval.

The lead ministry, or Cabinet when required, will review the agreement, and the municipality or municipal entity will be notified of the decision to approve or reject the agreement or approve the agreement subject to specific conditions.

If an agreement is approved subject to specific conditions, the municipality or municipal entity will be given the opportunity to work with the federal entity to incorporate these conditions.

The Government of Alberta is committed to efficiently screening all agreements to minimize delays and ensure timely funding for Alberta's municipalities and municipal entities.

Contact Information

Additional information regarding the *PPA* and *PPR* can be found on the Federal Agreements and the Municipal Sector website, and additional questions can be directed to Municipal Affairs.

Hours: 8:15 a.m. to 4:30 p.m. (open Monday to Friday, closed statutory holidays)

Phone: 780-422-7125

Toll free: 310-0000 before the phone number (in Alberta)

Email: ma.provincialprioritiesact@gov.ab.ca

Website: <https://www.alberta.ca/federal-agreements-and-the-municipal-sector>

FW: Provincial Priorities Act Intake Form Available

From Jennifer Thompson <CAO@onoway.ca>
Date Mon 3/31/2025 8:45 AM
To Debbie Giroux <Debbie@onoway.ca>; Gino Damo <Gino@onoway.ca>

For Agenda please

From: ma.provincialprioritiesact@gov.ab.ca <ma.provincialprioritiesact@gov.ab.ca>
Sent: March 28, 2025 4:33 PM
To: Jennifer Thompson <CAO@onoway.ca>
Subject: Provincial Priorities Act Intake Form Available

Dear Chief Administrative Officers,

As you may be aware, the *Provincial Priorities Act (PPA)* and Regulation come into force on April 1, 2025.

Municipalities and municipal entities will need to submit information to Municipal Affairs on all new agreements with the federal government. This includes new agreements, agreement amendments, and agreement renewals that will be signed on or after April 1, 2025.

To streamline the process, a short intake form will need to be completed for each agreement and submitted to ma.provincialprioritiesact@gov.ab.ca. A copy of the agreement must also be submitted with the intake form. You are encouraged to submit both as close to a finalized agreement as possible to ensure timely approval.

The intake form and additional information, including a Fact Sheet outlining the process, is available on the [website](#). The intake form will collect information such as the participating entities, the value of the agreement, and expected agreement execution date.

If you have additional questions, please contact Municipal Affairs at the above email address.

Sincerely,

JD Kliewer
Acting Executive Director, Grant and Education Property Tax

Expanding urgent care across Alberta

- [Alberta.ca home](#)
- [Open government](#)
- [Contact government](#)
- [Social media directory](#)

- [Facebook](#)
- [Twitter](#)
- [Instagram](#)
- [Linkedin](#)

Feature

Wildfire prevention and mitigation

67% of wildfires in Alberta are started by people. Learn what you can do to reduce the risk of wildfires and mitigate their impact.

- [Home](#)
- [All services](#)
- [Municipalities](#)
- [Municipalities and communities](#)
- Federal agreements and the municipal sector

Part of [Municipalities and communities](#)

Federal agreements and the municipal sector

How municipal sector entities get approval before entering, amending, extending or renewing agreements with the federal government.

On this page:

- [Overview](#)
- [Requirements](#)
- [How to submit agreements](#)
- [Resources](#)
- [Contact](#)

Overview

In 2024, Alberta's government passed the [Provincial Priorities Act](#) to push back against overreach by the federal government. The act ensures Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans.

The legislation is implemented through a supporting [Provincial Priorities Regulation](#), which sets out the approval process by which a municipal or provincial entity may enter into an agreement with the federal

government as well as any exceptions to the legislation.

Requirements

Starting April 1, 2025, municipalities and designated municipal entities such as regional services commissions, library boards, and municipally controlled corporations must submit all new agreements with the federal government, as well as all new amendments, extensions and renewals to previously executed agreements with the federal government to Municipal Affairs.

Agreements subject to minister or Cabinet approval must be submitted prior to execution and will be evaluated whether they:

- align with Alberta's priorities and fiscal plans
- overstep into areas of provincial jurisdiction
- place unacceptable restrictions on Alberta's ability to implement its own policies and programs

Exceptions

Agreements designated as exceptions will not require approval but must be submitted as soon as possible after their execution for the exception to apply.

Exceptions for municipalities and municipal entities include:

- agreements with no federal funding or in-kind contributions
- agreements with less than \$100,000 in federal funding
- agreement amendments, extensions and renewals that meet specific conditions outlined in section 7(1) of the regulation
- agreements or amendments between the federal government and municipally controlled corporations
- agreements or amendments between the federal government and the City of Lloydminster, the Municipality of Jasper, or the Town of Banff
- agreements or amendments for the purpose of responding to a disaster or emergency

For a full list of exceptions, refer to [Provincial Priorities Regulation](#).

How to submit agreements

Effective April 1, 2025, email copies of the municipal sector agreements with the federal government along with a completed [Provincial Priorities Act Agreement Intake form](#) to: ma.provincialprioritiesact@gov.ab.ca.

Resources

- [Provincial Priorities Act Agreement Intake form](#)
- [Provincial Priorities Act Municipal Sector fact sheet](#)
- [Provincial Priorities Act](#)
- [Provincial Priorities Regulation](#)

FW: Voter Assist Terminals

From Jennifer Thompson <CAO@onoway.ca>

Date Fri 3/28/2025 10:20 AM

To Debbie Giroux <Debbie@onoway.ca>

Cc Gino Damo <Gino@onoway.ca>

 1 attachment (552 KB)

AR118376 Minister Signed Letter.pdf;

For next agenda information

From: municipalservicesdivision@gov.ab.ca <municipalservicesdivision@gov.ab.ca>

Sent: March 28, 2025 10:19 AM

To: Jennifer Thompson <CAO@onoway.ca>

Subject: Voter Assist Terminals

Please see the attached letter from Minister Ric McIver.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118376

March 12, 2025

Dear Chief Elected Officials:

As you are aware, changes to the *Local Authorities Election Act (LAEA)* in *Bill 20, the Municipal Affairs Statutes Amendments Act, 2024*, came into force on October 31, 2024. One of these changes prohibits the use of tabulators, voting machines, vote recorders, and automated voting systems in local elections.

This change inadvertently created a lack of clarity regarding whether Elector Assistance Terminals (EATs) would be permitted in upcoming local elections. As you may know, an EAT is an assistive voting machine that enables electors with visual or physical disabilities to vote independently and privately. EATs are not connected to the Internet or another network and create a paper ballot that records the vote cast by the elector. EATs were offered in some local jurisdictions in the 2021 general elections and to electors in the 2023 provincial general election.

Our government is planning to bring forward *LAEA* amendments in spring 2025 to clarify that local authorities may, by bylaw, offer EATs to electors. In order to offer EATs in the 2025 general local elections, a local authority will be required to pass a bylaw by June 30, 2025.

If you have any questions regarding this upcoming change, please reach out to Municipal Affairs staff by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000) or via email at ma.advisory@gov.ab.ca.

Sincerely,

Ric McIver
Minister



Development Permit 25DP02-01

TOWN OF ONOWAY

4812-51st Street
Box 540
Onoway, Alberta
T0E 1V0

Phone: (780) 994-1883 (Development Officer)
Fax: (780) 967-3226 (Town Office)
Email: development@onoway.ca

March 20th, 2025

Via Email:

Re: Development Permit No. 25DP02-01
Lot: 6, Block: 2, Plan: 782 2095
4320 Industrial Avenue
"M" - Industrial

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a **PRODUCTION BREWERY AND MINOR BUILDING ALTERATIONS** has been **CONDITIONALLY APPROVED** subject to the following Nine (9) conditions:

1. All municipal taxes have been paid or are current with the Town of Onoway.
2. The "Minor Building Alterations" shall proceed as per the attached Site Plan, and the two (2) Floor Plans, which all form a part of this conditional approval.
3. The applicant shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, electricity, plumbing, Alberta Health and/or all other permits required in connection with the proposed development.
4. Any permits – or approvals – required from the Province of Alberta in conjunction with the operation of a Production Brewery shall be obtained prior to commencement of operations.
5. Existing parking stalls are deemed adequate to satisfy the requirements of Sec. 259 "Off-Street Parking" of Land Use Bylaw 712-13.
6. All signage shall require approval from the Town through a separate Development Permit application – as may be necessary.

7. The applicant shall be financially responsible during the development of any damage caused by the applicant or contractors to any public or private property.
8. The applicant shall display the enclosed Public Notice in a conspicuous place on the subject property for no less than twenty-one (21) days after the permit's decision date.
9. This approval is valid for twelve (12) months from the effective date. If work has not commenced within twelve (12) months a new development permit approval may be required.

Date Application Deemed Complete	<u>March 11th, 2025</u>
Date of Decision	<u>March 20th, 2025</u>
Effective Date of Development Permit	<u>April 18th, 2025</u>

Please contact the Development Officer at (780) 994-1883 if you have questions regarding this approval.

Development Officer

cc: Jennifer Thompson (CAO) Town of Onoway (property file)
Grant Clark – Assessor (grant@kcl-consulting.com)

NOTE:

An appeal of any of the conditions of this approval may be made to the Subdivision and Development Appeal Board (SDAB) by serving an appeal to the Secretary of the SDAB. Any appeal must be forwarded in writing (accompanied by the \$450.00 plus GST, Appeal Fee), stating the grounds for the appeal and may be directed by fax, mail, or delivered personally to the Secretary, **so as to be received no later than 4:00 PM on April 17th, 2025.**

Secretary of the Subdivision and Development Appeal Board
PO Box 540
Onoway, Alberta T0E 1V0 Fax: (780) 967-3226

IMPORTANT NOTES:

- 1 This Permit approval authorization is for development under the Town of Onoway Land Use Bylaw. The applicant is responsible for obtaining any and all licenses and/or approvals that may be required prior to commencing any development from Provincial and/or Federal Departments or Agencies, which may include, but not limited to:
 - Alberta Environment and Parks for any development within 30 metres of a wetland and watercourse;
 - Alberta Energy Regulator related to natural gas lines, pipelines, and power lines located on the lands; and
 - Alberta Utilities and Telecommunications related to telephone lines and utility services located on the lands.
- 2 Any development or activity commenced prior to the expiry of the appeal period is done so entirely at the applicants' risk.

- 3 The development permit is valid for twelve (12) months from the Effective Date. If the development or activity has not been substantially commenced upon expiry, this permit shall be deemed expired (null and void) unless the applicant has secured an extension from the approval authority.
- 4 The applicant is reminded that compliance with this approval requires adherence with all approval conditions attached hereto.
- 5 ALBERTA HEALTH (Jennifer Fearnough, Bsc. BEH(AD), CPHI(C)
Public Health Inspector/Executive Officer
Environmental Public Health, Onoway
Phone: (780) 967-6221 or Fax: (780) 967-2060
Jennifer.fearnough@albertahealthservices.ca
- 6 This is NOT A BUILDING PERMIT and where required by any regulation, all necessary Code Permits shall be secured separately.

Required Safety Codes AND Compliance Monitoring

The Inspections Group Inc.

Phone: (780) 454-5048

Toll Free: 1 (866) 554-5048

Fax: 1 (866) 454-5222

Email: questions@inspectionsgroup.com

www.inspectionsgroup.com

PLEASE NOTE: Failure to secure, and adhere to, Safety Codes Permits may result in legal action, and correction of unpermitted construction, including the to the demolition of activities completed without issued permits. **Don't forget your permits and be sure to call for all (re)inspections.**

REMEMBER – CALL BEFORE YOU DIG!

ALBERTA FIRST CALL

Phone: 1 (800) 242-3447

Website: www.albertaonecall.com

Development Permit 25DP02-01



TOWN OF ONOWAY

4812 51st Street
PO Box 540
Onoway, Alberta
T0E 1V0

Phone: (780) 994-1883 (Development Officer)

Fax: (780) 967-3226 (Town Office)

Email: development@onoway.ca

PUBLIC NOTICE

Development Permit 25DP02-01

INDUSTRIAL “CHANGE OF USE”

Production Brewery

Please note that the Development Officer **CONDITIONALLY APPROVED** Development Permit Number 25DP02-01 on **March 20th, 2025**, for an Industrial “Change of Use” allowing for the operation of a Production Brewery on the property **located at 4320 Industrial Avenue**.

If you have any questions regarding this decision, please contact the Development Officer directly at (780) 994-1883.

Date Application Deemed Complete March 11th, 2025

Date of Decision March 20th, 2025

Effective Date of Development Permit April 18th, 2025



Laura Hammer
Vegetation Manager

Box 8100
Montréal, Québec Canada
H3C 3N4

Boite 8100
Montréal, Québec/Canada
H3C 3N4

April 3, 2025

RE: CN RIGHT-OF-WAY VEGETATION MANAGEMENT

Dear Mayor,

At CN, we are committed to operating a safe and efficient railway while fostering trust and collaboration with the communities we serve. As part of this commitment, we are reaching out to inform you of our upcoming vegetation management activities in your area, scheduled to take place between April and October 2025. You can find a regularly updated schedule at www.cn.ca/vegetation.

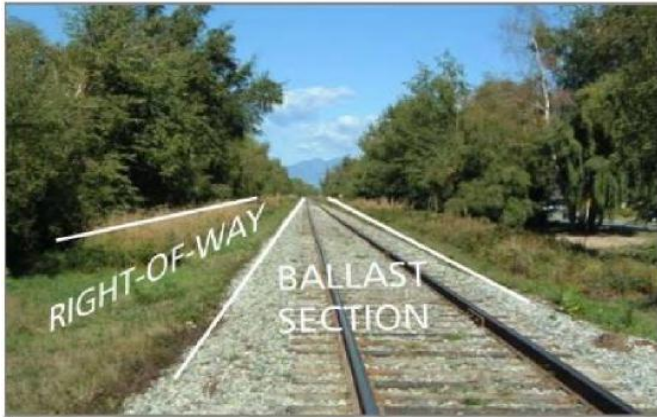
Vegetation management is a crucial component of railway safety and regulatory compliance. In accordance with Transport Canada's requirements, our program helps maintain clear sightlines for motorists and pedestrians at crossings while mitigating potential risks to railway operations. By proactively managing vegetation, we enhance safety for both rail operations and the surrounding communities.

Management Strategies

CN manages vegetation using both chemical and mechanical methods. We are sensitive to concerns your community may have regarding chemical vegetation management and at CN, we strive to safeguard our neighbouring communities and the environment.

The track infrastructure is composed of two main sections, the 24-foot ballast section (which is primarily gravel and supports the track structure) and the right of way portion (which is the area outside of the ballast section to the CN property boundary).

The 24-foot ballast section and the areas around signals and communications equipment that are critical for safe railway operations will be managed using chemical methods. Application in these safety critical areas is done by spray trucks or spray trains with downcast nozzles that spray a short distance above the ground surface with shrouded booms, specially designed to limit the chemicals from drifting. The right-of-way section is maintained using mechanical control methods such as mowing, or brush cutting and may be chemically treated to control noxious or invasive weeds or brush.



CN will use chemical control techniques on the ballast section and specific locations of the right of way throughout the network for safety reasons. Furthermore, when chemicals are applied via spray train or truck, additives called surfactants are included to make the chemical work better.

CN has retained professional contractors qualified to undertake this work. They are required to follow all laws and regulations that apply to CN. In addition, the contractors will ensure that vegetation control is performed with consideration of the environment and in accordance with the highest industry standards.

Inquiries

Should your community have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca or fill out the form at www.cn.ca/vegetation before June 1, 2025 with the specific information and location. CN will make every effort to include those locations as part of our 2025 Vegetation Management Program. All notices sent after the above-mentioned date will be included in the 2026 Vegetation Management Plan.

We look forward to working with you and answering any questions you may have regarding our vegetation control activities in your community. Please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1888-888-5909, or by email at contact@cn.ca.

Please also find a list of FAQs regarding the program that may be of further assistance at www.cn.ca/vegetation. Best regards,

Laura Hammer

Vegetation Manager



COMMUNITY NOTICE

ANNUAL VEGETATION MANAGEMENT PROGRAM

Each year, CN is required to manage vegetation on its right-of-way. Managing this vegetation contributes to mitigating fire risks and enhances the efficiency of inspection of track infrastructure.

To ensure safe railway operations, the annual vegetation management program will be carried out on CN rail lines in the province of Alberta. A certified applicator (Davey Tree Expert Company of Canada, Ltd., 1-800-465-6367) will apply herbicides on and around the railway tracks (primarily along the 24-foot graveled area/ballast). Product requirements for setbacks in the vicinity of dwellings, aquatic environments and municipal water supplies will be met.

CN only uses herbicides that have been approved for use in Canada and in the province within which they are applied.

The program is expected to take place from May to October 2025.

Visit www.cn.ca/vegetation for more information or to make an inquiry, contact the CN Public Inquiry Line at contact@cn.ca or 1-888-888-5909.

CN.CA

RE: Town of Onoway - Northwest of 16 Regional Tourism Association

From wpreugschas@xplornet.com <wpreugschas@xplornet.com>

Date Wed 4/2/2025 5:57 PM

To Debbie Giroux <Debbie@onoway.ca>

Cc Finance <Finance@onoway.ca>

Hi Debbie,

Great To hear! Welcome to Northwest of 16.

A quick summary of our AGM and our progress is below.

Walter



NORTHWEST OF 16

REGIONAL TOURISM ASSOCIATION

Hello Members of NW of 16,

A quick update following our AGM which was held March 24th 2025:

- Thank you to everyone that attended our first AGM and for their great contributions to the positive outlook going forward.
- The association now has 27 members.
- The **Bylaws** have been updated as per AGM decision and will be sent in for approval by the societies branch. Until they're approved by the government they have to be referred to as draft Bylaws.
- Brittany Schuurman developed **a brochure** directed at stakeholders in the region. It has been very helpful during our presentations to councils and chambers.
- The **website**, developed by Marvin Polis, is available on a test basis for members. There are approximately 100 listings so far. More will be added as they become available. The website will be public in April. You can Google it: northwestof16.com password is team16.
- Kim Basaraba and Ilse van Loon have been working on developing the **social media** platforms. They've already been running ads on Facebook. They're looking for more photos and events so that there can be weekly or bi-weekly posts.
- Ray Hilts is beginning work on developing an interactive map for the region which will be included on the website.
- Another **brochure aimed at visitors** is in the works.

- Members are welcome to **attend board meetings**. Please connect with myself or someone on the board regarding board meeting dates and locations.
- **Chris Down from Travel Alberta** gave a presentation at the AGM: Destination development manager from Travel Alberta, for the lakelands district: Travel Alberta has changed from a destination marketing organization to a destination management organization. Not only do we want to attract new people into our province, but also new products and opportunities. He introduced us to online resources that they have, including free tools. Chris highlights the benefits of our organization with networking as well as the building of packages with multiple operators to create a full experience for visitors. For example: Visitors come out for a river tour, and then half of the family goes golfing and the other goes for a farm visit, and then they go out for dinner, and stay at a bed and breakfast. Or maybe it starts out as a photography tour and ends up at a local cafe for lunch and a geodesic dome for the evening. Two groups of travellers are highlighted; the "hotspot hunter" and the "curious adventurer". We need, as an organization, to do marketing specifically to attract these groups.
- Discussion about organizing an **operator workshop** was followed up by the board of directors. The date for this will be **Saturday April 26th at 10:00 at Lakeview Events**, south east of Barrhead.

The **Board of Directors** that was elected at the AGM is as follows. The executive was designated by the board today:

Walter Preugschas – President
 Cindy Day – Vice President
 Jacquie Hamoen – Secretary
 Kim Basaraba – Treasurer
 Marvin Polis – Board member
 Ilse van Loon – Board member
 Barb Kostiw – Board member
 James Spellman – Board member
 Alan O'Brien – Board member
 Brittany Schuurman – Board member

- Please encourage organizations, companies, or individuals to join the Northwest of 16 Regional Tourism Association by emailing info@northwestof16.com
- **Remember to hold the date of April 26th for the operator workshop. It's open for operators, stakeholders, and individuals in the region. Everyone is welcome. Details to follow.**

- Have a good week and thanks for supporting tourism in the region.

Walter Preugschas, on behalf of
 The Board of Directors of NW of 16

- "Showcase unique experiences and attractions"

From: Debbie Giroux <Debbie@onoway.ca>
Sent: April 2, 2025 4:19 PM
To: wpreugschas@xplornet.com
Cc: Finance <Finance@onoway.ca>
Subject: Town of Oneway - Northwest of 16 Regional Tourism Association



TOWN OF ONOWAY

Mail: Box 540
Onoway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338

April 1, 2025

Mr. Walter Preugschas
Interim Chair
Northwest of 16 Regional Tourism Association

wpreugschas@xplornet.com

Dear Walter:

At their meeting of March 27, 2025, Council approved a one-year municipal membership with the Northwest of 16 Regional Tourism Association. The Town appreciates the reduced membership rate of \$500.00 offered by the Association.

When available, the Town can share marketing material on their digital communication and will display any brochures or other promotional information in our office.

Yours truly,


Jennifer Thompson
Chief Administrative Officer

JT/dg

LAC STE ANNE EAST END BUS SOCIETY
Financial Statements
Year Ended December 31, 2024

LAC STE ANNE EAST END BUS SOCIETY
Index to Financial Statements
Year Ended December 31, 2024

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FINANCIAL STATEMENTS	
Statement of Financial Position	3
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Statement of Changes in Net Assets	5
Statement of Cash Flows	6
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Cost of Sales (<i>Schedule 1</i>)	9

INDEPENDENT AUDITOR'S REPORT

To the Members of Lac Ste Anne East End Bus Society

Opinion

We have audited the financial statements of Lac Ste Anne East End Bus Society (the "Organization"), which comprise the statement of financial position as at December 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements for the year ended December 31, 2023 are unaudited.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

(continues)

1

Independent Auditor's Report to the Members of Lac Ste Anne East End Bus Society (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.


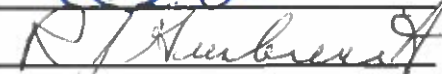
Edmonton, Alberta
March 24, 2025


CHARTERED PROFESSIONAL ACCOUNTANTS

LAC STE ANNE EAST END BUS SOCIETY
Statement of Financial Position
December 31, 2024

	2024	2023 <i>Unaudited</i>
ASSETS		
CURRENT		
Cash	\$ 99,695	\$ 97,205
Short term investments (Note 3)	241,485	241,844
Accounts receivable	2,531	1,638
Goods and services tax recoverable	2,637	2,698
Prepaid expenses	3,409	3,358
	\$ 349,757	\$ 346,743
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 8,390	\$ 5,712
Employee deductions payable	-	1,170
Unearned revenue	82	82
	8,472	6,964
DEFERRED CONTRIBUTIONS (Note 4)	160,366	160,366
	168,838	167,330
 NET ASSETS	 180,919	 179,413
	\$ 349,757	\$ 346,743

ON BEHALF OF THE BOARD


 _____ Director

 _____ Director

See notes to financial statements

LAC STE ANNE EAST END BUS SOCIETY
Statement of Revenues and Expenditures
Year Ended December 31, 2024

	2024	2023 <i>Unaudited</i>
REVENUES		
Municipal funding	\$ 68,625	\$ 60,000
Excursion sales	22,790	22,876
FCSS grants	21,753	22,736
In kind contributions	11,385	12,975
	124,553	118,587
COST OF SALES (Schedule 1)	27,662	36,680
GROSS PROFIT (77.79%; 2023 - 69.07%)	96,891	81,907
EXPENSES		
Salaries and wages	66,856	64,751
Professional fees	11,100	10,000
Advertising and promotion	7,610	2,972
Vehicle	6,237	7,443
Insurance	4,009	3,811
Rental	3,600	3,600
Office	2,961	3,429
Telephone	1,469	1,759
Meals and entertainment	1,340	1,544
Interest and bank charges	340	64
	105,522	99,373
DEFICIENCY OF REVENUES OVER EXPENSES FROM OPERATIONS	(8,631)	(17,466)
OTHER INCOME		
Interest and other income	10,137	7,704
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FOR THE YEAR	\$ 1,506	\$ (9,762)

LAC STE ANNE EAST END BUS SOCIETY
Statement of Changes in Net Assets
Year Ended December 31, 2024

	2024	2023 <i>Unaudited</i>
NET ASSETS - BEGINNING OF YEAR		
As previously reported	\$ 182,955	\$ 189,175
Prior period adjustment (<i>Note 7</i>)	<u>(3,542)</u>	<u>-</u>
As restated	179,413	189,175
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FOR THE YEAR	<u>1,506</u>	<u>(9,762)</u>
NET ASSETS - END OF YEAR	<u>\$ 180,919</u>	<u>\$ 179,413</u>

LAC STE ANNE EAST END BUS SOCIETY
Statement of Cash Flows
Year Ended December 31, 2024

	2024	2023 <i>Unaudited</i>
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 1,506	\$ (9,762)
Item not affecting cash:		
Interest reinvested	360	887
	<u>1,866</u>	<u>(8,875)</u>
Changes in non-cash working capital (<i>Note 5</i>)	624	21,873
	<u>2,490</u>	<u>12,998</u>
INCREASE IN CASH FLOW	2,490	12,998
Cash - beginning of year	<u>97,205</u>	<u>84,207</u>
CASH - END OF YEAR	\$ 99,695	\$ 97,205
CASH CONSISTS OF:		
Cash	<u>\$ 99,695</u>	<u>\$ 97,205</u>

LAC STE ANNE EAST END BUS SOCIETY
Notes to Financial Statements
Year Ended December 31, 2024

1. NATURE OF OPERATIONS

Lac Ste Anne East End Bus Society (the "Organization") is incorporated under the Companies Act of Alberta as a not-for-profit organization on June 24, 2008. The Society is committed to providing seniors and handicapped transportation services for Town of Onoway, Alberta Beach, and east Lac Ste. Anne County area.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Cash and cash equivalents

Cash equivalents are investments in GICs and are valued at cost plus accrued interest. Short-term investments purchased with maturities of three months or less are classified as cash equivalents.

Investments

Short term investments consist of redeemable and non-redeemable term deposits with maturities of greater than three months to one year. Long term investments consist of term deposits with maturities over one year.

Capital assets

Equipment is recorded as expenses on the Statement of Revenues and Expenditures in the year in which they are purchased.

Capital replacement reserve fund

The Capital Replacement Reserve Fund is established to ensure the availability of funds for the repair, replacement, and upgrade of capital assets. Utilization of the fund is at the discretion of the board of directors.

Revenue recognition

Lac Ste Anne East End Bus Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Fare revenue is recognized at the time of trip. Unrestricted contributions are recognized upon receipt.

Investment income earned from cash in the reserve fund is recognized as revenue of the capital replacement reserve fund when earned.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

LAC STE ANNE EAST END BUS SOCIETY
Notes to Financial Statements
Year Ended December 31, 2024

3. INVESTMENTS

Short term investments include term deposits earning interest at fixed rates between 3.4% and 3.7% per annum, maturing October and November 2025.

There are no long term investments as of December 31, 2024.

All investments are internally restricted by the Board of Directors for purposes as specified by the Capital Replacement Reserve Fund.

4. DEFERRED CONTRIBUTIONS

	2024	2023
Balance, beginning of year	\$ 160,366	\$ 155,516
Summer Villages	-	4,850
	160,366	160,366
Purchase of capital assets	-	-
Proceeds on disposition	-	-
	-	-
Balance, end of year	\$ 160,366	\$ 160,366

Deferred contributions consists of voluntary contributions to the Capital Replacement Reserve Fund, in accordance with Operations Funding Overview.

5. CHANGES IN NON-CASH WORKING CAPITAL

	2024	2023
Accounts receivable	\$ (893)	\$ 20,585
Prepaid expenses	(50)	(218)
Accounts payable	2,676	(2,387)
Employee deductions payable	(1,170)	1,170
Goods and services tax recoverable	61	(2,177)
Unearned revenue	-	50
Deferred contributions	-	4,850
	\$ 624	\$ 21,873

6. AVAILABLE CREDIT

The Society has a credit card limit of \$10,000. At December 31, 2024 \$9,206 was available.

7. PRIOR PERIOD ADJUSTMENT

Credit card transactions incurred in December 2023 were previously recorded as expenses in January 2024. As a result, mastercard payable and expenses were understated by \$3,542 at December 31, 2023.

8. COMPARATIVE FIGURES

The prior year financial statements were unaudited. Some of the comparative figures have been reclassified to conform to the current year's presentation.

LAC STE ANNE EAST END BUS SOCIETY

Cost of Sales

(Schedule 1)

Year Ended December 31, 2024

	2024	2023 <i>Unaudited</i>
COST OF SALES		
Event expenses	\$ 13,906	\$ 5,468
Bus rentals	7,974	15,543
Hotel accommodations	5,782	15,669
	<hr/>	<hr/>
	\$ 27,662	\$ 36,680

See notes to financial statements



ROAD BAN

Please be advised the Town of Onoway has a 75% Weight Restrictions on, and are in effect as of March 31, 2025, until early June, 2025 or as otherwise advised by Public Works.

This applies to:

- Lac Ste Anne Trail North and South
- 52 Street North & South
- 47 Ave and Industrial Avenue

MUNICIPAL ELECTION WEBINAR - SMALL AND MID-SIZE MUNICIPALITIES

[Home](#) / [Events](#) / Municipal Election Webinar - Small and Mid-size Municipalities

← Events

May 5

07:30 p.m.

Virtual
Advocacy

[REGISTER NOW!](#)

Event Summary

Are you ready to make a difference in your community? If you're considering running for local council in a small-to-mid-size Alberta municipality, this is the perfect opportunity for you! Alberta Municipalities (ABmunis) and Rural Municipalities of Alberta (RMA) are hosting a webinar to help you prepare for this year's election.

In this engaging session, you'll learn about the roles and responsibilities of local office, how it compares to federal and provincial governments, and the incredible rewards that come with serving your community. You'll also get an inside look at how councils are structured, what's expected of council members, and the unique impact you can have in a small to mid-size municipality.

But that's not all! We've lined up guest speakers from local councils who will share their personal experiences leading in small-to-mid-size municipalities. Plus, there will be a Q&A session where you can ask questions and gain valuable insights on what it's like to be a local elected official.

The content of this webinar is catered to persons who live in a village, town or city under 20,000; however, any Albertan is welcome to attend this webinar to learn about the experience of serving on council. If the timing of this webinar does not work with your schedule, please feel free to register for any of our upcoming municipal election webinars no matter the type of your municipality.

To attend a webinar simply [register here](#). We hope to see you there!

Can't make this date? The Small and Mid-size webinar will run on the following dates:

- [April 29, 2025 from 12:00pm to 1:00pm](#)
- May 5, 2025 from 7:30pm to 8:30pm
- [June 3, 2025 from 7:30pm to 8:30pm](#)
- [July 16, 2025 from 7:30pm to 8:30pm](#)
- [August 14, 2025 from 12:00pm to 1:00pm](#)
- [September 9, 2025 from 12:00pm to 1:00pm](#)
- [October 14, 2025 from 7:30pm to 8:30pm](#)