

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, JANUARY 7, 2021 IN THE COUNCIL CHAMBERS OF THE
ONOWAY CIVIC CENTRE AT 9:30 A.M.**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- as is, or with additions or deletions

pg 1-5 **3. ADOPTION OF MINUTES** – December 17, 2020 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS

10:00 a.m. – Corinne Feth – Onoway Facility Enhancement Association
Teleconference regarding Community Hall feasibility

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS – n/a

7. ACTION ITEMS

- pg 6-15 a) Covid-19 Discussion – As of December 8, the Government of Alberta has placed province-wide measures in place and declared a State of Public Health Emergency with restrictions being reviewed by January 12. Please refer to the December 23, 2020 email with questions and answers arising from the call with Municipal Affairs that took place on December 22 and Order 44 from the Chief Medical Officer of Health (CMOH) about rinks and outdoor group physical activity. *(for discussion and direction of Council at meeting time)*

Pg 16-22
b) Metrix Group 2020 Audit Plan – please refer to the December 23, 2020 letter from Philip Dirks, Auditor, and specifically Item I – Requests of Council – requesting that Council inform the Auditor of knowledge of any actual, suspected, or alleged fraud affecting the Town and also that if Council has concerns, from an audit perspective, that Mr. Dirks would like to discuss those concerns. *(for Council discussion at meeting time, and to note that they are to directly contact the Auditor with any concerns)*

Pg 23-47
c) Onoway Business Attraction Profile – further to the discussion that Council had with Schollie Research and Consulting at their December 3, 2020 meeting, attached is an updated profile with changes highlighted. As requested at that meeting, Council to review the final draft of the profile with the revisions and new information added. *(for discussion and direction of Council at meeting time)*

Pg 48-138
d) Municipal Corporate Review (MCR) – please refer to the December 11, 2020 email from Travis Nosko, Manager, Municipal Advisory, Alberta Municipal Affairs, inquiring whether the Town of Onoway would still like to participate in a virtual MCR. In December 2018, Council motion 493/18 was passed that, further to the December 4, 2018 letter from the Alberta Municipal Affairs Minister, Council request Alberta Municipal Affairs to conduct a voluntary Municipal Corporate Review (MCR) in response to two petitions submitted to the Government of Alberta by Onoway residents. The December 4, 2018 letter from Honourable Shaye Anderson advised that concerns that were identified but were not of sufficient severity to warrant a municipal inspection or viability review. The Municipal Accountability Review Report (MAP) review from February, 2019 is also attached. *(for discussion and direction of Council at meeting time)*

e)

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8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 3)

d) CAO Report

- County transfer stations

e) Public Works Report

9. INFORMATION ITEMS

Pg 139a) Statistics Canada Census Jobs – Applications being accepted for census jobs as of January 6, 2021, for work between March and July, 2021

Pg 140- b) North Saskatchewan Watershed Alliance – Correspondence from Leah Kongsrude, Executive Director, received on December 21, 2020, providing calendars

Pg 141- c) Canadian Fitness and Lifestyle Research Institute – Letter from Christine Cameron, President, undated, providing a survey to understand the impact of the pandemic on physical activity and sport participation in Canada
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Pg 158- d) Lac Ste. Anne Foundation – Board Meeting minutes of September 23, 2020
160

e)

f)

g)

10. CLOSED SESSION – n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- January 21, 2021 – Regular Council Meeting 9:30 a.m.
- February 4, 2021 – Regular Council Meeting 9:30 a.m.
- February 11, 2021 – Brownlee Muni Law Seminar 8:00 a.m. to 5:00 p.m. (Virtual)
- February 21, 2021 – Regular Council Meeting 9:30 a.m.
- March 4, 2021 – Regular Council Meeting 9:30 a.m.
- March 18, 2021 – Regular Council Meeting 9:30 a.m.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 17, 2020
ZOOM MEETING

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Lisa Johnson Councillor: Jeff Mickle Councillor: Pat St. Hilaire Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer/Public Works Manager Debbie Giroux, Recording Secretary</p>
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:32 a.m.
2.	AGENDA Motion #405/20	<p>MOVED by Councillor Lisa Johnson that Council adopt the agenda of the regular Council meeting of Thursday, December 17, 2020 with the following additions:</p> <p>7h) Attendance of Mayor at Onoway Regional Fire Services (ORFS) meetings on December 7 and 10, 2020</p> <p>7i) Attendance of Mayor and Deputy Mayor at the County for a Partnership meeting on December 8, 2020</p> <p>7j) Attendance of Council and Administration at December 15 Teleconference with Dr. Hinshaw and Government of Alberta Officials on December 15</p> <p>7k) Attendance of the Mayor at the County for a Fire Services meeting, including AFRRCS radios and dispatch on December 16, 2020</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #406/20	<p>MOVED by Deputy Mayor Lynne Tonita that the minutes of the Thursday, December 3, 2020 regular Council meeting be adopted, as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	Deferred to later in the meeting.
5.	FINANCIAL REPORTS Motion #407/20	<p>MOVED by Deputy Mayor Lynne Tonita that the December 15, 2020 Revenue and Expense Report be adopted as presented.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
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6.	POLICIES & BYLAWS	
	Motion #408/20	MOVED by Deputy Mayor Lynne Tonita that Bylaw 777-20, a bylaw to amend the current Town of Onoway Emergency Management bylaw, be given first reading. <p style="text-align: right;">CARRIED</p>
	Motion #409/20	MOVED by Councillor Pat St. Hilaire that Bylaw 777-20 be given second reading. <p style="text-align: right;">CARRIED</p>
	Motion #410/20	MOVED by Councillor Jeff Mickle that Bylaw 777-20 be considered for third reading. <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
	Motion #411/20	MOVED by Councillor Lisa Johnson that Bylaw 777-20 be given third and final reading. <p style="text-align: right;">CARRIED</p>
7.	ACTION ITEMS	
	Motion #412/20	MOVED by Mayor Judy Tracy that the Business Continuity Plan be approved as amended, that the discussion regarding Covid-19 be accepted for information, that Council and Administration continue to monitor developments and Administration to bring this item back to the next Council meeting for further discussion. <p style="text-align: right;">CARRIED</p>
	Motion #413/20	MOVED by Councillor Jeff Mickle that the December 3, 2020 email from Alberta Municipal Affairs regarding the Municipal Stimulus Program (MSP), Red Tape Reduction Reports and the discussion at Council be accepted for information, that Mayor Judy Tracy bring this to the attention of the Onoway and District Chamber of Commerce, and that Deputy Mayor Lynne Tonita bring this information to the attention of the Economic Development (Partnership) Committee. <p style="text-align: right;">CARRIED</p>
	Motion #414/20	MOVED by Councillor Lisa Johnson that the update provided by Administration regarding the pending new agreement for Waste Services and the pending amending agreement for Fire Services be accepted for information. <p style="text-align: right;">CARRIED</p>
		Council moved to appointments at 10:10 a.m.

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4.	APPOINTMENTS/PUBLIC HEARINGS	<p>From 10:10 a.m. until 10:40 a.m., Council met with Garth Hatch from The Church of Latter Day Saints and Jim Tyschuk, Lac Ste. Anne County resident, regarding a proposed development.</p> <p>Mr. Hatch and Mr. Tyschuk left the meeting at 10:40 a.m.</p> <p>Council recessed from 10:40 to 10:45 a.m.</p> <p>Motion #415/20 MOVED by Deputy Mayor Lynne Tonita that the presentation by Garth Hatch be accepted for information and that the Town work with the developer as they continue with their proposal for development of lands within the Town (including engineered drawings, schematics, open house and traffic impact assessment if required).</p> <p style="text-align: right;">CARRIED</p> <p>Council returned to Action Items on the agenda at 10:55 a.m.</p>
7.		
7.	ACTION ITEMS	<p>Motion #416/20 MOVED by Councillor Pat St. Hilaire that the information from the Lac Ste. Anne County adjacent landowner referral letter for a discretionary development permit application for a rental garden suite at 315, 1414 Hwy 37 (Hillview Estates), be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #417/20 MOVED by Councillor Jeff Mickle that a 2021 Interim Operating Budget be passed at ½ of the 2020 Operating Budget and that this 2021 Interim Operating Budget cease to have any force or effect once the 2021 Operating Budget is approved.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #418/20 MOVED by Councillor Lisa Johnson that Council and Administration fill out the Police Act Review – Role of Police survey and share the survey with residents on Telmatik and on the Town's website so they have an opportunity to complete the survey, which has a January 4, 2021 deadline.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #419/20 MOVED by Deputy Mayor Lynne Tonita that the Town supports in full the activities outlined in the proposal from Richard Horncastle on behalf of the Partners in Progress in the application for an Alberta Community Partnership (ACP) Grant "Moving Forward 2021" with the Town of Onoway being appointed as the managing partner for the ACP grant.</p> <p style="text-align: right;">CARRIED</p>

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	Motion #420/20	<p>MOVED by Councillor Jeff Mickle that the attendance of Mayor Judy Tracy at the Onoway Regional Fire Services (ORFS) meetings of December 7 and 10, 2020 be ratified.</p> <p style="text-align: right;">CARRIED</p>
	Motion #421/20	<p>MOVED by Councillor Pat St. Hilaire that the attendance of Mayor Judy Tracy and Deputy Mayor Lynne Tonita at the Lac Ste. Anne County Partnership meeting of December 8, 2020 be ratified.</p> <p style="text-align: right;">CARRIED</p>
	Motion #422/20	<p>MOVED by Mayor Judy Tracy that the attendance of Council and Administration at the Government of Alberta Tele-Town Hall on December 15, 2020 be ratified.</p> <p style="text-align: right;">CARRIED</p>
	Motion #423/20	<p>MOVED by Councillor Pat St. Hilaire that the attendance of the Mayor at the December 16, 2020 meeting with Lac Ste. Anne County to discuss Fire Services, including AFRRCS radios and dispatching be ratified.</p> <p style="text-align: right;">CARRIED</p>
CARRIED		
8.	<p>COUNCIL, COMMITTEE & STAFF REPORTS</p> <p>Motion #424/20</p> <p>Motion #425/20</p> <p>Motion #426/20</p>	<p>MOVED by Mayor Judy Tracy that Administration advise the Onoway Facility Enhancement Association (OFEA) that the Town will not be renewing the lease for the Onoway Community Hall once it expires on December 31, 2020 due to the building inspection report and pending estimated repairs (sewer, stucco, foundation) and concern over insurance non-coverage for potential sewer backup.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that Public Works proceed with building stairs from the Onoway Community Hall parking lot to the Onoway Regional Medical Clinic parking lot as a 2021 budget item and a 2021 project.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer and the Assistant Chief Administrative Officer/Public Works Manager be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
CARRIED		

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9.	INFORMATION ITEMS Motion #427/20	<p>MOVED by Councillor Pat St. Hilaire that Council accept the following items for information as presented:</p> <p>a) Alberta Minister of Health – December 10, 2020 email from Honourable Tyler Shandro providing an update on the Helicopter Emergency Medical Services (HEMS) review being carried out by Alberta Health Services (AHS)</p> <p>b) Towns West Update – December 13, 2020 email from Janet Jabush providing an update as the Alberta Urban Municipalities Association (AUMA) Towns West Director</p> <p style="text-align: right;">CARRIED</p>		
10.	CLOSED SESSION	n/a		
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 12:30 p.m.		
12.	UPCOMING EVENTS	January 7, 2021	Regular Council Meeting	9:30 a.m.
		January 21, 2021	Regular Council Meeting	9:30 a.m.
		February 4, 2021	Regular Council Meeting	9:30 a.m.
		February 18, 2021	Regular Council Meeting	9:30 a.m.
		March 4, 2021	Regular Council Meeting	9:30 a.m.

Mayor Judy Tracy

Debbie Giroux
Recording Secretary

debbie@onoway.ca

From: cao@onoway.ca
Sent: December 28, 2020 9:28 AM
To: 'Jason Madge'; 'Janice Christiansen'
Cc: penny@onoway.ca; shelley@onoway.ca; debbie@onoway.ca
Subject: FW: Municipal Update Q&A - December 22, 2020
Attachments: Order 44_2020.pdf; Exemption Order 42_people living alone Dec 23 to 28.pdf; Municipality Q&A - December 22.pdf

Wendy Wildman

CAO

Town of Onoway

Box 540

Onoway, AB. T0E 1V0

780-967-5338 Fax: 780-967-3226

cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Damien Traverse <Damien.Traverse@gov.ab.ca>
Sent: December 23, 2020 10:10 PM
To: Damien Traverse <Damien.Traverse@gov.ab.ca>
Subject: Municipal Update Q&A - December 22, 2020

As promised, here is the Q&A from our Municipal Update call on December 22nd, 2020.

Additionally, attached are the most recent orders.

Of note, Order 44 helps clarify intent regarding outdoor rinks and outdoor group physical activity, including hockey, addressing questions/ concerns brought forward by municipalities.

You can also find the orders here:

Order 44:

<https://www.alberta.ca/covid-19-orders-and-legislation.aspx>

Single person exemption:

<https://www.alberta.ca/enhanced-public-health-measures.aspx> - (under exemptions)

I hope everyone has a great holiday season.

Cheers,

Damien Traverse

Section Chief, Stakeholder Relations
Alberta Health Emergency Operations Centre

damien.traverse@gov.ab.ca

Classification: Protected A



Questions and answers from CMOH Municipality Briefing (December 22)

Municipality Questions	Responses
<p>Door to Door Sales Are door-to-door salespersons allowed to operate under the enhanced public health measures?</p>	<p>Yes, door-to-door salespersons may continue to operate. They must practice good hand hygiene, wear masks, and maintain 2 metres of distance between themselves and customers at all times.</p>
<p>Municipality Data Why are only communities over 2,000 listed for COVID rates? Why is the information presented to municipalities in the manner that it is?</p> <p>Please provide more information about how the population data for the new geographical data breakdown are calculated.</p>	<p>The Government of Alberta is committed to sharing information while protecting patients the right to privacy. The current reporting threshold, including the 2,000 population cutoff, balances these two objectives.</p> <p>We are committed to continually reviewing and assessing our approach in the months to come.</p> <p>Alberta Health has released new municipal case data to provide a better idea of how COVID-19 case numbers have changed over time in Alberta communities. The cases are calculated by Alberta Health utilizing data provided by Alberta Health Services. Providing this information by date range ensures that municipalities can stay informed of how the spread is evolving, while continuing to protect patient confidentiality.</p> <p>The information is available here: https://www.alberta.ca/lookup/covid19-weekly-active-cases.aspx and will allow communities to view the number of cases in their areas for the last four weeks. This data set will be updated on a weekly basis every Tuesday. You also have the option to download a complete history of active cases going back to March 2020.</p> <p>The population of a municipality is determined by using the postal code provided for a household, and may not be an accurate reflection of how many people actually live in a given municipality. For example, this may happen when people living in rural areas use a PO Box rather than their home address. In these cases, a person's postal code may be attributed to a town or city even when they don't live there.</p>
<p>Website</p>	

<p>How do we find the updated map that has more info as to where the cases are happening?</p> <p>The website link isn't functional</p> <p>https://immunizealberta.ca/ is missing COVID-19 answers</p>	<p>The new municipality data can be found here: https://www.alberta.ca/lookup/covid19-weekly-active-cases.aspx</p>
<p><u>Vaccine Rollout</u></p> <p>Can you please speak to the next phases of vaccine administration?</p> <p>Can you please clarify where EMS and Firefighters fall into the phases of vaccine?</p>	<p>The sequence of populations to be vaccinated will be addressed beginning in January.</p> <p>On December 2, 2020, Premier Kenney announced the launch of the COVID-19 vaccine task force responsible for the distribution of vaccines which are expected to be received in early January. Currently, the roll out plan (https://www.alberta.ca/covid19-vaccine.aspx) involves three phases, phase 1 sequencing includes the following populations:</p> <ul style="list-style-type: none"> • Health-care workers in intensive care units • Respiratory therapists • Staff in long term care and designated supportive living facilities • Home care workers • Health-care workers in emergency departments • All residents of long term care and designated supportive living. • Seniors 75 and over • First Nations, Métis and persons 65 years of age and over living in a First Nations community or Metis Settlement • Health-care workers in medical, surgical and COVID-19 units or operating rooms <p>Phase 2 (April to September 2021) – continue targeting populations in sequence. At this time the sequence of vaccinating populations has not been defined.</p> <p>Phase 3 (Fall 2021) – anticipated start of roll-out to the general public.</p>

<p>Outdoor Recreation</p> <p>Can you please clarify whether outdoor team sports are allowable? The guidance document you have online still says YES, but everything else we've seen says NO? THANKS!</p> <p>Can you please clarify previous comments on skating? You mentioned a skating race could take place, but our understanding is sports competitions are currently prohibited?</p> <p>The outdoor winter recreation guidance doc contradicts info on the website.</p>	<p>38(1) Subject to section 39 of this Order, all persons are prohibited from participating in an outdoor group physical activity, including but not limited to games of hockey, where:</p> <ul style="list-style-type: none"> (a) Maintain a minimum physical distance of 2 metres between all participants at all times is not possible; (b) The outdoor group physical activity includes more than 10 persons. <p>(2) For greater clarity, a person may participate in an outdoor group physical activity consisting of less than 10 persons if minimum physical distance of 2 metres between all participants is maintained at all times.</p> <p>The website has been updated reflecting the new order: https://www.alberta.ca/covid-19-orders-and-legislation.aspx.</p>
<p>Communications Over the Holidays</p> <p>If changes in guidance or orders occur over the holiday period how would municipalities be notified of these changes?</p>	<p>Any changes would be shared through current communications channels and municipalities would be notified through those channels, as required.</p>
<p>Close Contact Isolation Requirements</p> <p>If someone is notified that they are a close contact of a COVID case and are required to isolate but they go and get tested as negative are they free to stop isolation or must they isolate for all 14 days?</p>	<p>Close contacts must isolate for 14 days from their last exposure to a person who has tested positive for COVID, regardless of if they (the close contact) test negative. Please see https://www.alberta.ca/isolation.aspx</p>



RECORD OF DECISION – CMOH Order 44-2020 which amends CMOH Order 42-2020 and rescinds CMOH Order 43-2020

Re: 2020 COVID-19 Response

Whereas I, Dr. Deena Hinshaw, Chief Medical Officer of Health (CMOH) have initiated an investigation into the existence of COVID-19 within the Province of Alberta.

Whereas the investigation has confirmed that COVID-19 is present in Alberta and constitutes a public health emergency as a novel or highly infectious agent that poses a significant risk to public health.

Whereas under section 29(2.1) of the *Public Health Act* (the Act), I have the authority by order to prohibit a person from attending a location for any period and subject to any conditions that I consider appropriate, where I have determined that the person engaging in that activity could transmit an infectious agent. I also have the authority to take whatever other steps that are, in my opinion, necessary in order to lessen the impact of the public health emergency.

Whereas I made Record of Decision – CMOH Order 42-2020 on December 11, 2020 that sets out the measures in respect of private residences, private social gatherings, places of worship, masks, certain businesses and entities, group physical activity, group performance activity and work from one's private residence.

Whereas I made Record of Decision – CMOH Order 43-2020 on December 22, 2020 that amends CMOH Order 42-2020 to provide exceptions to certain measures for end-of-life visits and the provision of counselling services.

Whereas having determined that some of the measures in Record of Decision - CMOH Order 42-2020 require further modification, I hereby make the following Order that modifies Record of Decision – CMOH Order 42-2020 and rescinds CMOH Order 43-2020 for the purpose of consolidating the amendments in CMOH Order 43-2020 into one amending order:

Effective December 23, 2020, Record of Decision – CMOH Order 43-2020 is rescinded and Record of Decision – CMOH Order 42-2020 is amended as follows:

Part 2 – Private residences

Section 4 of Part 2 of Record of Decision – CMOH Order 42-2020 is amended by adding the following after subsection (i):

(j) to provide counselling services;

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(k) for a visit between a person who is at the end of their life (last four to six weeks, as determined by that person's primary health care provider) and a family member, friend, faith leader or other person as long as no more than three visitors enter the private residence of the dying person at one time.

Part 6 – Businesses and entities

Section 28 of Part 6 of Record of Decision - CMOH Order 42-2020 is amended by adding the following after subsection (j):

(k) to provide counselling services.

Part 7 – Group physical activity

Section 38 of Part 7 of Record of Decision – CMOH Order 42-2020 is rescinded and the following is substituted in its place:

- 38(1) Subject to section 39 of this Order, all persons are prohibited from participating in an outdoor group physical activity, including but not limited to games of hockey, where:
- (a) maintaining a minimum physical distance of 2 metres between all participants at all times is not possible;
 - (b) the outdoor group physical activity includes more than 10 persons.
- (2) For greater clarity, a person may participate in an outdoor group physical activity consisting of less than 10 persons if a minimum physical distance of 2 metres between all participants is maintained at all times.

This Order remains in effect until rescinded by the Chief Medical Officer of Health.

Signed on this 23 day of December, 2020.


Deena Hinshaw, MD
Chief Medical Officer of Health

December 23, 2020

RE: CMOH ORDER 42-2020 – LIMITED EXEMPTION FOR A PERSON WHO RESIDES ON THEIR OWN

Pursuant to the recommendations of the Chief Medical Officer of Health (CMOH) for Alberta, a state of public health emergency was declared in the Province of Alberta on November 24, 2020 pursuant to s. 52.1 of the *Public Health Act* of Alberta.

Further to that declaration of a public health emergency the CMOH, pursuant to her authority under s. 29(2.1) of the *Public Health Act*, made CMOH Order 42-2020 (the Order) which rescinded CMOH Orders 38-2020 and 39-2020, as modified through Orders 40-2020 and 41-2020, in that CMOH Orders 38-2020 and 39-2020 were insufficient to protect Albertans from exposure to COVID-19 and to prevent the spread of COVID-19.

The purpose of the Order is to help protect Albertans from the exposure to and spread of COVID-19 by prohibiting persons from attending certain locations for certain periods of time and subjecting such persons to any conditions that the CMOH considers appropriate including prohibiting persons from engaging in activities that could transmit an infectious agent and which the CMOH considers necessary in order to lessen the impact of the public health emergency. In addition setting such conditions as the CMOH considers appropriate or necessary on businesses and entities to lessen the impact of the public health emergency when those business or entities are offering goods or services to the public.

Pursuant to Section 47 of the Order the CMOH may exempt in writing persons or classes of persons from the operation of the Order.

The CMOH has determined, based on discussions with public health officials, that a temporary exemption from certain restrictions in Part 2 and Part 3 of the Order would further support the mental health and wellbeing of a person who resides on their own during the holiday season.

Section 3 of the Order restricts who may enter or remain in a private residence subject to Section 4 and 5 of the Order.

As per Section 5 of the Order, a person who resides on their own may

- (a) have two other persons with whom they regularly interact attend at their private residence; and

(b) attend at the private residence of a person with whom they regularly interact.

As per Section 6 of the Order, a single adult who only lives with one or more minors is deemed to be a person who resides on their own.

As per Section 10(b) of the Order, a “private social gathering” does not include a gathering in which a person who resides on their own interacts with the two other persons referred to in section 5 of the Order.

As per Section 13 of the Order, despite anything in Part 2 of the Order, a private social gathering of 10 persons or less may occur at an indoor or outdoor public or private place only for the purpose of a funeral service or a wedding ceremony.

Pursuant to Section 47 of the Order I am satisfied that an exemption be granted from Sections 3, 5(a), 5(b) and 13 of the Order to the following premises and the following persons upon the following conditions:

1. Subject to paragraph 4, a person who resides in a private residence is exempt from Sections 3 and 13 of the Order and may permit up to two persons who reside on their own, as well as one or more minors who live with the adult if the adult only lives with the minors, and all of whom do not normally reside in that private residence to enter or remain in the private residence for one private social gathering between December 23 and 28, 2020. To clarify:
 - a. This exemption applies to the “host” person who resides in a private residence but:
 - i. is not a person who regularly interacts with the person who resides on their own as contemplated by section 5 of the Order; or
 - ii. is a person who regularly interacts with the person who resides on their own, as contemplated by section 5 of the Order, but who also lives with one or more persons in the residence who do not regularly interact with the person who resides on their own and who will be present at the gathering.
 - b. A “minor” is a person 17 years of age or younger.
2. Subject to paragraph 4, a person who resides on their own, as well as one or more minors who live with the adult if the adult only lives with the minors, are exempt from Sections 5(a) and 13 of the Order and may have either two persons or one household and one other person, with whom they do not regularly interact, attend at their private residence for one private social gathering between December 23 and 28, 2020.

3. Subject to paragraph 4, a person who resides on their own, as well as one or more minors who live with the adult if the adult only lives with the minors, are exempt from Sections 5(b) and 13 of the Order and may attend one private social gathering between December 23 and 28, 2020 at the private residence of a person:
 - a. who does not regularly interact with the person who resides on their own as contemplated by Section 5 of the Order; or
 - b. who does regularly interact with the person who resides on their own, as contemplated by section 5 of the Order, but who also lives with one or more persons in the private residence who do not regularly interact with the person who resides on their own and who will be present at the gathering.

4. All persons attending the private social gathering should, to the extent possible, follow appropriate public health measures including those relating to hand hygiene, maintaining 2 metres of distance from persons who are not part of the same household and masking when unable to maintain 2 metres of distance, to protect all persons in attendance and other Albertans from further transmission of COVID-19.

The exemption may be terminated or modified by the CMOH in writing without notice and for any reason as determined by the CMOH.

This exemption comes into effect on December 23, 2020 and terminates at 2400 hrs on December 28, 2020.

We trust this is satisfactory.

Yours Sincerely,



Deena Hinshaw
Chief Medical Officer of Health for Alberta

December 23, 2020

Town of Onoway
Box 540
Onoway, AB T0E 1V0

Sent via e-mail: cao@onoway.ca

Attention: Town Council Members

Dear Town Council Members:

Re: 2020 AUDIT PLAN

A. INTRODUCTION

The objectives of this letter are as follows:

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

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

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



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B. SERVICES TO BE PROVIDED

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

a) Audit services

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

b) Non-audit services

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

C. AUDITOR INDEPENDENCE

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

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

D. AUDITOR RESPONSIBILITIES

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

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

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

E. MANAGEMENT RESPONSIBILITIES

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

F. PLANNED SCOPE AND TIMING OF THE AUDIT

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

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

Audit Strategy

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

Significant Risks

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

Revenue Recognition

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies as well as reviewing various grant agreements to ensure revenue is being recognized appropriately.

Management Override of Controls

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

Materiality

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

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

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

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

Audit Team

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

Engagement Partner
Senior Accountant

Philip Dirks, CPA, CA
Stephen Webber, CPA

Timing of the Audit

We performed audit planning and interim audit work in November and December 2020.

The year-end audit fieldwork is tentatively scheduled to take place the week of February 8, 2021.

We anticipate presenting the audited financial statements to Town Council at the March 18, 2021 Council meeting.

Management Representations

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

G. AUDIT FEES

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

We estimate our audit fees for the 2020 fiscal year will be in the amount of \$15,000. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Town's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

H. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Town's accounting staff to review these to determine the potential impact to the Town.

Effective Fiscal Years Beginning on or After April 1, 2022

PS 3280 – Asset Retirement Obligations (new)

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

Effective Fiscal Years Beginning on or After April 1, 2023

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.



I. REQUESTS OF COUNCIL

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

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

J. COMMUNICATION OF THE RESULTS

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

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

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

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

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Wendy Wildman, Chief Administrative Officer

(21)

debbie@onoway.ca

From: cao@onoway.ca
Sent: December 23, 2020 11:20 AM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: 2020 Audit Plan
Attachments: Onoway 2020 Audit Plan.pdf

Deb – action item for our January mtg.

Clause I referencing Council response re fraud etc. We will need a motion on that.

Wendy Wildman

CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Phil Dirks <PDirks@metrixgroup.ca>
Sent: December 23, 2020 11:13 AM
To: Wendy Wildman <cao@onoway.ca>
Subject: 2020 Audit Plan

Hi Wendy,

We would appreciate if you would please forward the attached 2020 audit plan to all the Council members.

Thanks and hope you have an excellent Christmas

Phil Dirks, CPA, CA | Partner

 12840 St. Albert Trail, Edmonton AB T5L 4H6
 780.489.9606 X 105
 pdirks@metrixgroup.ca
 metrixgroup.ca |    

 **METRIX GROUP** LLP
CHARTERED PROFESSIONAL
ACCOUNTANTS

debbie@onoway.ca

From: cao@onoway.ca
Sent: December 23, 2020 11:12 AM
To: 'Judy Tracy'; 'Lynne Tonita'; 'Pat Harrington St Hilaire'; 'Jeff Mickle'; 'Lisa Johnson'; 'Jason Madge'; penny@onoway.ca; shelley@onoway.ca; debbie@onoway.ca
Subject: FW: Onoway Profile
Attachments: DRAFTDec23_Onoway.pdf

Flag Status: Flagged

Hi everyone – if you can take a few minutes to review again.

Thx

W

Wendy Wildman
CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Elan Buan <elan@schollie.com>
Sent: December 23, 2020 9:38 AM
To: Wendy Wildman <cao@onoway.ca>
Subject: Onoway Profile

Good morning Wendy,

Here is the latest version of Onoway's Business Attraction Profile.

- I highlighted the changes for your quick reference. These changes are based on Richard Horncastle's feedback and the Onoway Jr/Sr High School video.
- I also had a good chat with Amy Warren with the ODAS on Monday and added a piece about them at the bottom of page 12. Both Amy and Dwight confirmed the write-up is okay.
- I did hear back from Todd at The Foundry that he is also okay with the piece written about them.

I didn't have any luck with CN Rail in trying to get a confirmation about whether or not the rail line is a heavy haul line so I didn't incorporate that, but if we can confirm it, then I'm happy to do so.



Let me know if you have any other additions or changes you would like to make. Once we have finalized the content, I will do a final, thorough proof-read and then we should be able to wrap things up.

Merry Christmas!

Elan Buan | Project Consultant  
403.346.9849 ♦ 306.682.2168 elan@schollie.com
www.schollie.com



ONOWAY



Welcome to The Town of Onoway

Situated in the scenic Sturgeon River valley, the Town of Onoway with a population of 1,029, is located on gently rolling farmland in the southeast corner of Lac Ste. Anne County. Onoway provides a small-town country lifestyle, along with easy access to major urban centres.

The town is well positioned at the junction of Highways 43 and 37 and is approximately 50 km directly northwest of Edmonton and 35 km northwest of Spruce Grove. Being in the proximity of the outer commuter zone for the greater Edmonton metro region allows people to live in Onoway and enjoy the more affordable and quieter country lifestyle while working elsewhere.

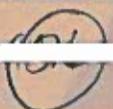
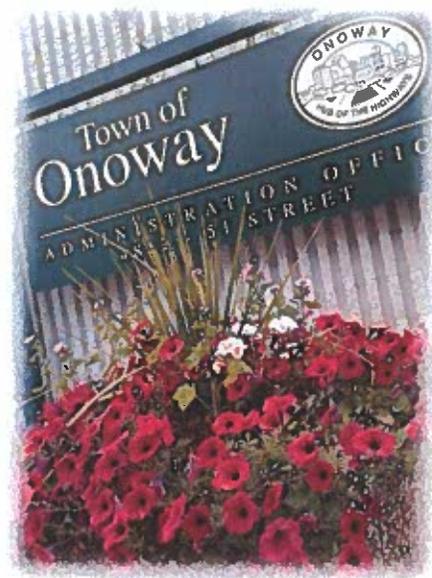
Likewise, the Town's proximity to the two highways also allows people to live elsewhere while being employed in Onoway. The greater connectivity of Onoway with Stony Plain, Spruce Grove, St. Albert and Edmonton has been good for the Town. It gives residents more options for work and recreation, and businesses have a greater potential market.

The community has deep roots as an agricultural community going back at least 100 years. The Town of Onoway, benefits from a local trading area of more than 16,000 with a large number of country residential subdivisions and summer villages in the area supporting its retail businesses and professional service sectors.

Onoway has become a small hub for the East Lac Ste. Anne region, providing vital education, health, retail, recreational and social services to residents of the town and surrounding rural areas.

Topography

Onoway is surrounded by an interesting landscape which is characterized by moderately rolling, hilly topography and big bodies of water. Glaciation left remnant meltwater channels, a number of lakes, rivers, sand and gravel beds, plus unique geological features throughout the County. The Buried Onoway Valley is an example of a buried-valley aquifer; it runs under Lake Isle and Lac Ste. Anne. It is the major source of groundwater for domestic consumption within the Onoway region. It is filled with abundant sand and gravel deposits.



Economic Indicators

Onoway has a large industrial base for a community of its size, including agricultural and oilfield services, manufacturing and fabricating, construction and environmental management. In addition to many new enterprises, the Town is home to a number of long-standing, successful, locally grown businesses.

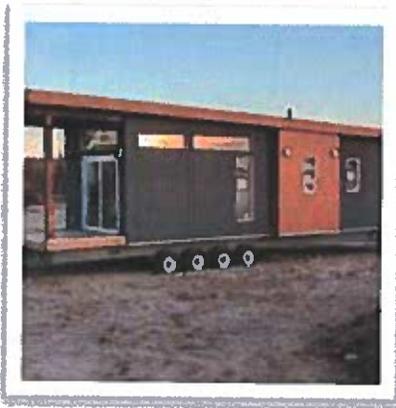
Onoway's proximity to the greater Edmonton Metro Region is a great advantage for the community.

Manufacturing

Onoway has a strong **metal fabrication sector** led by Academy Fabricators Inc. Academy fabricates pipe spools and structural components for the oil sands, pipelines and energy sectors. Another local fabricator, Morand Industries Ltd. manufactures livestock handling equipment, gates, and custom pieces.

As a result of a vibrant agriculture sector, Onoway has a number of **value-added food manufacturers**.

For example, Alta Agri-Foods Ltd. provides manufacturing services for small food franchises.



Pocket House, is a CSA approved manufacturer that produces modern and contemporary Pocket Houses (Park Models and Modular Homes) and related structures. They are also able to provide off-grid options.

Atlas Growers is a Canadian medical cannabis producer. Their pharmaceutically viable cannabis flower and cannabis products are cultivated in a state-of-the-art, 38,000 square foot controlled-environment agricultural facility outside of Onoway.

Local manufacturers include

- Academy Fabricators Inc.
- Alta Agri-Foods Ltd.
- Atlas Growers
- Country Fresh Water
- Onoway Custom Packers 2014 Ltd.
- Morand Industries Ltd.
- Pocket House
- Wayfinder Corporation
- Woodhaven Cabinets
- XL Graphics



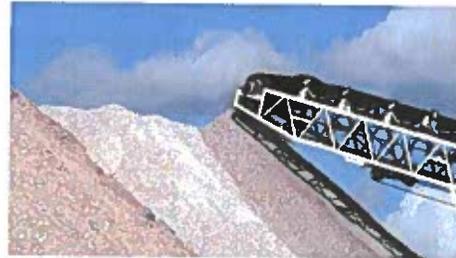
Construction

Onoway has a vibrant construction sector made up of both independent contractors and larger sized players. Tyschuk Construction Ltd. has been serving the region since 1946. Onoway's construction sector is driven by its proximity to the oil and gas sector, the metro Edmonton industrial region, aggregate resources, and the numerous residential and recreational properties in the area.

Aggregate

The Upper Athabasca land use region, in which Onoway is located, has a strong gravel supply. About 13% of provincial aggregates can be found within the Upper Athabasca region. Aggregate extraction in the region is strong.

Wayfinder Corporation recently opened its Big Molly Regional Sand Facility 30 km northwest of Onoway on Highway 43. Wayfinder produces high-quality regional frac sand including WaySAND, a high-quality regional frac sand that is a cost-effective alternative to Tier 1 frac sand.

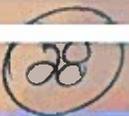


The facility is strategically located near the Duvernay Oil Play and to other strategic locations around the Western Canadian Sedimentary Basin.

Agriculture

Onoway has deep roots as an agricultural community. The Lac Ste. Anne Census Consolidated Subdivision has 1.7 times the density of horse farms; 1.5 times the density of cattle ranches; 1.5 times the density of other livestock; 1.6 times the density of floriculture; and 1.4 times the density of hay production.

The Town is an agricultural service centre for the region, and agriculture is a driver in value-added manufacturing.



Oil & Gas Service Sector

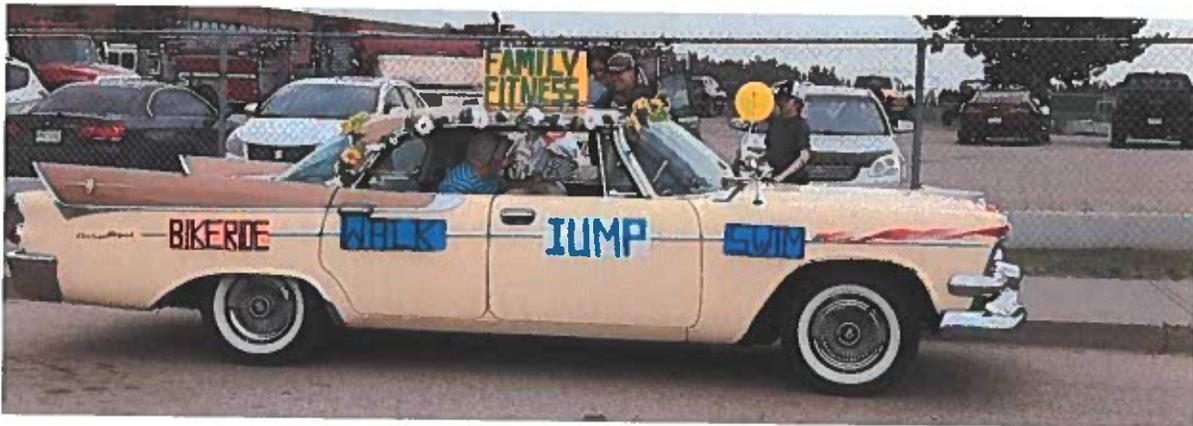
In addition to manufacturing and construction, Onoway has a number of other businesses that provide services to the oil and gas sector. For example, Tree Line Well Services Inc. operates their field base in Onoway. This location positions is strategically located for them to competitively perform work in the Edmonton, Edson, Drayton Valley, Athabasca and the Whitecourt corridor.

Halliburton Energy Services Liquid Mud Plant and Warehouse underwent a multimillion-dollar upgrade in 2015–2016. This complex in Onoway, Alberta, includes on-site retention, calibration of field testing equipment, and a dry-product central distribution warehouse.

Tourism / Recreation

Recreation plays an important part in the local economy, with both Lac Ste. Anne and a number of smaller lakes and natural areas in close proximity. The many lakes in the County provide year-round fishing opportunities, boating, swimming, and other water activities in the summer.

The Onoway Museum & Visitor Information really showcases the community and attracts people from afar. According to Trip Advisor, Tinkers Damn, a vintage store attached to Davlyn's Restaurant, is a hidden gem. Western Canada's longest running drop zone for skydiving is located at the Eden North Parachute School just south of Onoway.



Small Business

Onoway is full of entrepreneurship and interesting unique small businesses from Cottage Flair Woodworks (custom carpentry) to the Fuel Coffee Bar. Dosie Dotes & Greens specializes in eclectic assortment of gift giving ideas and The Paper Canvas Ltd. focuses on artistic ventures and geeky merchandise.

Onoway has a small cluster of automotive related businesses including Country Automotive, Grand Tire, Jack's Autobody which have been in the community for generations, and Vintage Steel - family owned and operated machinist and licensed mechanic that specializes in: Restorations, Metal Work, Custom Paint, and Upholstery including convertible tops.

Atlas Fire and Safety Equipment Ltd. is a fire suppression certification company that provides services and distributes fire and safety equipment all over the province.

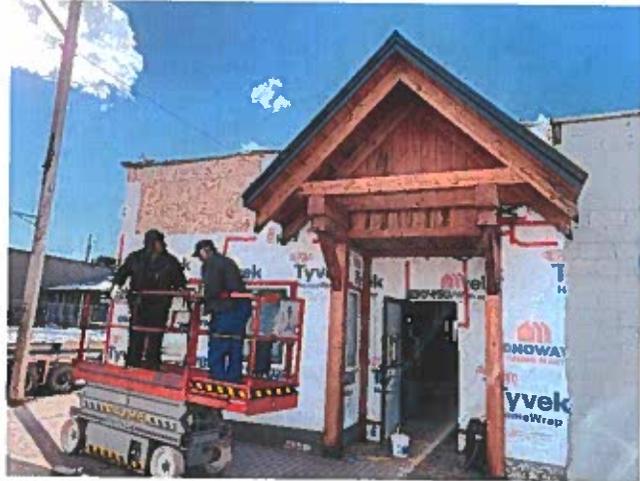


Recent Investments and Projects

Value of Building Permits

Year	Value of Building Permits
2019	\$442,000
2018	\$31,000
2017	\$15,000
2016	\$1,779,000
2015	\$24,176,000
2014	\$882,000

Alberta Regional Dashboard: Onoway CSD



Business and Community Supports

Organization	About
Onoway and District Chamber of Commerce	The Onoway & District Chamber of Commerce supports businesses and not-for-profits; while developing relationships within the greater Onoway community. www.onowaychamber.ca
Community Futures Yellowhead East (CFYE)	Funded by Western Economic Diversification Canada, CFYE provides small business services and business management tools for people wanting to start, expand, franchise or sell a business, plus specialized business programs. They actively work with community and business leaders to foster rural economic growth. www.yellowheadeast.albertacf.com
Partners in Progress	Partners in Progress is a partnership between the Town of Onoway and Lac Ste. Anne County that takes advantage of working together to enhance economic development opportunities in the region. The partnership developed an economic development roadmap "On Our Way to Endless Opportunity – An Economic Roadmap." www.partnersinprogress.ca Partners in Progress acknowledges the importance of supporting existing small business, and attracting new business. They have developed a unique website to support and promote local business with both an enhanced business directory, and information and resources to support / enhance business start-ups: www.shopthecounty.ca

ShoptheCounty.ca

Onoway and Lac Ste. Anne County have teamed up on a directory designed to help local businesses get found by prospective customers.



Available Land and Property

Residential:



Onoway has 355 private households according to the 2016 Census of Population.

Approximately 83% are occupied by owners and 17% by renters.



39% of the homes in Onoway were constructed between 1961 and 1980 and 38% were built between 1991 and 2016.



70% of the homes have 3 bedrooms or more.



85% of homes are single detached houses

Statistics Canada, 2016 Census

Onoway has a good supply of Supportive and Independent Living facilities for seniors thanks to the Lac Ste. Anne Foundation.

Independent Living Facilities

- Beupré Court
- Seeley Manor

Supportive Living Facilities

Chateau Lac Ste. Anne

Commercial and Industrial Lots:

The potential exists to develop several sites in and around The Town of Onoway. The Town has 3 very large parcels of land zoned Urban Reserve, which are suitable for commercial/industrial/residential use along with many smaller lots within our existing Industrial area

The Town of Onoway and Lac Ste. Anne County commit to work with owners and developers to ensure timely processing and development of these future industrial sites.



Key Demographics

Population Demographics (2016)	Onoway
Population	1,029
Annual population growth rate (2011-16 trend)	-1.0%
Workforce population (age 15-64)	650
School population (age 5-17)	193
Senior Population (age 65+)	180
Number of dwellings	355

Statistics Canada 2016 Census



Population Demographics (2016)	Onoway	Province of Alberta
Median age	41.7	36.7
Average individual employment income	\$57,502	\$59,343
Median household income	\$89,003	\$93,835

Statistics Canada. 2016 Census

Key Employers

Sector	Businesses	Sector	Businesses
Health Care & Education	<ul style="list-style-type: none"> • Alberta Health Services • Lac Ste. Anne Foundation • Northern Gateway Public Schools 	Retail	<ul style="list-style-type: none"> • Bigway Foods • Onoway Pharmacy • Onoway Timber Mart
Agriculture Related	<ul style="list-style-type: none"> • Crop Management Network Inc. • Lac Ste. Anne Veterinary Clinic • Onoway Feed & Seed • Onoway Veterinary Clinic 	Hospitality	<ul style="list-style-type: none"> • Davlyns Restaurant • Jade Garden • Onoway Hotel Hub Tavern & Kitchen • Onoway Inn & Suites
Agri-Processing	<ul style="list-style-type: none"> • Onoway Custom Packers 2014 Ltd. • Atlas Growers 	Financial Services	<ul style="list-style-type: none"> • ATB Financial • CIBC
Fabricators	<ul style="list-style-type: none"> • Academy Fabricators Inc. • Morand Industries Ltd. 	Media	<ul style="list-style-type: none"> • Lac Ste. Anne Bulletin • Community Voice
Industrial Sand Mining	<ul style="list-style-type: none"> • Wayfinder Corporation 	Utilities	<ul style="list-style-type: none"> • EQUUS REA Ltd. • Ste. Anne Natural Gas Co-op
Waste Management & Remediation	<ul style="list-style-type: none"> • Calahoo Waste Disposal • GFL Environmental • Sandstone Vacuum Services Ltd. 	Public Services	<ul style="list-style-type: none"> • Town of Onoway • MLA Shane Getson, Constituency Office
Construction	<ul style="list-style-type: none"> • Tyschuk Construction 	Professional Services	<ul style="list-style-type: none"> • Patriot Law Group • Trail Accounting



Workforce Statistics

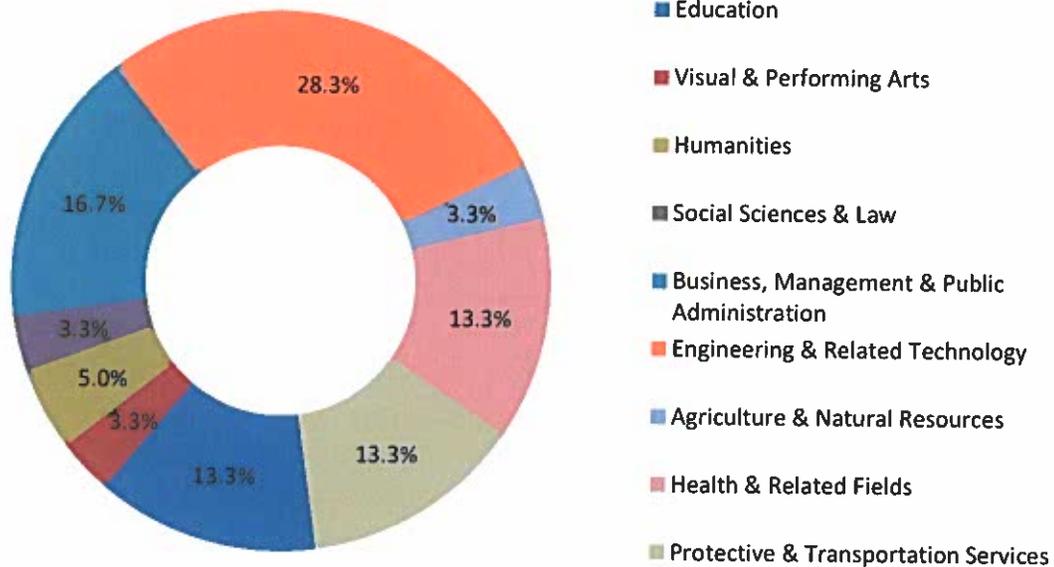


Statistic (2016)	Onoway
Workforce population (age 15-64)	650
Workforce participation rate	63.9%
% of Workforce with no diploma or post-secondary	26.6%
% of Workforce with high school diploma or equivalent	32.9%
% of Workforce with post-secondary diploma, certificate, or degree	41.3%

Statistics Canada. 2016 Census

The region has a large competitive advantage in its number of certified trades people. 19% of Onoway's working population (aged 15 to 64) has an apprenticeship or trades certificate or diploma.

Major Field of Study

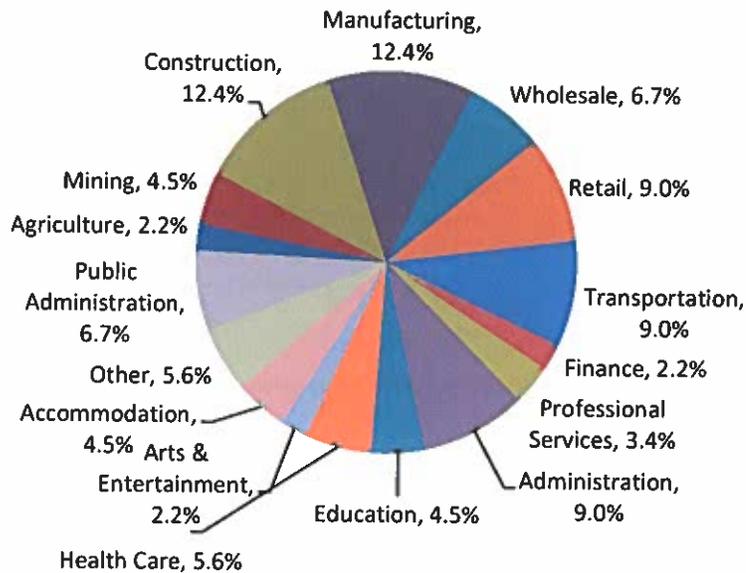


Statistics Canada. 2016 Census

Onoway has a high proportion of workers employed in construction, manufacturing, transportation & warehousing, waste management & remediation services, and wholesale trade.



Labour Force by Industry



Statistics Canada 2016 Census

Labour Force by Industry

Statistic (2016)	Onoway	Alberta
Construction	12.4%	10.4%
Manufacturing	12.4%	5.6%
Retail Trade	9.0%	11.0%
Transportation & Warehousing	9.0%	5.1%
Waste Management & Remediation Services	9.0%	3.9%
Other	7.8%	8.4%
Public Administration	6.7%	5.4%
Wholesale Trade	6.7%	3.6%
Health Care & Social Assistance	5.6%	10.9%
Oil & Gas Extraction	4.5%	6.3%
Education	4.5%	6.5%
Accommodation & Food Services	4.5%	6.8%
Professional; Scientific, Technical Services	3.4%	7.4%
Agriculture, Forestry, Fishing & Hunting	2.2%	2.8%
Finance	2.2%	3.1%

Statistics Canada 2016 Census



Regional Success Story

Academy Fabricators, a company specializing in pipe spools and structural steel for a wide variety of industries (from oil and gas to pharmaceutical), was established in Edmonton in 1995. Local and Community are two important values that the firm is centered around; with many of their tradespeople commuting to larger urban centers, Academy saw an opportunity to locate their main fabrication facility in Onoway closer to their source of skilled labour. Academy is very proud of their workforce; in fact, it is not unusual to have two plus generations from one family associated with the company. The firm is supportive of helping youth explore career paths in the trades, and has a positive history with Indigenous engagement.

In addition to quality labour, Onoway has been a good location for Academy Fabricators because of the community support, the community's mindset, and easy access to a supportive and helpful Town administration. Onoway is ideally located a heavy haul and other major transportation corridors which make it easy to bring materials in and send products out.



Utility Providers

Service	Provider
Natural Gas	ATCO Gas (services inside Town boundaries) Ste. Anne Natural Gas (SANG) Co-op Ltd. (services outside Town boundaries)
Electric Power	Fortis Alberta Inc. (services inside Town boundaries) EQUUS REA Ltd. (services outside Town boundaries)
Water Service Provider	The Town of Onoway has a water distribution system within the Town to which potable water is received from the WILD Water Commission. Outside of Town boundaries, there are various potable water truck fill stations constructed, or being constructed, by the WILD Water Commission to service those properties outside of Town of Onoway boundaries.
Waste Water	Sewage is piped to the sewage lagoon northeast of Onoway, along Highway 37.
Internet Providers	Telus; CCI Wireless; Xplornet
Solid Waste & Recycling	<p>The Town of Onoway has curbside pickup service for waste, organics and recycle being provided by Sandstone Waste Services. The Town also provides an annual "Let's Get Spiffy" service for residents so they may do a major clean-up of their properties and have disposal services available.</p> <p>The Highway 43 East Waste Commission is a regional waste management services commission that works jointly with neighbouring municipalities in a regional cost-shared recycling program.</p>

EQUUS REA Ltd.

EQUUS is a Rural Electrification Association (REA). They are the largest owned member utility in Canada. EQUUS provides quality, reliable electric distribution services to 11,800 members across 26 municipal districts and counties in rural Alberta.

Ste. Anne Natural Gas (SANG) Co-op Ltd.

SANG Co-op is the largest rural gas distribution system in Alberta. It was formed in 1972 to heat rural Albertan's homes easily and more cost effectively. Today SANG services over 6700 natural gas members, has a service area of 3350 square kilometres, and maintains over 4500 kilometres of gas pipeline.



Municipal Taxes and Utilities

Service	Rate
Property Tax: Residential / Farmland	6.4872 (2019 mill rate)
Property Tax: Non-Residential	17.4028 (2019 mill rate)
Water Commodity Charge - residential	\$5.60 per cubic metre; \$150/month (unmetered)
Water Commodity Charge - commercial	\$5.60 per cubic metre; \$500/month (unmetered)
WILD Water Phase I Debenture Charge	\$5.20 per month per customer
WILD Water Phase II Debenture Charge	\$3.30 per month per customer
Sewer Commodity Charge	\$1.44 per cubic metre or (\$25.00 / month if no water meter)



The Onoway & District Agricultural Society (ODAS) is Registered member of the Alberta Association of Agricultural Societies. Agricultural Societies encourage improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services and facilities.

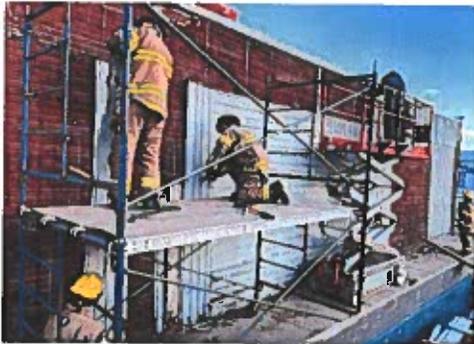
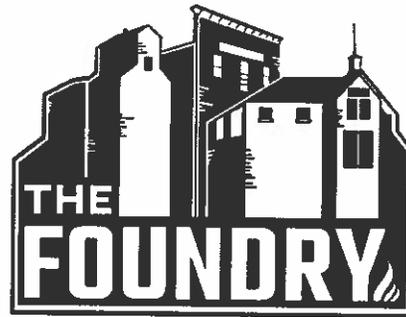
The ODAS owns and operates the local arena. The ODAS also operates an outdoor skating rink better known as "The Joe." This volunteer society works collaboratively with the local FCSS (Family and Community Support Services), skating and hockey clubs, the high school, and other businesses and organizations in the community to offer programs, events, festivals and amenities for the community.

The ODAS also organizes a weekly Farmer's Market and a Christmas Market. A "Market Buds Children's Program" has been successfully run through the Farmer's Market. Market Buds aims to provide a fun opportunity for children to engage in the local food system through conversations directly with farmers, educational and cooking activities, tastings, gardening, exercise classes as well as arts and crafts.



The Foundry – Building Community

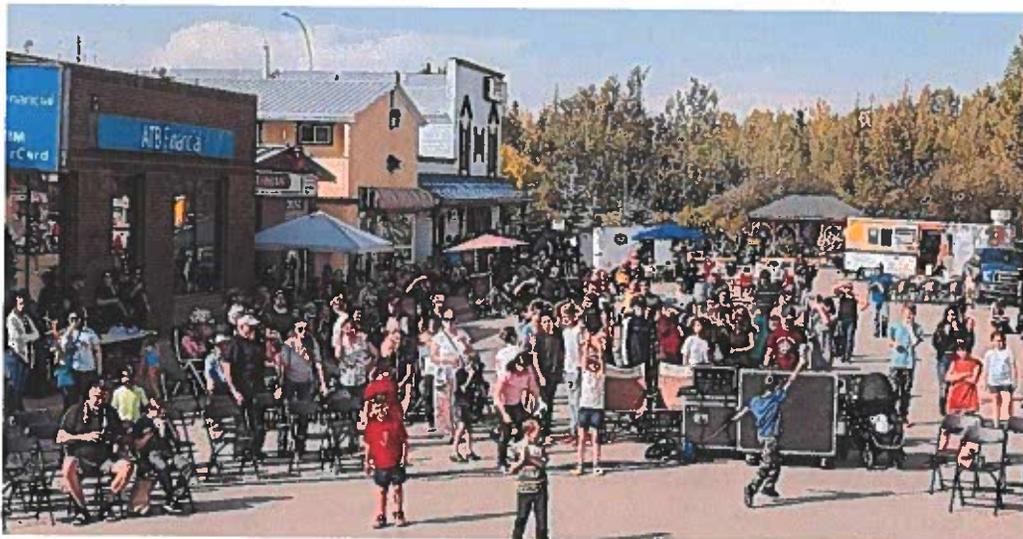
The Foundry Youth, Family and Community Center is the result of countless volunteer hours refurbishing an old building for community use. However, it is less about the work-in-progress restoration of a hundred-year old facility and more about creating community for the love of community.



The project has not received any government assistance or grant money. It is purely a labour of love with a vision to create an open, welcoming and fun environment - a space that inspires growth and grace - where people of all ages and backgrounds can come to celebrate and support one another.

The Foundry will provide the community of Onaway space to connect for meetings, recreation, concerts, celebrations, workshops and more - all within a relaxed cafe setting.

"We believe that families and individuals can be built up through positive communication, connection and care."



Transportation Infrastructure

The close proximity to Highways 37 and 43 give Onoway the opportunity to identify itself as "Hub of the Highways." The development of the Highways, and the increased speed and affordability of motor vehicle traffic, has allowed Onoway to enter the outer commuter zone for the greater Edmonton urban area. This allows people to live in Onoway and enjoy the country lifestyle while working elsewhere. Additionally, Onoway is only 15 km away from the Yellowhead Trans Canada Highway and the International Airport is only an hour away.

Facility	Details
Highways	<ul style="list-style-type: none"> • Highway 43 – part of "The Canamex Trade Corridor" • Highway 37 • Secondary Highway: 777 • Just west of Onoway is Highway 33, the Grizzly Trail
Railways	<p>Class 1 Railroad:</p> <ul style="list-style-type: none"> • <u>CN Sangudo Subdivision</u>: CN Rail branch line runs through Onoway from Edmonton to Kaybob near Fox Creek. Onoway is less than an hour from the Acheson Industrial Area and Rail Facility. • Both CN and CP railways operate intermodal container yards in Edmonton.
Municipal Airport	<p>Villeneuve Airport: (30 km from Onoway; located in Sturgeon County)</p> <ul style="list-style-type: none"> • Operated by Edmonton Airports • Two paved runways (3,500 ft x 100 ft, and 5,000ft x 100 ft) • NAV Canada Air Traffic Control Tower available • Over 60,000 aircraft landings and takeoffs per year
International Airport	<p>Edmonton International Airport: (90 km from Onoway)</p> <ul style="list-style-type: none"> • Serves over 6 million passengers annually. • Regularly scheduled flights to all major Canadian cities. • Direct flights to more than 50 global destinations. • Cargo services that are designed to expedite shipments to all parts of the globe quickly and cost effectively.



Canamex Corridor / The Alaska Highway

The Corridor includes approximately 1,150 km of Alberta's provincial highway network, including parts of Highways 4, 3, 2, 216, 16, and 43, linking the Alberta/ Montana border crossing to the Alberta - British Columbia border on Highway 43. Highway 43 forms the northernmost portion of the CANAMEX Corridor and is the start of the "The Alaska Highway."

The Grizzly Trail

Alberta Provincial Highway 33 is commonly referred to as The Grizzly Trail. It follows the original Klondike Trail, which was advertised by Edmonton merchants as the shortest route to the Yukon during the Klondike Gold Rush.





In 2016/17, Onoway Junior Senior High School started classes in a state of the art Replacement School Building. This two story structure has an amazing double gym with a walking track above, as well as a fitness room facility. There is a large central atrium with natural light. The facility houses a commercial kitchen, Black Box theatre, a Learning Commons, and a student run cafe.

The building has a Career and Technology Studies (CTS) wing supporting a mechanics program, a construction program taught by journeymen carpenters, a cosmetology program, art, technology, and more. The school has a great honours band program that has been years in the making.

Education

Onoway is home to two very active and high performing schools that together educate over 1,000 students each year. Northern Gateway Public Schools provides primary and secondary education to schools throughout the County.

School	Grades Taught
Onoway Elementary	K to 7
Onoway Jr/Sr High	8 to 12



Early Childhood Development

The Onoway Playschool is a program for 3-4 year olds with an emphasis on a positive social environment.

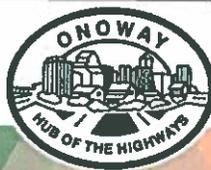


Health Care and Emergency Services

Facility	Details
Police	The Town of Onoway and surrounding area receive RCMP service from the Parkland Detachment (located in Spruce Grove), and the Onoway High School currently share an Enhanced RCMP officer with another high school. The Town of Onoway also receives Community Peace Officer services through a contract with Lac Ste. Anne County.
Fire	The Town of Onoway, along with 9 other urban municipalities, receive their Fire Services from Onoway Regional Fire Services which is a hybrid fire service that includes medical first response enhancing the fire service provision with the greater Onoway region.
Ambulance	<ul style="list-style-type: none"> Parkland Ambulance Authority serves Onoway and area with advanced life support service.
Onoway Regional Medical Clinic	<ul style="list-style-type: none"> Co-operated by six municipal partners (the Town of Onoway; Lac Ste. Anne County; and the Summer Villages of Ross Haven, West Cove, Silver Sands and Val Quentin). Has recently undergone an expansion and renovation of its facility to enhance the capacity of the clinic to service regional communities; and to accommodate an additional doctor. This facility currently has 3 doctors including a female physician.
Hospitals and Emergency Care	<ul style="list-style-type: none"> Westview Health Centre, at Stony Plain provides acute care, continuing care, 24-hour emergency services, diagnostic imaging, lab services, day surgery, public health, environmental health, community care, rehabilitation services, preventative dental health and mental health. Sturgeon Hospital in St. Albert and Barrhead Hospital also provide services to the community.
Other Services	<ul style="list-style-type: none"> Onoway Health Care Pharmacy Onoway Dental Clinic Lac Ste Anne Denture Clinic Onoway Chiropractic Office Onoway Community Health Services Alberta Health Services – Onoway Administration Building Onoway Mental Health Clinic

Northwest Fire Rescue and Training is a private fire service that provides sentry and safety service's for energy companies while they drill, frac, and service wells.

Their Training Institute in Onoway provides real life, hands-on experience by way of offering students the opportunity to serve within a fully functional fire department.



Recreation and Community Groups

Numerous community associations and clubs help operate community facilities, host special events and festivals throughout the region, and much more.

- | | |
|--|--|
| Onoway & District Agricultural Society | Onoway Skating Club |
| Onoway & District Heritage Society | Onoway Golden Club |
| Onoway Curling Club | Onoway Facility Enhancement Association |
| Onoway Champion Taekwondo | Onoway & District Historical Guild |
| Onoway Girl Guides Program | Onoway & District Fish and Game Association and Gun Club |
| Onoway Ball and Soccer Association | Onoway Royal Canadian Legion Branch #132 |
| Onoway Minor Hockey | 3053 (Lac Ste Anne) Royal Canadian Army Cadet Corps |
| 1 st Onoway Scouts | |

The East End Bus Society is a cooperative effort of Lac Ste. Anne County, the Town of Onoway and the Village of Alberta Beach to provide affordable transportation for seniors and handicapped. The ten Summer Villages of Yellowstone, South View, Silversands, Val Quentin, Sunset Point, Sunrise Beach, Birch Cove, West Cove, Nakamun Park and Ross Haven also provide financial support.

Services include scheduled shopping/medical trips to West Edmonton Mall, and Spruce Grove plus excursion and rentals by service clubs, special interest groups and community members.

Churches

- Onoway Baptist Church
- Onoway Evangelical Free Church
- Onoway Seventh Day Adventist Church
- St. John's Anglican Church
- St. Rose of Lima Catholic Parish
- New Life Christian Community



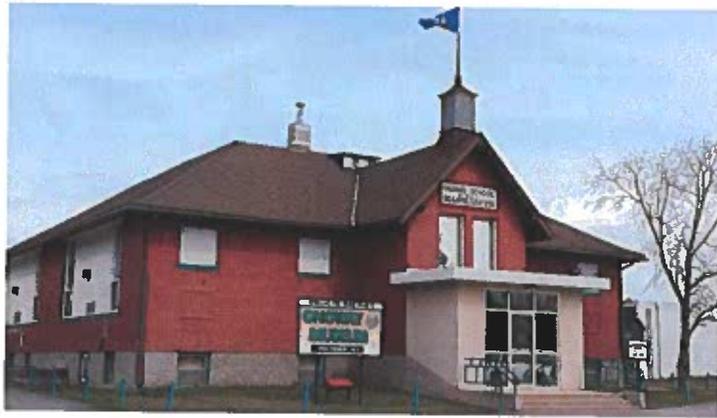
The Onoway United Church runs a community Thrift Shop



SnoMo Days at Alberta Beach is an Alberta Winter Festival, dedicated to supporting motorized and non-motorized winter sports, and family orientated winter leisure activities.

Numb Bum 24 Hour The Pembina Dirt Riders Association are host the longest and coldest motorcycle/ATV ice race in the world on Sandy Lake each February.





Onoway Heritage Centre and Museum

The **Onoway Museum** is located in the Old Brick School, vacated as an elementary school in June 2007. Beaupré School was a two-room brick school built in 1921. Over the years this building grew and evolved into Onoway Elementary School.

The Old Brick School gained a new life as Onoway Museum, preserving the history of the school and the surrounding community. The four classrooms feature themed exhibits: School Room, Country Home, Main Street, and Community Life/Farm. These exhibits tell the story of the founding, settlement, and development of this part of north-central Alberta.

Educational programs and special tours are available throughout the year by appointment.

This first rate museum is a Recognized Museum Program (RMP) with the Alberta Museum's Association.

The **Onoway Archives** is home to an extensive collection of school registers from one-room schools in the area dating back to 1909 as well as documents relating to individuals, families and organizations in the Onoway area.

The **Onoway Heritage Centre** (formerly Onoway Elementary School) is now a multi-use facility with numerous classrooms, a commercial kitchen, gymnasium and other areas available to the community to enable clubs, organizations, families, instructors to provide opportunities for learning, self-improvement, group events and just plain fun. Hourly rentals are available for the classrooms, gym and open area.

The **Reading Room** is a comfortable space dedicated to research and reading about history, housing a comprehensive collection of school textbooks, cookbooks, local newspapers, magazines and books on Alberta and local history.

The **Onoway and District Historical Guild** was created in 2003 by a group of local residents committed to preserving the history of Onoway and district. This building is the outcome!

Onoway Museum & Heritage Centre
4708 Lac Ste. Anne Trail North,
Onoway, AB T0E 1V0



Community and Recreational Amenities

Onoway has great community and recreational amenities.

Facility	Details
Parks	Bretzlaff Park Dog Park – located at Ruth Cust Park Elks Park Kids Corner Ruth Cust Park Shaul Park
Swede Moren Park	This ball park has 3 diamonds on it and is located behind the Onoway Elementary and High Schools. The project was a joint venture of the Town of Onoway, Lac Ste. Anne County, the County of Lac Ste. Anne Board of Education, Onoway Ball Association, and Recreation, Parks and Wildlife Foundations. The park was named in recognition of Bror Moren, a ballplayer, who donated the land.
Onoway Arena	Operated by the Ag Society. Includes kitchen, arena and meeting area. Ice surface in season and cement surface in off-season.
Onoway Heritage Centre	The former Onoway Elementary School is now a multi-use facility with numerous classrooms, a commercial kitchen, gymnasium, and other areas available to the community to enable clubs, organizations, families and instructors to provide opportunities for learning, self-improvement, group events and more.
Onoway Fish and Game Association Gun Range	A 100 yard target range, a 50 yard pistol range, a shotgun trap and a 20 yard archery range. The range is equipped with facilities for archery, trap shooting, rifle and small bore firearms. Ranges are government inspected and approved, meeting or exceeding current safety standards. An education centre is also on-site for club meetings, conservation education, and youth organizations.
Imrie Park	Located east of Onoway on the shores of Devil's Lake just south of Highway 37 on Range Road 15, Imrie Park is a 216 acre park with 7 km of groomed trails and natural habitat viewing area as well as camping, day use and group use facilities. Includes 18 camping spots, a cookhouse, an enclosed picnic shelter, and a day use area. The Onoway Fish & Game Association manages this facility.
Onoway Community Hall	Located at 4920 49 Avenue and operated by the Onoway Facility Enhancement Association, the hall is a 2 story facility for rental. It includes a full kitchen and an elevator.
Onoway Legion	Open to the public. Includes pool, shuffleboard, darts, cards and other activities.
Onoway Public Library	Located in the Onoway Heritage Centre (former elementary school), the Library includes a program room as well as comfortable spaces for library users of all ages.



Area Attractions

Onoway is within 1 hour driving distance of more than 14 different lakes providing tons of opportunities for angling, camping, boating, watersport, and other recreational opportunities.

Attraction	Details
Onoway Museum & Visitor Information	Located in the old Beaupré School – a two-room brick school built in 1921. Exhibits tell the story of the founding, settlement, and development of this part of north-central Alberta. Operated by the Onoway and District Historical Guild.
Salter's Lake	This small nutrient rich lake is Onoway's local fishing lake. It is open to the public all year round. The lake is stocked each spring and fall with rainbow trout by Alberta Sustainable Resource Development. Amenities include: a small parking lot, an outhouse, a small picnic area, boat launch and pier for public use. Boats with electric motors only are allowed. Maintained by the Onoway Fish and Game Association.
Lake Matchayaw / Devil's Lake	This lake is fed by the Sturgeon River, and is home to several fish species including burbot, lake whitefish, northern pike, walleye, and yellow perch.
Bilby Natural Area	126 ha protected site southeast of Onoway contains gently rolling upland, covered by deciduous or mixedwood forest. Kilini Creek is a major feature in the northwest part of the natural area. A 4 kilometre loop hiking trail
Lac Ste. Anne Mission	A national historic site; it was the first permanent Catholic mission west of Winnipeg. It is part of a world-renowned pilgrimage site on the southern shores of Lac Ste. Anne. Other sacred buildings are found on the site.
George Pegg Garden	The province's first declared historic resource and is a protected site. Named after pioneer botanist/taxonomist George Pegg. Managed by the George Pegg Botanic Garden Society and hosts a variety of events for the public in the spring, summer and fall.

Lac Ste Anne Pilgrimage

Lac Ste. Anne was first called Wakamne or God's Lake by the Alexis Nakota Sioux Nation who live on the west end of the Lake and Manito Sahkahigan or Spirit Lake by the Cree. The lake is the site of the annual Lac St. Anne Pilgrimage, one of the most unique and memorable spiritual gatherings in North America. This annual pilgrimage began over a hundred years ago.



Activities

Activity / Attraction	Details
Eden North Parachute School	Skydiving south of Onoway. Western Canadas longest running drop zone.
Devils Lake MX	A privately owned and run motocross race facility on 320 acres of land by Devils Lake. Includes: 2 separate race tracks and 1 mini track. Holds 5 sanctioned events per year plus a race school.
Renewal & Wellness Riding Centre	A therapeutic riding program for children with needs, located south of Onoway.
Memory Lane Campground	An eco-friendly campground near Onoway. Built with local materials by local tradespeople, featuring low-profile campground roads, a recycling program, and a natural woodland walking trail.
Kacikewin RV Campground and Cabins	"Kacikewin" is the Cree word for hideaway. Located at Alberta Beach. Offers seasonal camping and cabin rentals.
Gunn Campground	Located on the north shores of Lac Ste. Anne just north of the Gunn general store.
Sangudo Speedway	Located in the Pembina River Valley, this 3/8 mile dirt race track holds races in classes such as: mini stock, street stock and truck racing.
Alberta Beach Golf Resort	A new 18-hole, par 72 golf course with a fully serviced RV site.
Rich Valley RV and Golf Resort	9 hole, 3150 yard, par 36 golf course with expansive rolling fairways, and an RV resort. Located along Majeau Lake.
Killdeer Beach Resort	10 treed acres of seasonal RV camping along Lac La Nonne's lakefront.
Willow Bend Resort	A luxurious RV resort exclusive to long-term tenants. The resort offers guests a permanent lakeside location at Lac La Nonne for their RV.
Lakeview Campground	Located across from the shores of Lac Ste. Anne, the resort has over 400 fully serviced RV sites with power, water and sewer. Local amenities include: mini golf course, playgrounds, slip-n-slide, and jumping pillow.
Homer's Huts	Serviced and non-serviced camping sites, 2 motel rooms and 5 winterized cabins plus a coffee and gift shop located at Lac Ste. Anne.
Camp Nakamun	A summer camp that hosts kids, youth, and family camps in the summer and a year-round retreat destination. Located on the north side of Lake Nakamun.
Camp Warwa	Located on a 23 acre site on Lac Ste. Anne, near Darwell. The camp offers year-round outdoor education programs for schools and groups, summer camps, day camps, family camps, spring break camps and leadership programs.

The Alberta Beach Snowmobile Club maintains over 120 km of snowmobile trails in the winter!





4812 - 51 Street Box 540 | Onoway, AB | T0E 1V0

Onoway.ca

Contact: Wendy Wildman, CAO
Ph: 780.967.5338 | Email: cao@onoway.ca

 /Town-of-Onoway

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From: Travis Nosko <Travis.Nosko@gov.ab.ca>
Sent: December 11, 2020 11:21 AM
To: cao@onoway.ca
Cc: Coral Murphy <Coral.Murphy@gov.ab.ca>
Subject: Municipal Corporate Review

Good morning Wendy,

First I want to apologize for the significant delay in addressing the request from the Town of Onaway for a Municipal Corporate Review.

Our team has been attempting to update and revamp our MCR program over the past year, however we've encountered several significant delays due to resource constraints and providing support to municipalities in responding to the COVID-19 pandemic and preparing for the upcoming General Election.

That said, we're ready and willing to move forward with a (virtual) MCR for the town in early 2021. This is of course assuming that you and your council are still interested in the review.

Please discuss with your council if this remains something of interest and let me know.

If you have any questions please feel free to contact me.

I'm working from home right now but can be reached via email or my work mobile at 587-784-3854.

Thanks,

Travis Nosko, CPA
Manager, Municipal Advisory
Alberta Municipal Affairs
780-415-9845

Classification: Protected A



Town of Onoway

Box 540, Onoway, AB T0E 1V0

December 28th, 2018

Alberta Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
EDMONTON, AB. T5K 2B6

Att: Hon. Shaye Anderson
Minister of Municipal Affairs

Dear Sir:

Re: Petitions, Municipal Accountability Program, Municipal Corporate Review

In reference to the above noted, please be advised your December 4th, 2018 letter regarding same was presented to the Council of the Town of Onoway at their regular meeting of December 20th, 2018.

Council and Administration were pleased to hear that while some issues were noted with respect to the governance and operation of the Town, the concerns identified were not of sufficient severity to warrant a municipal inspection or viability review of the Town of Onoway. We acknowledge that our Municipal Accountability Program review has been scheduled for February 7th, 2019.

With respect to a Municipal Corporate Review, Council did pass a motion at our December 20th, 2018 meeting to request same. The Town is of the same opinion, that a municipal corporate review would benefit our municipality.

We look forward to working with Ministry staff on this review. We thank you and your staff for providing support and guidance to our municipality, not only in this process, but throughout the entire year.

Yours truly,

Judy Tracy
Mayor

JT/ww

c.c. Town Council
CAO Wendy Wildman



**ALBERTA
MUNICIPAL AFFAIRS**

*Office of the Minister
MLA, Leduc-Beaumont*



AR94794

DEC 04 2018

**Her Worship Judith Tracy
Mayor
Town of Onoway
PO Box 540
Onoway AB T0E 1V0**

Dear Mayor Tracy and Council,

Thank you for your participation and co-operation in the combined preliminary review and viability screening recently conducted by Municipal Affairs. As you know, the review was in response to two sufficient petitions submitted by Town of Onoway residents.

The purpose of the review and screening was to identify the concerns and issues that led to the petitions. Municipal inspections and viability reviews are extraordinary measures and are not undertaken lightly. While some issues were noted with respect to the governance and operation of the town, the concerns identified were not of sufficient severity to warrant a municipal inspection or viability review of the Town of Onoway.

I do, however, feel the town would benefit from a voluntary Municipal Corporate Review (MCR), which is provided by my ministry in response to a request from council. An MCR is a co-operative effort of Municipal Affairs, council, and the administration of the participating municipality that explores areas of municipal operations including, but not limited to:

- **governance functions, such as roles and responsibilities of individual councillors and council, interaction with administration, bylaws, legislative procedures, policies, and public engagement;**
- **financial management and processes, such as long-term financial planning, management of taxes, grant funding allocations, long-term debt; and**
- **administrative practices, such as succession planning, human resource services, and relationships with council.**

I strongly encourage council to give consideration to this process and submit a request for an MCR. Such a review will benefit the town by reviewing and offering recommendations on formalizing council/staff agreements, council and administrative policies, communications and public engagement plans and processes, as well as planning for and management of assets and infrastructure.

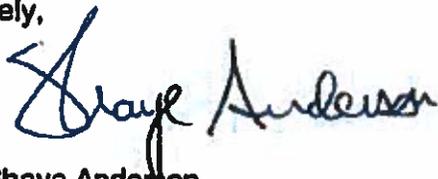
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In addition, Municipal Affairs has recently initiated the Municipal Accountability Program (MAP), which includes regular reviews of municipal compliance with applicable legislative requirements for all municipalities with populations of under 5,000 people. Given the concerns expressed by Town of Onoway residents, a MAP review of the town will be completed in 2019.

Ministry staff will be contacting your chief administrative officer to provide more details on the scope of an MCR and to coordinate the 2019 MAP review. In the meantime, Municipal Affairs will continue to provide ongoing support to the town in addressing the concerns of residents. This will be done through advisory services and training opportunities at the request of council or your administration.

I look forward to our continued collaboration.

Sincerely,

A handwritten signature in blue ink that reads "Shaye Anderson". The signature is written in a cursive style with a large initial "S".

Hon. Shaye Anderson
Minister of Municipal Affairs

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR97086

May 16, 2019

Ms. Wendy Wildman
Chief Administrative Officer
Town of Onoway
Box 540
Onoway AB T0E 1V0

Dear Ms. Wildman:

Your participation and cooperation during the municipal accountability review conducted in February 2019 for the Town of Onoway is greatly appreciated. On behalf of the Minister, I have accepted the Town of Onoway Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the town.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office within eight weeks of receiving this letter. The response must include a timeline for completion, which is not to exceed one year.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:
Municipal Affairs – Municipal Services and Legislation
Attention: Desiree Kuori
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4

As ministry staff discussed with you during their visit, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with town citizens.

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Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, contact Desiree Kuori, Municipal Accountability Advisor, toll-free at 310-0000, then 780-644-8528.

Sincerely,



Meryl Whittaker
Deputy Minister

Attachment: Town of Onoway Municipal Accountability Review Report

cc: Honourable Kaycee Madu, Minister of Municipal Affairs
Desiree Kuori, Municipal Accountability Advisor, Municipal Affairs



Town of Onoway
Municipal Accountability Review Report

February 7, 2019



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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities with well-managed, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs that aim to build capacity.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- assist municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- aid municipalities in achieving legislative compliance;
- support municipalities in being accountable and well-managed; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities upon the request of a council and with the approval of the Minister, municipalities with populations of 5,000 or less are automatically scheduled for a visit once every four years.

In July 2018, the Minister of Municipal Affairs received from the electors of the Town of Onoway, a sufficient petition requesting an inspection into the affairs of the municipality. In response, a preliminary review was completed in October 2018 to identify the concerns and issues that led to the petition. While the concerns identified were not of sufficient severity to warrant a municipal inspection, in December 2018, the Minister decided that the town would have a municipal accountability review completed in 2019.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide



resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Town of Onoway review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the MGA and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

A handwritten signature in black ink, consisting of a circle with the letters 'LD' inside.



Section 2: Executive Summary

2.1 Site Visit

On February 7, 2019 Municipal Affairs staff met with town administration to complete the on-site portion of the Municipal Accountability Program review, and to observe a council meeting for procedures that are required in the MGA.

The Town of Onoway is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognizes the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Strengths

Overall the review findings are very positive. Some of the general areas in which the municipality is meeting mandatory legislative requirements include:

- general matters;
- meetings;
- code of conduct bylaw;
- discretionary bylaws;
- bylaw procedures;
- public participation policy;
- financial matters;
- assessment and taxation matters;
- tax notice;
- planning matters;
- election matters; and
- emergency management.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- signing of municipal documents ([page 14](#));
- authority to act ([page 22](#));
- voting ([page 24](#));
- pecuniary interest ([page 25](#));
- council meeting minutes ([page 26](#));
- designated officer bylaw ([page 30](#));

- property tax bylaw ([page 32](#));
- assessment review board bylaw ([page 33](#));
- bylaw enforcement officer bylaw ([page 34](#));
- procedural bylaw ([page 35](#));
- operating budget ([page 41](#));
- listing and publishing policies related to planning decisions ([page 70](#)); and
- municipal library board ([page 83](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance. However, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

LEGISLATIVE REQUIREMENTS: *MGA 204*

1. Has council named a place as its municipal office?

COMMENTS/OBSERVATIONS: Council resolution 408/18, passed October 18, 2018, names 4812 – 51 Street, Onaway, Alberta as the location of the municipal office.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Orientation Training

LEGISLATIVE REQUIREMENTS: *MGA 201.1*

1. How was orientation training offered to the elected officials following the 2017 general election and any subsequent byelections?
2. Were the following topics covered:
 - role of municipalities in Alberta;
 - municipal organization and functions;
 - key municipal plans, policies and projects;
 - roles and responsibilities of council, councillors, the CAO, and staff;
 - code of conduct;
 - budgeting and financial administration; and
 - public participation?

COMMENTS/OBSERVATIONS: Council resolution 323/17, passed November 16, 2017, authorizes all councillors to attend Munis 101, and all of council attended the session.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Chief Administrative Officer Evaluation

LEGISLATIVE REQUIREMENTS: *MGA 205.1*

1. Has council provided the CAO with an annual written performance evaluation?

COMMENTS/OBSERVATIONS: Formal written CAO evaluations are being completed by council annually.

MEETS LEGISLATIVE REQUIREMENTS: **Yes**

RECOMMENDATIONS/ ACTION ITEMS: **No action required.**

RESOURCES: **Not applicable.**

4. Provision of Information

LEGISLATIVE REQUIREMENTS: *MGA 153.1*

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practical?

COMMENTS/OBSERVATIONS: The CAO is aware of the *MGA* requirements. Council was provided with an agenda package in advance of the February 7, 2019 council meeting. The CAO provided a written report to council that was supplemented with additional verbal updates, as well as providing procedural guidance throughout the council meeting.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Signing of Municipal Documents

LEGISLATIVE REQUIREMENTS: *MGA 213*

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?

COMMENTS/OBSERVATIONS: Meeting minutes and bylaws that were reviewed are appropriately signed by the mayor, and a designated officer. Agreements and cheques are signed by the mayor and CAO. The CAO has been informally delegated the responsibility to sign small administrative contracts or agreements if supported in the annual budget; however, no formal policy delegating that authority is in place.

MEETS LEGISLATIVE REQUIREMENTS: **No**

RECOMMENDATIONS/ACTION ITEMS: To be compliant with section 213 of the *MGA*, a resolution or policy passed by council, delegating authority to a designated officer to sign agreements, should be in place.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has developed resources to assist municipalities with the writing of minutes and passing bylaws:

- [The preparation of meeting minutes for council.](#)
- [Basic Principles of Bylaws.](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.





6. Repair of Roads, Public Places, and Public Works (For discussion only)

LEGISLATIVE REQUIREMENTS: MGA 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

COMMENTS/OBSERVATIONS: The town is aware of the responsibilities under section 532 of the MGA and has policies and plans in place which are reflected in the annual budget. Any municipal policies and practices discussed, were not reviewed. In the event the policies and practices establish specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.2 Meetings

1. Public Presence at Meetings

LEGISLATIVE REQUIREMENTS: *MGA 197 (1)*

1. Are council and council committee meetings held in public?

COMMENTS/OBSERVATIONS: Meetings of council, including regular council meetings, strategic planning, and budget meetings, are advertised to the public and open for members of the public to attend.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Closed Meetings

LEGISLATIVE REQUIREMENTS: *MGA 197*

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?
2. Do the council meeting minutes record the names of those who attended the closed meeting and the reason for their attendance?

COMMENTS/OBSERVATIONS: Council did not have a closed session at the council meeting that was observed on February 7, 2019. A selection of 2018 and 2019 council meeting minutes reviewed recording the procedure to move in and out of a closed session met the legislative requirements (i.e., council resolution 80/18).

MEETS LEGISLATIVE REQUIREMENTS: **Yes**

RECOMMENDATIONS/ACTION ITEMS: **No action required.**

RESOURCES: **Not applicable.**

3. Organizational Meeting

LEGISLATIVE REQUIREMENTS: *MGA 152, 192*

1. Is an Organizational Meeting held annually?
2. Is a chief elected officer (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

COMMENTS/OBSERVATIONS: Council held their last organizational meeting on October 18, 2018, within two weeks of the third Monday in October, which is in accordance with section 192 of the *MGA*. The mayor and deputy mayor were appointed, meeting dates and times were approved, and council appointments to boards and committees were made.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

4. Special Meetings

LEGISLATIVE REQUIREMENTS: *MGA 194*

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

COMMENTS/OBSERVATIONS: Council has not held a special meeting in the past several years.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Meetings Through Electronic Communications

LEGISLATIVE REQUIREMENTS: *MGA 199*

1. Has notice been provided to the public, including the way in which the meeting is to be conducted?
2. Do the facilities enable the public to watch or listen to the meeting?
3. Was a designated officer in attendance at the facility?
4. Do the facilities enable the meeting's participants to watch or hear each other?

COMMENTS/OBSERVATIONS: The town has had councillors use electronic means for participating in council meetings. The facilities allow the public and the meeting participants to hear each other. The town notifies the public that the councillor(s) will be participating electronically on the agenda, or if short notice has been provided, an announcement is made prior to the commencement of the meeting.

MEETS LEGISLATIVE REQUIREMENTS: **Yes**

RECOMMENDATIONS/ACTION ITEMS: **No action required.**

RESOURCES: **Not applicable.**



6. Regular Meeting Change Notice

LEGISLATIVE REQUIREMENTS: *MGA 193*

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

COMMENTS/OBSERVATIONS: Council resolution 20/18, passed January 18, 2018, changed the regularly scheduled meeting of council from February 15, 2018 to February 14, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3.3 Meeting Procedures

1. Authority to Act

LEGISLATIVE REQUIREMENTS: *MGA 180-181*

1. Are resolutions or bylaws passed in an open public meeting?

COMMENTS/OBSERVATIONS: At the February 7, 2019 council meeting, there were decisions of council not formalized through a resolution. Examples of this occurred when, without a resolution, council determined the scheduling of upcoming budget meetings.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All decisions of council must be formalized through a council resolution or by bylaw that is passed in an open public meeting, with a quorum present.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Quorum

LEGISLATIVE REQUIREMENTS: *MGA 167*

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

COMMENTS/OBSERVATIONS: Town council consists of five elected officials. The minutes that were reviewed, and the council meeting that was observed met the quorum requirements.

MEETS LEGISLATIVE REQUIREMENTS: **Yes**

RECOMMENDATIONS/ACTION ITEMS: **No action required.**

RESOURCES: **Not applicable.**



3. Voting

LEGISLATIVE REQUIREMENTS: MGA 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote done prior to the vote being taken?

COMMENTS/OBSERVATIONS: The voting documented in the council meeting minutes met the legislative requirements; however, at the council meeting that was observed on February 7, 2019, the chair's votes were not always visible; therefore, it was not visibly demonstrated that the chair voted. There were no abstentions and no requests for recorded votes.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All elected officials present at a council meeting must vote on a matter put to a vote. The method of voting should be in such a way that is visible to the public unless the councillor is required or permitted to abstain from voting, such as a pecuniary interest.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



4. Pecuniary Interest

LEGISLATIVE REQUIREMENTS: *MGA 172*

1. When a pecuniary interest is declared:

- is the general nature of the pecuniary interest disclosed;
- has the councillor abstained from voting on any question relating to the matter
- has the councillor abstained from any discussion on the matter if applicable; and
- has the councillor left the room if applicable?

COMMENTS/OBSERVATIONS: In the meeting minutes of May 17, 2018, a councillor declared a potential pecuniary interest, and removed themselves from the meeting. The declaration did not note the general nature of the pecuniary interest.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All elected officials present at a council meeting must vote on a matter put to a vote unless the councillor is required or permitted to abstain from voting. The declaration of a 'potential' pecuniary interest does not meet the requirements of the *MGA*. In addition, the general nature of the pecuniary interest must be disclosed, and must be recorded in the minutes in accordance with section 172 (a) of the *MGA*.

RESOURCES: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

5. Council Meeting Minutes

LEGISLATIVE REQUIREMENTS: *MGA* 172, 184, 185, 197, 208, 230

1. Are the minutes recorded in the English language without note or comment?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are disclosures of councillor pecuniary interest recorded in the minutes?
6. Are abstentions from public hearings recorded?
7. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
8. Are the minutes kept safe?

COMMENTS/OBSERVATIONS: The council meeting minutes reviewed document the names of councillors present, and minutes of previous meetings are reviewed and approved by a resolution of council. Minutes are kept in a safe location at the town office. A recorded vote occurred at the June 21, 2018 council meeting for council resolution 260/18, and the legislative requirements were met. The review of minutes also noted the following items:

- The minutes contained minimal comments documenting the coming and going of members of the public in attendance.
- On August 16, 2018, the town held a public hearing for bylaw 746-18 (land use bylaw amendment). The public hearing was not held during a regular council meeting or through a special meeting, which is a contravention of sections 230(2)(b) and 230(6) of the *MGA*.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, public hearings must be conducted in accordance with section 230(2)(b) of the *MGA*, which states that public hearings must be conducted during a regular or special meeting. Additionally, the minutes are to be documented in accordance with the requirements of section 208(1)(a) of the *MGA*, without note or comment.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council \(Municipal Affairs\)](#)



MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.4 Mandatory Bylaws

1. Code of Conduct

LEGISLATIVE REQUIREMENTS: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Is there a code of conduct bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022.)

COMMENTS/OBSERVATIONS: The town passed a code of conduct bylaw (bylaw 744-18), on June 21, 2018, and the legislative requirements are met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Establishment of the Chief Administrative Officer Position

LEGISLATIVE REQUIREMENTS: *MGA 205*

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

COMMENTS/OBSERVATIONS: Bylaw 600-03, passed April 22, 2003, establishes the position of CAO for the Town of Onoway. At the 2018 organizational meeting, council passed resolution 401/18 that appoints the CAO by name.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Designated Officers

LEGISLATIVE REQUIREMENTS: MGA 210, 284.2, 456.1, 627.1(3)

1. Are the following designated officer positions established by bylaw:
 - a. municipal assessor;
 - b. assessment review board clerk; and
 - c. subdivision and development appeal board clerk?
2. Are there any other designated officer positions and is there a bylaw to establish these positions?

COMMENTS/OBSERVATIONS: There are no bylaws establishing the assessor, assessment review board clerk, or the subdivision and development appeal board clerk as designated officers.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The following positions must be established as designated officers by bylaw:

- assessor;
- assessment review board clerk; and
- subdivision and development appeal board clerk.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

4. Borrowing Bylaw(s)

LEGISLATIVE REQUIREMENTS: MGA 251-259, Debt Limit Regulation 255/2000

1. Is there a current borrowing bylaw?
2. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
3. Was the borrowing bylaw advertised (if required)?

COMMENTS/OBSERVATIONS: A short term capital borrowing (bylaw 742-18-(2018)) was reviewed. It set out the source, amount, term, interest, and how the loan would be repaid, which is in accordance with the legislation. There was no requirement to advertise this bylaw.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Property Tax Bylaw

LEGISLATIVE REQUIREMENTS: *MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017*

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

COMMENTS/OBSERVATIONS: The town passes a tax bylaw annually, and the 2018 property tax bylaw was passed on May 1, 2018 (bylaw 741-18). Section 357(1) of the *MGA* states "...the property tax bylaw may specify a minimum amount payable as property tax." The position of Municipal Affairs is only one minimum tax within the property tax bylaw is permitted. There are two minimum taxes within the town's property tax bylaw.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward, only one minimum tax rate may be specified within the tax rate bylaw.

RESOURCES: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has created an example tax bylaw to assist municipalities when developing their annual property tax bylaw: [Example Property Tax Bylaw](#).

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

6. Assessment Review Boards

LEGISLATIVE REQUIREMENTS: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
 - Are three members appointed to this board?
 - Is the term of the appointment established?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are two members appointed to this board?
 - Is the term of the appointment established?
 - Have the appointed members received the mandatory training?
 - Is there a current assessment review board clerk appointment?
3. Has a designated officer been appointed as the clerk and received the mandatory training?

COMMENTS/OBSERVATIONS: Bylaw 474-95, passed September 11, 1995, establishes an assessment review board for the Town of Onoway. The bylaw does not establish a local assessment review board (LARB) or a composite assessment review board (CARB). The town has an agreement with Lac Ste. Anne County to provide assessment review board services; however, the requirement to establish the two boards still remains. The municipality may also consider jointly establishing these boards with the county.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: A LARB and a CARB must be established by bylaw. The bylaw should address member appointments and terms or delegations. A designated officer must be appointed as clerk, and all active members including the clerk must have the mandatory training prior to hearing an appeal.

RESOURCES: Municipal Affairs has developed an FAQ to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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7. Bylaw Enforcement Officers

LEGISLATIVE REQUIREMENTS: *MGA 555-556*

3. Is there a municipal bylaw enforcement officer appointed?
4. Is there a bylaw to support this?
5. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
6. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
7. Has the bylaw enforcement officer taken the official oath?

COMMENTS/OBSERVATIONS: The town has entered into an agreement with the Town of Mayerthorpe for community peace officer services, which enforces provincial legislation as well as municipal bylaws. The agreement provides that the Town of Mayerthorpe manages the service. Bylaw 544-99 establishes the powers and duties, disciplinary procedures for misuse of power including penalties, and an appeal process for the bylaw enforcement officer. However, through the agreement, the Town of Mayerthorpe's bylaw enforcement officer bylaw prevails. In order for a municipality's bylaw to apply outside of its boundaries, both municipalities must pass a bylaw to approve the agreement.

MEETS LEGISLATIVE REQUIREMENTS: **No**

RECOMMENDATIONS/ACTION ITEMS: Bylaw 544-99 must either be replaced or amended to approve the existing agreement with the Town of Mayerthorpe, and to comply with section 12(a) of the *MGA*.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.5 Discretionary Bylaws

Please note: Discretionary bylaws are not required in the MGA. The following section includes a random selection of optional bylaws to review that their contents are in compliance with the MGA.

1. Procedural Bylaw

LEGISLATIVE REQUIREMENTS: MGA 145

1. Does the municipality have a procedural bylaw?

COMMENTS/OBSERVATIONS: The town passed bylaw 745-18 on June 21, 2018. This bylaw addresses meetings of council, conduct of meetings, agenda and order of business, and parliamentary procedures. Section 20 of the bylaw provides that 'councillors may abstain from voting on minutes of meetings they did not attend, and the minutes shall duly record the abstention from voting and the reason why the councillor abstained'. This contravenes section 183 of the MGA in that councillors must vote on a matter put to a vote at a meeting unless the councillor is required or permitted to abstain from voting under this or any other enactment. An enactment does not include a municipal bylaw.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Bylaw 745-18 must be repealed and replaced, or amended to ensure compliance with section 183 of the MGA.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Fees and Charges Bylaw

LEGISLATIVE REQUIREMENTS: *MGA 7*

1. Does the municipality have a Fees and Charges bylaw?

COMMENTS/OBSERVATIONS: At the December 20, 2018 council meeting, council passed bylaw 753-18 to establish the fees and charges bylaw. The bylaw was properly passed by three readings, and the content within the bylaw met the requirements of the *MGA*.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Tax Penalty Bylaw

LEGISLATIVE REQUIREMENTS: MGA 344-346

2. Does the municipality have a Tax Penalty bylaw?

COMMENTS/OBSERVATIONS: Council passed bylaw 704-11 to establish a penalty structure for non payment of current and arrears taxes. The other content within the bylaw met the requirements of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.





3.6 Bylaw Procedures

1. Passing Bylaws

LEGISLATIVE REQUIREMENTS: *MGA 187-189*

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent for this?

COMMENTS/OBSERVATIONS: A review of a selection of past council minutes indicates the proper process of three readings of bylaws, including a resolution passed unanimously giving consent before proceeding to third reading, has occurred (e.g., council resolutions 323/18-326/18).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Bylaw Revisions and Amendments

LEGISLATIVE REQUIREMENTS: **MGA 63-69, 191, and 692**

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified the revision prior to the first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

COMMENTS/OBSERVATIONS: Bylaw 746-18 amended the town's land use bylaw and the legislative requirements were met, including the notice. A public hearing was held; however, it was not held in accordance with section 230 of the MGA. This was noted in section 3.3.5 of this report (Council meeting minutes).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.7 Mandatory Policies

1. Public Participation Policy

LEGISLATIVE REQUIREMENTS: *MGA 216.1, Public Participation Policy Regulation 193/2017*

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

COMMENTS/OBSERVATIONS: The town passed Public Participation Policy No. C-COU-PAR-1, on June 21, 2018 (council resolution 245/18). The policy includes the required information, and is available on the town website.

MEETS LEGISLATIVE REQUIREMENTS: **Yes**

RECOMMENDATIONS/ ACTION ITEMS: **No action required.**

RESOURCES: **Not applicable.**

3.8 Finance

1. Operating Budget

LEGISLATIVE REQUIREMENTS: MGA 242, 243, 244, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council’s policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality’s obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?

COMMENTS/OBSERVATIONS: The 2018 operating budget was adopted on May 1, 2018, by council resolution 161/18, and met legislative requirements. The interim operating budget for 2019 was passed by council resolution 006/19 on January 10, 2019. It is important to note that a municipality may only expend funds if they are included in an adopted budget, in an interim budget, or are for an emergency or are legally required to be paid; therefore, no funds in 2019 were to be expended until after January 10, 2019.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: An interim budget must be passed prior to January 1 for the next fiscal year if the operating budget has not been passed prior to January 1.

RESOURCES: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.



MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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2. Capital Budget

LEGISLATIVE REQUIREMENTS: MGA 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

COMMENTS/OBSERVATIONS: The 2018 capital budget was adopted on May 1, 2018 by council resolution 161/18, and met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Financial Records and Receipts

LEGISLATIVE REQUIREMENTS: *MGA 268.1*

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council? Resolution? Financial policies approved by council
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

COMMENTS/OBSERVATIONS: The town uses Muniware Software, and financial records reviewed met the requirements set out in section 268.1. All revenues, including cash, are collected at the municipal office. Administration presents budget to actual reports to council each month.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable

4. Municipal Accounts

LEGISLATIVE REQUIREMENTS: *MGA 270*

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

COMMENTS/OBSERVATIONS: ATB Financial provides banking services to the town, and banking records reviewed confirm that ATB holds the municipality's financial assets. Council resolution 398/18 was passed at the organizational meeting, designating ATB Financial as the town's financial institution.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Fidelity Bond

LEGISLATIVE REQUIREMENTS: *MGA 212.1*

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

COMMENTS/OBSERVATIONS: The town has insurance through AMSC Insurance Services Ltd. All legislative requirements reviewed were met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Auditor, Audited Financial Statements, Auditor Report

LEGISLATIVE REQUIREMENTS: *MGA 276, 280, 281*

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

COMMENTS/OBSERVATIONS: The auditor was appointed by council resolution 399/18. The auditor presented the audited financial statements at the April 5, 2018 council meeting, and the 2017 financial statements were approved by council resolution 138/18. The statements are made available on the town's website.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Salary and Benefits

LEGISLATIVE REQUIREMENTS: *MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000*

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers (including the assessor, SDAB clerk and assessment review board clerk) of the municipality?

COMMENTS/OBSERVATIONS: Information is contained within the annual financial statements, and made available upon request. Moving forward, the disclosure should include the assessor, the assessment review board clerk, and the clerk of the subdivision and development appeal board once these positions are established as designated officers.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



8. Management Letter

LEGISLATIVE REQUIREMENTS: *MGA 281*

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

COMMENTS/OBSERVATIONS: The town received confidential recommendations from the auditor.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

9. Three-Year Operating Plan and Five-Year Capital Plan (for discussion only)

LEGISLATIVE REQUIREMENTS: MGA 283.1, Municipal Corporate Planning Regulation 192/2017

1. Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next three financial years. Also, each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next five financial years. The first financial plans will need to be prepared by the end of 2019 and cover the 2020 to 2022 financial, or 2020 to 2024 capital period.

COMMENTS/OBSERVATIONS: The municipality is aware that written plans for financial operations and capital plans are a new legislative requirement. The municipality must prepare a three-year written plan for financial operations and a five-year written plan for capital property, and these plans must be in place by 2020.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: Plans must be in place the 2020 deadline.

RESOURCES: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).

3.9 Assessment and Taxation

1. Assessment Roll

LEGISLATIVE REQUIREMENTS: *MGA 284.2(1), 307*

1. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
2. Is the assessment roll available for inspection?
3. Is there a fee for this?
4. Does the municipality have a bylaw to establish this fee?

COMMENTS/OBSERVATIONS: Council resolution 400/18, appointing the assessor for the town, was passed at the 2018 organizational meeting. The assessment roll is made available upon request, and there is no fee established. It is noted in section 3.4.3 of this report that the municipal assessor must be established as a designated officer position.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Tax Roll

LEGISLATIVE REQUIREMENTS: *MGA 327, 329*

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

COMMENTS/OBSERVATIONS: An annual tax roll has been completed, and contains the required legislated content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Content of Tax Notices

LEGISLATIVE REQUIREMENTS: *MGA 334, 460*

1. Does the municipality provide for a combined property assessment and tax notice?
2. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

COMMENTS/OBSERVATIONS: The town provides for a combined tax and assessment notice, and the legislative requirements reviewed have been met

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Prepare Tax Notices

LEGISLATIVE REQUIREMENTS: *MGA 333*

1. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
2. Are the tax notices sent to the taxpayers?

COMMENTS/OBSERVATIONS: Tax notices are prepared annually, and sent to taxpayers in accordance with *MGA* requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Certify Date of Mailing

LEGISLATIVE REQUIREMENTS: *MGA 335, 336*

1. Has a designated officer certified the date the tax notices were sent?
2. Have the tax notices been sent before the end of the year in which the taxes were imposed?

COMMENTS/OBSERVATIONS: The town provided certification of the date tax notices were sent in the local newspaper.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



6. Tax Arrears List

LEGISLATIVE REQUIREMENTS: *MGA 412, 436.03*

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

COMMENTS/OBSERVATIONS: The town prepared the tax arrears list, and submitted it to the registrar in advance of the March 31 due date. The list has been publicly posted in the front foyer of the municipal office, and the proper notifications were made to persons liable to pay.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



7. Tax Sale

LEGISLATIVE REQUIREMENTS: MGA 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?
2. Is there a folder for tax sale?
3. Review all arrears info to determine if should be a sale

COMMENTS/OBSERVATIONS: Tax arrears balances have been brought up to date; therefore, the town has not been required to conduct a tax sale recently. In the event that the town encounters a tax sale, the following resource has been provided.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377. In addition, Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

3.10 Planning

1. Subdivision Authority

LEGISLATIVE REQUIREMENTS: MGA 623, 625-626

1. Is there a bylaw establishing the subdivision authority for the municipality?
2. Does the structure of the subdivision authority comply with section 623(2) which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

COMMENTS/OBSERVATIONS: The subdivision authority has been established through bylaw 624-05, and is structured as the municipal council for the town. In addition, bylaw 712-13, the land use bylaw, reiterates the subdivision authority structure. At the 2018 organizational meeting, council appointed all of council to the subdivision authority.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Development Authority

LEGISLATIVE REQUIREMENTS: MGA 624, 625 - 626

1. Is there a bylaw establishing the development authority for the municipality?
2. Does the structure of the development authority comply with section 624(2) which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

COMMENTS/OBSERVATIONS: Bylaw 622-05, passed on January 24, 2005, establishes the development authority to be the CAO and a private firm. The land use bylaw (bylaw 712-13) establishes the development authority to be the development officer, a municipal planning commission, and council for matters related to direct control districts. At the 2018 organizational meeting, council appointed a development officer, and members to the municipal planning commission.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Subdivision and Development Appeal Board (SDAB)

LEGISLATIVE REQUIREMENTS: *MGA* 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established?
2. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
3. Is there no more than one councillor appointed as a member to the appeal board?
 - If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
4. Are the active members of the SDAB trained?
5. Is there a clerk appointed to the SDAB, and is that person a designated officer?
6. Has the clerk received SDAB training?
7. Has the clerk kept a record of the hearings?

COMMENTS/OBSERVATIONS: Bylaw 752-18 establishes the subdivision and development appeal board for the Town of Onoway. The bylaw excludes members in accordance with the *MGA*. At the January 10, 2019 council meeting, council resolution 005/19 appointed two SDAB clerks and four board members. All appointees have received the appropriate training. It is noted in section 3.4.3 of this report that the SDAB clerk must be established as a designated officer position.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

4. Subdivision Applications and Decision

LEGISLATIVE REQUIREMENTS: MGA 653, 653.1, 679, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Are the forms set out in schedules 1 and 2 of the Subdivision and Development Regulation used for all subdivision application and deferred reserve caveat decisions?
2. If required, were written referrals sent according to legislation?
3. Have all the mandatory requirements in section 653 and 653.1 of the MGA been met?
4. If there have been appeals, did the SDAB clerk give five days' notice of the hearing to the appropriate stakeholders?

COMMENTS/OBSERVATIONS: Subdivision file 15SUB02-24, for the creation of three new parcels within the town, was reviewed. The appropriate forms were used for the subdivision application, and the legislative requirements reviewed were met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Development Applications

LEGISLATIVE REQUIREMENTS: MGA 683.1, 686, 687

1. Did the development authority review the application within 20 days to determine if it was complete?
2. If deemed complete, did the applicant get a notification that the application is complete, or if deemed incomplete, did the applicant get a notification from the development authority that the application is incomplete?
3. If the development permit application is refused, was a notice issued to the applicant?
4. Are appeal hearings held within 30 days after the receipt of a notice of appeal by the SDAB?
5. Does the SDAB give at least five days notice in writing of the hearing:
 - to the appellant;
 - to the development authority; and
 - to the owners as required under the land use bylaw?
6. Did the board make materials related to the appeal available for public inspection?

COMMENTS/OBSERVATIONS: Development application and decision 18DP01-24 was reviewed. The application was determined to be complete; therefore, no further notification to the applicant was required and a decision was made within the 20 day deadline.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Alberta Land Stewardship Act (ALSA) Regional Plan or Land Use Policies

LEGISLATIVE REQUIREMENTS: *MGA 622, 630.2 and ALSA 20*

1. Is there an ALSA Regional Plan in effect in your area?
2. If yes, which plan?
3. Has a statutory declaration been filed with the Land Use Secretariat indicating compliance with the regional plan? (Note: due within five years of an ALSA regional plan coming into force.)

COMMENTS/OBSERVATIONS: *There is no ALSA regional plan in effect for the Town of Onoway.*

MEETS LEGISLATIVE REQUIREMENTS: *Yes*

RECOMMENDATIONS/ACTION ITEMS: *No action required.*

RESOURCES: *Not applicable.*

7. Growth Management Board

LEGISLATIVE REQUIREMENTS: *MGA 708.23*

1. Is the municipality a member of a growth management board?
2. Has the growth management board established by bylaw an appeal mechanism or dispute resolution mechanism, or both, for the purposes of resolving disputes arising from actions taken or decisions made by the growth management board?

COMMENTS/OBSERVATIONS: The Town of Onoway is not part of a growth management board.

MEETS LEGISLATIVE REQUIREMENTS: **Yes**

RECOMMENDATIONS/ACTION ITEMS: **No action required.**

RESOURCES: **Not applicable.**

8. Land Use Bylaw

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002

1. Is there a Land Use Bylaw?
2. Does the Land Use Bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions that development permits may be subject to;
 - how long development permits remain in effect;
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. Does the public notice of application to rezone properties include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land?
4. Does the notice of a public hearing on land use bylaw related issues include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - the general purpose of the bylaw and public hearing;
 - the address where the proposed bylaw, and any document related to the bylaw or public hearing can be inspected; and
 - the date, time and place of the public hearing?

COMMENTS/OBSERVATIONS: The current land use bylaw (bylaw 712-13) was adopted in 2014. There have been numerous amendments, including the most recent amendment (bylaw 746-18) in August 2018. The land use bylaw, and its corresponding amendments have met the legislative requirements reviewed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.



RESOURCES: Not applicable.

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9. Municipal Development Plan (MDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan?
 - Does the population of the municipality exceed 3,500?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems; and
 - municipal services and facilities?
3. Has the MDP been amended?
4. Was the amendment to the MDP advertised?
5. Was a public hearing held for the amendment to the MDP?

COMMENTS/OBSERVATIONS: Bylaw 686-09, passed in December of 2009, adopts the MDP for the town. All legislative requirements reviewed have been met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

10. Intermunicipal Development Plan (IDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 631, 636, 692, 708.28, 708.3

1. Is there an Intermunicipal Development Plan?
2. Does the IDP address/include within the IDP area:
 - future land use;
 - future development;
 - transportation;
 - coordination of intermunicipal programs (physical, social and economic development);
 - environmental matters;
 - dispute resolution processes;
 - plan repeal/amendment procedures; and
 - plan administration provisions?
3. Has the IDP been amended?
4. Was the amendment to the IDP advertised?
5. Was there a public hearing for the amendment of the IDP?

COMMENTS/OBSERVATIONS: The town established an IDP with Lac Ste. Anne County in 2012, and the plan met the reviewed legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

11. Intermunicipal Collaboration Frameworks (ICF)

LEGISLATIVE REQUIREMENTS: *MGA 708.33*, Intermunicipal Collaboration Framework Regulation 191/2017

1. Has an ICF been adopted with each municipality that shares a common border? (Not applicable until April 1, 2020.)

COMMENTS/OBSERVATIONS: The town is aware of the upcoming legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Information on ICF requirements, contents and dates can be located online at: [Intermunicipal Collaboration Frameworks](#)



12. Listing and Publishing Policies Related to Planning Decisions

LEGISLATIVE REQUIREMENTS: *MGA 638.2*

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the *MGA*; and
 - documents incorporated by reference in any bylaws passed under Part 17?

COMMENTS/OBSERVATIONS: The town's website does not have a summary of council approved policies and their relationship to each other.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The town website must be updated to include a list and summary of all planning policies, and their relationships to each other.

RESOURCES: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.11 Local Authorities Election Act (LAEA)

1. Joint Elections

LEGISLATIVE REQUIREMENTS: *Local Authorities Election Act (LAEA) 2-3*

1. Is there an agreement to hold an election in conjunction with another local authority?
2. Does the agreement include:
 - which elected authority is responsible for the conduct of the election; and
 - the appointment of a returning officer for each local authority?

COMMENTS/OBSERVATIONS: The town does not conduct joint elections with another local authority.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Oath/Statement

LEGISLATIVE REQUIREMENTS: *LAEA 16, Local Authorities Election Forms Regulation 106/2007*

1. Did the Returning Officer, and all deputy returning officers take the oath/statement as per the Local Authorities Election Forms Regulation for the most recent election?

COMMENTS/OBSERVATIONS: During the October 2017 general election, the returning officer took the appropriate oath. As all positions were acclaimed, no other oaths were required.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Substitute Returning Officer

LEGISLATIVE REQUIREMENTS: LAEA 13(2.1)

1. Has the municipality had a by-election in 2019?
2. Has a substitute returning officer been appointed in the resolution or bylaw that fixes the date for the by-election?

COMMENTS/OBSERVATIONS: There have been no by-elections in 2019; however, the CAO is aware of the new legislative requirement.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Nomination Forms

LEGISLATIVE REQUIREMENTS: LAEA 27, 28.1, 34, 97

1. Is there a bylaw requiring a deposit upon the submission of a nomination form?
2. Were the nomination papers signed by at least five residents of the municipality?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

COMMENTS/OBSERVATIONS: The town requires a \$50.00 deposit upon the submission of nomination forms. This is authorized by bylaw 736-17, passed August 17, 2017. A review of the retained nomination forms for the 2017 general election indicates that legislative requirements reviewed were met. The Deputy Minister was provided with the appropriate information.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Proof of Elector Eligibility

LEGISLATIVE REQUIREMENTS: LAEA 53, 53.1

1. Is there a bylaw to require additional pieces of identification to prove elector eligibility?
2. If so, was the bylaw advertised?
3. Did the notice of the bylaw include:
 - a statement of the general purpose of the bylaw and the proposed requirements for the number and types of identification that must be produced to verify elector name, current address and, if applicable, age;
 - the address where a copy of the proposed bylaw may be inspected; and
 - an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw, as provided for in the MGA?

COMMENTS/OBSERVATIONS: The town does not have a bylaw requiring additional pieces of identification to prove elector eligibility.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



6. Vote by Special Ballot

LEGISLATIVE REQUIREMENTS: *LAEA 77.1, 77.2, 77.3*

1. If the municipality provided for special ballots, was the Minister notified?

COMMENTS/OBSERVATIONS: The town does not provide for special ballots.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



7. Ballot Account

LEGISLATIVE REQUIREMENTS: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

COMMENTS/OBSERVATIONS: All positions were filled by acclamation; therefore, no ballot account was required.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

8. Disposition of Election Material

LEGISLATIVE REQUIREMENTS: *LAEA 101*

1. Were the election materials disposed of in accordance with section 101?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

COMMENTS/OBSERVATIONS: All positions were filled by acclamation for the last election; therefore, no materials had to be disposed.

MEETS LEGISLATIVE REQUIREMENTS: **Yes**

RECOMMENDATIONS/ ACTION ITEMS: **No action required.**

RESOURCES: **Not applicable.**

9. Campaign Disclosure Statements

LEGISLATIVE REQUIREMENTS: LAEA 147.4

1. Did all campaign disclosure statements include:
 - the total amount of all campaign contributions received during the campaign period that did not exceed \$100 in the aggregate from any single contributor;
 - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 in the aggregate;
 - the total amount of money paid by the candidate out of the candidate's own funds;
 - the total amount of any campaign surplus, including any surplus from previous campaigns; and
 - a financial statement setting out the total amount of revenue and expenses?
2. Are all documents filed under this section available to the public during regular business hours?

COMMENTS/OBSERVATIONS: No campaign contributions were collected by town candidates.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

LEGISLATIVE REQUIREMENTS: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
2. Is an emergency management agency established to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
3. Has a director of the emergency management agency been appointed?
4. Are there prepared and approved emergency plans and programs?

COMMENTS/OBSERVATIONS: The Town of Onoway has, by bylaw #724-16, established a regional emergency management committee and an emergency management agency. At the 2018 organizational meeting, council appointed a member and an alternate to the committee. In September of 2017, council appointed the director and the deputy director of emergency management (council resolution #247/17).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Municipal Emergency Organization/Agency/Advisory Committee (for discussion only)

LEGISLATIVE REQUIREMENTS: *Local Authority Emergency Management Regulation*

1. Is the municipality aware that as of January 1, 2020:

- Emergency advisory committees and emergency management agencies must be appointed by bylaw;
- The Managing Director of the Alberta Emergency Management Agency (AEMA) will prescribe a command, control and coordination system that must be used by emergency management agencies;
- If a local authority has delegated some or all of their powers under the Emergency Management Act to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated;
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency;
- When summer villages delegate powers and duties under the Emergency Management Act to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee;
- When a summer village delegates powers and duties under the Emergency Management Act to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted;
- Training will be prescribed by the Managing Director and will include:
 - Mandatory elected officials training within 90 days of taking oath
 - Directors of Emergency Management must take courses within 18 months of being appointed
 - Municipal staff responsible for implementing emergency plan must take prescribed courses within six months of taking on role
- Emergency management agencies must review the emergency plan at least once per year and make it available to AEMA for review and comment annually.

COMMENTS/OBSERVATIONS: The town is aware of the upcoming legislative requirements. A resource is provided below to assist the municipality.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: The updated requirements must be in place by the January 1, 2020 deadline.

RESOURCES: The Alberta Emergency Management Agency has developed a number of online tools at www.aema.alberta.ca to assist municipalities, which include resources to develop emergency plans, and



training workshops. For questions and additional support pertaining to emergency management, contact the Alberta Emergency Management Agency at 310-0000 then dial 780-422-9000.

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3.13 Libraries

1. Municipal Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act* 3-5

1. Is a municipal library board established?
2. How many councillors have been appointed to the board?
3. Are there alternate members?
4. In the case of an intermunicipal library board, have the councils establishing the board appointed the members?
5. Does the membership appointment term exceed three years?
6. Does any member's number of terms exceed three terms? If so, did two-thirds of council approve?

COMMENTS/OBSERVATIONS: Bylaw 751-18, passed December 20, 2018, establishes the municipal library board for the town. At the 2018 organizational meeting, Council appointed a member of council, and an alternate member of council.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The library board appointments must align with section 4 of the *Libraries Act*, which does not provide for the appointment of an alternate member.

RESOURCES: Municipal Affairs Library Consultants are available to provide library support by calling the Public Library Services Branch (PLSB) toll-free 310-0000 and then 780-427-4871 or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. System Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act 16, Libraries Regulation 141/1998*

1. Is a system library board established?
2. Have councils that have signed the agreement appointed the members of the board?
3. Does the membership appointment term exceed three years?
4. Does any member's total years of service exceed nine consecutive years? If so, did two-thirds of council approve?
5. Are there alternate members?

COMMENTS/OBSERVATIONS: The town is part of the Yellowhead Regional Library System. A council member is appointed annually at the organizational meeting.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

Section 4: Conclusion

Your participation and cooperation during the 2019 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Onoway reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

Census Jobs

Emplois au recensement

Statistics Canada will be hiring in your community!

- We will be hiring approximately 32,000 census employees to count every person in Canada.
- Schools, housing, and health and emergency services are all planned using census data.
- In the current context of COVID-19, we are committed to ensuring the safety of our employees at all times.
- Help your community to plan for the future — apply as of January 6, 2021!

IMPORTANT TO KNOW:

- Pay rates vary **by position** from \$17.83 to \$21.77 per hour, plus authorized expenses.
- Start and end dates vary by position and location, but are between March and July 2021.
- You must be available to work flexible hours, mainly evenings and weekends.

Statistique Canada embauchera dans votre collectivité!

- Nous embauchons environ 32 000 personnes dans le cadre du recensement en vue de dénombrer toutes les personnes au Canada.
- La planification des écoles, du logement ainsi que des services de santé et d'urgence se fait au moyen des données du recensement.
- Dans le contexte actuel de la COVID-19, nous nous engageons à assurer la sécurité de nos employés en tout temps.
- Aidez votre collectivité à planifier l'avenir : postulez dès le 6 janvier 2021!

RENSEIGNEMENTS IMPORTANTS :

- Le taux de rémunération varie entre 17,83 \$ et 21,77 \$ l'heure **selon le poste**, en plus des dépenses admissibles.
- Les dates de début et de fin d'emploi varient selon le poste et le lieu de travail, mais se situent dans la période allant de mars à juillet 2021.
- Vous devez être disponible pour travailler selon un horaire flexible, principalement le soir et la fin de semaine.

Save the date! Apply as of January 6, 2021.



www.census.gc.ca

TTY (a telecommunications device for deaf persons): 1-833-830-3109

Retenez cette date! Postulez dès le 6 janvier 2021.

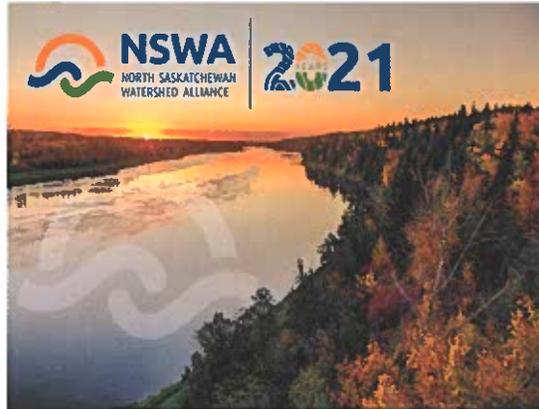


www.recensement.gc.ca

ATS (un appareil de télécommunication pour personnes sourdes) : 1-833-830-3109



202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA



The North Saskatchewan Watershed Alliance (NSWA) is one of eleven provincially designated Watershed Planning and Advisory Councils in Alberta and a key partner in the Government of Alberta's *Water for Life Strategy* that has three main goals:

- *safe, secure drinking water supply*
- *healthy aquatic ecosystems*
- *reliable, quality water supplies for a sustainable economy*

The NSWA provides leadership in watershed planning in the North Saskatchewan River watershed through collaborating with the Government of Alberta, local municipalities, industry and other non-governmental organizations. Together we complete technical studies and research projects, foster watershed partnerships and share knowledge on the benefits of healthy and resilient watersheds

Please accept these copies of NSWA's 2021 calendar for your Council as a small token of our thanks for supporting our work towards a healthy and sustainable North Saskatchewan watershed. The calendar features photos of our twelve subwatersheds and contains useful information on watershed health.

If you would like to learn more about the NSWA and the work we do in the watershed you can visit our website at www.nswa.ab.ca. If you have any questions you can also contact me at 587-525-6827 or leah.kongsrude@nswa.ab.ca.

All the best,

L. Leah Kongsrude.

Leah Kongsrude, Executive Director

(1470)



CANADIAN FITNESS AND LIFESTYLE RESEARCH INSTITUTE
INSTITUT CANADIEN DE LA RECHERCHE SUR LA CONDITION
PHYSIQUE ET LE MODE DE VIE

RECEIVED

DEC 21 2020

Dear Recreation Leader,

The COVID-19 pandemic is having an unprecedented effect on how municipal governments are operating across the country. The role of recreation (from the perspective of physical activity and sport) on physical, mental and emotional well-being is proven, and local level governments play one of the most important roles for getting Canadians' more active. Through your answers to the following questions, we will be able to see how the COVID-19 restrictions and stricter guidelines are affecting the ability of municipal governments, like yours, to provide quality programming and safe facilities.

The Canadian Fitness and Lifestyle Research Institute (CFLRI) has, for 40 years, provided important research related to recreation, sport and physical activity. To continue to support the recreation efforts among municipal governments, we are requesting your help. Your responses to this survey provide critical information that will allow governments at all levels to understand the impact of the pandemic on physical activity and sport participation in Canada. More specifically, your responses have the potential to influence governments regarding the update of policies, guidelines, and allocating financial resources. The survey is divided into components: the purple survey is specific to the impact of COVID on opportunities, whereas the green survey represents your municipality's or community's efforts over the past year. A postage-paid envelope is included for return of your surveys.

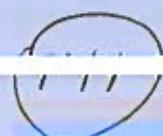
How can you benefit from this research? For your municipality/community, the CFLRI is committed to:

- ensuring that the results of this survey are posted in an useable format for decision-makers in your organization as you navigate through these times.
- providing snapshots of this data on the CFLRI website (cflri.ca) within 6 months of the completion of data collection.
- highlighting this data on our customizable data portal and through a series of user-friendly resources on the website for you to download free-of-charge.

Thank you so very much for your help. If you have any questions, please do not hesitate to email us at research_recherche@cflri.ca.

Regards,

Christine Cameron, President





Canadian Fitness and Lifestyle Research Institute
230-2733 Lancaster Road, Ottawa, Ontario, K1B 0A9, www.cflri.ca

Survey of Physical Activity Opportunities in Canadian Communities

Purpose: Physical inactivity among Canadians is a concern as currently most are not sufficiently active enough to meet physical activity guidelines. If left unchecked, inactivity could lead to significant health risks. Canadian community administrations play an integral role in encouraging physical activity. This survey updates information on facilities, policies, programs and other opportunities to be physically active that was gathered about 5 years ago. Your participation in this survey is crucial in order to help give an accurate picture of these changes and to update the current situation in Canadian communities.

Who we are: The Canadian Fitness and Lifestyle Research Institute (CFLRI) is a national, not-for-profit research organization which monitors the physical activity patterns of Canadian adults and children. The CFLRI, in collaboration with the Institute for Social Research at York University, is currently collecting information about the physical activity policies, programs, and facilities in Canadian communities. This project has been made possible in part by the Government of Canada. This survey is being distributed to community or municipal recreation administrators, such as yourself.

Confidentiality: Your name and personal information will never be part of any of the reports about this research. Your community's data, combined with information collected from other communities, will provide a snapshot of the current situation in communities within your province or territory, and across Canada. Reports summarizing the grouped findings will help to inform policy and strategies. The information that you will provide will remain confidential to the extent allowed by law. The individualized information you send will be safely stored so that only the researchers working on the study will be able to look at the information. Paper copies of the data will be stored for 5 years, while the electronic data file will be stored indefinitely for the purposes of examining trends over time, in an anonymized file and reported on in summary form.

Completing the survey: The paper survey is 9 pages in length. We hope that you find the survey easy to complete. Your accurate responses are very important to help us provide a complete and representative picture of Canadian communities. If there are questions which you do not wish to answer, please leave those blank. If you do decide to stop being part of the study, and should you wish, all information collected about you will be destroyed upon request. Deciding not to participate will not affect your relationship with the researchers or any other group associated with the project.

The study has been reviewed by York University's *Human Participants in Research Committee*, and conforms to the standards of the Canadian Tri-Council Research Ethics guidelines. If you have any questions about this process, or about your rights as a participant in the study, please contact the Senior Manager and Policy Advisor for the Office of Research Ethics, 5th Floor, Kaneff Tower, York University (telephone 416-736-5914 or e-mail ore@yorku.ca).

Next Steps: Please complete and return this questionnaire within **fourteen (14) days** of receiving this survey using the enclosed postage paid envelope. The grouped findings will be available on the Canadian Fitness and Lifestyle Research Institute's website (cflri.ca) starting the fall of 2020.

Questions: If you have any questions regarding the study or the survey questions, please contact Makda Araia, the project manager, at research_recherche@cflri.ca or call 888-413-9129, extension 28. *Cette enquête est également disponible en Français. Si vous préférez recevoir un exemplaire en Français, veuillez appeler ou envoyer un courriel.*

Thank you very much for your help. Your participation in this study will play an important role in understanding changes in physical activity policies and programs in Canadian communities.

I agree to participate in this research study on behalf of my organization.

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Survey of Physical Activity Opportunities in Canadian Communities

Information and Resources

1. What **types** of information would be useful for developing sport and physical activity programming and services in your community? (Check all that apply)

- Elements of successful programs or promotional campaigns in other jurisdictions
- Addressing inclusivity
- Addressing sport ethics and values (e.g., fair play, respect in sport)
- Guidelines for ensuring quality in programming and services (e.g., appropriate ratio of leaders-to-participants)
- Leadership training
- Physical literacy development
- Age/Stage development of skills (i.e., appropriate programming for the age and abilities of participants)
- Addressing liability issues
- Injury prevention strategies and training
- Innovative ways to use facilities
- Promoting physical activity/sport to residents (e.g., best practices, promotional material, posters, tool kits)
- Evaluating physical activity programming, services, and facilities
- Guidance about how to develop and implement a program
- Other (please specify) _____

2. Are any of the following resources **being used** in your community's programming? (Check all that apply)

- Canada's 24-hour movement guidelines
- Long-term (Player/Athlete) Development framework
- Strategies for Physical Literacy
- National Coaching Certification Program
- A Common Vision for Increasing Physical Activity and Reducing Sedentary Living in Canada
- Canada's Physical Activity Guides
- Provincial or Territorial Physical Activity Guides
- Framework for Recreation in Canada
- Canadian Sport Policy

3. What **format** of information would be useful for enhancing physical activity programming and services in your community? (Check all that apply)

- Webinars, on-line platforms, E-learning modules
- In-person training and workshops
- On-line access to research data, evidence for evaluation
- Implementation guide, tool kits, templates
- Newsletters, emails, audio-visual materials
- Reproducible social media messages and content
- Posters, pamphlets
- Conferences, presentations, seminars
- Professional development courses
- Needs assessment tools for facilities/programs
- Info-graphics or one-page information bulletins
- Other (please specify) _____

Collaboration and Partnerships

4. Does your community work with the following when developing sustainable physical activity and sport **facilities**? (Check all that apply)

- Federal government or national agencies
- National sport organizations
- Provincial/Territorial government or agencies
- Provincial/Territorial sport organizations
- Businesses or private sector
- Land developers
- Schools or school boards
- Other (please specify) _____
- Local planning department
- Local public health department, health authorities or units
- Local transportation department
- Other municipal government agencies
- Tribal or band councils, Indigenous partners
- Not-for-profit organizations (e.g. local sport clubs/councils, service organizations)

5. Does your community collaborate with any groups in the delivery of its sport programming? (Check all that apply)

	Introduction to Sport	Recreational Sport	Competitive Sport	Don't Know/Not applicable (NA)
Residents of the community (e.g., youth, adults)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport based clubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health authorities or units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community or not-for-profit organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other communities/municipalities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools or school boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional/Provincial/Territorial sport organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indigenous partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Does your community have any of the following agreements with one or more:

	Yes	No	Don't know/NA
Schools or school boards regarding...			
shared use of school or municipal facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sharing resources (e.g., instructors, officials, equipment) and programming?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport organizations or physical activity clubs regarding...			
use of municipal facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sharing resources (e.g., instructors, officials, equipment) and programming?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. To what extent does your community exchange knowledge of best practices for programming, policy or facilities with:

	Not at all	To some extent	To a moderate extent	To a great extent	Don't know/NA
Practitioners	<input type="checkbox"/>				
Policy-makers or decision-makers	<input type="checkbox"/>				
Researchers	<input type="checkbox"/>				

Physical Activity and Sport Programming

8. Does your community offer programs for school children immediately after school and before dinner that are...

Specific to sport and physical activity	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know
Other (daycare, homework club, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know

9. Does your community have specific physical activity programming or scheduling targeted to any of the following groups? (Please specify whether programs offered in municipal facilities are operated by the municipality or by another group)

	Municipally operated only	Another group only	Both	No programs
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women or girls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beginners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals with lower incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Canadians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indigenous peoples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Definitions for terms used in the following questions:

Introduction to Sport: activities where the fundamental skills and knowledge for participation in a sport are taught.

Recreational Sport: sport activities participated in as a pastime or leisure activity.

Competitive Sport: sport activities for teams or individuals to prepare for and participate in competitions.

10. Does your community have programs which provide opportunities for introduction to sport, recreational sport, or competitive sport for the following groups? (Check all that apply)

	Introduction to Sport	Recreational Sport	Competitive Sport	Don't Know/NA
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women and girls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals with lower incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Canadians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indigenous peoples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. To what extent are the following factors considered in the delivery of physical activity/sport programming in the community?

	Not at all		A great extent			Don't know/NA
	1	2	3	4	5	
Ensuring quality of coaching or instruction	1	2	3	4	5	<input type="checkbox"/>
Promoting participation in a variety of activities or sports	1	2	3	4	5	<input type="checkbox"/>
Promoting various aspects of play (e.g., confidence, safety)	1	2	3	4	5	<input type="checkbox"/>
Emphasizing the fun of participating in sport and recreation	1	2	3	4	5	<input type="checkbox"/>
Ensuring the safety and quality of equipment	1	2	3	4	5	<input type="checkbox"/>
Ensuring that facilities meet the needs of participants	1	2	3	4	5	<input type="checkbox"/>
Linking individuals with others to support participation in physical activity	1	2	3	4	5	<input type="checkbox"/>
Ensuring injury prevention and return to play standards	1	2	3	4	5	<input type="checkbox"/>
Ensuring concussion prevention and return to play protocol	1	2	3	4	5	<input type="checkbox"/>
Promoting multi-sport participation at young ages	1	2	3	4	5	<input type="checkbox"/>
Ensuring evaluation is used in planning and programming	1	2	3	4	5	<input type="checkbox"/>

Human Resources and Volunteering

12. To what extent do you agree that your community has sufficient staffing and human resources at the following levels to fulfill its mandate and vision in relation to physical activity and sport opportunities?

	Not at all		A great extent			Don't know/NA
	1	2	3	4	5	
Administration and executive	1	2	3	4	5	<input type="checkbox"/>
Program leaders	1	2	3	4	5	<input type="checkbox"/>
Coaches and instructors	1	2	3	4	5	<input type="checkbox"/>
Officials and referees	1	2	3	4	5	<input type="checkbox"/>
Technical staff	1	2	3	4	5	<input type="checkbox"/>
Volunteers	1	2	3	4	5	<input type="checkbox"/>

13. Does your community have any of the following supports in place to enhance volunteers' experiences?

	Yes	No	Don't know/NA
Mechanisms for allowing participants, coaches, or volunteers to provide feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanisms to ensure sufficient training and instruction for volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanisms for evaluating the number and quality of volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(146)

14. Please indicate if any of the following factors prevent your community from providing qualified coaches and officials for physical activity and sport programming. (Check all that apply)

- Lack of funds?
- Difficulty finding qualified coaches and officials?
- Time constraints?
- Lack of partnerships with local sport organizations?
- Lack of required staff, trained personnel?
- Lack of volunteer interest?
- Other (please specify) _____

Facilities and Amenities Supporting Physical Activity in the Community

15. Does your community have ... (Check all that apply)

- A public transport system?
- Ski racks, bike carriers, etc. on buses and other public transport?
- Bicycle parking at public transit park and ride lots?
- Guidelines for public buildings specifying bicycle racks?
- School safety zones with reduced speed limits at certain times of day?
- Walkable or pedestrian friendly downtown core?
- Crossing guards at designated intersections before and after school?
- Walking School Bus program?
- Pedestrian friendly elements included in the design of super centres/box store development and retail parking lots?
- Family changing facilities in recreational facilities?
- Washrooms at parks and green spaces?
- Drinking fountains at parks and green spaces?
- Child care services to support participants of physical activity or sport programs?

16. Please indicate if the following types of municipally funded facilities are available in your community. If available, also indicate the approximate number of these types of facilities in the community. Please do not include facilities that are used exclusively by professional teams (e.g., professional baseball stadiums). Please check all the facilities that apply.

Available?	Approximate number in community	
	# of indoor	# of outdoor
<input type="checkbox"/> Ice rinks	_____	_____
<input type="checkbox"/> Arenas	_____	_____
<input type="checkbox"/> Swimming pools	_____	_____
<input type="checkbox"/> Wading pools, splash pads, other water play facilities	_____	_____
<input type="checkbox"/> Skateboard or rollerblade facilities	_____	_____
<input type="checkbox"/> Tennis or racquetball courts	_____	_____
<input type="checkbox"/> Baseball or softball diamonds	_____	_____
<input type="checkbox"/> Soccer or football fields	_____	_____
<input type="checkbox"/> Domes for sport	_____	_____
<input type="checkbox"/> Playing and climbing structures	_____	_____
<input type="checkbox"/> Outdoor gym spaces	_____	_____
<input type="checkbox"/> Gymsiums	_____	_____
<input type="checkbox"/> Weight rooms, cardio rooms, fitness equipment	_____	_____
<input type="checkbox"/> Volleyball courts	_____	_____
<input type="checkbox"/> Basketball courts	_____	_____
<input type="checkbox"/> Golf courses or specialized golf domes	_____	_____
<input type="checkbox"/> Curling rinks	_____	_____
<input type="checkbox"/> Community centres, halls, shared facilities used for physical activity and sport (e.g., in conjunction with a library or fire hall)	_____	_____
<input type="checkbox"/> Parks and green spaces	_____	_____
<input type="checkbox"/> Others (please list) _____	_____	_____

17. Which of the following are available in your community?

	IF YES →		Are these maintained in winter?	
	No	Yes	Yes	No
Designated bicycle lanes on roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-use trails, where there is no vehicle traffic (e.g., car, ATV, snowmobile) but used for a variety of purposes (e.g., walking, bicycling, cross-country skiing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-use trails, which also permit motorized vehicles (e.g., snowmobiles) in addition to walking, bicycling, inline skating, cross-country skiing, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Please indicate the extent to which you agree with the following statements. In your community, the....

	Not at all	1	2	3	4	A great extent	5	Don't know/NA
Trails and paths are linked to form a network	1	2	3	4	5	<input type="checkbox"/>		
Amount of lighting on sidewalks and streets limits people being active	1	2	3	4	5	<input type="checkbox"/>		
Amount of lighting at recreation facilities limits people being active (e.g., courts, trails, green spaces, playgrounds, or playing fields)	1	2	3	4	5	<input type="checkbox"/>		
Amount of crime discourages people from being active	1	2	3	4	5	<input type="checkbox"/>		
Sport and recreation facilities are in need of repair/maintenance	1	2	3	4	5	<input type="checkbox"/>		
Sidewalks and bike lanes are in need of repair/maintenance	1	2	3	4	5	<input type="checkbox"/>		
Facilities are fully accessible for participants with disabilities	1	2	3	4	5	<input type="checkbox"/>		

19. What are the most pressing infrastructure needs in your community to help increase physical activity participation of its citizens? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> More indoor sport and recreation facilities | <input type="checkbox"/> More walking, bicycling, multi-purpose trails |
| <input type="checkbox"/> Repair of indoor sport and recreation facilities | <input type="checkbox"/> Maintenance of walking, bicycling, multi-purpose trails |
| <input type="checkbox"/> More outdoor sport and recreation facilities | <input type="checkbox"/> Improved networking of trails, paths, sidewalks |
| <input type="checkbox"/> Repair of outdoor sport and recreation facilities | <input type="checkbox"/> Improved linkages of bicycle pathways/lanes with roadways |
| <input type="checkbox"/> More playgrounds and green spaces | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Maintenance of playgrounds and green spaces | |

Policies and Guidelines

20. Does your community have ... (Check all that apply)

- A formal strategy for physical activity/sport opportunities for citizens?
- A master plan for parks and recreation?
- A master transportation plan (that details plans for the movement of people)?
- A formal active transportation plan (that details plans for active commuting)?
- Policies or by-laws to encourage physical activity participation in public areas (e.g., residential street closures, play zones)?
- Policies or by-laws which restrict physical activity participation in public areas (e.g., prohibiting sports on residential streets)?

21. Does your community have a policy requiring safe pedestrian and bicycle routes when ... (Check all that apply)

- Retrofitting existing communities?
- Developing new areas?
- Reconstructing roads?

22. Please rate the level of priority attached to the promotion of each of the following in your community...

	Not a priority			Very high priority		Don't know/NA
	1	2	3	4	5	<input type="checkbox"/>
Healthy eating	1	2	3	4	5	<input type="checkbox"/>
Healthy weight	1	2	3	4	5	<input type="checkbox"/>
Physical activity and sport	1	2	3	4	5	<input type="checkbox"/>
Smoking and vaping cessation	1	2	3	4	5	<input type="checkbox"/>

23. To what extent does your community limit physical activity/sport opportunities due to concerns of liability?

- Not at all
 To a little extent
 To a moderate extent
 To a great extent
 Don't know/NA

24. Does your community have written policies or other statements for sport and recreation that refer to any of the following? If yes, how effective would you say they are in achieving their intended outcomes? (Check all that apply)

	Yes	(If yes)	Level of effectiveness of policies			
			Not at all	Somewhat effective	Highly effective	Don't know/NA
Ensuring training on ethics or respect/integrity in sport for coaches and leaders	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring quality standards for coaching and officials	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring transparency in selection processes of athletes	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring transparency in competition	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring transparency in discipline processes in sport	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifying and developing high performance athletes systematically	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing abuse and harassment in sport	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing aggressive behaviours (e.g., towards officials, between players)	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing discrimination based on race and culture in sport	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing discrimination based on gender identity and expression in sport	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing discrimination based on gender in sport	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing discrimination based on abilities or disabilities in sport	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementing injury and return to play protocols	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementing concussion and return to play protocols	<input type="checkbox"/>	→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25. Does your community keep records of any of the following incidents related to: (Check all that apply)

- Violations or breaches of codes of conduct in sport
 Abuse or harassment in sport
 Injuries or concussions from sport
 Other (please specify) _____

26. Does your community undertake any of the following actions to make sport programming more accessible, equitable or inclusive? (Check all that apply)

- Provide training to staff/volunteers to ensure they have adequate knowledge and skills to deliver athlete development activities for individuals of all different abilities or disabilities
 Implement codes of conduct for athletes or participants in sport
 Provide training in fair play, safety, or respect/integrity in sport
 Provide training to staff/volunteers on gender equity in sport
 Ensure gender-equitable funding for physical activity or sport programs
 Provide gender-equitable programming opportunities for sport or physical activity
 Ensure diversity in leadership (e.g., on committees)
 Work with Indigenous partners to provide culturally-based values and instruction in sport

27. Does your community have a discounted fee structure for any of the following groups to participate in physical activity or sport? (Check all that apply)

- Individuals with disabilities
- Older adults
- Children and youth
- Individuals with lower incomes
- Families
- Various cultural or ethnic groups
- Other (please specify) _____

28. Does your community make use of, or promote, other financial programs (such as JumpStart, Kidsport) that help support families to participate in physical activity and sport if they have difficulties paying to participate?

- Yes
- No
- Don't know/NA

29. Does your community provide equipment to reduce financial or other barriers for physical activity and sport participation in various priority populations (e.g., individuals from lower-income households)?

- Yes
- No
- Don't know/NA

30. Please rate your level of agreement with the following statements. In your community....

	Not at all	1	2	3	4	To a great extent	5	Don't Know/NA
It is difficult to find sufficient funds to cover the costs associated with <i>repair and maintenance</i> of trails, parks, green spaces	<input type="checkbox"/>							
It is difficult to obtain funding to develop <i>new</i> trails, parks and green spaces	<input type="checkbox"/>							
It is difficult to find sufficient funds to cover the costs associated with <i>repair and maintenance</i> of sport and recreation facilities	<input type="checkbox"/>							
It is difficult to obtain funding to build <i>new</i> sport and recreation facilities	<input type="checkbox"/>							

31. Where does your community seek funding for the provision of sport and physical activity facilities or programming? (Check all that apply)

	Facilities	Programming
Federal government or agency	<input type="checkbox"/>	<input type="checkbox"/>
Provincial/Territorial government or agency	<input type="checkbox"/>	<input type="checkbox"/>
Program participants or members	<input type="checkbox"/>	<input type="checkbox"/>
Residents of the community	<input type="checkbox"/>	<input type="checkbox"/>
Charitable organizations and foundations	<input type="checkbox"/>	<input type="checkbox"/>
Not-for-profit organizations or service organizations	<input type="checkbox"/>	<input type="checkbox"/>
Local business groups and local businesses (sponsors)	<input type="checkbox"/>	<input type="checkbox"/>
Industry or private corporations	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

32. How frequently does your community evaluate its physical activity programs and facilities to ensure that they meet the needs of residents?

- Never
- Once every few years
- Once a year
- Twice a year or more frequently
- Don't know

Physical Literacy and Long-Term (Athlete) Development

Physical Literacy (PL) is defined in the Canadian Sport Policy as the ability of an individual to move with competence and confidence in a wide variety of physical activities in different environments. Physical Literacy is "the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life."

Long-Term (Athlete) Development (LTAD) is a staged pathway of training, competition, and recovery related to sport. Each stage is developmentally appropriate programming for all ages to increase participation.

33. Does your community incorporate principles related to *physical literacy* or *long-term (athlete) development* into its physical activity/sport programs and services? (Check all that apply)

Physical literacy (PL)

Long-term (athlete) development (LTAD)

34. To what extent would you say that your community is familiar with the concepts and principles associated with:

	Not at all	To some extent	To a great extent	Don't know/NA
Physical literacy (PL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-term (athlete) development (LTAD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

35. To what extent do the following factors impact your community's ability to promote *physical literacy* in its programming?

	Not at all	To some extent	To a great extent	Don't know/NA
Lack of knowledge about physical literacy (PL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of information on how to integrate PL in programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of qualified coaches and leaders to deliver PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of time to integrate PL into programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of direction or priority in recreation plan to focus on PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of financial support or funding to support PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Difficulty with implementation of PL at the community level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of clarity or direction of PL from sport organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of tools to evaluate PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

36. To what extent would the following factors support your community's ability to incorporate *physical literacy* (PL) in its programming?

	Not at all	To some extent	To a great extent	Don't know/NA
More information about PL development strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improved public understanding of PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greater value placed on PL by coaches and leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More trained coaches/instructors to deliver PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More organizational policies focusing on PL in programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to a universal assessment tool for PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demographics

37. What is the size of your community?

- Less than 1,000 residents
- 1,000-4,999 residents
- 5,000-9,999 residents
- 10,000-74,999 residents
- 75,000-299,999 residents
- 300,000 or more residents

38. Would you categorize your community setting as...

- Inner City/Urban
- Suburban
- Rural
- Other (please specify) _____
- Don't know



Impact of COVID-19 on Opportunities for Physical Activity in Communities Survey

The COVID-19 pandemic has had an unprecedented effect on the way in which municipal governments are operating across the country. The role that recreation, from the perspective of physical activity and sport, has on physical, mental, and emotional aspects of well-being are proven, and the country's municipalities and communities play one of the most important roles for getting Canadians' active. Through your answers to the following questions, we will be able to see how the COVID-19 restrictions and stricter guidelines due to the pandemic will affect the ability of municipalities and communities, like yours, to provide quality recreation, physical activity, and sport programming.

1. To what extent has the COVID-19 pandemic impacted your community's:

	To a great extent	To some extent	Not at all	Don't know/Not applicable (NA)
Revenue sources or financial sustainability for recreation and sport <i>programming</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of staff or human resources to sustain recreation and sport <i>programming</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall ability to provide quality <i>programming</i> for recreation and sport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revenue sources or financial sustainability for recreation and sport <i>facilities</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of staff or human resources to sustain recreation and sport <i>facilities</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall ability to open, maintain or sustain <i>facilities</i> for recreation and sport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to provide alternative modes of promoting physical activity and sport opportunities (e.g., virtually)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to address equitable access to facility use regardless of gender, age, affordability, ability, culture, geography, as examples	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. In your opinion, what resources or supports would help your community deliver sport and recreation *programming* options to your residents during the COVID-19 pandemic?

3. In your opinion, what resources or supports would help your community with the ability to open, maintain, or sustain sport and recreation *facilities* (indoor and outdoor) during the COVID-19 pandemic?

4. In response to COVID-19, is your community programming **currently** (check all that apply):

- focusing more on individual programs and activities than team activities?
- focusing more on outdoor activities than indoor?
- focusing on activities that do not use equipment?
- including a procedure related to managing equipment safely?
- reinforcing hygiene routines (e.g., handwashing)?
- adapting scheduling to limit the number of participants in recreation facilities at one time?
- asking participants to wear appropriate clothing and uniforms to venues so that they do not require the use of change rooms?
- providing leadership opportunities so that participants can help support their peers in being active?
- promoting information to participants/residents about program and facility restrictions on municipal websites and social media?
- limiting or restricting access to physical activity-oriented camps to children and youth?
- other? Please specify: _____
- not applicable, my community does not provide municipally- or community-led programming

5. If your municipality has used online instruction during COVID-19 restrictions, did the staff (check all that apply):

- find safe, secure platforms for online learning easily?
- use multiple modes of delivery of curriculum-based teaching (e.g., video conferencing, telephone calls)?
- recommend online tools or resources for residents to access in order to increase their physical activity?
- encourage families to be active together?
- include residents' ideas and perspectives when planning lessons and activities related to physical activity?
- other? Please specify: _____
- not applicable, my community does not provide online instruction

6. As a means of addressing COVID-19 guidelines, has municipal staff (check all that apply):

- been required to undergo considerable training related to COVID-19 specific guidelines (e.g., sanitary habits, enforcing distancing)?
- received technical support to provide online instruction related to physical activity?
- undergone periodic screening or testing of their own person?
- conducted screening on participants?
- been informed by the local public health department about strategies and guidelines for recreation and sport facility re-opening?
- been informed by provincial/territorial governments about strategies and guidelines for recreation and sport facility re-opening?
- other? Please specify: _____

7. As a result of COVID-19, has your community (check all that apply):

- increased promotion or policies related to active travel of its citizens?
- decreased promotion or policies related to active travel of its citizens?
- added additional bicycle racks at frequently traveled locations?
- added more bicycle sharing systems or centres?
- reduced or limited public transit schedules?
- increased public transit schedules?
- closed or restricted street access to vehicular traffic in specific locations to increase recreational physical activity pursuits of citizens?
- closed or restricted street access to vehicular traffic in specific locations to increase *active travel* (e.g., bicycling or e-bikes, electric scooters, walking, roller-blading)?
- modified programming to utilize outdoor spaces, parks and green spaces more frequently than prior to COVID-19?
- other? Please specify: _____

8. What resources would be useful for your community to encourage physical activity to citizens during the pandemic (check all that apply)?

- additional information on the types of physical activities that support physical distancing?
- additional information on how to restructure or modify facilities to support physical distancing?
- additional information on financial support for implementing COVID-19 modifications?
- increased direction from provincial/territorial or federal government departments (e.g., health, transport)?
- additional information about the benefits of recreation?
- additional information for citizens on how to be active outdoors?
- additional information for families to be active together?
- additional information for citizens on how to deal with their concerns about the pandemic?
- other? Please specify: _____

9. Thinking about the current situation, to what extent do you feel that COVID-19 will impact your community's ability to provide quality recreation opportunities to its citizens in 2021?

- To a great extent To some extent Little or not at all Don't know

10. Given the current environment, to what extent are you concerned that your municipality/community will reduce its budget for recreation services in the next fiscal year in order to address budget deficits due to COVID-19?

- To a great extent To some extent Little or not at all Don't know

11. In light of the potential future impact of COVID-19, in your opinion, what should the federal or provincial/territorial governments focus on for policies related to increasing sport participation?

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**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
September 23, 2020
Pleasant View Lodge, Mayerthorpe, AB
1:00 p.m.**

1. Call to Order- 1:02 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Jim Rennie, Daryl Weber, Ann Morrison, Bernie Poulin and Pat St. Hilaire.

Absent: Ray Hilts

Staff: Dena Krysik –CAO, Betty Gale –Recording Secretary, Robin Strome- Finance Officer

2. Approval of Agenda

Board Member Sandy Morton moves:

Motion #20-046: To approve the Agenda as amended

4b. 2021 Draft Management Budget- Deferred to next meeting

4c. 2021 Draft Personal Care Budget- Deferred to next meeting

Carried

3. Minutes

Board Member Ann Morrison moves:

Motion #20-047: The Board approves the July 22, 2020 Board Meeting minutes as presented.

Carried

4. Financial Reports

Board Member Daryl Weber moves:

Motion #20-048: The Board approves the 2021 Draft Foundation and Capital Expenditures Budgets as information.

Carried

5. New/Other Business

Board Member Bernie Poulin moves:

Motion #20-049: The Board ratifies the replacement and installation of the hot water tank at the Spruce View Lodge in the amount of \$17,280.00 to be allocated from the 2020 Foundation operating surplus.

Carried

6. Policy Review

Board Member Jim Rennie moves:

Motion #20-050: The Board accepts the draft Personnel Policy as presented as information and to have the final draft presented at the October 28th Board Meeting for approval.

Carried

7. Information Items

Board Member Bernie Poulin moves:

Motion #20-051: The Board accepts agenda items 7a to 7g for the September 23, 2020 meeting as information.

Carried

8. In Camera

Board Member Pat St. Hilaire moves:

Motion #20-052: The Board moves to go in camera at 1:34 p.m.

Carried

Board Member Ann Morrison moves:

Motion #20-053: The Board moves to come out of camera at 2:20 p.m.

Carried

Board Member Daryl Weber moves:

Motion #20-054: The Board approves Chief Administrative Officer, Dena Krysik's wage increase as presented effective March 1, 2020

Carried

9. Date, Place & Time of Next Meeting

All Board Members moves:

Motion #20-055: The Board moves that the next board meeting will be held on October 28, 2020 at the Pleasant View Lodge in Mayerthorpe at 1:00 p.m.

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:21 p.m.

Chairperson

Date

Chief Administrator Officer

Date