



THE TOWN OF ONOWAY
REGULAR MEETING OF COUNCIL
AGENDA

Thursday, November 28, 2024

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

Pages

1. CALL TO ORDER
2. ADOPTION OF THE AGENDA

Recommendation:

THAT the November 28, 2024 Regular Council Meeting agenda be approved as presented.

or

THAT the November 28, 2024 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

3. ADOPTION OF MINUTES

9 - 16

Recommendation:

THAT the November 14, 2024 Regular Council Meeting minutes be approved as presented.

THAT the November 14, 2024 Regular Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time).

4. APPOINTMENTS/PUBLIC HEARINGS

- a. 9:35 a.m. - RCMP Sergeant Bryan Brooks - Parkland RCMP Detachment

Recommendation:

THAT Council accept the discussion with Sergeant Brooks for information.

- b. 10:30 a.m. - Chief Enforcement Officer Dallas Choma - Lac Ste. Anne County CPO

Recommendation:

THAT Council accept the discussion with Chief Enforcement Officer Choma for information.

5. FINANCIAL REPORTS

- a. 2025-2028 Operating Interim Budget - Part 2 17 - 25

Recommendation:

THAT Council accept the draft 2025-2028 Operating Interim Budget Part 2 for information.

6. POLICIES & BYLAWS

- a. Bylaw 816-24 - Code of Conduct Bylaw 26 - 75

Recommendation:

THAT Council adopt the amendments to Bylaw 816-24, The Code of Conduct Bylaw, as presented.

Recommendation:

THAT Bylaw 816-24, The Code of Conduct Bylaw, be given third and final reading and adopted.

- b. Bylaw 818-24 - A Bylaw To Regulate the Proceedings and the Conduct of Business at Town of Onoway Council and Committee Meetings

76 - 103

Recommendation:

THAT Bylaw 818-24, A Bylaw to Regulate the Proceedings and Conduct of Business at Town of Onoway Council and Committee Meetings (Council Procedure Bylaw) be given first reading.

Recommendation:

THAT Bylaw 818-24, Council Procedure Bylaw be given second reading.

Recommendation:

THAT Bylaw 818-24 Council Procedure Bylaw, be considered for third reading at this meeting.

Recommendation:

THAT Bylaw 818-24, Council Procedure Bylaw be given third and final reading and adopted.

Recommendation:

THAT Bylaw 819-24, A Bylaw to Set Out Procedure for the Administration of Elections, (The Elections Procedure Bylaw) be given first reading.

Recommendation:

THAT Bylaw 819-24, The Elections Procedure Bylaw be given second reading.

Recommendation:

THAT Bylaw 819-24 The Elections Procedure Bylaw be considered for third reading at this meeting.

Recommendation:

THAT Bylaw 819-24 The Elections Procedure Bylaw be given third and final reading and adopted.

7. ACTION ITEMS

- a. Water Meter Policy and Bylaw - 1 Time High Consumption Refund for Institution - A Request for Decision is attached

110 - 128

Recommendation:

THAT Council provide a one-time reduction in utility consumption charges as per Bylaw 803-23 Clause 7.4.2 to account 5671 002 of \$2,140.88 and 5671 001 of \$3,018.49 for August 2024 consumption charges.

OR

THAT Council notify the customer that as no evidence has been found that consumption charges are incorrect of accounts 5671 002 and 5671 001 that the customer is responsible for the consumption charges from August 2024.

OR

Direction provided from deliberations.

- b. FCSS - Onoway Public Library - A Request for Decision is attached 129 - 131

Recommendation:

1. THAT Council direct Administration to request that the Town of Onoway Public Library return the \$1,000 FCSS amount provided for the Harvest Festival Entertainment and for Administration to redistribute the \$1,000 to the Onoway and District Historical Guild.

Or

THAT Council approves that the Town of Onoway Public Library directly provides the \$1,000 FCSS funding received for the Harvest Festival Entertainment to the Onoway District Historical Guild.

2. THAT Council approve the Town of Onoway Public Library Christmas Gingerbread Decorating Events - program and that the \$500 FCSS amount received for Community Christmas Fair be reallocated to the Christmas Gingerbread Decorating Events program.

- c. Local Growth and Sustainability Grant - A Request for Decision is attached 132 - 150

Recommendation:

THAT Council authorize Administration to submit an application for the Local Growth and Sustainability Grant (LGSG) Program.

OR

Direction provided from deliberations.

- d. Expressions of Sympathy Discussion

Recommendation:

Direction provided from deliberations.

8. COUNCIL, COMMITTEE & STAFF REPORTS

Recommendation:

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

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Report
- d. Chief Administrative Officer Report - attached 151 - 152
- e. Corporate and Community Services Director's Report - attached 153 - 154
- f. Public Works Report - attached 155 - 156

9. INFORMATION ITEMS

Recommendation:

THAT the Information Items be accepted as presented.

- a. WILD Water Commission 2025 Rates and Budget Requisitions - November 13, 2024 letter from Dwight Moskalyk, Manager 157 - 163
- b. Lac Ste. Anne Foundation - June 25, 2024 meeting minutes 164 - 167
- c. Onoway Junior/Senior High School Awards Night Thank You - November 6, 2024 letter from Paul Jespersen 168 - 168
- d. Request for Reconsideration of Evening Meetings - October 24, 2024 email from Lorna and Vern Porter 169 - 169
- e. Onoway Regional Medical Clinic (ORMC) - November 21, 2024 letter from Health Minister LaGrange 170 - 173

10. CLOSED SESSION - n/a

11. ADJOURNMENT

12. UPCOMING EVENTS

November 28, 2024	9:30 a.m.	Regular Council Meeting
December 12, 2024	9:30 a.m.	Regular Council Meeting
January 9, 2025	9:30 a.m.	Regular Council Meeting
January 23, 2025	9:30 a.m.	Regular Council Meeting
November 2025	Calgary	AB Munis Convention



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES

November 14, 2024
9:30 a.m.
Council Chambers
Onoway Civic Centre (and Virtually Via Zoom)

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

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

1 member of the public attended the meeting via Zoom.

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Motion # 369-24

MOVED by: Councillor Robin Murray

THAT the November 14, 2024 Regular Council Meeting agenda be approved with the following amendment(s) (as noted at meeting time):

4. Appointments - Delete CPO Choma - Requested by CAO Thompson

7h) Add Parking / Traffic Bylaw - Notice of Motion - Requested by Councillor Coninx

CARRIED

3. ADOPTION OF MINUTES

Motion # 370-24

MOVED by: Councillor Sheila Pockett

THAT the October 15, 2024 Special Council Meeting Minutes be approved as presented. **CARRIED**

Motion # 371-24

MOVED by: Councillor Robin Murray

THAT the October 24, 2024 Organizational Meeting Minutes be approved as presented. **CARRIED**

Motion # 372-24

MOVED by: Councillor Bridgitte Coninx

THAT the October 24, 2024 Regular Council Meeting minutes be approved as presented. **CARRIED**

4. APPOINTMENTS/PUBLIC HEARINGS

- a. 9:33 a.m. - Springer Voting - Reanne Springer - 2025 Municipal Election
Reanne Springer attended the meeting from 9:33 a.m. until 9:45 a.m.

5. FINANCIAL REPORTS

- a. Q3 Financial Variance Report - Request for Decision is attached

Motion # 373-24

MOVED by: Councillor Robin Murray

THAT Council accept the 2024 Q3 Financial Variances as presented.

CARRIED

- b. 2025-2028 Operating Interim Budget - Part 1

Motion # 374-24

MOVED by: Councillor Robin Murray

THAT Council accept the draft 2025-2028 Operating Interim Budget Part 1 for information.

CARRIED

Council recessed from 11:23 a.m. until 11:35 a.m.

Council recessed from 12:15 p.m. until 1:20 p.m.

After the recess, Mayor Kwasny reflected on the November 1, 2024 passing of former Onoway Mayor Don Harrison.

6. POLICIES & BYLAWS

- a. Bylaw 817-24 - A Bylaw to Borrow the Construction of Fibre Optic Network Infrastructure in the Industrial Area (Borrowing Bylaw).

Motion # 375-24

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 817-24, A Bylaw to Borrow the Construction of Fibre Optic Network Infrastructure in the Industrial Area be given second reading.

CARRIED

Motion # 376-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw 817-24, A Bylaw to Borrow the Construction of Fibre Optic Network Infrastructure in the Industrial Area be given third reading and adopted.

CARRIED

7. ACTION ITEMS

- a. Alberta Municipal Affairs - 2023-24 Municipal Accountability Program (MAP) Report

Motion # 377-24

MOVED by: Councillor Robin Murray

THAT Council accept the MAP Report and Administration's October 29, 2024 8 week response and plan provided to the Government of Alberta for information.

CARRIED

- b. Bylaw 818-24 - Procedural Bylaw

Motion # 378-24

MOVED by: Councillor Robin Murray

THAT Council's discussion of the Procedural Bylaw be accepted for information.

CARRIED

- c. Groundwater Monitoring Report (Old Landfill)

Motion # 379-24

MOVED by: Councillor Robin Murray

THAT Council accept the Groundwater Assessment for Closed Onoway Landfill 09-35-054-02 W5M report as presented.

CARRIED

- d. 2025 Fortis Franchise Fee

Motion # 380-24

MOVED by: Councillor Bridgitte Coninx

THAT Council approve that the 2025 Fortis Alberta Franchise fee remain at 10.50% for the year 2025.

CARRIED

- e. EOEP Status – Elected Officials Education Program

Motion # 381-24

MOVED by: Councillor Bridgitte Coninx

THAT Council accept the update on their EOEP course completion for information and advise Administration of their requests for courses in 2025.

CARRIED

- f. Non residential Development Tax Incentive

Motion # 382-24

MOVED by: Councillor Bridgitte Coninx

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

CARRIED

- g. Election 2025 – Springer Voting

Motion # 383-24

MOVED by: Councillor Robin Murray

THAT Council appoint Reanne Springer as Returning Officer and Jennifer Thompson as Substitute Returning Officer for the 2024 General Election.

CARRIED

Motion # 384-24

MOVED by: Deputy Mayor Lisa Johnson

THAT the location for filing nomination papers shall be the Municipal Office located at 4812 - 51 Street, Onoway, AB.

CARRIED

Motion # 385-24

MOVED by: Councillor Bridgitte Coninx

THAT Council authorize the Returning Officer to establish an institutional voting station for the general election of Monday, October 20, 2025.

CARRIED

Motion # 386-24

MOVED by: Councillor Sheila Pockett

THAT Council authorize the Returning Officer to establish advance voting for the general election of Monday, October 20, 2025.

CARRIED

- h. Parking / Traffic Bylaw Amendments

Motion # 387-24

MOVED by: Councillor Bridgitte Coninx

THAT Council direct Administration to amend the Traffic Bylaw to designate emergency vehicle parking across the street from the Fire Hall.

CARRIED

8. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 388-24

MOVED by: Councillor Sheila Pockett

THAT Council and staff written and verbal reports be accepted for information.

CARRIED

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Report
- d. Chief Administrative Officer Report
- e. Corporate and Community Services Director's Report
- f. Public Works Report

9. INFORMATION ITEMS

Motion # 389-24

MOVED by: Councillor Sheila Pockett

THAT the items be accepted for information:

CARRIED

- a. 2026 Local Government Fiscal Framework Capital Allocations - October 25, 2024 email from Minister Ric McIver
- b. Alberta Beach Organizational Meeting - Committee Appointments
- c. Lac Ste. Anne County Organizational Meeting Results
- d. 2024 Outstanding Resolutions - AB Muni's - October 31, 2024 email from Tyler Gandham

10. CLOSED SESSION

Motion # 390-24

MOVED by: Councillor Bridgitte Coninx

Pursuant to Section 197(2) of the Municipal Government Act and
FOIP Section 17(1)(e) - Personnel - CAO Evaluation
FOIP Section 24 - Advice to Officials - Proposals
FOIP Section 16 - Information Harmful to Business Interests of a Third Party

FOIP Section 25(1)(c)(iii) - Land - Disclosure harmful to economic and other interests of a public body - Interfere with contractual or other negotiations

THAT Council moved into a Closed Session at 2:22 p.m.

CARRIED

Motion # 391-24

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of Closed Session at 3:40 p.m.

CARRIED

Motion # 392-24

MOVED by: Councillor Bridgitte Coninx

THAT Council confirm the sale of 4907 - 49 Avenue (Plan 6288BZ Block 3 Lot 18) to the amount of \$25,000.00 and confirm the sale of 4911 - 49 Avenue (Plan 6288BZ Block 3 Lot 19) to the amount of \$25,000.00.

CARRIED

Motion # 393-24

MOVED by: Councillor Robin Murray

THAT Administration engage MLT Aikins regarding the FOIP request received from the Onoway Taxpayers Association (OTPA).

CARRIED

Motion # 394-24

MOVED by: Councillor Bridgitte Coninx

THAT Administration publish the Request for Proposal for Planning and Development Services with a closing date of December 13, 2024.

CARRIED

Motion # 395-24

MOVED by: Councillor Bridgitte Coninx

THAT Administration apply for the NRED Program (Northern and Regional Economic Development Program) for: 1) Grant Writing and Funding Acquisition Support; 2) Marketing and Branding Strategy; 3) Video Production; 4) Website Design and Augmentation; 5) Targeted Advertising Campaigns and 6) Feasibility and Business Attraction Strategy for Commercial / Industrial Sites.

CARRIED

Motion # 396-24

MOVED by: Councillor Bridgitte Coninx

THAT Council cancel the December 26, 2024 meeting.

CARRIED

11. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 3:45 p.m.

12. UPCOMING EVENTS

Mayor
Lenard Kwasny

Jennifer Thompson
Chief Administrative Officer

UNAPPROVED



TOWN OF ONOWAY

Revenue & Expense

General Ledger	Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-Oct. 7)	2024 Approved Budget	Inflation	Service Changes	Other	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
LEGISLATIVE EXPENSE														
2-11-00-130	COUNCIL - CPP	Wages & Cont	1,572.06	1,661.70	1,703.62	845.16	2,101.20			2,101.20		2,101.20	2,101.20	2,101.20
2-11-00-131	COUNCIL - EI	Wages & Cont	0.00	0.00	0.00	0.00	0.00			0.00		0.00	0.00	0.00
2-11-00-132	COUNCIL-EMP. BENEFIT ER-AMS	Wages & Cont	22,714.52	27,588.58	26,369.25	17,720.00	28,016.00			28,016.00		28,016.00	28,016.00	28,016.00
2-11-00-137	COUNCIL-WCB	Insurance	624.04	697.70	804.01	785.70	727.58			727.58		727.58	727.58	727.58
2-11-00-141	COUNCIL DEVELOPMENT	Training & Other	7,857.75	7,215.00	9,095.75	4,903.22	8,080.00		8,200.00	16,280.00	\$8,200 increase for Council Orientation after elections. (one-time in 2025)	8,080.00	8,080.00	8,080.00
2-11-00-150	COUNCIL FEES	Wages & Cont	45,900.00	46,000.00	43,975.00	24,975.00	55,620.00			55,620.00	Based on policy, no inflation. Will need to be reviewed based on comparable municipal population in 2025.	55,620.00	55,620.00	55,620.00
2-11-00-211	COUNCIL MILEAGE & SUBSISTANCE	Training & Other	4,777.22	9,883.76	7,100.17	2,104.42	9,860.00	140.00		10,000.00	Increase to reflect AB Munis conference expenses in Calgary for 2024. Reflective of 2022 Expense.	10,000.00	10,000.00	10,000.00
2-11-00-216	COUNCIL-	Utilities	19,288.84	18,160.01	17,175.02	13,807.34	18,200.00			18,200.00	Council Monthly expenses as per policy.	18,200.00	18,200.00	18,200.00
2-11-00-242	COUNCIL LEGAL FEES	Professional fees	0.00	0.00	18,583.00	0.00	20,050.00		8,400.00	28,450.00	Increase of \$8,400(annually) based on Council approval of an Integrity Commissioner at \$600/month and \$1,200 for 2024 services.	27,250.00	27,250.00	27,250.00
2-11-00-252	COUNCIL DONATION	Goods & Supplies	900.00	1,450.00	600.00	0.00	1,000.00			1,000.00	\$500 portion (\$100 x 5 Councillors) for local charity donation as per Remuneration Policy (C-COU-REM-1).	1,000.00	1,000.00	1,000.00
2-11-00-270	COUNCIL MEMBERSHIPS	Training & Other	0.00	0.00	0.00	0.00	0.00			0.00		0.00	0.00	0.00
2-11-00-274	COUNCIL INSURANCE	Insurance	314.00	314.00	290.00	290.00	351.00			351.00		351.00	351.00	351.00
2-11-00-513	COUNCIL SUPPLIES	Goods & Supplies	3,313.05	1,314.02	3,453.65	1,114.04	3,434.00			3,434.00		3,434.00	3,434.00	3,434.00
2-11-00-514	PUBLIC RELATIONS/PROMOTIONS	Goods & Supplies	4,514.79	1,567.79	2,383.81	652.27	1,500.00			1,500.00	Approximately \$1,500 for Public Relations and promotions. Based on 2022 actuals & 2023 forecasted.	1,500.00	1,500.00	1,500.00
2-11-00-770	COUNCIL -LEADERSHIP BURSARY	Goods & Supplies	900.00	600.00	600.00	1,800.00	1,750.00		500.00	2,250.00	Based on Student Bursary Policy \$500/student x max 3 students=\$1,500 and high school awards at \$150/student x 5 students = \$750.	2,250.00	2,250.00	2,250.00
TOTAL LEGISLATIVE EXPENSE			112,676.27	116,452.56	132,133.28	68,997.15	150,689.78	140.00	500.00	16,600.00		158,529.78	158,529.78	158,529.78



TOWN OF ONOWAY

Revenue & Expense

Table with columns: General Ledger, Description, 2021 Actual, 2022 Actual, 2023 Actual, 2024 Actual (Jan-Oct. 7), 2024 Approved Budget, Growth, Inflation, Service Changes, Other, 2025 Proposed Budget, Notes, 2026 Plan, 2027 Plan, 2028 Plan. Includes sections for ADMIN REVENUE, ADMIN EXPENSE, ADMIN RESERVE TRANSFER, SURPLUS/DEFICIT ADMIN, and ADMIN AMORTIZATION.



TOWN OF ONOWAY

Revenue & Expense

General Ledger	Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-Oct. 7)	2024 Approved Budget	Growth	Inflation	Service Changes	Other	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
PW REVENUE															
1-31-00-930	CONTRIBUTION - OTHER FUNCTIONS														
	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-31-00-990	OTHER REVENUE (FROM RESERVES - TIRES)														
	Reserve transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
TOTAL PW REVENUE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
PW EXPENSE															
2-31-00-110	PW - WAGES														
	Wages & Cont	76,299.39	41,841.67	36,772.62	27,575.44	37,257.00	0.00	0.00			37,257	Will need to be reviewed before finalized budget.	37,257	37,257	37,257
2-31-00-111	PW - CONSULTING FEES														
	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-31-00-130	PW - EMPLOYEE BENEFITS CPP														
	Wages & Cont	3,657.44	2,807.95	11,900.48	6,042.75	7,634.52	0.00	0.00			7,635	Combined all contributions. Based on 2023 without 2024 % increase.	7,635	7,635	7,635
2-31-00-131	PW - EMPLOYEE BENEFIT EI														
	Wages & Cont	1,453.06	1,041.72	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS														
	Wages & Cont	7,089.11	6,286.07	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-31-00-133	PW - EMPLOYEE BENEFIT RPP														
	Wages & Cont	3,298.70	3,531.74	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-31-00-137	PW - WORKERS COMPENSATION														
	Insurance	624.04	697.67	804.01	785.70	727.58	0.00	0.00		58.12	786	Align with 2024 Actuals.	786	786	786
2-31-00-141	PW - STAFF DEVELOPMENT														
	Training & Other	1,137.00	1,137.00	369.95	0.00	1,010.00	0.00	0.00			1,010	Anything big expected here? No anticipated	1,010	1,010	1,010
2-31-00-211	PW - TRAVEL & SUBSISTANCE														
	Training & Other	0.00	356.78	209.12	63.18	505.00	0.00	0.00			505	Anything big expected here? No anticipated	505	505	505
2-31-00-215	PW - POSTAGE & FREIGHT														
	Postage & Copies	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-31-00-216	PW - TELEPHONE CHARGES/SECURITY/INTERNET														
	Utilities	4,735.72	4,140.98	5,035.07	2,979.90	4,848.00	0.00	0.00			4,848	Phone, Security and Internet	4,848	4,848	4,848
2-31-00-221	PW - ADVERTISING														
	Goods & Supplies	118.00	627.00	813.02	251.40	627.00	0.00	0.00			627	To align with 2022 for summer student ads.	627	627	627
2-31-00-224	P.W. - MEMBERSHIPS														
	Training & Other	996.93	444.09	92.89	242.92	776.00	0.00	0.00			776	Altalis annual membership	776	776	776
2-31-00-241	PW - INSURANCE PREMIUMS														
	Insurance	7,428.09	8,054.71	8,668.59	8,621.39	8,668.99	0.00	0.00			8,669		8,669	8,669	8,669
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT														
	Contracted Services	968.67	0.00	2,539.52	0.00	1,010.00	0.00	0.00			1,010		1,010	1,010	1,010
2-31-00-244	PW - ASSET MANAGEMENT														
	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,150.00		9,150	New GL in 2025. Asset Management costs for one-time setup in 2025 - \$3,500, Purchase of 1 GPS Device/Tablet - \$4,000 & Annual Fee - \$1,650.	1,650	1,650	1,650
2-31-00-245	PW - CONTRACT WORK														
	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE														
	Repairs & Maint	3,708.09	5,855.95	20,641.80	8,591.76	6,060.00	0.00	0.00	5,312.00		11,372	2025-\$5312 for upgraded security system 2025 only (\$2K-Alarm Install & \$3,312-CCTV Install)	6,060	6,060	6,060
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE														
	Repairs & Maint	52,464.96	77,487.91	43,680.17	26,822.02	50,500.00	0.00	0.00			50,500	Aligns with 3 year average 2021-2023.	50,500	50,500	50,500
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS)														
	Goods & Supplies	14,734.82	12,797.13	8,581.09	6,763.47	12,625.00	0.00	0.00			12,625		12,625	12,625	12,625
2-31-00-514	PW - SAFETY EQU. (OH&S) & PROGRAM MANUAL														
	Goods & Supplies	4,735.81	4,636.33	2,522.21	945.42	4,545.00	0.00	0.00			4,545		4,545	4,545	4,545
2-31-00-520	PW - OIL & GAS														
	Vehicle Expenses	35,969.82	29,794.00	16,876.59	13,285.32	25,774.00	0.00	0.00			25,774		25,774	25,774	25,774
2-31-00-541	PW - POWER (5104 - 41 STREET)														
	Utilities	4,145.19	2,977.25	3,491.92	2,319.02	4,840.00	0.00	0.00			4,840		4,840	4,840	4,840
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)														
	Utilities	4,644.39	6,812.86	5,107.49	3,094.57	5,500.00	0.00	0.00			5,500		5,500	5,500	5,500
2-31-00-543	PW - SHOP PUMP OUT FEES														
	Utilities	850.56	1,690.66	861.04	199.59	1,010.00	0.00	0.00			1,010		1,010	1,010	1,010
2-31-00-998	P.W. - GAIN/LOSS TCA														
		0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
TOTAL PW EXPENSE		229,059.79	213,019.47	168,967.58	108,583.85	173,918.09	0.00	0.00	14,462.00	58.12	188,438.21		175,626.21	175,626.21	175,626.21
PW RESERVE TRANSFER															
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER														
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL PW RESERVE TRANSFER		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
PW SURPLUS/DEFICIT		229,059.79	213,019.47	168,967.58	108,583.85	173,918.09	0.00	0.00	14,462.00	58.12	188,438.21		175,626.21	175,626.21	175,626.21
PW AMORTIZATION															
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION														
		6,302.94	6,302.94	0.00	0.00	1,632.00					1,632.00	Based on amort schedule	1,632.00	1,632.00	1,632.00
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION														
		36,919.20	36,964.20	0.00	0.00	3,060.00					3,060.00	Based on amort schedule	3,060.00	3,060.00	3,060.00
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?														
		23,717.13	11,072.25	0.00	0.00	6,121.00					6,121.00	Based on amort schedule	6,121.00	6,121.00	6,121.00
TOTAL PW AMORTIZATION		66,939.27	54,339.39	0.00	0.00	10,813.00	0.00	0.00	0.00	0.00	10,813.00		10,813.00	10,813.00	10,813.00



TOWN OF ONOWAY

Revenue & Expense

General Ledger	Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-Oct. 7)	2024 Approved Budget	Growth	Inflation	Service Changes	Other	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
ROADS REVENUE															
1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING														
	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-32-00-840	ROADS REV. - SHORT TERM BORROWING PRINC.												0	0	0
	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS												0	0	0
	Admin fees/other	0.00	(13.73)	(11.75)	(29.59)	0.00	0.00	0.00	0.00		0	Grant used to fund road rehab, ended in 2022	0	0	0
1-32-00-990	STREETS - OTHER REVENUE														
	Admin fees/other	(6,191.44)	(2,432.07)	(1,137.50)	(1,655.00)	(1,100.00)	0.00	0.00		0.00	(1,100)	Decrease of \$9K to align with 2023 actuals.	(1,100)	(1,100)	(1,100)
TOTAL ROADS REVENUE		(6,191.44)	(2,445.80)	(1,149.25)	(1,684.59)	(1,100.00)	0.00	0.00	0.00	0.00	(1,100.00)		(1,100.00)	(1,100.00)	(1,100.00)
ROAD EXPENSE															
2-32-00-110	STREETS - WAGES														
	Wages & Cont	105,132.13	91,507.26	81,023.48	64,929.85	86,933.00	0.00	0.00			86,933	Will need to be reviewed before finalized budget.	86,933	86,933	86,933
2-32-00-111	STREETS CONSULTING FEES														
	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-32-00-130	STREETS - EMPLOYEE BENEFIT CPP														
	Wages & Cont	3,926.27	3,604.61	13,807.49	13,326.92	17,813.88	0.00	0.00			17,814	Combined all contributions	17,814	17,814	17,814
2-32-00-131	STREET - EMPLOYEE BENEFIT EI														
	Wages & Cont	1,588.62	1,424.63	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS														
	Wages & Cont	7,770.19	5,139.54	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP														
	Wages & Cont	4,131.78	2,783.63	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-32-00-137	STREETS - WORKERS COMPENSATION														
	Insurance	1,693.81	1,893.79	2,182.28	2,132.61	1,717.00	0.00	0.00		415.61	2,133	Align with 2024 Actuals.	2,133	2,133	2,133
2-32-00-215	STREETS - POSTAGE & FREIGHT														
	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-32-00-231	STREETS - ENGINEERING														
	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-32-00-241	STREETS - INSURANCE PREMIUMS														
	Insurance	1,040.13	1,112.98	1,091.01	1,123.00	1,202.04	0.00	0.00			1,202		1,202	1,202	1,202
2-32-00-245	STREETS - CONTRACTED WORK														
	Contracted Services	21,244.15	83,494.13	43,609.00	31,045.89	51,714.00	0.00	0.00			51,714		51,714	51,714	51,714
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE														
	Contracted Services	3,583.00	3,291.50	5,966.64	3,319.50	3,636.00	0.00	0.00			3,636		3,636	3,636	3,636
2-32-00-513	STREETS - GENERAL SUPPLIES														
	Goods & Supplies	6,956.94	979.55	6,787.34	1,908.35	4,040.00	0.00	0.00			4,040		4,040	4,040	4,040
2-32-00-514	STREETS-SNOW PLOWING DAMAGES														
	Goods & Supplies	0.00	190.00	0.00	159.97	505.00	0.00	0.00			505		505	505	505
2-32-00-531	STREETS - SAND/CHIP/ETC.														
	Goods & Supplies	36,923.81	15,363.77	5,320.64	8,439.32	19,032.00	0.00	0.00			19,032	Based on healthy inventory of sand/chip that was purchased in 2021.	19,032	19,032	19,032
2-32-00-532	STREETS - SIGNS, CULVERTS														
	Goods & Supplies	440.00	3,951.11	404.70	45.87	1,515.00	0.00	0.00			1,515	Proposing annual culvert sign replacement however budget amount unknown and can be amended during Final budget in April 2025.	1,515	1,515	1,515
2-32-00-533	STREETS - SIDEWALKS														
	Goods & Supplies	0.00	0.00	13.56	0.00	0.00	0.00	0.00			0	No operating expenses only within Capital.	0	0	0
2-32-00-534	STREETS - CHRISTMAS DECORATIONS														
	Goods & Supplies	2,483.95	2,286.96	1,427.84	214.96	3,000.00	0.00	0.00			3,000	Keep for 2023 replenishment	3,000	3,000	3,000
2-32-00-542	STREETS - POWER (STREET LIGHTS)														
	Utilities	74,827.84	77,973.99	82,357.69	53,554.35	85,800.00	0.00	0.00			85,800		85,800	85,800	85,800
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018-2022)														
	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
2-32-00-810	STREET-SHORT TERM BORROWING INTEREST														
	Finance Charges/Debentures	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0		0	0	0
TOTAL ROAD EXPENSE		271,742.62	294,997.45	243,991.67	180,200.59	276,907.92	0.00	0.00	0.00	415.61	277,323.53		277,323.53	277,323.53	277,323.53
ROAD RESERVE TRANSFER						276,907.92									
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018-2022)														
	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	Completed in 2022	0	0	0
2-32-00-811	STREETS REPAY TO RESERVES														
	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL ROAD RESERVE TRANSFER		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
ROADS SURPLUS/DEFICIT		265,551.18	292,551.65	242,842.42	178,516.00	275,807.92	0.00	0.00	0.00	415.61	276,223.53		276,223.53	276,223.53	276,223.53
ROADS AMORTIZATION															
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT														
	Amortization	102,417.79	111,655.23	0.00		2,142.00					2,142	Based on amort schedule	2,142	2,142	2,142
2-32-99-635	STREETS M&E AMMORTIZATION														
	Amortization	0.00	0.00	0.00		0.00					0	Based on amort schedule	0	0	0
TOTAL ROADS AMORTIZATION		102,417.79	111,655.23	0.00		2,142.00	0.00	0.00	0.00	0.00	2,142.00		2,142.00	2,142.00	2,142.00



TOWN OF ONOWAY

Revenue & Expense

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STORM WATER REVENUE															
1-37-00-840	CONDITIONAL GRANTS-STORM WATER Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0	0
TOTAL STORM WATER REVENUE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
STORM WATER EXPENSE															
2-37-00-231	STORM WATER - ENGINEERING Contracted Services	0.00	0.00	250.24	0.00	0.00	0.00	0.00	15,800.00		15,800	Creek Restoration Engineering Plan for Environmental Compliance to facilitate drainage in 2025 only.	0	0	0
2-37-00-245	STORM WATER - CONTRACTED WORK Contracted Services	5,333.33	42,221.30	441.00	480.00	5,250.00	0.00	0.00	22,705.00	0.00	27,955	2025-Annual creek culvert cleaning and maintenance at \$2,691/day x 5 days=\$13,455. This is conservative as it may take less days to clean, \$6,500 apx. for annual storm sewer flushing. Elks park storm outfall repair apx. \$7-8k for 2025 only.	19,955	19,955	19,955
TOTAL STORM WATER EXPENSE		5,333.33	42,221.30	691.24	480.00	5,250.00	0.00	0.00	38,505.00	0.00	43,755.00		19,955.00	19,955.00	19,955.00
STORM WATER RESERVE TRANSFER															
2-32-00-811	STORM WATER - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0	0
TOTAL STORM WATER RESERVE TRANSFER		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
STORM WATER SURPLUS/DEFICIT		5,333.33	42,221.30	691.24	480.00	5,250.00	0.00	0.00	38,505.00	0.00	43,755.00		19,955.00	19,955.00	19,955.00
STORM WATER AMORTIZATION															
2-37-99-615	STORM WATER-ENGINEERING STRUCTURES AMORT	8,948.01	8,948.01	8,948.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Based on amort schedule	0	0	0
TOTAL STORM WATER AMORTIZATION		8,948.01	8,948.01	8,948.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00



TOWN OF ONOWAY

Revenue & Expense

General Ledger	Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-Oct. 7)	2024 Approved Budget	Growth	Inflation	Service Changes	Other	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
WATER REVENUE															
1-41-00-121	LOCAL IMPROVEMENT - WATER LINES														
1-41-00-440	BASIC WATER FEE														
1-41-00-441	SALE OF METERED WATER														
1-41-00-442	SALE OF WATER METERS														
1-41-00-443	SERVICE CHARGES (TURN ON, THAWS)														
1-41-00-444	ADMIN SERVICE FEES														
1-41-00-445	REGIONAL WATER DEBENTURE REVENUE														
1-41-00-446	WATER - REGIONAL WATER PHASE (III & IV)														
1-41-00-447	REGIONAL WATER CONSUMPTION FEES														
1-41-00-590	PENALTIES														
1-41-00-840	CONDITIONAL GRANTS - WATER														
1-41-00-850	LOCAL GOVERNMENT TRANSFERS														
1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS														
1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND														
1-41-00-591	SENIOR'S WATER REBATE														
1-41-00-592	SENIOR'S ADMIN FEE REBATE														
TOTAL WATER REVENUE		(666,478.60)	(597,936.46)	(623,540.05)	(482,857.70)	(625,386.88)	0.00	0.00	0.00	0.00	(625,386.88)		(625,386.88)	(625,386.88)	(625,386.88)
WATER EXPENSE															
2-41-00-110	WATER - WAGES														
2-41-00-111	WATER CONSULTING FEES (2 + 5)														
2-41-00-121	WATER - FREEZE UP CONSUMP.ADJUST.														
2-41-00-130	WATER - EMPLOYEE BENEFITS CPP														
2-41-00-131	WATER - EMPLOYEE BENEFIT EI														
2-41-00-132	WATER - EMPLOYEE BENEFIT AMS														
2-41-00-133	WATER - EMPLOYEE BENEFIT RPP														
2-41-00-137	WATER - WORKERS COMPENSATION														
2-41-00-141	WATER - STAFF DEVELOPMENT														
2-41-00-211	WATER - TRAVEL/SUBSISTANCE														
2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY														
2-41-00-216	WATER - WTP PHONE/FAX														
2-41-00-217	WATER - WTP INTERNET														
2-41-00-224	WATER MEMBERSHIPS														
2-41-00-230	WATER - ENGINEERING														
2-41-00-240	WATER - REGIONAL SYSTEM FEES														
2-41-00-241	WATER - INSURANCE PREMIUMS														
2-41-00-243	WATER - COMPUTER MAINT/SERVICE														
2-41-00-245	WATER - CONTRACT W/M (METER RD/LABS)														
2-41-00-246	WATER - WTP MAINTENANCE														
2-41-00-247	WATER - ANNUAL WATER METER PURCHASES														
2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES														
2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT														
2-41-00-252	WATER - LINE REPAIR (INC. DRIPS)														
2-41-00-447	WATER-REGIONAL WATER USAGE FEES														
2-41-00-513	WATER - TREATMENT SUPPLIES														
2-41-00-541	WATER - POWER														
2-41-00-542	WATER - NATURAL GAS														
2-41-00-543	WATER - PUMP OUT FEES														
2-41-00-591	WATER-SENIORS WATER REBATE														
2-41-00-592	WATER-SENIORS ADMIN FEE REBATE														
2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS														
2-41-00-762	WATER - 1 TIME EXP. REG. WATER CONNECT														
2-41-00-810	WATER - SHORT TERM BORROW INTEREST														
2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE														
2-41-00-831	WATER - DEBENTURE INTEREST														
2-41-00-832	WATER - PRINCIPLE														
2-41-00-833	WATER-WILD DEBENTURE(PHASE I & II)														
2-41-00-834	WATER-WILD DEBENTURE (PHASE III & IV)														
TOTAL WATER EXPENSE		572,147.18	533,116.34	584,809.87	463,130.23	598,364.83	0.00	2,402.57	(9,020.00)	14,443.67	606,191.07		606,191.07	606,191.07	606,191.07
WATER RESERVE TRANSFER															
2-41-00-764	RESERVE TRANSFER - WATER														
TOTAL WATER RESERVE TRANSFER		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
WATER SURPLUS/DEFICIT		(94,331.42)	(64,820.12)	(38,730.18)	(19,727.47)	(27,022.05)	0.00	2,402.57	(9,020.00)	14,443.67	(19,195.81)		(19,195.81)	(19,195.81)	(19,195.81)
WATER AMORTIZATION															
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO														
2-41-99-635	WATER- M&E AMORTIZATION														
TOTAL WATER AMORTIZATION		149,427.49	150,894.87	0.00	0.00	37,880.00	0.00	0.00	0.00	0.00	37,880.00		37,880.00	37,880.00	37,880.00



TOWN OF ONOWAY

Revenue & Expense

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SEWER REVENUE															
1-42-00-410	SEWER - LAGOON USE (TRSFR TO RESERVE)	User fees	(66,357.50)	(81,315.00)	(93,925.00)	(81,929.60)	(78,780.00)	0.00	0.00		(78,780)	Keep Budget at current rate	(78,780)	(78,780)	(78,780)
1-42-00-411	SEWER LAGOON (outside use)	User fees	(15,750.00)	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-42-00-440	BASIC SEWER FEE	User fees	(46,658.32)	(46,648.52)	(46,654.91)	(47,470.00)	(47,470.00)	0.00	0.00		(47,470)		(47,470)	(47,470)	(47,470)
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	User fees	(110,618.11)	(143,728.65)	(149,564.81)	(151,500.00)	(151,500.00)	0.00	0.00		(151,500)		(151,500)	(151,500)	(151,500)
1-42-00-444	SEWER - ADMIN. SERVICE FEES	User fees	(12,608.48)	(12,585.61)	(12,577.43)	(8,787.00)	(8,786.60)	0.00	0.00		(8,787)	\$1.25/month of \$5 overall per account admin fee. Decreased based change in allocation from 50% for sewer in 2023 to 25% for water in 2024	(8,787)	(8,787)	(8,787)
1-42-00-445	SEWER - GRANT CONSULTING FEES	Admin fees/other	0.00	0.00	(10,431.55)	0.00	0.00	0.00	0.00		0	Removed	0	0	0
1-42-00-590	SEWER -PENALTIES	User fees	(3,229.15)	(3,293.15)	(3,524.90)	(3,030.00)	(3,030.00)	0.00	0.00		(3,030)	In line with actuals	(3,030)	(3,030)	(3,030)
1-42-00-591	SENIOR'S SEWER REBATE	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	Reserve transfers	(190,000.00)	0.00	0.00	(88,960.00)	(88,960.00)	0.00	0.00		(88,960)		(88,960)	(88,960)	(88,960)
1-42-00-930	CONTRIBUTION - OTHER FUNCTIONS	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	Included as GL utilized in 2024 for sale of SRS unit in Q4 however no amount budgeted from 2025-2028.	0	0	0
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	User fees	(30,259.53)	(30,306.15)	(30,191.91)	(22,710.66)	(30,466.00)	0.00			(30,466)	as per motion #41/18	(30,466)	(30,466)	(30,466)
TOTAL SEWER REVENUE			(475,481.09)	(317,877.08)	(346,870.51)	(404,387.26)	(408,992.60)	0.00	0.00	0.00	(408,992.60)		(408,992.60)	(408,992.60)	(408,992.60)
-408992.6															
SEWER EXPENSE															
2-42-00-110	SEWER - WAGES	Wages & Cont	47,657.00	47,286.02	45,287.44	36,764.63	48,971.43	0.00	0.00		48,971	Will need to be reviewed before finalized budget.	48,971	48,971	48,971
2-42-00-111	SEWER CONSULTING FEES	Contracted Services	0.00	0.00	15,150.26	14,000.00	9,525.00	0.00	0.00	(9,525.00)	0.00	Coverage when certified operator is away. Certified Operator coverage required for 4 months starting April 14,2023 at \$3,500/month.2025- Consultant no longer required as there are 2 certified operators within PW.	0	0	0
2-42-00-130	SEWER - EMPLOYEE BENEFITS CPP	Wages & Cont	1,476.92	2,051.68	8,104.02	7,647.05	10,183.11	0.00	0.00		10,183	Combined all contributions. \$2K for Municipal Clerk.	10,183	10,183	10,183
2-42-00-131	SEWER - EMPLOYER BENEFIT EI	Wages & Cont	585.68	813.47	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-132	SEWER - EMPLOYER BENEFIT AMS	Wages & Cont	3,344.44	2,964.13	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-133	SEWER - EMPLOYEE BENEFIT RPP	Wages & Cont	2,042.38	1,639.50	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-137	SEWER - WORKERS COMPENSATION	Insurance	356.60	398.70	459.43	448.98	415.76	0.00	0.00		416		416	416	416
2-42-00-141	SEWER - STAFF DEVELOPMENT	Training & Other	512.00	1,069.28	603.57	300.58	1,515.00	0.00	0.00		1,515		1,515	1,515	1,515
2-42-00-211	SEWER - TRAVEL&SUBSITANCE	Training & Other	0.00	995.05	0.00	61.72	1,010.00	0.00	0.00		1,010		1,010	1,010	1,010
2-42-00-215	SEWER - POSTAGE & FREIGHT	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-216	SEWER - LIFT STATION PHONE/FAX	Utilities	795.12	888.12	862.54	588.30	808.00	0.00	0.00		808		808	808	808
2-42-00-217	SEWER - LIFT STATION INTERNET	Utilities	655.00	1,125.84	1,151.38	687.60	808.00	0.00	0.00		808		808	808	808
2-42-00-218	SEWER - LAGOON INTERNET	Utilities	700.00	710.97	675.00	400.00	707.00	0.00	0.00		707		707	707	707
2-42-00-224	SEWER-MEMBERSHIPS	Training & Other	23.48	237.92	0.00	0.00	660.00	0.00	0.00		660		660	660	660
2-42-00-231	SEWER - ENGINEERING LIFT STATION	Contracted Services	0.00	0.00	250.24	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-239	SEWER - BILLING		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-241	SEWER - INSURANCE PREMIUMS	Insurance	2,872.30	3,069.67	3,953.52	3,943.75	3,240.00	0.00	0.00		3,240		3,240	3,240	3,240
2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	Contracted Services	968.67	732.30	3,903.55	430.76	1,010.00	0.00	0.00		1,010		1,010	1,010	1,010
2-42-00-244	SEWER - GRANT CONSULTING FEES	Contracted Services	895.00	0.00	0.00	0.00	0.00	0.00	0.00		0	Removed. No expense since 2021.	0	0	0
2-42-00-245	SEWER - CONTRACT WORK	Contracted Services	12,985.87	11,167.02	9,649.40	3,998.33	6,450.00	0.00	0.00	6,400.00	12,850	Increased based on Bi-Annual Wet Well Cleaning-\$3,300 for Cleaning and \$3,100 pumping out wet well.	6,450	12,850	6,450
2-42-00-250	SEWER - LINES REPAIR/MAINT. (30+71 MOST)	Repairs & Maint	24,090.39	6,303.57	95,221.05	26,629.95	121,210.00	0.00	0.00		121,210		121,210	121,210	121,210
2-42-00-251	SEWAGE LAGOON/LIFT STATION MAINTENANCE	Repairs & Maint	228,180.59	10,231.85	25,470.43	7,920.00	20,000.00	0.00	0.00	11,500.00	31,500	Includes annual Bio enzyme purchase of apx. \$8k and \$11,500 for lift station wet well explosion proof lighting upgrade in 2025 only.	20,000	20,000	20,000
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUIP.	Goods & Supplies	245.27	609.47	1,138.47	500.00	1,515.00	0.00	0.00		1,515		1,515	1,515	1,515
2-42-00-540	SEWER - LAGOON POWER	Utilities	520.24	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-541	SEWER - POWER (NE 35-54-2-WS/LAGOON)	Utilities	6,657.35	7,289.22	8,881.02	6,327.50	8,250.00	0.00	0.00		8,250		8,250	8,250	8,250
2-42-00-542	SEWER - NATURAL GAS	Utilities	2,237.40	2,742.72	2,835.16	1,846.79	2,788.94	0.00	0.00		2,789		2,789	2,789	2,789
2-42-00-543	SEWER - PUMP OUT FEES	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	Finance Charges/Debentures	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-762	SEWER - TRANSFER TO CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-42-00-831	SEWER - DEBENTURE INTEREST	Finance Charges/Debentures	33,604.65	31,562.08	30,063.24	13,443.85	27,853.09	0.00	0.00	(2,314.70)	25,538	Based on Debenture Repayment Schedule	23,114	20,575	17,916
2-42-00-832	SEWER PRINCIPLE	Finance Charges/Debentures	42,594.33	44,609.32	45,676.66	24,747.58	48,929.78	0.00	0.00	2,314.71	51,244	Based on Debenture Repayment Schedule	53,669	56,208	58,867
TOTAL SEWER EXPENSE			414,000.68	178,497.90	299,336.38	150,687.37	315,850.11	0.00	0.00	(3,125.00)	11,500.01		306,325.12	312,725.12	306,325.12
SEWER RESERVE TRANSFER															
2-42-00-591	SEWER-EFFLUENT RESERVE		25,000.00	20,000.00	0.00	0.00	20,000.00				20,000		20,000	20,000	20,000
2-42-00-764	RESERVE TRANSFER - FORCEMAIN PAYBACK		30,466.00	30,466.00	0.00	0.00	30,466.00	0.00	0.00	0.00	30,466	as per motion #41/18 (ends in 2025)	30,466	30,466	30,466
TOTAL SEWER RESERVE TRANSFER			55,466.00	50,466.00	0.00	0.00	50,466.00	0.00	0.00	0.00	50,466.00		50,466.00	50,466.00	50,466.00
SEWER SURPLUS/DEFICIT			(6,014.41)	(88,913.18)	(47,534.13)	(253,699.89)	(42,676.49)	0.00	0.00	(3,125.00)	11,500.01		(52,201.48)	(45,801.48)	(52,201.48)
SEWER AMORTIZATION															
2-42-00-635	SEWER - M&E AMORTIZATION		2,840.00	16,087.50	0.00	0.00	0.00			0.00	0	Based on amort schedule	0	0	0
2-42-99-615	SEWER-ENGINEERING STRUCTURES AMORTIZATIO		72,692.10	75,880.85	0.00	0.00	6,200.00			0.00	6,200	Based on amort schedule	6,200	6,200	6,200
TOTAL SEWER AMORTIZATION			75,532.10	91,968.35	0.00	0.00	6,200.00	0.00	0.00	0.00	6,200.00		6,200.00	6,200.00	6,200.00



TOWN OF ONOWAY

Revenue & Expense

General Ledger	Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-Oct. 7)	2024 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Approved Budget	Notes	2026 Plan	2027 Plan	2028 Plan
WASTE COLLECTION REV															
1-43-00-441	WASTE COLLECTION FEES	User fees	(69,086.61)	(68,513.18)	(68,788.16)	(54,413.07)	(78,628.95)	0.00	(2,752.01)	0.00	(81,381)	Contract Increases accounted for Waste 3.5%.	(84,229)	(87,177)	(90,229)
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL TIPPAGE	User fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
1-43-00-443	RECYCLING FEE	User fees	(13,564.57)	(13,484.15)	(13,528.50)	(10,938.99)	(14,997.15)	0.00	(524.90)	0.00	(15,522)	Contract Increase of 3.5%	(16,065)	(16,628)	(17,210)
1-43-00-444	WASTE MISC (FIRESMART)	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL WASTE COLLECTION REV			(82,651.18)	(81,997.33)	(82,316.66)	(65,352.06)	0.00	(3,276.91)	0.00	0.00	(96,903.01)		(100,294.62)	(103,804.93)	(107,438.10)
WASTE COLLECT EXP															
2-43-00-239	GARBAGE - BILLING	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-43-00-240	GARBAGE - LANDFILL PAYMENTS	Contracted Services	13,206.82	12,312.51	17,173.28	9,267.24	18,630.00	0.00	652.05	0.00	19,282	3.5% inflation.	19,957	20,655	21,378
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6.13)	Contracted Services	26,138.42	28,968.36	25,623.86	19,566.56	28,960.22	0.00	1,013.61	0.00	29,974	Contract 3.5% COLA per year starting in 2022.	31,023	32,109	33,233
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS	Contracted Services	6,083.38	2,812.95	9,951.85	4,241.00	7,526.52	0.00	0.00	0.00	7,527		7,527	7,527	7,527
2-43-00-350	GARBAGE - HHHW	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-43-00-351	RECYCLING - CONTRACT FOR PICKUP (3.22)	Contracted Services	14,395.25	15,962.91	14,683.76	10,138.80	15,208.35	0.00	532.29	0.00	15,741	Contract 3.5% COLA per year starting in 2022.	16,292	16,862	17,452
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5.13)	Contracted Services	21,175.75	24,262.14	22,509.21	16,307.76	24,461.47	0.00	856.15	0.00	25,318	Contract 3.5% COLA per year starting in 2022.	26,204	27,121	28,070
2-43-00-353	LANDFILL-ANNUAL GROUNDWATER MONITORING	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000	NEW GL starting in 2025. Starting 2025- \$10K annually for Annual Groundwater Monitoring.	10,000	10,000	10,000
2-43-00-520	FUEL SURCHARGE	Contracted Services	0.00	2,369.70	1,428.59	1,428.80	2,080.35	0.00	72.81	0.00	2,153		2,229	2,307	2,387
TOTAL WASTE COLLECT EXP			80,999.62	86,688.57	91,370.55	60,950.16	96,866.91	0.00	3,126.91	10,000.00	109,993.83		113,230.18	116,579.81	120,046.68
WASTE RESERVE TRANSFER															
WASTE - TRANSFER TO RESERVE			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL WASTE RESERVE TRANSFER			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
WASTE COLLECT SURPLUS/DEF			(1,651.56)	4,691.24	9,053.89	(4,401.90)	3,240.81	0.00	(150.00)	10,000.00	13,090.81		12,935.56	12,774.88	12,608.57



TOWN OF ONOWAY

Revenue & Expense

General Ledger	Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-Oct. 7)	2024 Approved Budget	Growth	Inflation	Service Changes	Other	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
PARKS REVENUE															
1-72-00-410	PARKS - RV SANI DUMP FEES	User fees	(6,741.45)	(7,137.75)	(5,362.75)	(4,194.35)	(7,070.00)	0.00	0.00	1,210.93	(5,859)	Align with 2021-2024 Actuals.	(5,859)	(5,859)	(5,859)
1-72-00-590	PARKS - BEAUTIFICATION	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-72-00-591	PARKS DONATED FUNDS	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-72-00-840	CONDITIONAL GRANTS - RECREATION	Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR. RESERVES	Reserve transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	Grants	(9,450.00)	0.00	(6,300.00)	0.00	(10,500.00)	0.00	0.00	4,200.00	(6,300)	Align with 2023 & 2024 Actuals. 2024 Actual amt of \$6,300 received after Oct. 7.	(6,300)	(6,300)	(6,300)
TOTAL PARKS REVENUE			(16,191.45)	(7,137.75)	(11,662.75)	(4,194.35)	0.00	0.00	0.00	5,410.93	(12,159.08)		(12,159.08)	(12,159.08)	(12,159.08)
PARKS EXPENSE															
2-72-00-110	PARKS - WAGES	Wages & Cont	68,768.57	55,375.84	66,722.56	51,556.02	80,457.00	0.00	0.00		80,457	Will need to be reviewed before finalized budget.	80,457	80,457	80,457
2-72-00-130	PARKS - EMPLOYEE BENEFITS CPP	Wages & Cont	3,600.05	2,543.75	8,243.29	7,878.77	10,840.72	0.00	0.00		10,841	Combined all contributions	10,841	10,841	10,841
2-72-00-131	PARKS - EMPLOYEE BENEFIT EI	Wages & Cont	1,547.34	1,044.47	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-72-00-132	PARKS- EMPLOYEE BENEFIT AMS	Wages & Cont	4,305.42	1,837.47	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	Wages & Cont	2,401.59	1,102.59	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-72-00-137	PARKS - WORKERS COMPENSATION	Insurance	1,069.73	1,196.16	1,378.19	1,346.94	1,247.28	0.00	0.00	99.66	1,347	Align with 2024 actuals.	1,347	1,347	1,347
2-72-00-141	PARKS - STAFF DEVELOPMENT	Training & Other	0.00	0.00	0.00	0.00	505.00	0.00	0.00		505		505	505	505
2-72-00-221	PARKS - ADVERTISING	Goods & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	No expense since 2012. Removed.	0	0	0
2-72-00-241	PARKS - INSURANCE	Insurance	1,411.87	1,510.09	1,561.89	1,560.97	1,561.89	0.00	0.00		1,562		1,562	1,562	1,562
2-72-00-243	PARKS - CONTRACT WORK	Contracted Services	3,143.35	450.00	1,068.80	1,800.00	3,225.00	0.00	0.00		3,225	Weed Inspector	3,225	3,225	3,225
2-72-00-250	PARKS - REPAIR & MAINTENANCE	Repairs & Maint	2,587.57	228.37	3,089.23	28.08	3,150.00	0.00	0.00		3,150		3,150	3,150	3,150
2-72-00-510	PARKS - GENERAL SUPPLIES	Goods & Supplies	2,554.64	2,861.49	1,625.03	1,183.09	3,030.00	0.00	0.00		3,030		3,030	3,030	3,030
2-72-00-541	PARKS - POWER	Utilities	4,610.26	2,865.10	3,159.60	1,934.18	5,500.00	0.00	0.00		5,500		5,500	5,500	5,500
2-72-00-542	PARKS-FORTIS (TREES/KIDS COR./RUTH CUST)	Contracted Services	10,400.87	0.00	1,848.80	7,330.00	11,000.00	0.00	0.00		11,000		11,000	11,000	11,000
2-72-00-543	PARKS-SEPTIC SERVICES	Utilities	2,127.25	2,662.19	2,587.42	1,949.19	2,525.00	0.00	0.00		2,525		2,525	2,525	2,525
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	Repairs & Maint	1,536.00	1,831.13	2,638.53	2,730.50	3,030.00	0.00	0.00		3,030		3,030	3,030	3,030
TOTAL PARKS EXPENSE			110,064.51	75,508.65	93,923.34	79,297.74	126,071.89	0.00	0.00	0.00	99.66		126,171.55	126,171.55	126,171.55
PARKS RESERVE TRANSFER															
2-71-00-764	PARKS - TRANSFER TO RESERVES		0.00	0.00	0.00	0.00	18,500.00	0.00	0.00	1,500.00	20,000	1/3 of Fortis Franchise Fee Revenue of apx. \$31K less \$11k for Parks expenses GL 2-72-00-542.	20,000	20,000	20,000
TOTAL PARKS RESERVE TRANSFER			0.00	0.00	0.00	0.00	18,500.00	0.00	0.00	1,500.00	20,000.00		20,000.00	20,000.00	20,000.00
PARKS SURPLUS/DEFICIT			93,873.06	68,370.90	82,260.59	75,103.39	127,001.89	0.00	0.00	0.00	134,012.48		134,012.48	134,012.48	134,012.48
PARKS AMORTIZATION															
2-72-99-615	PARKS-ENGINEERING STRUCTURES AMORTIZATIO		7,842.39	7,842.39	0.00	0.00	500.00	0.00	0.00	0.00	500		500	500	500
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??		2,124.97	2,371.52	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL PARKS AMORTIZATION			9,967.36	10,213.91	0.00	0.00	500.00	0.00	0.00	0.00	500.00		500.00	500.00	500.00



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	November 28, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Bylaw 816-24 Council Code of Conduct REVISED

BACKGROUND / PROPOSAL

Administration proposed Bylaw 816-24 Conduct Code of Conduct Bylaw. After second reading there were some clarity questions. Administration has worked with legal Counsel to provide clarity and reduce redundancy. Administration also incorporated changes suggested by Strategic Steps Inc, Integrity Commissioner for the Council.

Council passes the first two readings at the August 8, 2024 meeting.

Motion # 241-24

MOVED by: Councillor Sheila Pockett

THAT Council give first reading to Bylaw 816-24 A Bylaw to Establish a Code of Conduct for Members of Council.

CARRIED

Motion # 242-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Council give second reading to Bylaw 816-24 A Bylaw to Establish a Code of Conduct for Members of Council.

CARRIED

The intent of the Council Code of Conduct Bylaw has not changed, only redundancy removed and clarity provided. A clean version of the revised bylaw as well as the redline version is being provided. Administration also wants to iterate that Bylaws are living documents and if there is something that needs revision in the future, Council may change the bylaw through amendments.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration has spoken with Advisory Services with Municipal Affairs as significant amendments have been made to provide clarity and reduce redundancies.

Advisory Services has advised the following as Administration is seeking third reading of the bylaw:

"In order for council to proceed to third reading, council must first pass a resolution to adopt the amendments. Then each member of council must be presented with a copy of the proposed bylaw which incorporates all the amendments. At that point, council may give the bylaw third reading. If you follow this procedure, you would not be required to start from scratch, though that is also an option."

Information from legal counsel:

1. *Nothing in Bylaw is intended to restrict or prevent Councilors from doing what they were elected to do. They still have to vote and they still have to participate in Council meetings. Section 183 of the MGA requires that a councillor must attend council meeting and must vote on a matter that is put to vote (unless they have to abstain because of a pecuniary interest, pursuant to section 172 of the MGA).*

Administration Comment: *If a member of Council feels they may have a conflict that isn't directly related to the MGA, they may ask that a disclosure of a possible conflict be entered in the minutes and that member of Council still votes on the motion.*

2. *The Code, while it is a bylaw (if it is passed), is intended to act as a guide for how councillors are to conduct themselves while in office. It should not be exhaustive – otherwise it can be considered too restrictive. I think that was the issue with the prior Code was that it tried to be too much. Council should consider how these sections may affect their duties. If the sections are going to be too onerous for Council to fulfill, we may need to revisit them.*
3. *With that said, the MGA (through the regulations) requires that the Code deal with the following matters: representing the municipality, communicating on behalf of the municipality, respecting the decision-making process, adhering to policies, procedures and bylaws, respectful interactions, confidential information, conflicts of interest, improper use of influence, use of municipal assets and services, and orientation and training. It also must provide for a complaint system.*
4. *Section 2: Purpose – It has been shortened to avoid potential duplication and confusion.*
5. *Section 3: Definition – I included definitions for Complaint, Complainant, Councillor and Responding Member, and clarified the definition of the Investigator. The purpose of these definitions is to provide clarity when reviewing and applying Section 18: Formal Complaint and Investigation Process.*
6. *Section 4: Representing the Town – The purpose of this section is to reinforce the message to Councillors that they are the Town's representatives and as such, have to behave up to a certain standard. While they have their own lives outside of Council, Councillors need to recognize that because of their public role, they are almost always in the public eye and need to behave accordingly.*

7. *Section 9: Confidential Information – Section 9.5 now includes a section that requires Councillors to be mindful of their surroundings, impressing upon them the dangers of inadvertently disclosing Confidential Information.*
8. *Section 10: Conflicts of Interest – This is where most of the revisions occurred. The revisions are intended to provide clarity as to when a “conflict of interest” could occur. The essential guiding point is that Councillors were elected for the Town and ought to be serving their constituents. They cannot let their own personal interests interfere with that duty. It is recognized that Councillors themselves, live in the Town and will be affected by their own decisions. That is expected. The key is transparency in decision making and being accountable to the public. The public needs to know how Council makes their decisions.*

I have seen other municipalities adopt stricter “disclosure” requirements, including having councillors do a written statement of disclosure, similar to what councillors have to do to disclose pecuniary interests. I have also seen Codes that just generally state that councillors are to avoid acting or perceived to be acting in conflict of interest, and leave it at that.

Council will need to decide how wide in scope and how detailed they want this section to be.

9. *Section 15: Gifts and Hospitality – This is an optional section and does not need to be in the Code. It is recommended to have the Code address “Gifts and Hospitality” if concerns on this topic have been expressed before. Or we can leave it more broad if this is not really an issue.*

I did insert a limit of \$500, but this does not need to be there if it is going to cause trouble. Council needs to ask themselves how often they find themselves receiving gifts or benefits that exceed \$500. If this is a frequent thing and is not considered an issue by the public, then we could loosen the restriction.

10. *Section 18: Formal Complaint and Investigation Process – I included sections to more “formalize” the complaints process, including making it clear who and what makes up a complaint. I also added a section that confirms the Investigator has the authority to investigate and determine complaints as the Investigator sees fit.*

We discussed the practicality of having Council be its own investigator. It should be fine as long as the public can trust the process; meaning the process must be fair, objective and transparent, while respecting the procedural fairness and rights of all parties involved. Having a third party investigator will avoid most of these issues, but I understand that hiring a third party can be costly.

On costs, we discussed whether Council ought to pass a resolution authorizing the Investigator to commence an investigation. My concern with having this requirement is that it allows Council to usurp the authority of the Investigator. The MGA requires that the Code has a process in which to determine the validity of the complaint. If Council votes no to an investigation (even if the Investigator finds that the complaint warrants investigation), then there is no mechanism in which to determine the complaint's validity. Further, if Council has the ability to override the Investigator's authority, this can dampen the public's trust in the process.

If the complaint warrants investigation (as decided by the Investigator, including if Council is the Investigator), then in my view, the investigation ought to proceed.

We also discussed whether the complainants' name ought to be publicized at the investigation stage. If the complainants' identity is going to be published, the question is for what purpose? It needs to fit within one of the permissible reasons under FOIP. There are also concerns of the "chilling" effect this may have on the complaint process, i.e. people will be less willing to come forward if they are going to be "exposed." I suggest instead of setting this down in stone, that the Town allow the Investigator deal with the issue on a case by case basis. If there is a legitimate need to publish the complainant's identity, the Investigator can get the Complainant's consent to do so during the investigation process.

Section 18.12 requires the Investigator to prepare a written report to Council if a complaint has been established. The written report provides Council with a basis on which to decide the appropriate sanction. Section 19.5 requires Council to consider certain factors when deciding sanctions, which can include deciding to impose no sanctions at all.

Information below presented August 8, 2024 to Council.

Bylaw 791-21 Council Code of Conduct Bylaw did not have a detailed process for how the formal complaint process should be conducted. Administration has worked with legal Counsel to incorporate best practices into the attached bylaw.

NEW CLAUSES

Section 2 The purpose of the Council Code of Conduct has been expanded.

Section 8 Adherence to Policies, Procedures and Bylaws has been expanded

Section 9 Confidential Information has been expanded to include confidential information that Council members may become aware of outside of a closed meeting of Council.

Section 12 Internet Use, Off-Duty Conduct, and Social Media is a new section.

Section 19 Formal Complaint Process has been expanded

Section 20 Compliance and Enforcement has been expanded to include consideration of sanctions.

The expansion of the formal complaint process and consideration of sanctions is in agreement with the Code of Conduct for Elected Officials Regulations which can be found https://kings-printer.alberta.ca/1266.cfm?page=2017_200.cfm&leg_type=Regs&isbncln=9780779799091

Administration would appreciate feedback from Council regarding the proposed bylaw, however if Council is content with the updates and expansion, Administration would request Council consider having two readings at this meeting.

STRATEGIC ALIGNMENT

Good Governance
Service Excellence

COSTS / SOURCE OF FUNDING

Within current Admin Contract Operating Budget – sought legal advise to draft bylaw.

RECOMMENDED ACTION

THAT Council give third reading to Bylaw 816-24 A Bylaw to Establish a Code of Conduct for Members of Council and be adopted.

ATTACHMENTS

Bylaw 816-24 Council Code of Conduct Bylaw REVISED
Bylaw 816-24 Council Code of Conduct Bylaw (redline version)

TOWN OF ONOWAY
By-Law 816-24

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of Councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not Councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, Councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Onoway;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors;

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

1. Short Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Purpose

2.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for investigation and enforcement of those standards.

2.2. This Bylaw shall be interpreted and applied by Council in a manner that is consistent with all the laws of the Town and all other applicable laws.

3. Definitions and Interpretation

3.1. In this Bylaw, words have the meanings set out in the Act, except that:

(a) "**Act**" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;

(b) "**Administration**" means the administrative and operational arm of the

Town, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;

- (c) **“CAO”** means the chief administrative officer of the Municipality, or their delegate;
- (d) **“Complaint”** means a formal complaint made pursuant to section 18 of this Bylaw;
- (e) **“Complainant”** means the individual(s) submitting a Complaint pursuant to section 18 of this Bylaw;
- (f) **“Council”** means, collectively, the Councillors of the Town duly elected in accordance with the Act;
- (g) **“Councillor”** means the Town’s elected Councillor and includes the Mayor;
- (h) **“Investigator”** means the remaining members of Council who are neither the Complainant or the Responding Member; or the individual or body established by Council to investigate and report on complaints;
- (i) **“Member”** means a member of Council and members of council committees or other bodies established by Council who are not Councillors or the Mayor; and
- (j) **“Responding Member”** means a Member or Members that is/are the subject of a Complaint made pursuant to section 18 of this Bylaw.

4. Representing the Town

4.1. Members shall:

- (a) act honestly and in good faith, and serve the welfare and interests of the Town as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently, as applicable, in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) at all times, conduct themselves in a manner that promotes public confidence and will be mindful that at all times, their lives both in and out of office may bear close public scrutiny.

5. Communicating on Behalf of the Town

5.1. A Member must not claim to speak on behalf of Council unless expressly authorized to do so.

5.2. Unless Council directs otherwise, the Mayor is Council’s official

spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to the Council's official spokesperson.

- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council, Administration, or members of the public.

6. *Respecting the Decision-Making Process*

- 6.1. Members shall express their opinions openly, engage in respectful discussions and endeavor to understand and build on other Members' ideas.
- 6.2. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Town or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective service providers to the Town.
- 6.3. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which are authorized by the Act or any other enactment to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.4. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. *Adherence to Policies, Procedures and Bylaws*

- 7.1. Each Member must adhere to and advocate for the principles and responsibilities governing their conduct as Members as follows:
 - (a) Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
 - (b) Members shall respect the Town as an institution, its bylaws, policies and procedures and shall encourage public respect for the Town, its bylaws, policies and procedures.
 - (c) A Member must not encourage disobedience of any bylaw, policy or procedure of the Town in responding to a member of the public, as this undermines public confidence in the Town and in the rule of law.

- (d) Members shall treat Administration, other Members, and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- (e) Members shall actively advocate for the Town and its mission in their personal and professional networks.
- (f) Members shall be respectful in their interactions with others and recognize the value of different perspective by seeking to balance their contributions as both an advisor and learner.
- (g) Members shall conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council and committees of Council to which they are appointed by Council, and in the event they are unable to attend to any of the foregoing, to notify Council as early as possible.

8. Respectful Interactions with Council Members, Administration, the Public and Others

- 8.1. Councillors will establish and model a respectful workplace where they will not speak disrespectfully about the organization, other Councillors, other Members, the CAO or employees and volunteers of the Town.
- 8.2. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.3. Members shall treat one another, employees of the Town and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.4. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any member of Administration, or any member of the public.
- 8.5. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation or other characteristics in keeping with the Alberta *Human Rights Act*.
- 8.6. Members shall respect the fact that employees in Administration work for the Town as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.7. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - (b) use, or attempt to use, their authority or influence for the purpose of

intimidating, threatening, coercing, commanding or influencing any employee of the Town with the intent of interfering in the employee's duties; or

- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Town.

9. Confidential Information

9.1. Members must keep in strict confidence matters discussed in private at a closed Council or Council committee meeting until the matter is discussed at a meeting held in public. The confidential information includes the following:

- (a) Any information with respect to the discussions and deliberations of Council which are not already public information;
- (b) The financial affairs and contractual arrangements of the Town;
- (c) Any claims or disputes matters relating to the Town; and
- (d) All other information of a non-public, privileged or confidential nature to which they have access as a result of carrying out their duties and responsibilities as a Councillor

(collectively, the “**Confidential Information**”).

9.2. No Member shall use Confidential Information for personal benefit or for the benefit of any other individual organization.

9.3. In the course of their duties, Members may also become privy to Confidential Information received outside of a “closed session” meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any Confidential Information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
- (b) access or attempt to gain access to Confidential Information in the custody or control of the Town unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

9.4. Confidential Information is the property of the Town. Members must not disclose, or allow to be disclosed, in any form or by any means any Confidential Information of which the Member becomes aware of during their term in office.

9.5. Members will not leave Confidential Information in written form or displayed on computer terminals or other devices in locations where others may see it. Members must be mindful of their surroundings when discussing actual or potentially Confidential Information and must ensure that the confidentiality of such information is at all times maintained.

- 9.6. Members must not disclose Confidential Information, even after their term of office has concluded, with respect to matters discussed in a closed Council or committee meeting, unless such disclosure is expressly authorized by Council or required by law.

10. Conflicts of Interest

- 10.1. A “conflict of interest” arises when the private interests of a Member interferes or seems to interfere with the Member’s ability to impartially, objectively and independently act and make decisions in their official capacity for the Town. For clarity:
- (a) “private interests” include any advantage, financial, business, professional, reputational or otherwise for the Member, their family member of their direct associations;
 - (b) “private interests” does not include a general interest that may be shared by a class of members of the public; and
 - (c) “direct associations” include but are not limited to friends, business associates, and businesses.
- 10.2. Members shall conduct themselves in a manner to avoid a real or perceived conflict of interests. Without limiting the generality of the foregoing, Members:
- (a) shall refrain from exercising or appear to be exercising their official duties for the sole purpose of benefiting or advancing the private interest of either the Members, their family members, and or direct associations;
 - (b) shall not use property owned by the Town for the personal use or benefit of the Members, their family members or direct associations;
 - (c) shall not use Confidential Information for the personal use or benefit of the Members, their family members or direct associations; and
 - (d) shall not engage in self-dealing or conduct any private business or personal services with the Town, unless such interest has been disclosed and approved by Council, pursuant to the Act, this Bylaw and any Council approved policy, if applicable.
- 10.3. Nothing in this Bylaw shall serve to limit or reduce Councillors’ statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and their corresponding duty to vote or abstain from voting as required by the Act.
- 10.4. Further, nothing in this Bylaw shall serve to diminish or restrict a Councillor’s statutory obligation to vote pursuant to the Act.
- 10.5. Members must disclose actual or potential conflict of interest to Council, as soon as the Member would have reasonably known of such conflict. Upon disclosure, such interest shall be entered into the meeting minutes of Council.
- 10.6. In all situations, Members shall approach decision-making with an open mind

that is capable of persuasion; keep the Town's best interest in mind; and fairly consider the viewpoints of each affected parties before making a decision.

- 10.7. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a conflict of interest.

11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Town.
- 11.4. Members shall refrain from using their positions to obtain employment with the Town for themselves, family members or close associates.

12. Use of Municipal Assets and Services

- 12.1. Members shall use Town property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and
 - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Town to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Internet Use, Off-Duty Conduct and Social Media

- 13.1. Members must adhere to the following guidelines when accessing and using the Town's network systems, the Town computers, and any other Town electronics:
 - (a) Transmission of data pertaining to the Town affairs and/or business to non-authorized entities or people is strictly prohibited;
 - (b) Members shall secure emails in the same manner as paper documents;

- (c) Members must exercise care to ensure that only authorized persons have access to emails and any documents attached therein;
 - (d) Members must make every reasonable effort to maintain access to passwords for the Town network and their Town email account and not disclose their passwords to any person except for purposes of technical user support and, in such case, the Member shall take steps to ensure the proper authority of the person who is requesting his password; and
 - (e) Unless expressly authorized, Members must not store Confidential Information on or via the Internet.
- 13.2. Members shall not use the Town's computers or any other Town electronic devices for the following purposes:
- (a) Visiting websites that contain obscene, pornographic, hateful or other objectionable materials;
 - (b) Sending or receiving any material that is obscene or defamatory or which is intended to harass or intimidate another person;
 - (c) Using or permitting the use of the internet for any illegal purpose;
 - (d) Unauthorized use of continuous access technology such as online radio broadcasts;
 - (e) Intentionally or unintentionally representing personal opinions as those of the Town;
 - (f) Intentionally or unintentionally causing reputational harm to Council or the Town through the use of the internet;
 - (g) Interfering with the normal operation of the network, including the propagation of computer viruses and sustained high network traffic; or
 - (h) Soliciting business for personal gain or profit.
- 13.3. Members must not post or place any information on the internet, including social media sites, which could negatively impact the reputation of the Council or Town or that could in any way call into question the integrity of their position as an Councillor.

14. Orientation and Other Training Attendance

- 14.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 14.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout

the Council term.

- 14.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

15. Gifts and Hospitality

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be made in an effort to influence or induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed five hundred dollars (\$500.00). Food and beverages

16. Election Campaigns

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

17. Informal Complaint Process

- 17.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
 - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18. Formal Complaint and Investigation Process

- 18.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a Complaint in accordance with the following procedure:

- (a) A Complaint shall be made in writing and shall be dated and signed by one or more identifiable individuals.
 - (b) The Complaint must include the contact information for the Complainant, the provisions of this Bylaw that is alleged to have been contravened, description of the facts giving rise to the allegations, and the name(s) of the alleged offending Member(s), i.e. "Responding Member".
 - (c) The Complaint must be addressed to Council and be submitted by either personally delivering, faxing, or couriering the complaint to the Town's municipal office.
- 18.2. Upon receipt of the Complaint, Council shall appoint an Investigator to investigate and adjudicate the Complaint.
- 18.3. The Investigator shall provide the Responding Member a copy of the Complaint as soon as reasonably possible .
- 18.4. If the complaint concerns one or more of the Councillors or the Complainant is a Councillor, said Councillors shall not take on the role of the Investigator and shall not conduct the investigation.
- 18.5. Upon receipt of a Complaint, the Investigator shall review the Complaint and decide whether to proceed to investigate the Complaint. If the Investigator is of the opinion that a Complaint is frivolous, vexatious, is not made in good faith, alleges criminal activity, is not about a current Member, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the Complaint in a summary manner. In that event, the Complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision in writing.
- 18.6. If the Investigator decides to investigate the Complaint, the Investigator shall take such steps as it may consider appropriate to conduct the investigation, but at minimum must include the following:
- (a) gathering and verifying all relevant information, including speaking to individuals with relevant information to the Complaint;
 - (b) provide the Complaint and all supporting information to the Responding Member and thereafter, provide said Member with 10 days to submit a written response to the Complaint, along with any supporting documentation. This deadline may be extended at the Investigator's discretion;
 - (c) determine which section(s), if any, of this Bylaw as contravened; and
 - (d) conduct the investigation in a confidential, objective and timely manner, and as much as reasonably possible, protect the names of the parties involved.
- 18.7. An Investigator may obtain independent legal counsel or other professional

advice, if the Investigator deems it necessary for the investigation.

- 18.8. The Investigator may solicit access to the Town's records, documents, and information related to the complaint, as necessary to complete an investigation. Additional information from any individual involved in an investigation may be requested at any time during the investigation, as necessary to complete an investigation.
- 18.9. The Investigator will have 90 days after the Complaint is accepted to complete the investigation and or make determinations on the Complaint as necessary. This deadline may be reasonably extended by the Investigator, if the Investigator is of the opinion that further time is required to complete the investigation.
- 18.10. In the 90 days prior to the date of a municipal election, the Investigator shall suspend any investigation underway or decline to commence an investigation, unless otherwise directed by Council.
- 18.11. If the Investigator determines that the Complaint is not substantiated, the Investigator shall dismiss the Complaint and in writing, notify Council (if Council is not the Investigator), the Complainant and the Responding Member of the dismissal and the Investigator's reasons for dismissing the Complaint.
- 18.12. If the Investigator determines the Complaint is substantiated, then the following shall occur:
 - (a) If the Investigator is Council, Council shall, in an open meeting, pass a resolution confirming that the Responding Member has contravened this Bylaw and may impose sanctions on the Responding Member in accordance with this Bylaw.
 - (b) If the Investigator is not Council, the Investigator shall prepare a written report outlining the Investigator's findings and recommendations on sanctions. The Investigator's written report shall be delivered to Council not more than 48 hours and not less than 24 hours before the start of Council's next meeting, whereupon Council may discuss the report in the closed portion of the meeting. Council shall, in an open meeting, pass a resolution confirming that the Responding Member has contravened this Bylaw and may impose sanctions on the Responding Member in accordance with this Bylaw.
- 18.13. An Investigator's determination on the Complaint is final and may not be amended or reconsidered by Council.
- 18.14. The principles of procedural fairness and natural justice shall be respected throughout the formal complaint process.

19. Compliance, Enforcement and Sanctions

- 19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 19.2. Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3. No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
- (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings; and
- 19.5. When sanctions are being imposed, Council will consider the following:
- (a) the nature, extent and gravity of the contravention;
 - (b) the effect and impact of the contravention;
 - (c) whether the Member has previously contravened this Bylaw;
 - (d) the principles and intent of this Bylaw;
 - (e) the presence of any profound mitigating circumstances;
 - (f) the need to deter future contraventions; and
 - (g) the public interest, including the need to promote the public's confidence in the integrity of Council.

After considering these factors, Council may determine that although there was a breach of this Bylaw, no sanction is warranted.

20. Review

20.1. This Bylaw shall be brought forward for review at the beginning of each term of

Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

21. Repeal

22.1 Bylaw 791-21, Code of Conduct Bylaw, is hereby repealed.

READ a First time this _____, 2024.

READ a Second time this _____, 2024.

UNANIMOUS CONSENT to proceed to third reading this _____, 2024.

READ a Third time this _____, 2024.

SIGNED AND PASSED this _____, 2024.

DRAFT

MAYOR LEN KWASNY

JENNIFER THOMPSON
CHIEF ADMINISTRATIVE OFFICER

TOWN OF ONOWAY
By-Law 816-24

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of ~~Councillors~~Councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not ~~Councillors~~Councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, ~~Councillors~~Councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Onoway;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of ~~Councillors~~Councillors;

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

1. Short Title

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

2. Purpose

2.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for investigation and enforcement of those standards.

2.2. This Bylaw shall be interpreted and applied by Council in a manner that is consistent with all the laws of the Town and all other applicable laws.

3. Definitions and Interpretation

3.1. In this Bylaw, words have the meanings set out in the Act, except that:

(a) “**Act**” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;

(b) “**Administration**” means the administrative and operational arm of the Town, comprised of the various departments and business units and

including all employees who operate under the leadership and supervision of the CAO;

- (c) “**CAO**” means the chief administrative officer of the Municipality, or their delegate;
- (d) “**Complaint**” means a formal complaint made pursuant to section 18 of this Bylaw;
- (e) “**Complainant**” means the individual(s) submitting a Complaint pursuant to section 18 of this Bylaw;
- (f) “**Council**” means, collectively, the ~~Councillors~~Councillors of the Town duly elected in accordance with the Act;
- (g) “~~Councillor~~Councillor” means the Town’s elected ~~councillor~~Councillor and includes the Mayor;
- (h) “**Investigator**” means the remaining members of Council who are neither the Complainant or the Responding Member; or the individual or body established by Council to investigate and report on complaints;
- (i) “**Member**” means a member of Council and members of council committees or other bodies established by Council who are not ~~Councillors~~Councillors or the Mayor; and
- (j) “**Responding Member**” means a Member or Members that is/are the subject of a Complaint made pursuant to section 18 of this Bylaw.

4. Representing the Town

4.1. Members shall:

- (a) act honestly and in good faith, and serve the welfare and interests of the Town as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently, as applicable, in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) at all times, conduct themselves in a manner that promotes public confidence and will be mindful that at all times, their lives both in and out of office may bear close public scrutiny.

5. Communicating on Behalf of the Town

5.1. A Member must not claim to speak on behalf of Council unless expressly authorized to do so.

5.2. Unless Council directs otherwise, the Mayor is Council’s official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the

media regarding the official Council position on an issue shall be referred to the Council's official spokesperson.

- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council, Administration, or members of the public.

6. *Respecting the Decision-Making Process*

- 6.1. Members shall express their opinions openly, engage in respectful discussions and endeavor to understand and build on other Members' ideas.
- 6.2. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Town or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective service providers to the Town.
- 6.3. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which are authorized by the Act or any other enactment to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.4. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. *Adherence to Policies, Procedures and Bylaws*

- 7.1. Each Member must adhere to and advocate for the principles and responsibilities governing their conduct as Members as follows:
 - (a) Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
 - (b) Members shall respect the Town as an institution, its bylaws, policies and procedures and shall encourage public respect for the Town, its bylaws, policies and procedures.
 - (c) A Member must not encourage disobedience of any bylaw, policy or procedure of the Town in responding to a member of the public, as this undermines public confidence in the Town and in the rule of law.
 - (d) Members shall treat Administration, other Members, and members of the

public with courtesy, dignity and respect and without abuse, bullying or intimidation.

- (e) Members shall actively advocate for the Town and its mission in their personal and professional networks.
- (f) Members shall be respectful in their interactions with others and recognize the value of different perspective by seeking to balance their contributions as both an advisor and learner.
- (g) Members shall conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council and committees of Council to which they are appointed by Council, and in the event they are unable to attend to any of the foregoing, to notify Council as early as possible.

8. Respectful Interactions with Council Members, Administration, the Public and Others

- 8.1. ~~Councillors~~Councillors will establish and model a respectful workplace where they will not speak disrespectfully about the organization, other ~~Councillors~~Councillors, other Members, the CAO or employees and volunteers of the Town.
- 8.2. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.3. Members shall treat one another, employees of the Town and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.4. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any member of Administration, or any member of the public.
- 8.5. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation or other characteristics in keeping with the *Alberta Human Rights Act*.
- 8.6. Members shall respect the fact that employees in Administration work for the Town as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.7. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - (b) use, or attempt to use, their authority or influence for the purpose of

intimidating, threatening, coercing, commanding or influencing any employee of the Town with the intent of interfering in the employee's duties;
or

- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Town.

9. Confidential Information

9.1. Members must keep in strict confidence matters discussed in private at a closed Council or Council committee meeting until the matter is discussed at a meeting held in public. The confidential information includes the following:

- (a) Any information with respect to the discussions and deliberations of Council which are not already public information;
- (b) The financial affairs and contractual arrangements of the Town;
- (c) Any claims or disputes matters relating to the Town; and
- (d) All other information of a non-public, privileged or confidential nature to which they have access as a result of carrying out their duties and responsibilities as a ~~Councilor~~Councillor

(collectively, the “**Confidential Information**”).

9.2. No Member shall use Confidential Information for personal benefit or for the benefit of any other individual organization.

9.3. In the course of their duties, Members may also become privy to Confidential Information received outside of a “closed session” meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any Confidential Information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
- (b) access or attempt to gain access to Confidential Information in the custody or control of the Town unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

9.4. Confidential Information is the property of the Town. Members must not disclose, or allow to be disclosed, in any form or by any means any Confidential Information of which the Member becomes aware of during their term in office.

9.5. Members will not leave Confidential Information in written form or displayed on computer terminals or other devices in locations where others may see it. Members must be mindful of their surroundings when discussing actual or potentially Confidential Information and must ensure that the confidentiality of such information is at all times maintained.

9.6. Members must not disclose Confidential Information, even after their term of office has concluded, with respect to matters discussed in a closed Council or

committee meeting, unless such disclosure is expressly authorized by Council or required by law.

10. Conflicts of Interest

- 10.1. A “conflict of interest” arises when the private interests of a Member ~~influences or may be seen to influence~~ interferes or seems to interfere with the Member’s ability to impartially, objectively and independently act and make decisions in their official capacity for the Town. For clarity:
- (a) “private interests” include any advantage, financial, business, professional, reputational or otherwise for the Member, their family member of their direct associations;
 - (b) “private interests” does not include a general interest that may be shared by a class of members of the public; and
 - (c) “direct associations” include but are not limited to friends, business associates, and businesses.
- 10.2. Members shall conduct themselves in a manner to avoid a real or perceived conflict of interests. Without limiting the generality of the foregoing, Members:
- (a) shall refrain from ~~engaging in conduct in~~ exercising or appear to be exercising their official ~~capacity where~~ duties for the sole purpose of benefiting or advancing the private interest of either the Members, their family members, and or direct associations ~~may derive a personal and direct benefit or otherwise, advance their private interests; so long as such restriction does not prevent the Members from carrying out their legislative responsibilities;~~
 - (b) shall not use property owned by the Town for the personal use or benefit of the Members, their family members or direct associations;
 - (c) shall not use Confidential Information for the personal use or benefit of the Members, their family members or direct associations; and
 - (d) shall not engage in self-dealing or conduct any private business or personal services with the Town, unless such interest has been disclosed and approved by Council, pursuant to the Act, this Bylaw and any Council approved policy, if applicable.
- 10.3. Nothing in this Bylaw shall serve to limit or reduce ~~Councillors~~ Councillors’ statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and their corresponding duty to vote or abstain from voting as required by the Act.
- 10.4. Further, nothing in this Bylaw shall serve to diminish or restrict a ~~Councillor’s~~ Councillor’s statutory obligation to vote pursuant to the Act.
- 10.5. Members must disclose actual or potential conflict of interest to Council, as soon as the Member would have reasonably known of such conflict. Upon disclosure, such interest shall be entered into the meeting minutes of Council.
- 10.6. In all situations, Members shall approach decision-making with an open mind that is capable of persuasion; keep the Town’s best interest in mind; and fairly

consider the viewpoints of each affected parties before making a decision.

- 10.7. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a conflict of interest.

11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Town.
- 11.4. Members shall refrain from using their positions to obtain employment with the Town for themselves, family members or close associates.

12. Use of Municipal Assets and Services

- 12.1. Members shall use Town property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and
 - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Town to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Internet Use, Off-Duty Conduct and Social Media

- 13.1. Members must adhere to the following guidelines when accessing and using the Town's network systems, the Town computers, and any other Town electronics:
 - (a) Transmission of data pertaining to the Town affairs and/or business to non-authorized entities or people is strictly prohibited;
 - (b) Members shall secure emails in the same manner as paper documents;
 - (c) Members must exercise care to ensure that only authorized persons have access to emails and any documents attached therein;
 - (d) Members must make every reasonable effort to maintain access to passwords for the Town network and their Town email account and not disclose their passwords to any person except for purposes of technical

user support and, in such case, the Member shall take steps to ensure the proper authority of the person who is requesting his password; and

- (e) Unless expressly authorized, Members must not store Confidential Information on or via the Internet.

13.2. Members shall not use the Town's computers or any other Town electronic devices for the following purposes:

- (a) Visiting websites that contain obscene, pornographic, hateful or other objectionable materials;
- (b) Sending or receiving any material that is obscene or defamatory or which is intended to harass or intimidate another person;
- (c) Using or permitting the use of the internet for any illegal purpose;
- (d) Unauthorized use of continuous access technology such as online radio broadcasts;
- (e) Intentionally or unintentionally representing personal opinions as those of the Town;
- (f) Intentionally or unintentionally causing reputational harm to Council or the Town through the use of the internet;
- (g) Interfering with the normal operation of the network, including the propagation of computer viruses and sustained high network traffic; or
- (h) Soliciting business for personal gain or profit.

13.3. Members must not post or place any information on the internet, including social media sites, which could negatively impact the reputation of the Council or Town or that could in any way call into question the integrity of their position as an ~~Councillor~~[Councillor](#).

14. Orientation and Other Training Attendance

- 14.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 14.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 14.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures

regarding claims for remuneration and expenses.

15. Gifts and Hospitality

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be made in an effort to influence or induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed five hundred dollars (\$500.00). [Food and beverages](#)

16. Election Campaigns

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

17. Informal Complaint Process

- 17.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
 - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18. Formal Complaint and Investigation Process

- 18.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a Complaint in accordance with the following procedure:
 - (a) A Complaint shall be made in writing and shall be dated and signed by one or more identifiable individuals.
 - (b) The Complaint must include the contact information for the Complainant, the provisions of this Bylaw that is alleged to have been contravened, description of the facts giving rise to the allegations, and the name(s) of the alleged offending Member(s), i.e. "Responding Member".

- (c) The Complaint must be addressed to ~~the Investigator~~Council and be submitted by either personally delivering, faxing, or couriering the complaint to the Town's municipal office.

18.2. Upon receipt of the Complaint, Council shall appoint an Investigator to investigate and adjudicate the Complaint.

18.3. ~~18.2.~~ The Investigator shall provide the Responding Member a copy of the Complaint as soon as reasonably possible .

18.4. ~~18.3.~~ If the complaint concerns one or more of the ~~Councillors~~Councillors or the Complainant is a ~~Councillor~~Councillor, said ~~Councillors~~Councillors shall not take on the role of the Investigator and shall not conduct the investigation.

18.5. ~~18.4.~~ Upon receipt of a Complaint, the Investigator shall review the Complaint and decide whether to proceed to investigate the Complaint. If the Investigator is of the opinion that a Complaint is frivolous, vexatious, is not made in good faith, alleges criminal activity, is not about a current Member, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the Complaint in a summary manner. In that event, the Complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision in writing.

~~NTD: should Council pass a resolution directing the Investigator to commence an investigation?~~

18.6. ~~18.5.~~ If the Investigator decides to investigate the Complaint, the Investigator shall take such steps as it may consider appropriate to conduct the investigation, but at minimum must include the following:

- (a) gathering and verifying all relevant information, including speaking to individuals with relevant information to the Complaint;
- (b) provide the Complaint and all supporting information to the Responding Member and thereafter, provide said Member with 10 days to submit a written response to the Complaint, along with any supporting documentation. This deadline may be extended at the Investigator's discretion;
- (c) determine which section(s), if any, of this Bylaw as contravened; and
- (d) conduct the investigation in a confidential, objective and timely manner, and as much as reasonably possible, protect the names of the parties involved.

~~18.6. Once a Complaint reaches the investigation stage, the Complainants' identity may be disclosed to Council and the Investigator (if different from Council).~~

18.7. An Investigator may obtain independent legal counsel or other professional advice, if the Investigator deems it necessary for the investigation.

18.8. The Investigator may solicit access to the Town's records, documents, and information related to the complaint, as necessary to complete an investigation.

Additional information from any individual involved in an investigation may be requested at any time during the investigation, as necessary to complete an investigation.

- 18.9. The Investigator will have 90 days after the Complaint is accepted to complete the investigation and or make determinations on the Complaint as necessary. This deadline may be reasonably extended by the Investigator, if the Investigator is of the opinion that further time is required to complete the investigation.
- 18.10. In the 90 days prior to the date of a municipal election, the Investigator shall suspend any investigation underway or decline to commence an investigation, unless otherwise directed by Council.
- 18.11. If the Investigator determines that the Complaint is not substantiated, the Investigator shall dismiss the Complaint and in writing, notify Council (if Council is not the Investigator), the Complainant and the Responding Member of the dismissal and the Investigator's reasons for dismissing the Complaint.
- 18.12. If the Investigator determines the Complaint is substantiated, then the following shall occur:
 - (a) If the Investigator is Council, Council shall, in an open meeting, pass a resolution confirming that the Responding Member has contravened this Bylaw and may impose sanctions on the Responding Member in accordance with this Bylaw.
 - (b) If the Investigator is not Council, the Investigator shall prepare a written report outlining the Investigator's findings and recommendations on sanctions. The Investigator's written report shall be delivered to Council not more than 48 hours and not less than 24 hours before the start of Council's next meeting, whereupon Council may discuss the report in the closed portion of the meeting. Council shall, in an open meeting, pass a resolution confirming that the Responding Member has contravened this Bylaw and may impose sanctions on the Responding Member in accordance with this Bylaw.
- 18.13. An Investigator's determination on the Complaint is final and may not be amended or reconsidered by Council.
- 18.14. The principles of procedural fairness and natural justice shall be respected throughout the formal complaint process.

19. Compliance, Enforcement and Sanctions

- 19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 19.2. Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;

(b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

(a) a letter of reprimand addressed to the Member;

(b) requesting the Member to issue a letter of apology;

(c) publication of a letter of reprimand or request for apology and the Member's response;

(d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;

(e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;

(f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;

(g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

(h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings; and

~~(i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Councilor/Councillor and the sanction is not contrary to the Act.~~

19.5. When sanctions are being imposed, Council will consider the following:

(a) the nature, extent and gravity of the contravention;

(b) the effect and impact of the contravention;

(c) whether the Member has previously contravened this Bylaw;

(d) the principles and intent of this Bylaw;

(e) the presence of any profound mitigating circumstances;

(f) the need to deter future contraventions; and

(g) the public interest, including the need to promote the public's confidence in the integrity of Council.

After considering these factors, Council may determine that although there was a breach of this Bylaw, no sanction is warranted.

20. Review

20.1. This Bylaw shall be brought forward for review at the beginning of each term of

Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

21. Repeal

22.1 Bylaw ~~744-18~~791-21, Code of Conduct Bylaw, is hereby repealed.

READ a First time this _____, 2024.

READ a Second time this _____, 2024.

UNANIMOUS CONSENT to proceed to third reading this _____, 2024.

READ a Third time this _____, 2024.

SIGNED AND PASSED this _____, 2024.

MAYOR LEN KWASNY

JENNIFER THOMPSON
CHIEF ADMINISTRATIVE OFFICER

DRAFT

Summary report: Litera Compare for Word 11.10.0.38 Document comparison done on 11/18/2024 11:43:59 AM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original filename: 816-24 - Code of Conduct Bylaw - revised (November 6, 2024).doc	
Modified filename: 816-24 - Code of Conduct Bylaw - revised (November 13, 2024).doc	
Changes:	
<u>Add</u>	33
Delete	32
Move From	0
<u>Move To</u>	0
<u>Table Insert</u>	0
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	65

TOWN OF ONOWAY
By-Law ~~791-21~~816-24

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of ~~Councillors~~Councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not ~~Councillors~~Councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, ~~Councillors~~Councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Onoway;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of ~~Councillors~~Councillors;

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1. Short Title

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

2. Purpose

2.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for investigation and enforcement of those standards.

~~2.1. The duly elected Council of the Town of Onoway is responsible for securing and enhancing the Town’s collective rights and empowering the Members in a disciplined, accountable and honest manner.~~

~~2.2. The Members are entitled to expect the highest standards of conduct from the individuals whom they elect to Council.~~

Town of Onoway Council Code of Conduct Bylaw ~~791-21~~816-24

Page 1

~~37414594v1~~

~~2.3. The establishment of the Bylaw is consistent with the principles of transparent and accountable governance and ensures that the Councilors share a common understanding of acceptable conduct.~~

~~2.4. It is each Councilor's responsibility to uphold and advance both the letter and spirit of this Code in all their dealing while serving in the role of a Councilor.~~

~~2.5. The purpose of this Bylaw is to ensure that Councilors perform their duties and functions arising under this Bylaw and any other applicable law:~~

~~(a) Reliability, transparently and with integrity, discipline, foresight, resolve and dignity; and~~

~~(b) In a manner that is accountable to the Members and which, acting honestly and in good faith, secures and upholds the Town's best interests.~~

2.2. ~~2.6.~~ This Bylaw ~~prescribes certain rules and policies which shall govern the conduct of Council, and~~ shall be interpreted and applied by Council in a manner that is consistent with all the laws of the Town and all other applicable laws.

~~3. Scope~~

~~3.1. This Bylaw applies to the Council.~~

3. ~~4. Definitions and Interpretation~~

3.1. ~~4.1.~~ In this Bylaw, words have the meanings set out in the Act, except that:

(a) **"Act"** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;

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(d) "Complaint" means a formal complaint made pursuant to section 18 of this Bylaw;

(e) "Complainant" means the individual(s) submitting a Complaint pursuant to section 18 of this Bylaw;

(f) (d) "Council" means, collectively, the ~~directors~~Councillors of the Town duly elected in accordance with the ~~*Municipal Government Act*, R.S.A. 2000, c. M-26;~~

(g) (e) "FOIP" means the Freedom of Information and Protection of Privacy Act; Councillor" means the Town's elected Councillor and includes the Mayor;

~~R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;~~

~~(h)~~ ~~(f)~~ “Investigator” means the remaining members of Council who are neither the Complainant or the Responding Member; or the individual or body established by Council to investigate and report on complaints;

~~(i)~~ ~~(g)~~ “Member” means a member of Council and ~~includes any member of Council and includes~~ members of council committees or other bodies established by Council who are not ~~Councillors~~ Councillors or the Mayor; and

~~(f)~~ “Municipality” means ~~the municipal corporation of the Town of Onoway.~~

~~(j)~~ “Responding Member” means a Member or Members that is/are the subject of a Complaint made pursuant to section 18 of this Bylaw.

4. ~~5.~~ **Representing the MunicipalityTown**

4.1. ~~5.1.~~ Members shall:

- (a) act honestly and, ~~in good faith,~~ and serve the welfare and interests of the MunicipalityTown as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently, as applicable, in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) ~~arrange their private affairs and~~ at all times, conduct themselves in a manner that promotes public confidence and will be mindful that at all times, their lives both in and out of office may bear close public scrutiny.

5. ~~6.~~ **Communicating on Behalf of the MunicipalityTown**

5.1. ~~6.1.~~ A Member must not claim to speak on behalf of Council unless expressly authorized to do so.

5.2. ~~6.2.~~ Unless Council directs otherwise, the Mayor is Council’s official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to the Council’s official spokesperson.

5.3. ~~6.3.~~ A Member who is authorized to act as Council’s official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council’s position.

5.4. ~~6.4.~~ No Member shall make a statement when they know that statement is

false.

5.5. ~~6.5.~~ No Member shall make a statement with the intent to mislead Council, Administration, or members of the public.

6. ~~7.~~ **Respecting the Decision-Making Process**

6.1. ~~7.1.~~ Members shall express their opinions openly, engage in respectful discussions and endeavor to understand and build on other Members' ideas.

6.2. ~~7.2.~~ Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the MunicipalityTown or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective ~~vendors~~service providers to the MunicipalityTown.

6.3. ~~7.3.~~ Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which ~~by-law~~ are authorized by the Act or any other enactment to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.4. ~~7.4.~~ Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

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7. ~~8.~~ **Adherence to Policies, Procedures and Bylaws**

7.1. ~~8.1.~~ Each Member must adhere to and advocate for the principles and responsibilities governing their conduct as Members as follows:

- (a) Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- (b) Members shall respect the MunicipalityTown as an institution, its bylaws, policies and procedures and shall encourage public respect for the MunicipalityTown, its bylaws, policies and procedures.
- (c) A Member must not encourage disobedience of any bylaw, policy or procedure of the MunicipalityTown in responding to a member of the public, as this undermines public confidence in the MunicipalityTown and in the rule of law.
- (d) Members shall treat ~~the staff,~~Administration, ~~other~~ Members, and members of the ~~greater~~ public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- (e) Members shall actively advocate for the Town and its mission in their personal and professional networks.

- (f) Members shall be respectful in their interactions with others and recognize the value of different perspective by seeking to balance their contributions as both an advisor and learner.
- (g) Members shall conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council; and committees of Council ~~and other portfolios and boards~~ to which they are appointed by Council, and in the event they are unable to attend to any of the foregoing, to notify Council as early as possible.

8. ~~9.~~ *Respectful Interactions with Council Members, ~~Staff~~ Administration, the Public and Others*

8.1. ~~9.1.~~ ~~Council members~~ Councillors will establish and model a respectful workplace where they will not speak disrespectfully about the organization, other ~~members of Council, the Chief Administrative Officer~~ Councillors, other Members, the CAO or employees and volunteers of the Town.

8.2. ~~9.2.~~ Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

8.3. ~~9.3.~~ Members shall treat one another, employees of the ~~Municipality~~ Town and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

8.4. ~~9.4.~~ No Member shall use ~~indecent, abusive, or insulting words or expressions~~ toward another Member, any ~~employee of the Municipality~~ member of Administration, or any member of the public.

8.5. ~~9.5.~~ No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status ~~or~~ sexual orientation or other characteristics in keeping with the Alberta Human Rights Act.

8.6. ~~9.6.~~ Members shall respect the fact that employees in Administration work for the ~~Municipality~~ Town as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

8.7. ~~9.7.~~ Members must not:

- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the ~~“CAO” as defined above~~;
- (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the ~~Municipality~~ Town with the intent of interfering in the employee's duties; or

- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the ~~Municipality~~Town.

9. ~~10.~~ Confidential Information

9.1. ~~10.1.~~ Members must keep in strict confidence matters discussed in private at a closed Council or Council committee meeting until the matter is discussed at a meeting held in public. The confidential information includes the following:

- (a) Any information with respect to the discussions and deliberations of Council which are not already public information;
- (b) The financial affairs and contractual arrangements of the Town;
- (c) Any claims or disputes matters relating to the Town; and
- (d) All other information of a non-public, privileged or confidential nature to which they have access as a result of carrying out their duties and responsibilities as a ~~Councilor~~Councillor

(collectively, the “**Confidential Information**”).

9.2. ~~10.2.~~ No Member shall use Confidential Information for personal benefit or for the benefit of any other individual organization.

9.3. ~~10.3.~~ In the course of their duties, Members may also become privy to Confidential Information received outside of a “closed session” meeting. Members must not:

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- (a) disclose or release by any means to any member of the public, including the media, any Confidential Information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
- (b) access or attempt to gain access to ~~confidential information~~Confidential Information in the custody or control of the ~~Municipality~~Town unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

9.4. ~~10.4.~~ Confidential ~~information~~Information is the property of the Town. Members must not disclose, or allow to be disclosed, in any form or by any means any Confidential Information of which the Member becomes aware of during their term in office.

9.5. ~~10.5.~~ Members will not leave Confidential Information in written form or displayed on computer terminals or other devices in locations where others may see it. Members must be mindful of their surroundings when discussing actual or potentially Confidential Information and must ensure that the confidentiality of such information is at all times maintained.

~~9.6.~~ ~~10.6.~~ Members must not disclose ~~information~~ Confidential Information, even after their term of office has concluded, with respect to matters discussed in a ~~Closed Meeting~~ closed Council or committee meeting, unless such disclosure is expressly authorized by Council or required by law.

~~10.11.~~ **Conflicts of Interest**

10.1. A “conflict of interest” arises when the private interests of a Member interferes or seems to interfere with the Member’s ability to impartially, objectively and independently act and make decisions in their official capacity for the Town. For clarity:

(a) “private interests” include any advantage, financial, business, professional, reputational or otherwise for the Member, their family member of their direct associations;

(b) “private interests” does not include a general interest that may be shared by a class of members of the public; and

(c) “direct associations” include but are not limited to friends, business associates, and businesses.

10.2. Members shall conduct themselves in a manner to avoid a real or perceived conflict of interests. Without limiting the generality of the foregoing, Members:

(a) shall refrain from exercising or appear to be exercising their official duties for the sole purpose of benefiting or advancing the private interest of either the Members, their family members, and or direct associations;

(b) shall not use property owned by the Town for the personal use or benefit of the Members, their family members or direct associations;

(c) shall not use Confidential Information for the personal use or benefit of the Members, their family members or direct associations; and

(d) shall not engage in self-dealing or conduct any private business or personal services with the Town, unless such interest has been disclosed and approved by Council, pursuant to the Act, this Bylaw and any Council approved policy, if applicable.

10.3. ~~11.1. Members have a~~ Nothing in this Bylaw shall serve to limit or reduce Councillors’ statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and at their corresponding duty to vote unless required or permitted to or abstain under from voting as required by the Act or another enactment.

10.4. Further, nothing in this Bylaw shall serve to diminish or restrict a Councillor’s statutory obligation to vote pursuant to the Act.

~~11.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.~~

~~11.3. Members shall approach decision-making with an open mind that is capable of persuasion.~~

~~10.5. 11.4. Members must disclose any actual or potential ~~of existing~~ conflict of interest to ~~the~~ Council, as soon as the Member would have reasonably ~~be found to have gained knowledge~~ known of such conflict. ~~Such interests~~ Upon disclosure, such interest shall be ~~disclosed to and~~ entered into the meeting minutes of ~~the~~ Council.~~

~~11.5. Members shall not provide services to, enter into agreements with, or otherwise contract with the Town while serving concurrently as a member of Council.~~

~~10.6. In all situations, Members shall approach decision-making with an open mind that is capable of persuasion; keep the Town's best interest in mind; and fairly consider the viewpoints of each affected parties before making a decision.~~

~~10.7. 11.6. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a ~~pecuniary or other~~ conflict of interest.~~

11. Improper Use of Influence

~~11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.~~

~~11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.~~

~~11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Town.~~

~~11.4. Members shall refrain from using their positions to obtain employment with the Town for themselves, family members or close associates.~~

12. Use of Municipal Assets and Services

~~12.1. Members shall use Town property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:~~

~~(a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and~~

~~(b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Town to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.~~

13.12. Internet Use, Off-Duty Conduct and Social Media

13.1. ~~12.1.~~ Members must adhere to the following guidelines when accessing and using the Town's network systems, the Town computers, and any other Town electronics:

- (a) Transmission of data pertaining to the Town affairs and/or business to non-authorized entities or people is strictly prohibited;
- (b) Members shall secure emails in the same manner as paper documents;
- (c) Members must exercise care to ensure that only authorized persons have access to emails and any documents attached therein;
- (d) Members must make every reasonable effort to maintain access to passwords for the Town network and their Town email account and not disclose their passwords to any person except for purposes of technical user support and, in such case, the Member shall take steps to ensure the proper authority of the person who is requesting his password; and
- (e) Unless expressly authorized, Members must not store Confidential Information on or via the Internet.

13.2. ~~12.2.~~ Members shall not use the Town's computers or any other Town ~~electronics~~electronic devices for the following purposes:

- (a) Visiting websites that contain obscene, pornographic, hateful or other objectionable materials;
- (b) Sending or receiving any material that is obscene or defamatory or which is intended to harass or intimidate another person;
- (c) Using or permitting the use of the ~~Internet~~internet for any illegal purpose;
- (d) Unauthorized use of continuous access technology such as online radio broadcasts;
- (e) Intentionally or unintentionally representing personal opinions as those of the Town;
- (f) Intentionally or unintentionally causing reputational harm to Council or the Town through the use of the internet;
- (g) Interfering with the normal operation of the network, including the propagation of computer viruses and sustained high network traffic; or

(h) Soliciting business for personal gain or profit.

13.3. ~~12.3.~~ Members must not post or place any information on the internet, including social media sites, which could negatively impact the reputation of the Council or Town or that could in any way call into question the integrity of their position as an ~~Councilor~~Councillor.

~~13.~~ Improper Use of Influence

~~13.1.~~ No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

~~13.2.~~ No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

~~13.3.~~ Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the ~~Municipality~~.

~~13.4.~~ Members shall refrain from using their positions to obtain employment with the ~~Municipality~~ for themselves, family members or close associates. ~~Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.~~

~~14.~~ Use of Municipal Assets and Services

~~14.1.~~ Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

~~14.2.~~ Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

~~(a)~~ municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;

~~(b)~~ electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the ~~Municipality~~ to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

~~14.15.~~ Orientation and Other Training Attendance

14.1. ~~15.1.~~ Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.

14.2. ~~15.2.~~ Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

14.3. ~~15.3.~~ Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

14.4. ~~15.4.~~ Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

15.16. ~~Gifts and Hospitality~~

15.1. ~~16.1.~~ Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be ~~in-gratitude for~~ made in an effort to influence, ~~to or~~ induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

15.2. ~~16.2.~~ Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed ~~one~~ five hundred dollars (~~\$100.00~~ 500.00). Food and beverages

16.17. ~~Election Campaigns~~

16.1. ~~17.1.~~ No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

17.18. ~~Informal Complaint Process~~

17.1. ~~18.1.~~ Any person or ~~Any~~ any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
- (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

17.2. ~~18.2.~~ Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18.19. ~~Formal Complaint and Investigation Process~~

18.1. ~~19.1.~~ Any person or ~~Any~~ any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a ~~formal complaint~~ Complaint in accordance with the following procedure:

Town of Onoway Council Code of Conduct Bylaw ~~791-21-816-24~~

Page 11
37414594v1

(a) ~~All complaints~~A Complaint shall be made in writing and shall be dated and signed by ~~an one or more~~ identifiable ~~individual;~~individuals.

~~(b) All complaints shall be addressed to the Investigator;~~

~~(c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation~~

~~(d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;~~

(b) The Complaint must include the contact information for the Complainant, the provisions of this Bylaw that is alleged to have been contravened, description of the facts giving rise to the allegations, and the name(s) of the alleged offending Member(s), i.e. "Responding Member".

(c) The Complaint must be addressed to Council and be submitted by either personally delivering, faxing, or couriering the complaint to the Town's municipal office.

18.2. Upon receipt of the Complaint, Council shall appoint an Investigator to investigate and adjudicate the Complaint.

18.3. The Investigator shall provide the Responding Member a copy of the Complaint as soon as reasonably possible.

18.4. If the complaint concerns one or more of the Councillors or the Complainant is a Councillor, said Councillors shall not take on the role of the Investigator and shall not conduct the investigation.

18.5. (e) Upon receipt of a ~~complaint under this Bylaw~~ Complaint, the Investigator shall review the ~~complaint~~ Complaint and decide whether to proceed to investigate the ~~complaint or not~~ Complaint. If the Investigator is of the opinion that a ~~complaint~~ Complaint is frivolous, vexatious, is not made in good faith, ~~the complaint alleges criminal activity,~~ is not about a current ~~member,~~ ~~the complaint alleges criminal activity~~ Member, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the ~~complaint~~ Complaint in a summary manner. In that event, the ~~complainant~~ Complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision; in writing.

18.6. (f) If the Investigator decides to investigate the ~~complaint~~ Complaint, the Investigator shall take such steps as it may consider appropriate, ~~which may include seeking legal advice. The Investigator may request more information from the complainant and the Member before moving forward whether to~~

~~dismiss the complaint. All proceedings of the Investigator regarding to~~
conduct the investigation shall be confidential; but at minimum must include
the following:

(a) gathering and verifying all relevant information, including speaking to
individuals with relevant information to the Complaint;

~~(g) The Responding Member must disclose relevant information gathered~~
~~during an investigation.~~

~~(h) The complainant's name may be released publicly if the complaint~~
~~reaches the investigative stage;~~

(b) (i) Once all pertinentprovide the Complaint and all supporting
information has been provided to the Responding Member by the
Investigator, the Responding and thereafter, provide said Member will
havewith 10 business days to give the Investigator withsubmit
a written response to the allegations, including Complaint, along with
any supporting documentsdocumentation. This deadline may be extended
at the Investigator's discretion ~~of the Investigator.;~~

(c) determine which section(s), if any, of this Bylaw as contravened; and

(d) conduct the investigation in a confidential, objective and timely manner,
and as much as reasonably possible, protect the names of the parties
involved.

DRAFT

18.7. An Investigator may obtain independent legal counsel or other professional
advice, if the Investigator deems it necessary for the investigation.

18.8. (j) The Investigator may solicit access to the Town's records, documents, and
information related to the complaint, as necessary to complete an
investigation. Additional information from any individual involved in an
investigation may be requested at any time during the investigation, as
necessary to complete an investigation.

18.9. (k) The Investigator will ~~aim to complete investigation within~~have 90 days
~~of after~~ the ~~date the complaint~~Complaint is accepted to complete the
investigation and or make determinations on the Complaint as necessary.
This deadline may be ~~extended~~reasonably extended by the Investigator, if the
Investigator is of the opinion that further time is required to complete the
investigation.

18.10. (l) In the 90 days prior to the date of a municipal election, the Investigator
shall suspend any investigation underway or decline to commence an
investigation, unless otherwise directed by Council.

18.11. (m) If the Investigator determines that the Complaint is not
Councilsubstantiated, the Investigator shall, ~~upon conclusion of the~~
~~investigation, provide the Council and the Member who is the subject of the~~
~~complaint, the results of~~ dismiss the Complaint and in writing, notify Council
(if Council is not the Investigator), the Complainant and the Responding
Member of the dismissal and the Investigator's ~~investigation;~~reasons for

dismissing the Complaint.

18.12. If the Investigator determines the Complaint is substantiated, then the following shall occur:

(a) If the Investigator is Council, Council shall, in an open meeting, pass a resolution confirming that the Responding Member has contravened this Bylaw and may impose sanctions on the Responding Member in accordance with this Bylaw.

~~(n) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;~~

~~(o) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.~~

~~(p) Upon conclusion of an investigation, the Investigator will dismiss the complaint if the violation has not been proven on the balance of probabilities~~

(b) ~~(q) If the Investigator determines from the report that a violation of the Bylaw occurred; however, the member took reasonable steps to prevent it or that it was insignificant or committed inadvertently or through genuine error of judgment, the Investigator will state so in the report and recommend that no sanctions arise;~~

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(r) is not Council, the Investigator shall prepare a written report outlining the Investigator's findings and recommendations on sanctions. The Investigator's written report shall be delivered to Council not more than 48 hours and not less than 24 hours before the start of Council's next meeting, whereupon Council may discuss the report in the closed portion of the meeting. Council shall, in an open meeting, pass a resolution confirming that the Responding Member has contravened this Bylaw and may ~~The Investigators ruling that a Member of Council violated this Bylaw is final and may not be amended or reconsidered. After considering the decision by the Investigator, Council may by resolution:~~

~~a) impose sanctions on the Responding Member in accordance with this Bylaw; or~~

~~;~~

~~(b) not impose sanctions on the Responding Member.~~

18.13. An Investigator's determination on the Complaint is final and may not be amended or reconsidered by Council.

18.14. The principles of procedural fairness and natural justice shall be respected throughout the formal complaint process.

~~19.20.~~ **Compliance and Enforcement and Sanctions**

19.1. ~~20.1.~~ Members shall uphold the letter and the spirit and intent of this Bylaw.

19.2. ~~20.2.~~ Members are expected to ~~co-operate~~cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.

19.3. ~~20.3.~~ No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

19.4. ~~20.4.~~ Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- (a) a letter of reprimand addressed to the Member;
- (b) requesting the Member to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the Member's response;
- (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting ~~chief elected official~~ chief elected official under section 152 of the Act;
- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings; and
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a ~~Councillor~~Councillor and the sanction is not contrary to the Act.

19.5. ~~20.5.~~ When sanctions are being imposed, Council will consider the following:

- (a) the nature, extent and gravity of the contravention;
- (b) the effect and impact of the contravention;
- (c) whether the Member has previously contravened this Bylaw;
- (d) the principles and intent of this Bylaw;

- (e) the presence of any profound mitigating circumstances;
- (f) the need to deter future contraventions; and
- (g) the public interest, including the need to promote the public's confidence in the integrity of Council.

After considering these factors, Council may determine that although there was a breach of this Bylaw, no sanction is warranted.

20.21. Review

20.1. ~~21.1.~~ This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

21.22. Repeal

22.1 Bylaw ~~744-18~~791-21, Code of Conduct Bylaw, is hereby repealed.

READ a First time this _____ **DRAFT**, 2024.

READ a Second time this _____, 2024.

UNANIMOUS CONSENT to proceed to third reading this _____, 2024.

READ a Third time this _____, 2024.

SIGNED AND PASSED this _____, 2024.

MAYOR LEN KWASNY

JENNIFER THOMPSON
CHIEF ADMINISTRATIVE OFFICER

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Summary report: Litera Compare for Word 11.10.0.38 Document comparison done on 11/18/2024 11:45:10 AM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original filename: 791-21- Code of Conduct Bylaw - Clean Version (July 26, 2024).doc	
Modified filename: 816-24 - Code of Conduct Bylaw - revised (November 13, 2024).doc	
Changes:	
<u>Add</u>	274
Delete	260
Move From	19
<u>Move To</u>	19
<u>Table Insert</u>	0
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	572

**BYLAW NO. 818-24
TOWN OF ONOWAY**

**Being a Bylaw of the Town of Onoway to regulate the proceedings and the
conduct of business at Town of Onoway Council and Committee Meetings.**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c M-26, Council may pass bylaws related to the procedures to be followed by Council and Council Committees;

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

1. TITLE: The Bylaw may be cited as the Council Procedure Bylaw.

PART I – DEFINITIONS AND INTERPRETATION

2. DEFINITIONS.

2.1. In this bylaw:

- 2.1.1. "Act" means the Municipal Government Act, R.S.A. 2000, c M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.1.2. "Acting Mayor" means the Councillor appointed by resolution of Council to act as Mayor in the absence or incapacity of both the Mayor and the Deputy Mayor;
- 2.1.3. "Adjourn" used in relation to any meeting means to terminate the meeting;
- 2.1.4. "Administration" means the employees of the Town of Onoway, led by the CAO;
- 2.1.5. "Agenda" means the list of items comprising the agenda and the order in which those items appear on the agenda for a Regular or Special meeting of Council prepared pursuant to this bylaw;
- 2.1.6. "Bylaw" means a bylaw of the Town of Onoway;
- 2.1.7. "CAO" means the Chief Administrative Officer, or delegate, for the municipality;
- 2.1.8. "Chair" means the person who has the authority to preside over a meeting, and when in attendance at Council Meetings shall mean the Mayor;
- 2.1.9. "Closed Meeting" means a meeting or a portion of a meeting which is held without the public present in accordance with the Act and the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25;

- 2.1.10. "Committee" means a committee, board, commission, or other body established by Council under the Act, but does not include an assessment review board, or subdivision and development appeal board;
- 2.1.11. "Committee Meeting" means any gathering of quorum of a Committee where the Committee provides direction on any matter over which the Committee has jurisdiction;
- 2.1.12. "Consensus" means that no objection is raised on a non-substantive motion put to Council;
- 2.1.13. "Consent Agenda" means the items included under this heading in the Agenda, which are moved and voted on without debate in one motion, such items typically including routine business and reports;
- 2.1.14. "Council" means the Mayor and Councillors of the Town of Onoway elected pursuant to the provisions of the *Local Authorities Election Act* RSA 2000, c L-21;
- 2.1.15. "Council Chamber" means the room that has been designated for the purposes of holding regular Council Meetings;
- 2.1.16. "Councillor" means a member of Council who is duly elected and continues to hold office;
- 2.1.17. "Council Meeting" means any gathering of quorum of Council where Council provides direction on any matter over which Council has jurisdiction, and includes a Public Hearing;
- 2.1.18. "Deputy Mayor" means the Councillor who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;
- 2.1.19. "Delegation" means any person(s) acting on behalf of themselves or authorized to act as representative(s) for another person, group, or organization appearing before Council at a Council Meeting to make a request or provide a presentation, but does not include speaking to a bylaw for which a Public Hearing has been held or scheduled;
- 2.1.20. "Disruption" means any act meant to impede the proceedings of a meeting whether the source be Council members, delegates or public at large;
- 2.1.21. "Election Officers" means the persons appointed by resolution of Council under Part II of this Bylaw to conduct an election, including collection and tabulation of results for such election, where required by this bylaw;
- 2.1.22. "Electronic Means" means an electronic or telephonic communication method that enables all participants attending a meeting to hear and communicate with each other during the course of the meeting;

- 2.1.23. "General Election" means an election held for all Members of Council to fill vacancies caused by the passage of time in accordance with the *Local Authorities Election Act*, RSA 2000, c L-21;
- 2.1.24. "Hybrid Meeting" means a meeting where some participants attend by Electronic Means and some attend in person;
- 2.1.25. "Mayor" is the chief elected official of the Town;
- 2.1.26. "Member" means a Member of Council duly elected who continues to hold office, or a Member of a Committee, duly appointed by Council to that Committee, as the context requires;
- 2.1.27. "Minutes" means the record of decisions of a meeting recorded in the English language without note or comment;
- 2.1.28. "Municipality" means the Town of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- 2.1.29. "Notice of Motion" means the document by which a Member of Council brings forward an item that they wish to be considered at a subsequent Council Meeting;
- 2.1.30. "Peace Officer" means a peace officer as defined in the *Peace Officer Act*, SA 2006, c P-3.5.
- 2.1.31. "Pecuniary Interest" means a pecuniary interest as defined in the Act;
- 2.1.32. "Point of Order" means bringing to the attention of the Chair and to Members that a person has broken a rule or made an error in procedure and asking that the rule be followed or that the error in procedure be corrected;
- 2.1.33. "Point of Privilege" means a request to the Chair and to Members to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members, or of Council or a Committee as a whole, despite other pending business currently before the meeting;
- 2.1.34. "Postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- 2.1.35. "Presentation" means information provided at a Council meeting by a Delegation or by representative(s) of an outside organization;
- 2.1.36. "Public Hearing" means a public hearing held pursuant to the Act or any other legislation, whether statutory or non-statutory;

- 2.1.37. "Public Input Session" means the time set aside at a Council Meeting for the public to address Council;
- 2.1.38. "Public Notice Posting Places" means, at minimum, the Town's website or, where the website is not accessible for technical reasons, at a location at the Town Hall which is accessible by the public;
- 2.1.39. "Quorum" means the number of Members to be present at a meeting to legally conduct business at the meeting;
- 2.1.40. "Recess" means to take a short break or intermission within a meeting that does not end the meeting, after which proceedings are immediately resumed at the point where they were interrupted;
- 2.1.41. "Recorded Vote" means that a record is kept in the Minutes of the Members voting for and against a motion;
- 2.1.42. "Special Meeting" is a special council meeting called pursuant to section 194 of the Act;
- 2.1.43. "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- 2.1.44. "Town" means the Town of Onoway;
- 2.1.45. "Town Hall" means the municipal office for the Town, located at 4812 51 Street, Onoway, Alberta T0E 1V0.;
- 2.1.46. "Virtual Meeting" means a meeting at which all persons entitled to participate in that meeting participate by Electronic Means;

3. INTERPRETATION AND APPLICATION

- 3.1. This bylaw applies to all Council Meetings and those participating in and attending those meetings.
- 3.2. The precedence of rules governing the procedure of Council is:
 - 3.2.1. the Act;
 - 3.2.2. other provincial legislation;
 - 3.2.3. this bylaw; and
 - 3.2.4. the current edition of *Robert's Rules of Order – Newly Revised*.

- 3.3. Where Council makes this bylaw applicable to a Committee, it shall apply with all necessary modifications and:
- 3.3.1. any reference to the Mayor shall be treated as reference to Chair;
 - 3.3.2. any reference to Councillor shall be treated as reference to a Member; and
 - 3.3.3. any reference to Council shall be treated as reference to Committee.
- 3.4. Notwithstanding the procedures in this bylaw, if a Committee establishes procedures that differ from the procedures in this bylaw, and provided such procedures are not inconsistent with the Act or other applicable provincial legislation, the procedures established by the Committee shall take precedence to the extent of the difference.
- 3.5. Council may, by resolution in accordance with this bylaw, temporarily suspend the rules or a specific rule established by this bylaw provided that such a suspension does not conflict with the Act or another enactment. A suspension of rules is only in effect for the meeting at which the resolution is passed.

PART II - NOMINATION AND ELECTION PROCEDURES

4. NOMINATIONS AND ELECTIONS

- 4.1 The following process applies to nomination and election procedures:
- 4.1.1. Nominations must be called for three (3) times and nominations may be closed after the third call or by a "carried" motion that nominations cease.
 - 4.1.2. If only one (1) nomination is received for any one (1) position, the individual will be declared the nominee elected, by acclamation.
 - 4.1.3. If an election is required for any position, Election Officers shall be appointed by resolution of Council and the appointed Election Officers must conduct the election. Voting will be by secret ballot and each voting member must be given a ballot for this purpose.
 - 4.1.4. In the event a tie vote occurs for any position, the winner will be determined by a draw from a receptacle.
 - 4.1.5. All positions will be filled by Council appointing the candidates receiving the largest number of votes. If more than one (1) position is to be filled (including that of an alternate), on any given Committee, the candidates with the greater number of votes shall be declared appointed.
 - 4.1.6. Collection and tabulation of ballots will be performed by two (2) appointed Elections Officers with the name of the successful nominee delivered to, and announced by, the Mayor, without reference to the number of ballots cast.

- 4.1.7. Council may exercise the appointment of members to Committees, Boards, Commissions, etc. by nominations and elections or by resolution of Council.
- 4.1.8. If more than one (1) position is to be filled on any given Committee, Board, or Commission, the candidates with the greatest number of votes will be declared elected.
- 4.1.9. Once an election is completed, the appointed Election Officers must destroy all ballots from the elections held.

PART III – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR

5. DEPUTY MAYOR AND ACTING MAYOR

- 5.1. The Deputy Mayor must act as the Mayor when the Mayor is unable to perform the duties of Mayor or if the office of the Mayor is vacant. The Deputy Mayor has the same powers and responsibilities as the Mayor when acting as the Mayor.
- 5.2. In the absence of both the Mayor and the Deputy Mayor, Council may, by resolution, appoint a Councillor as Acting Mayor. The Councillor designated as Acting Mayor must act as the Mayor if both the Mayor and Deputy Mayor are unable to perform the duties of Mayor, or if the office of the Mayor and Deputy Mayor are vacant. The Acting Mayor has all the same powers and responsibilities as the Mayor when acting as the Mayor.

PART IV – MEETINGS AND NOTICE OF MEETINGS

6. INAUGURAL MEETING

- 6.1. The date of the Inaugural Meeting shall be set by the CAO and notification provided as set out in section 11.1 of this Bylaw.
- 6.2. At the first meeting of Council after a General Election:
 - 6.2.1. the CAO will call the meeting to order until the Mayor has taken the official oath, at which point the CAO shall immediately retire from the Chair and the Mayor shall take position of the Chair;
 - 6.2.2. all Members will take the official oath as prescribed by the Act and the *Oaths of Office Act*, RSA 2000, c O-1;
 - 6.2.3. all Members will affirm that they will comply with the Council Code of Conduct Bylaw;
 - 6.2.4. Council will elect a Mayor from among their Members;

- 6.2.5. Council will elect a Deputy Mayor from among their Members;
- 6.2.6. Council will complete the business required for organizational meetings under this bylaw.

7. ORGANIZATIONAL MEETINGS

- 7.1. Council shall hold an organizational meeting annually pursuant to the *Act*.
- 7.2. At the organizational meeting, Council will:
 - 7.2.1. Elect a Mayor from among their Members, to hold such office until the next organizational meeting;
 - 7.2.2. Elect a Deputy Mayor from among their Members, to hold such office until the next organizational meeting;
 - 7.2.3. provided that all Members are present, set dates, time, and locations for regularly scheduled Council Meetings, as required;
 - 7.2.4. appoint Councillors as Members of Council Committees and any external boards, committees, and commissions, as required; and
 - 7.2.5. deal with any other business on the Agenda.
- 7.3. If not all Members are present at the organizational meeting, the schedule of meetings shall be postponed until the Next Council meeting at which all Members are present, and Council shall establish the date, time and location of the next Council meeting by resolution.

8. REGULAR COUNCIL MEETINGS

- 8.1. Regular Council Meetings are ordinarily held on the second and fourth Thursday of the month at 9:30 AM, at the Town Hall.
- 8.2. Council may, by resolution, establish other regular Council Meeting dates as may be required from time to time.
- 8.3. Council may change the date, time, or place of a regularly scheduled meeting by majority vote.
- 8.4. Notice of a change in date, time, or place of any Council Meeting will be provided at least 24 hours prior to the meeting to Councillors in accordance with the Act and to the public by:
 - 8.4.1. posting a notice at the Town Hall; and
 - 8.4.2. posting a notice on the Town website.

9. SPECIAL MEETINGS

- 9.1. The Mayor may call a Special Meeting at any time by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the matters to be considered and the date, time, and location of the Special Meeting.
- 9.2. The Mayor must call a Special Meeting if a written request is received from a majority of Councillors stating the purpose for such meeting.
- 9.3. A Special Meeting requested by Councillors must be held within fourteen (14) days after the request is received by the Mayor.
- 9.4. Council may set a Special Meeting by majority vote of all Council. The resolution must specify the following:
 - 9.4.1. the business to be placed on the Agenda for consideration; and
 - 9.4.2. the date, time, and location of the Special Meeting.
- 9.5. A Special Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
- 9.6. No business other than that stated in the notice calling the Special Meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

10. ELECTRONIC MEANS AND VIRTUAL MEETINGS

- 10.1. Council meetings, including Public Hearings, and Special Meetings, may be conducted using Electronic Means, and may be Hybrid Meetings.
- 10.2. Committee meetings may be conducted using Electronic Means and may be Hybrid Meetings, in accordance with the procedures and processes established for Council.
- 10.3. The following applies to meetings conducted using Electronic Means:
 - 10.3.1. Except for Virtual Meetings, the Chair must be physically present and cannot preside over meetings by Electronic Means. To participate in a meeting that is not a Virtual Meeting by Electronic Means, the Chair must vacate the chair for that meeting;
 - 10.3.2. Except for any part of a meeting that is a Closed Meeting, the CAO will provide live, publicly available audio and video of the location where the meeting is being held;

- 10.3.3. Councillors that are physically present at the meeting location or participating by Electronic Means are deemed to be present at the meeting and will be counted towards Quorum;
- 10.3.4. Immediately after a meeting is called to order, and after any recess exceeding 30 minutes, the Chair must conduct a roll call to confirm the identity of any Councillors participating by Electronic Means; and
- 10.3.5. For any meeting, or portion of a meeting, that is a Closed Meeting, Councillors participating by Electronic Means must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed, and that they are not recording the meeting.

10.4. Where a Virtual Meeting is held, the following applies:

- 10.4.1. Virtual Meetings may be held through a video or teleconference platform. The CAO will determine and provide for the specific platform through which Virtual Meetings will be held based on accessibility and technical limitations.
- 10.4.2. The CAO must give the public at least twenty-four (24) hours' notice that a Virtual Meeting will be held;
- 10.4.3. Notice of the Virtual Meeting must provide information identifying where the meeting can be accessed electronically, and the methods through which the public may participate by Electronic Means;
- 10.4.4. The CAO:
 - 10.4.4.1. must provide for email submissions in lieu of in-person Presentations from the public;
 - 10.4.4.2. must permit the submission of audio/visual Presentations for Public Hearing items; and
 - 10.4.4.3. may provide for other methods of public submission not found in this bylaw.
- 10.4.5. The Chair will do a roll call verbally at the start of each meeting.
- 10.4.6. A Councillor must announce if they wish to leave the meeting for any purpose and their departure and rejoining shall be recorded in the Minutes.
- 10.4.7. All documents that would otherwise be available to the public before or during an in-person meeting or hearing will be made available on the Town's website.

11. NOTICE OF MEETINGS

- 11.1. Notice of regular Council Meetings and organizational meetings will be posted on the Town's website.
- 11.2. Notice of a Special Meeting, Virtual Meeting, or meeting change will be provided:
 - 11.2.1. to Members by way of a written notice delivered electronically to the email address provided by the Member; and
 - 11.2.2. to the public by way of posting notice in the Public Notice Posting Places.
- 11.3. Notice of Public Hearings shall be given in accordance with the requirements of the Act.

PART V – MEETINGS – GENERAL MATTERS

12. PUBLIC PRESENCE AT MEETINGS AND CLOSED SESSIONS

- 12.1. All Council meetings shall be open to the public unless a meeting, or part of a meeting, is a Closed Meeting.
- 12.2. Before closing all, or any part of, a meeting to the public, Council must approve by resolution:
 - 12.2.1. the part of the meeting that is to be closed; and
 - 12.2.2. the basis on which the part of the meeting is to be closed pursuant to Division 2 Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.
- 12.3. The Chair may, in consultation with the CAO, allow one or more other persons to attend a Closed Meeting, as is considered appropriate.
- 12.4. Council may exit from the Council Chamber to a meeting room that provides privacy away from the public to conduct a Closed Meeting.
- 12.5. No matters other than what was described in the resolution pursuant to section 12.2 may be discussed in a Closed Meeting. If a matter arises in a Closed Session which, in the opinion of Council, does not meet the criteria for a Closed Session, it may be referred to an open meeting.
- 12.6. All proceedings, discussions, opinions, advice, and materials provided in a Closed Meeting are confidential and must remain in confidence by those attending the Closed Meeting unless their release is authorized by resolution of Council.
- 12.7. No resolution or bylaw may be passed in a Closed Meeting except a resolution to revert to an open meeting where members of the public will be permitted to attend.

- 12.8. Before considering any motion arising from a Closed Meeting, the public will be provided with five (5) minutes notice that the meeting is back in an open meeting to allow for the public to return to the meeting.
- 12.9. Committees may vote to close all, or part of, a meeting authorized to be closed in accordance with the requirements of the Act, and in accordance with the processes established for Council.

13. QUORUM

- 13.1. Quorum for a Council meeting is a majority of all Members.
- 13.2. If Quorum is not present fifteen (15) minutes following the scheduled start time for a meeting, the meeting may be recessed to attempt to obtain Quorum.
- 13.3. If Quorum cannot be obtained within a reasonable time, the CAO will record the names of the Members present, and the meeting will be adjourned for lack of Quorum.
- 13.4. If Quorum is lost after a meeting is called to order, the meeting will be recessed until Quorum can be obtained, but if Quorum cannot be obtained within fifteen (15) minutes, the meeting will be adjourned for lack of Quorum.
- 13.5. When a Member wishes to leave a meeting while it is in progress:
 - 13.5.1. the Member shall await the formal acknowledgement of the Chair before leaving; and
 - 13.5.2. the time of the Member's departure, and return if applicable, shall be recorded in the Minutes.
- 13.6. The rules of Quorum in this bylaw apply to Committees.

14. AGENDA

- 14.1. A Member of Council, Administration, or the public may submit an item of business that they wish to be included in a Council meeting agenda to the CAO in accordance with this bylaw.
- 14.2. All written submissions of agenda items for consideration at a regular Council Meeting:
 - 14.2.1. must be received by the CAO by 4:00 PM on the Monday of the week prior to the week of the meeting; and
 - 14.2.2. must contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- 14.3. The CAO shall prepare a proposed agenda for all meetings.

14.4. The Agenda for a regular Council meeting includes the following sections as required:

1. Call to Order
2. Adoption of Agenda
3. Public Input Session
4. Consent Agenda, including approval of minutes from prior meetings
5. Public Hearings
6. Appointments/Presentations/Delegations
7. Financial Reports
8. Policies & Bylaws
9. Action Items
10. Council, Committee & Staff Reports
11. Information Items
12. Closed Meeting
13. Adjournment

14.5. The Agenda for a Special Meeting includes the following sections as required:

1. Call to Order
2. Adoption of Agenda
3. Action Items
4. Closed Meeting
5. Adjournment

14.6. The CAO shall ensure that the proposed agenda for meetings is distributed to Members and published on the Town's website as follows:

14.6.1. for regular Council meetings: by 4:30 PM on the Friday prior to the meeting;

14.6.2. for Special Meetings: as soon as practicable in the discretion of the CAO.

14.7. If, for any reason, the CAO is unable to meet the deadline required by section 14.6.1, the CAO shall prepare and distribute the agenda as soon as is reasonably possible prior to the meeting.

14.8. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.

15. ORDER OF BUSINESS

15.1. The Agenda and any amendments to it must be confirmed by a majority vote at the start of meetings.

15.2. Unless an item has been scheduled for a specific time on the Agenda, items will be discussed at meetings in the order in which they appear on the Agenda.

- 15.3. Council may change the order of the Agenda by Consensus, but an item that has been scheduled for a specific time requires a majority vote to be moved to a different time.
- 15.4. The items included on the Consent Agenda for a Council meeting are moved and voted on without debate as one motion.
- 15.5. Items for the Consent Agenda are selected by the CAO but Council may, by Consensus, add any item or items to the Consent Agenda, and any Member may remove any item or items from the Consent Agenda.
- 15.6. If the Consent Agenda is changed because of the addition or removal of items as provided for in this bylaw, then the CAO will verbally confirm the item numbers on the Consent Agenda prior to the vote.

16. MINUTES AND MEETING RECORDS

- 16.1. Minutes of meetings will be recorded without note or comment and will be included in the agenda of a subsequent meeting for adoption by a majority vote.
- 16.2. If a Member arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the Minutes.
- 16.3. The name of a Member making a motion is recorded in the Minutes.
- 16.4. Motions receiving unanimous vote shall be recorded in the Minutes as "carried unanimously" or "defeated unanimously" and in the case of a split vote as "carried" or "defeated."
- 16.5. The Minutes of a Public Hearing shall record:
 - 16.5.1. the names of Administration and applicant, or representative of the applicant, who presented at a Public Hearing; and
 - 16.5.2. the names of the members of the public who provided verbal submissions at the Public Hearing, along with a general indication of support, opposition, or neutrality, but not a summary of the verbal submissions or a copy of the written submissions.
- 16.6. The CAO will prepare and distribute the Minutes.
- 16.7. The CAO may correct clerical, typographical, and grammatical errors in Minutes.
- 16.8. All meetings of Council may be audio and/or video recorded, except for those portions of a meeting which transpire during a Closed Meeting. These recordings shall be posted to the website and retained in the municipal records.
- 16.9. Notice to the public will be made of any video recording taking place. Such notice will be provided, at minimum, by providing verbal notification at the beginning of a

meeting

17. NOTICE OF MOTION

17.1. Members may add a new matter or motions to a regular Council meeting agenda by:

17.1.1. Submitting a Notice of Motion in writing to the CAO in accordance with section 14.1, in which case the motion shall appear as a Notice of Motion in the next regular Council meeting Agenda; or

17.1.2. By giving verbal notice at a regular Council Meeting of the intention to introduce a motion at the following regular Council Meeting and submitting a Notice of Motion to the CAO in writing in accordance with section 14.1, in which case the motion shall appear as a Notice of Motion in the next regular Council Meeting Agenda.

17.2. A Notice of Motion:

17.2.1. must provide sufficient detail so that the subject matter of the motion and any proposed action can be determined;

17.2.2. may include supporting documentation; and

17.2.3. may state the date of the regular Council Meeting at which the Member wishes the motion to be included in the Agenda.

17.3. If the Member who submitted the Notice of Motion is not in attendance at the meeting when the subject of that Notice of Motion is brought forward as a business item, the Notice of Motion will be postponed until the next meeting at which the Member who submitted the Notice of Motion is in attendance.

17.4. Notice of Motion applies only to regular Council Meetings and does not apply to Special Meetings.

18. PECUNIARY INTEREST

18.1. All Members of Council shall abide by the Act with respect to Pecuniary Interest.

18.2. Where a Member declaring a Pecuniary Interest under the Act is attending a meeting by Electronic Means, the Chair will end the Member's participation in the meeting by Electronic Means while the matter is being discussed and voted upon and the Member will be invited to rejoin the meeting once the matter has been discussed and voted upon.

18.3. Where a Member has disclosed a Pecuniary Interest under the Act, this must be recorded in the Minutes.

18.4. For certainty, Pecuniary Interest applies to all Committees and Committee Members.

19. ADJOURNING THE MEETING

19.1. Regular Council Meetings shall not extend beyond four (4) hours in duration except by majority vote of Members in attendance in favour of an extension.

19.2. Any unfinished business at a regular Council Meeting shall be Adjourned until the next regular Council Meeting or a Special Meeting scheduled for the purpose of completing the unfinished business.

PART VI – ROLE OF THE CHAIR AND MEETING CONDUCT

20. ROLE OF THE CHAIR

20.1. The Chair will facilitate effective decision-making while presiding over and preserving order and decorum for all Council Meetings.

20.2. If the Chair is absent for all or part of a Council meeting, the Deputy Mayor, or in the absence of the Deputy Mayor the Acting Mayor, will assume the role of the Chair.

20.3. The Chair must leave the chair to move and speak to their own motion and must remain out of the chair until the vote is taken and the matter is concluded.

20.4. The Chair may leave the chair to speak to a motion or to debate on an item on the Agenda for a Council meeting if the Chair determines that their participation in the debate prevents them from effectively managing the meeting.

20.5. The Chair's participation in debate is subject to all rules that apply to any other Member of Council.

20.6. When the Chair leaves the chair during a Council meeting, prior to leaving the chair, the Chair will turn over the Chair to:

20.6.1. the Deputy Mayor; or

20.6.2. in the absence of the Deputy Mayor, the Acting Mayor; or

20.6.3. in the absence of both the Deputy Mayor and Acting Mayor, the Councillor confirmed by resolution of the Councillors remaining to assume the role.

20.7. The Chair may make any procedural rulings or determinations provided for in this bylaw or otherwise necessary for the conduct of a meeting.

20.8. Immediately following a Chair's ruling, a Councillor may challenge the ruling, even if another Councillor has the floor.

20.9. When a challenge is made to a Chair's ruling:

20.9.1. the Chair will provide concise reasons for the ruling;

20.9.2. the Chair will immediately put the motion to challenge the ruling to a vote by stating, "Is the Chair's ruling upheld?"; and

20.9.3. debate is not allowed on the motion to challenge the Chair's ruling.

20.10. Despite the tied vote provision of this bylaw, the Chair's ruling is upheld by a vote of 50% or greater.

20.11. A Chair's ruling that is not challenged, or that is challenged and upheld, is final.

20.12. When the Chair's ruling is not upheld on challenge, Council's decision on the ruling is final.

21. CONDUCT AT MEETINGS

21.1. Members must:

21.1.1. obey the rules of the meeting and refrain from disturbing the proceedings;

21.1.2. obey the decision of the Chair or Council on any question of order, practice, or interpretation;

21.1.3. remain at their seat while a vote is being taken and while the result is declared;

21.1.4. only interrupt a Member who is speaking to raise a Point of Order or Point of Privilege; and

21.1.5. comply with the Council Code of Conduct.

21.2. Any Member may raise a Point of Order to request that the rules be followed or that an error in procedure be corrected.

21.3. Any Member may raise a Point of Privilege to request that the Chair take action to remedy a situation negatively affecting the rights or privileges of Council despite other pending business.

21.4. The Chair may call to order any Member who is out of order.

21.5. If a Member continues to breach order or decorum, the Chair may name the Member and direct the CAO to record the name of the Member and the offence in the Minutes.

21.6. If a Member who has been named apologizes for their breach of order or decorum, the Chair may direct that the offence be removed from the Minutes.

22. CONDUCT IN THE COUNCIL CHAMBER

- 22.1. Only Councillors, the CAO, and other individuals authorized by the CAO or Chair may be present on the floor of the Council Chamber.
- 22.2. The CAO, an employee or consultant authorized by the CAO, or a scheduled Presenter or Delegation may address Council from the floor of the Council Chambers if recognized by the Chair.
- 22.3. A person may address Council from the public gallery with permission from the Chair.
- 22.4. No person present on the floor of the public gallery of the Council Chamber shall cause any Disruption, interrupt any speaker, or interfere with the action of Council.
- 22.5. The Chair may expel any person, including a Member, from a meeting for improper conduct.
- 22.6. If a person refuses to leave the meeting after having been expelled by the Chair, the Chair may request that the person be removed from the meeting by a Peace Officer. If the person expelled from the meeting is attending by Electronic Means and refuses to disconnect their connection, the person's electronic connection to the meeting may be terminated.
- 22.7. During Council meetings, cell phones and personal electronic devices shall be turned off or set to a mode that will not be disruptive to the meeting, and shall not be used to make audio or video recordings, or take pictures, of the proceedings.

PART VII – RULES OF DEBATE AND LIMITS TO SPEAKING**23. RULES OF DEBATE**

- 23.1. Before a motion is put forward, an opportunity for questions to Administration will be provided. Any Member may ask questions to obtain facts relevant to the matter under discussion and necessary for a clear understanding. All questions should be stated concisely and should not be used for the purpose of making statements or assertions.
- 23.2. A motion must be made before Members can debate an item.
- 23.3. Motions do not require a seconder.
- 23.4. A Member who has made a motion may speak either in favour of, or in opposition to, the motion.
- 23.5. Unless otherwise provided for by resolution, bylaw, or permission of the Chair, a Member may speak only once on any motion or amendment to a motion.

24. LIMITS ON SPEAKING

- 24.1. The Chair will maintain the speaking order.
- 24.2. No Member may speak unless and until recognized by the Chair, except to raise a Point of Privilege or Point of Order.
- 24.3. Members may not speak more than once until every Member present has had the opportunity to speak except:
 - 24.3.1. in the explanation of a material part of the speech which may have been misunderstood;
 - 24.3.2. in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member made the motion in question; or
 - 24.3.3. to raise a Point of Privilege or Point of Order.
- 24.4. At the discretion of the Chair, a Member may ask a series of questions relating to the matter.
- 24.5. Through the Chair, a Member may ask questions of another Member or the CAO on a point of information relevant to the matter.
- 24.6. Members will ask all the questions of debate through the Chair.

PART VIII – MOTIONS

25.MAIN MOTIONS

- 25.1. A main motion may arise out of the following sources:
 - 25.1.1. recommendations related to reports from Administration;
 - 25.1.2. recommendations related to reports from Council Committees;
 - 25.1.3. proposed motions related to a Notice of Motion; or
 - 25.1.4. proposed motion from a Member without notice in accordance with the rules for a motion without notice.
- 25.2. Recommendations and proposed motions which come before Council or Council Committees should be concise, unambiguous, and within the jurisdiction of Council.
- 25.3. A recommendation or proposed motion is not a motion and debate will not commence until it is moved.
- 25.4. A motion once passed is a resolution.

25.5. Any Member may require that the motion under discussion be read or displayed at any time during the debate, except when a Member is speaking.

26. WITHDRAWING A MOTION

26.1. The mover of a motion cannot withdraw a motion except by Consensus or by majority vote.

27. DIVIDING THE VOTE

27.1. Any Member may request that a motion be divided and voted on separately, but only if the divided parts can stand on their own.

27.2. The motion can be divided by Consensus or by majority vote.

28. AMENDMENTS

28.1. A motion to amend is used to change the wording of another motion before voting on it.

28.2. A motion to amend may not interrupt a speaker and may not be contrary to the motion it purports to amend.

28.3. A motion to amend is debatable.

28.4. An amendment to an amendment is allowed, but a third level amendment is not.

28.5. An amendment to an amendment is voted on prior to the vote on the amendment.

28.6. A motion to amend requires a majority vote.

28.7. A friendly amendment means a change that does not affect the substance of the motion and clarifies the motion's intent.

28.8. The Member making a motion, after debate on a main motion has begun, may, with Consensus, propose a friendly amendment proposed by another Member without a motion to amend.

29. MOTION TO REFER

29.1. A motion to refer is used to send the pending motion to a Committee or to Administration with instructions.

29.2. A motion to refer may not interrupt a speaker and is debatable only as to:

29.2.1. the advisability of referral;

29.2.2. the body to which it is referred; and

29.2.3. the instructions on the referral.

29.3. A motion to refer requires a majority vote.

30. MOTIONS TO POSTPONE

30.1. A motion to postpone to a certain time is used to postpone the consideration of a main motion to a specified later meeting or to a specific time or place on the agenda.

30.2. The motion to postpone to a certain time may not interrupt a speaker and is only debatable or amendable as to the time to which the motion is to be postponed or the advisability of postponement.

30.3. A motion to postpone to a certain time requires a majority vote.

30.4. A motion to postpone indefinitely is used to dispose of a motion without bringing it to a direct vote.

30.5. The motion to postpone indefinitely may not interrupt a speaker and is debatable, including as to the merits of the main question, but is not amendable.

30.6. A motion to postpone indefinitely requires a majority vote.

31. MOTION TO RECESS

31.1. A motion to recess is used to formally request a break in the proceedings.

31.2. A motion to recess may not interrupt a speaker and is not debatable but can be amended as to the duration of the recess.

31.3. A motion to recess requires a majority vote or may be informally decided by Consensus.

32. MOTION TO CALL THE PREVIOUS QUESTION

32.1. A motion to call the previous question is used to close debate on a pending motion by moving to a vote immediately on a pending motion.

32.2. A motion to call the previous question may not interrupt a speaker and is not debatable.

32.3. A motion to call the previous question requires a majority vote.

33. MOTION TO SUSPEND THE RULES

- 33.1. A motion to suspend the rules is used to temporarily suspend the rules of procedure to allow Council to do something that would normally be a violation of this bylaw.
- 33.2. The motion to suspend the rules may not interrupt a speaker and is not debatable.
- 33.3. The motion to suspend the rules requires a unanimous vote.

34. MOTION TO RECONSIDER

- 34.1. A motion to reconsider is used to reconsider a decision after the taking of the vote on a motion at the same meeting.
- 34.2. A motion to reconsider may be moved after a motion has been voted upon but may only be moved prior to the meeting being adjourned.
- 34.3. A motion to reconsider must be moved by a Member who voted with the prevailing side.
- 34.4. The Member making the motion to reconsider must state the reason for reconsideration.
- 34.5. Debate on a motion to reconsider must be limited to reasons for or against reconsideration.
- 34.6. A motion to reconsider requires a majority vote.
- 34.7. If a motion to reconsider is carried, the reconsidered motion is then the next order of business.

35. MOTION TO RESCIND

- 35.1. A motion to rescind is used to overturn a motion made at a previous meeting.
- 35.2. A motion to rescind is debatable as to the merits of the motion it is proposing to rescind.
- 35.3. If a motion to rescind relates to an action taken at a previous meeting and the matter does not appear on the Agenda, a Notice of Motion, is required to introduce the motion to rescind.
- 35.4. A motion to rescind is not in order if it proposes to undo irrevocable actions that have been taken as a result of the motion previously passed.

36. MOTION TO AMEND SOMETHING PREVIOUSLY ADOPTED

36.1. The motion to amend something previously adopted is guided by the same rules as the motion to rescind; however, a motion to amend something previously adopted is used to change part of the text or to substitute alternative wording for a motion made at a previous meeting.

37. MOTION TO RENEW

37.1. If a motion fails, the same or substantially the same motion may not be renewed unless:

37.1.1. it is brought more than 6 months after the date of the original motion;

37.1.2. it is brought after a General Election which has taken place since the original motion; or

37.1.3. the Member who wishes to have Council renew a motion provides prior Notice of Motion setting out in writing what special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.

38. OBJECTION TO THE CONSIDERATION OF A QUESTION

38.1. An objection to the consideration of a question is used to avoid a main motion altogether when it is undesirable for the main motion to come before Council.

38.2. The objection to the consideration of a question must be raised before there has been any debate on the motion and before any subsidiary motion has been stated by the Chair.

38.3. The objection to the consideration of a question is neither debatable nor amendable and requires a unanimous vote.

39. MOTION TO ADJOURN

39.1. A motion to adjourn may be used to end the meeting, may not interrupt a speaker, and is neither debatable nor amendable.

39.2. The motion to adjourn requires a majority vote; however where there are no more agenda items to be addressed, the Chair may adjourn the meeting without a motion.

PART IX – VOTING

40.VOTING

- 40.1. Each Member must vote on every motion unless the Member is required or permitted to abstain from voting under the Act.
- 40.2. No Member shall leave the meeting after a motion is put to a vote until the vote is taken, unless during this timeframe the Member becomes aware of a Pecuniary Interest at which time the Member will declare the conflict of interest and leave the meeting.
- 40.3. A vote on any motion or bylaw will be conducted as follows:
- 40.3.1. the Chair must call for a vote;
 - 40.3.2. all Members present must be silent from the moment the vote is called until the results of the vote are declared;
 - 40.3.3. all Members present must vote by raising their hand, verbally by stating "in favour" or "opposed" if participating by Electronic Means, or by another method agreed upon by the Members;
 - 40.3.4. the Chair must declare the results of the vote.
- 40.4. A vote is final once declared by the Chair. However, if immediately after a vote the Chair determines that either the voting procedures prescribed by this bylaw were not followed, or one or more Members may have been mistaken as to the subject matter of the vote, the Chair may recall the vote and immediately call for another vote.
- 40.5. If there are an equal number of votes for and against a motion or bylaw reading, the motion or bylaw is defeated.
- 40.6. The Minutes will include a Recorded Vote for every motion.

PART X – PUBLIC INPUT OTHER THAN PUBLIC HEARINGS**41.PUBLIC INPUT SESSIONS**

- 41.1. The Agenda for each regular Council Meeting shall contain a Public Input Session after the adoption of the Agenda.
- 41.2. The Public Input Session shall be no longer than fifteen (15) minutes in length.
- 41.3. Members of the public who wish to address Council during a Public Input Session are encouraged to register with the CAO, and those persons registered will be heard first. Walk in speakers will be allowed to speak if the allotted time has not been exhausted by registered presenters.

- 41.4. Speakers at a Public Input Session may address Council for a maximum of five (5) minutes, excluding questions from Council, unless:
- 41.4.1. the Chair, in their discretion, extends the amount of time; or
 - 41.4.2. Council, by resolution, extends the amount of time.
- 41.5. If required by a Member, a vote must be taken to approve an extension of time given by the Chair.
- 41.6. Speakers at Public Input Sessions are permitted to discuss:
- 41.6.1. items on the current Agenda;
- 41.7. Speakers at Public Input Sessions are not permitted to discuss:
- 41.7.1. items that are before the Subdivision and Development Appeal Board;
 - 41.7.2. items that are before the Assessment Review Board; or
 - 41.7.3. items currently being dealt with in a statutory Public Hearing.

42. PRESENTATIONS AND DELEGATIONS

- 42.1. Members of the public may request in writing to be included in the "Presentations and Delegations" section on an agenda for a Council Meeting. The written request may be submitted through the Town's website or dropped off or mailed to the Town Hall and must:
- 42.1.1. include the name(s), address(es) and telephone number(s) of the person(s) or group wishing to make the presentation;
 - 42.1.2. clearly identify the topic to be discussed;
 - 42.1.3. clearly identify the request being made to Council, if applicable;
 - 42.1.4. contain any background information to support the request, if applicable; and
 - 42.1.5. be submitted to the CAO no later than 4:00 PM on the Wednesday of the week prior to the week of the Meeting.
- 42.2. When a Presentation or Delegation is scheduled, any written materials the presenter or Delegation wishes to be included in the Agenda package must be submitted no later than 4:00 PM on the Wednesday of the week prior to the week of the meeting.
- 42.3. Presentations and Delegations shall be heard in the order that they are placed on the Agenda; however, Council may change the order by a majority vote of Members

present.

42.4. A Presentation or Delegation shall not exceed fifteen (15) minutes, including questions of Council unless:

42.4.1. the Chair, at their discretion, extends the amount of time; or

42.4.2. Council, by resolution, extends the amount of time.

42.5. If requested by a Member, a vote of Members must be taken to approve an extension of time for a Presentation or Delegation given by the Chair.

42.6. A Member may ask questions of the presenter, Delegation, or Administration to clarify or correct information but must not enter debate about the subject of the Presentation or Delegation and Council will not enter into debate on the information received.

PART XI – PUBLIC HEARINGS

43. PUBLIC HEARINGS

43.1. Council shall hold Public Hearings in accordance with the Act and the procedures set out in this bylaw.

43.2. When Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before the second reading of the bylaw or before Council votes on the resolution.

43.3. Council may direct Administration through a resolution of Council to hold a non-statutory Public Hearing in accordance with the Act.

43.4. Public Hearings shall be held in conjunction with regular Council Meetings, and every effort shall be made to commence a Public Hearing as close as possible to the advertised time.

43.5. Council may change the date, time, and location of a Public Hearing by resolution. If any of the date, time, or location is changed, the Public Hearing must be re-advertised.

43.6. Any person who claims to be affected by the subject matter of the Public Hearing will be afforded a reasonable opportunity to present written submissions or to be heard by Council in person or through an agent.

43.7. A person wishing to file a written submission in response to advertised Public Hearing matters shall file a submission with the CAO at least ten (10) days before the Public Hearing to be included in the published Public Hearing Agenda package.

43.8. Written materials received less than ten (10) days before the Public Hearing but before the close of the Public Hearing will be distributed to Council on the date of the Public

Hearing and included in the Public Hearing record.

- 43.9. Any Member or member of the public may review the written submissions received before the commencement of the Public Hearing or during the Public Hearing.
- 43.10. All members of the public providing written submissions, or a verbal submission, must include their full name and indicate if their comment(s) are in favour of or opposed to the bylaw, or a general comment.
- 43.11. The order of business for a Public Hearings include:
 - 43.11.1. the Chair will explain the process of the Public Hearing;
 - 43.11.2. the Chair will open and state the purpose of the Public Hearing;
 - 43.11.3. Administration will provide an overview and summary of the proposed bylaw;
 - 43.11.4. the Chair will invite members of the public who wish to provide a verbal submission in favour of the proposed bylaw to come forward;
 - 43.11.5. the Chair will invite members of the public who wish to provide a verbal submission in opposition to the bylaw to come forward;
 - 43.11.6. once Council has heard from the public, Council may ask questions of Administration on any points raised by the public that were not answered in previous questioning; however, Council may not debate the subject of the Public Hearing.
- 43.12. Once a Public Hearing is closed, Council cannot receive any additional information on the bylaw proposed without holding another Public Hearing.
- 43.13. The Public Hearing must be closed before Council votes on second reading of the proposed bylaw.
- 43.14. Depending on the nature of the bylaw and the need for additional public circulation and response, Council may continue with subsequent readings of the bylaw at the same meeting or at subsequent meetings.
- 43.15. If a Member misses the entirety of the Public Hearing, the Member cannot vote on the matter.
- 43.16. If a Member misses only a portion of the Public Hearing, the Member can determine whether they will vote on the matter.

PART XII – BYLAWS

44. BYLAWS

- 44.1. A bylaw is passed after it receives three readings and is signed by the Mayor and the CAO.
- 44.2. A proposed bylaw must not be given more than two (2) readings at the same meeting, except with a unanimous vote of all Members present at the meeting.
- 44.3. If a vote on authorization for third reading is not adopted unanimously, the CAO will place third reading of the proposed bylaw on the Agenda for the next regular Council Meeting, or a Special Meeting called for that purpose.
- 44.4. If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded.
- 44.5. If a proposed bylaw has not received any readings within two (2) years from the date that it is first presented to Council, the proposed bylaw is deemed to have been abandoned.
- 44.6. The CAO may consolidate a bylaw by incorporating all amendments to it into one (1) bylaw.
- 44.7. A copy of any bylaw, resolution, or record certified by the CAO as a true copy of the original is *prima facie* proof of the bylaw, resolution, or record.

PART XIII – ADMINISTRATION AND APPROVAL

45. SIGNATURES

- 45.1. A bylaw, or any other document requiring signature pursuant to this bylaw, may be signed by the application of an electronic or digital signature.

46. REVIEW

- 46.1. This bylaw shall be reviewed at least once in every Council term.

47. SEVERABILITY

- 47.1. Should any provision of this bylaw be invalid, then such provision shall be severed, and the remainder of the bylaw shall remain in force.

48. TRANSITION AND COMING INTO FORCE

- 48.1. This bylaw takes effect on the final passing thereof and, on such final passing, Bylaw 792-21 is repealed.

READ A FIRST TIME THIS 28th DAY OF November, 2024

READ A SECOND TIME THIS 28TH DAY OF November, 2024

UNANIMOUS CONSENT to proceeding to third reading this 28th DAY OF November, 2024

READ A THIRD TIME THIS 28th DAY OF November, 2024

TOWN OF ONOWAY

LENARD KWASNY
Mayor

JENNIFER THOMPSON
Chief Administrative Officer

Town of Onoway
PROVINCE OF ALBERTA
BYLAW #819-24

A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO SET OUT PROCEDURE FOR THE ADMINISTRATION OF ELECTIONS WITHIN THE TOWN OF ONOWAY.

WHERE the Local Authorities Elections Act, RSA 2000 Chapter L-21, hereinafter referred to as "the Act" provides for the conduct of general elections by local authorities; and

WHEREAS the Act permits the local authority to pass bylaws for the conduct of such elections;

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

1. SHORT TITLE

1.1 This Bylaw may be cited as the "Elections Procedure Bylaw".

2. DEFINITIONS

2.1 "Act" means the Local Authorities Elections Act, RSA 2000 Chapter L-21.

2.2 "Ballot" means the part of a printed or electronically produced ballot card on which indicates the office to be voted on, the names of the candidates, the bylaw name and number or the questions if any, and containing the spaces in which the elector is to mark their vote.

2.3 "Ballot box" means a container, in a form approved by the Returning Officer, intended to contain the voted ballot cards.

2.4 "Ballot card" means a paper card, in a form approved by the Returning Officer, listing the ballots to be voted on in the election.

2.5 "Town" means the municipal corporation of Town of Onoway, in the Province of Alberta.

2.6 "Council" means the Council of the Town of Onoway elected pursuant to the Act.

2.7 "Counting Center" means an area designated by the Returning Officer in a controlled access building for the counting of votes and tabulation of election results.

2.8 "Election Day" means the third Monday in October in a municipal election year, or another day as designated by the appropriate authority.

2.9 "Marking device" means a writing instrument approved by the Returning Officer for use by an elector to mark a ballot card.

2.10 "Nomination Day" means the day that is four (4) weeks before Election Day where the Returning Officer receives nomination papers as set out in the Act.

3. **RETURNING OFFICER**

Reanne Springer is hereby appointed as Returning Officer for the Town of Onoway (hereinafter referred to as the "Returning Officer") for the purpose of conducting elections under the Act. The Chief Administration Officer "CAO" is hereby appointed as substitute Returning Officer.

4. **SECRETARY**

The Returning Officer is appointed as the Secretary for the purposes of conducting elections under the Act.

5. **BALLOT CARDS**

5.1 The Returning Officer shall be responsible for ensuring that ballot cards are produced in accordance with this section.

5.2 Sufficient ballot cards shall be printed to ensure that there are ballot cards available for each elector who wishes to vote.

5.3 Each ballot card shall:

- a. Set out the office to be voted on in the election, the candidates for each office, and any bylaws and/or questions that are to be put to the electors in the election;
- b. Contain a brief explanatory note stating the maximum number of candidates for each office for which an elector can vote without making the ballot void; and
- c. Provide a space for the elector to mark the elector's vote on each ballot.

5.4 A single ballot card may contain all of the offices, questions and bylaws to be voted on in the election.

5.5 The area for each office, bylaw and question shall be clearly designated on the ballot card.

5.6 The Ballot Card shall be assembled in the following order:

- a. Candidates for the office of Councillor;
- b. Questions that may be put to the electors under the Municipal Government Act, or any other enactment; and
- c. Candidates for any other office as may be required by another enactment.

5.7 Candidates' names shall be listed on the ballot card alphabetically by last name, and each last name will be capitalized.

6. **NOMINATION FORM**

6.1 Candidates for the office of Councillor must file nomination papers on the prescribed form before the close of nominations on Nomination Day.

- 6.2 Each Nomination Form must be signed by a minimum of five (5) electors eligible to vote in that election as stipulated in the Act.
- 6.3 Each candidate shall include with their nomination papers a deposit of fifty Canadian dollars (\$50.00).
- 6.4 The deposit required for in section 6.3 is to be provided in cash, by certified cheque or money order made payable to the Town of Onoway.
- 6.5 No nomination is valid nor shall be acted upon by the Returning Officer unless it is accompanied by the full amount of the deposit.
- 6.6 If the candidate is not entitled to a refund pursuant to section 30 of the Act, the deposit shall then be paid into the General Revenue fund of the Town of Onoway.

7. VOTING STATIONS

- 7.1 The Returning Officer is hereby delegated the authority to designate the locations of the voting stations for the voting station(s).
- 7.2 Voting Stations required for a general election held in the Town of Onoway shall open at 9:00 AM.

8. ADVANCE VOTING

- 8.1 The Returning Officer is authorized to conduct an advance vote on any vote held in an election for the local jurisdiction in accordance with the Act.
- 8.2 As per s. 73(6) of the LAEA, the Returning Officer has the authority to set times and dates for Advance Voting, therefore no Council resolution is required.

9. SPECIAL BALLOTS

- 9.1 The Returning Officer shall provide special ballots for eligible electors that apply for one.
- 9.2 An application for special ballots may be made by any one or more of the following methods:
 - a. in writing;
 - b. by telephone;
 - c. in person;
 - d. by e-mail;
- 9.3 The time period during which an elector may apply to receive a special ballot will be determined by the returning officer.

10. INCAPACITATED VOTING

- 10.1 Provision is made for the attendance of two (2) Deputy Returning Officers at a residence of an elector, during the hours of an advance vote, in order to take the votes of an elector who, because

of physical incapacity or mobility limitations, is unable to attend a voting station or an advance voting station to vote.

10.2 Incapacitated voting shall be done pursuant to Section 79 of the Act.

11. **INSTITUTIONAL VOTING**

11.1 The Town of Onoway may conduct institutional votes for electors who are confined to a treatment centre, or reside in a supportive living facility as provided for in section 80(1) of the *Local Authorities Election Act*.

11.2 The Returning Officer is authorized to and must, in their sole and unfettered discretion, determine the following for institutional votes:

- a. if, when, and where institutional voting will be conducted during an advance vote as provided for in section 80(4) of the *Local Authorities Election Act*; and
- b. if, when, and where institutional voting will be conducted on election day as provided for in section 81(1) of the *Local Authorities Election Act*.

12. **VOTING PROCEDURES**

12.1 Each elector shall be given one (1) ballot card which has been initialed by the Deputy Returning Officer and folded.

12.2 Upon receiving the folded ballot card, the elector shall forthwith proceed to the voting compartment to vote.

12.3 The elector shall:

- a. Only mark the ballot card in the voting compartment; and
- b. Only use the marking device provided in the voting compartment to mark the ballot card.

12.4 The elector shall mark the ballot card as follows:

- a. Marking an X in the square corresponding with the choice of the elector's candidate, or if there is more than one vacancy, the candidates of the elector's choice; and
- b. Where the ballot is on a bylaw or question, marking an X in the square corresponding with the elector's choice on the question or bylaw.

12.5 After the elector has finished marking the ballot card, the elector shall forthwith:

- a. Fold the ballot without showing the markings on the ballot card to anyone, and
- b. Leave the voting compartment and deliver the folded ballot card to the Deputy Returning Officer supervising the ballot box.

12.6 The Deputy Returning Officer supervising the ballot box shall insert the folded marked ballot card into the ballot box without exposing the marks made on the ballot card made by the elector.

- 12.7 When the elector's ballot card has been deposited into the ballot box the elector shall forth with leave the voting station.
- 12.8 The voting procedure prescribed in this section shall apply during an advance vote and an incapacitated elector vote insofar as is practicable and modified as may be necessary at the discretion of the Returning Officer.

13. POST VOTING PROCEDURE ON ELECTION DAY

- 13.1 Immediately after the close of a voting station, the Deputy Returning Officer presiding at that station shall:
- a. Count the ballots in the ballot box and report results to Returning Officer.
- 13.2 A Deputy Returning Officer that presided at a voting station shall:
- a. Complete the ballot account following the close of the station and personally deliver it to the Returning Officer or designate; and
 - b. Seal the unused ballots, voting registers and all statements required under the Act in an empty ballot box and return them to the Returning Officer or designate.

14. REJECTED BALLOTS

- 14.1 A ballot is void and will not be counted in the election results if:
- a. The ballot card does not bear the initials of the Deputy Returning Officer who issued the ballot card;
 - b. The ballot card has been torn, defaced or dealt with in such a way by an elector that the elector can be identified;
 - c. The ballot card has been marked for more candidates than there are officers to be filled;
 - d. In the event of a bylaw or question, the ballot has been marked both in the affirmative and the negative;
 - e. The ballot has not been marked by the elector;
 - f. The ballot has been marked outside of the space indicated on the ballot for the placing of the voter's mark; or
 - g. The ballot cannot be read.
- 14.2 If a voter has inadvertently marked the provided ballot card the voter may, upon returning it to the Deputy Returning Officer presiding at the ballot box, request a new ballot card.

15. RECOUNT BY RETURNING OFFICER

- 15.1 If the Returning Officer makes a recount under Section 98 of the Act, the voted ballots may be recounted.

16. GENERAL

- 16.1 Upon completion of the election results, the Returning Officer shall retain the records for the allotted amount of time according to the Act.
- 16.2 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

17. SEVERABILITY AND REPEAL

17.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

THIS BYLAW WILL COME INTO FORCE AND EFFECT ON THE FINAL DAY OF PASSING AND SIGNATURE THEREOF.

GIVEN first reading this

GIVEN second reading this

GIVEN third reading this



Town of Onoway Request for Information

Meeting:	Council Meeting
Meeting Date:	November 28, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Consideration of One time Consumption Reduction for Institutional Customer

BACKGROUND / PROPOSAL

The Town of Onoway has a Water Meter Policy that specifically addresses homeowners, also contained in Bylaw 806-23 Water & Sewer Utility Bylaw are provisions for one time reduction in consumption charges for customers.

The Town of Onoway Water Meter Policy 6.3 states:

“Homeowners are entitled to a one time high consumption rebate after an investigation has been conducted that did not find any fault with the water meter. When a homeowner has unintentionally incurred an over usage of water, the homeowner may request his rebate which is calculated by averaging water usage over the past year (not including the high consumption month).”

This Policy addressed residential only and is to ensure that water consumption is accurately recorded in order to ensure that the utility achieves self-sufficiency and allows for a one-time adjustment when a utility account causes hardship to residents for faulty fixtures.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Having this policy in place demonstrates fairness on the Town’s part as they are able to relieve a homeowner of the burden of accidentally high water usage.

However, the policy is silent regarding other accounts that are not “homeowners”.

Bylaw 806-23 Water & Sewer Utility Bylaw does address this as well.

CONSIDERATION OF REDUCTION

Bylaw 806-23 states that an abnormal reading may be reduced by the CAO.

- 7.4.2 **Abnormal Readings** – In the event that there is a significant volume of water consumed or utilized as a result of a faulty appliance or fixture, the account holder can apply to the Chief Administrative Officer for a One-Time adjustment that is based upon an average consumption rate using the past twelve months of usage excluding the abnormal month of consumption. The decision to provide a price adjustment is at the sole discretion of the Chief Administrative Officer.

Upon investigation there is no evidence that there is a faulty fixture or anything within the customer's premise. While the Town of Onoway did perform a valve replacement around the time the high usage was noted. The customer has assured staff that there is backflow prevention and they find no evidence of the high usage in their system. Water consumption and sewer consumption for the community did not significantly change, as the water line from the valve repair would indicate a higher consumption at the water plant while the main line was charged. During the valve change, Administration has reviewed other customer's billings in the immediate vicinity and there is no change in their consumption.

For Council's consideration is a reduction in this customer's high usage of \$5,159.37. This is a significant amount and Administration is unable to apply bylaw or policy as there is no way to determine the cause of the high usage. Should Council approve the reduction, this is a one-time adjustment.

5671 002	Water Consumption	Sewer Consumption	5671 001	Water Consumption	Sewer Consumption
Aug-23	50.40	16.43	Aug-23	2.02	0.66
Sep-23	577.92	188.34	Sep-23	178.08	58.04
Oct-23	917.95	299.15	Oct-23	274.18	89.35
Nov-23	723.07	235.64	Nov-23	196.22	63.95
Dec-23	720.38	234.77	Dec-23	178.08	58.04
Jan-24	617.50	183.74	Jan-24	146.46	43.58
Feb-24	1,028.93	306.16	Feb-24	366.53	109.06
Mar-24	730.11	217.25	Mar-24	271.58	80.81
Apr-24	1,254.14	373.18	Apr-24	431.30	128.33
May-24	751.46	223.60	May-24	225.95	67.23
Jun-24	646.94	192.50	Jun-24	197.98	58.91
Jul-24	78.75	23.43	Jul-24	6.62	1.97
Average	674.80	207.85	Average	206.25	63.33
August	2,330.18	693.35	September	2,534.05	754.02
Sep-24	776.48	231.05	24-Oct	306.91	91.32
Oct-24	880.99	262.14	24-Nov	209.76	62.42
REDUCTION	1,655.38	485.50		2,327.80	690.69

This is a consumption of 316.6 m³ and 344.3 m³ where there usually is minimal consumption.

Staff have data logged the meters which show 90 days of consumption. There is a daily log (attached) and an hourly log (attached). This is for the 3" meter. It is a continuous flow for the period in question, from August 14 to August 19. Staff have analyzed the consumption start and end period. It continued for almost 5 days. The consumption was first recorded at 4:53 PM on August 14 and ended on August 19 at 4:53 PM. These are hourly readings. There is some concern as the Town did change a main valve in the area on August 14th. The customer has confirmed there are back flow prevention measures in place, as Staff inquired about whether the system had drained due to the main valve change. The customer does not feel that the consumption charges are correct. When the main valve was changed, that area of the system did require recharging which would have recorded additional consumption at the main water station.

Staff evaluated the whole system water and sewer consumption records, attached and they do not show any significant changes.

Wild Water Consumption

June	8,579
July	8,428
August	10,198
September	7,964

The Town has paid Wild Water for additional consumption in August.

This customer consumption is 660.9 m³ for the month of August. The Town consumption was higher in August. This is partially attributed to the change of the main valves and recharging the main water line, hydrovac water used by Canadian Fiber Optics. These are not measurable items however, it is a much larger consumption in August that is in line with this customers additional usage.

CONSIDERATIONS to Customer

Bylaw 806-23 Water & Sewer Utility Bylaw does place responsibility for replacement meters on the Town of Onoway. Staff are currently working with the institutions staff to determine the size of the replacement meter, as they are considering a reduction in meter size from 3" to 2". The customer is responsible for the installation costs.

5.2 **Installation Responsibility**

- 5.2.1 All water meters shall be supplied by the Town, and the original meter to a property shall be installed by a Journeyman Plumber at the consumer's expense and all replacement meters will be supplied by the Town unless the meter is being replaced as a direct result of negligence, abuse, destruction, or other any other means other than general wear and tear. The owner will be responsible for the installation of all replacement meters. The manner of installation of the meter shall be approved by the Town;

In this case, in order to test or calibrate the meter is not feasible due to supply of a meter of this type. If a new meter is ordered, the supply is 5 months out. This does not allow for the Town to test the meter close enough to the time of high reading.

Staff have proposed considerations to the customer and are waiting for their decision on the replacement meter size preference.

The following is the considerations proposed to the customer (name removed) on November 20th.

Current Considerations

1. Request Council consider a reduction in the August 2024 bill as there is no determination of a faulty reading. Our Bylaw notes that a one time fee reduction may be granted by averaging the previous 12 months. I have not calculated that amount of reduction yet (will provide to Council) Administration will request Council consider a reduction. A report will be before Council on November 28th.
2. Remove all 5/8" basic charges and charge consumption fees if internal parts are changed on existing meter. (Not recommended)
3. Replace Meter (recommended)
 - a. Replace the 3" meter with a 3" Mach10 meter (detail above)
 - b. Replace the 3" meter with a 2" Mach10 meter (detail above)
4. ** we would defer to your wishes on the meter replacement and the size of the meter as long as the customer accepts responsibility that a reduction in meter size is sufficient for water requirements including water supply for sprinkler system (if present). The Town will not accept responsibility should the reduction in meter size affect required water flow. If a 2" meter is chosen and needs to be replaced with a larger meter, customer will be responsible for the cost of a replacement meter.

** customer is responsible for installation costs of the replacement meter.

** all 5/8" billing would be removed as the Mach 10 has both low and high flow capability.

STRATEGIC ALIGNMENT

Fiscal Sustainability / Good Governance

COSTS / SOURCE OF FUNDING

Unknown as adjusted on a per case basis. Currently not tracked in GL accounts.

RECOMMENDED ACTION

THAT Council provide a one-time reduction in utility consumption charges as per Bylaw 803-23 Clause 7.4.2 to account 5671 002 of \$2,140.88 and 5671 001 of \$3,018.49 for August 2024 consumption charges.

OR

THAT Council notify the customer that as no evidence has been found that consumption charges are incorrect of accounts 5671 002 and 5671 001 that the customer is responsible for the consumption charges from August 2024.

OR

Direction provided from deliberations

ATTACHMENTS

- Policy 6.3 – Water Meter Policy
- 3 in hourly data log
- 3 in daily data log
- Water & sewer logs for system

DATA LOGGING REPORT

June 28, 2024 - October 2, 2024

Account Number: 5671001

MIU#: 1542757320

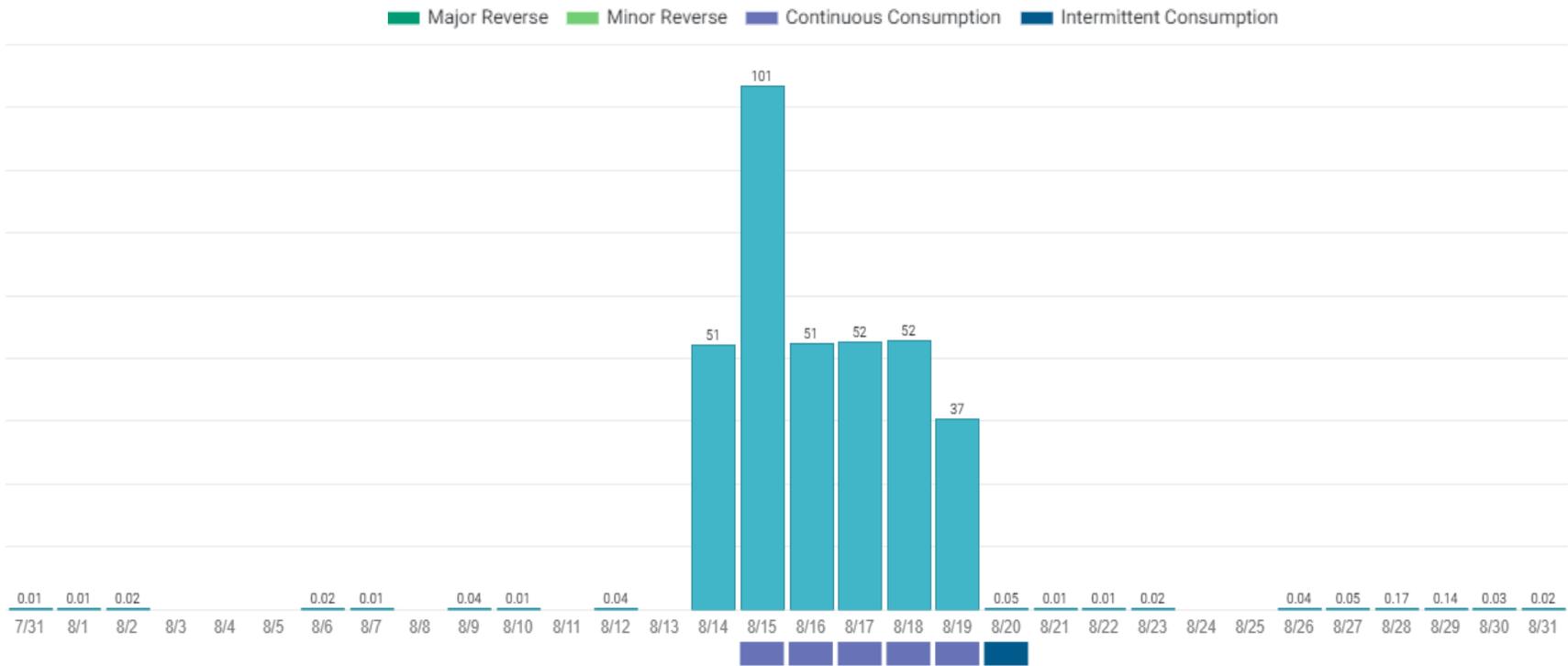
Size: 1 1/2" - 4" HPT

UOM: CUBIC METERS

Major Reverse Minor Reverse Continuous Consumption Intermittent Consumption

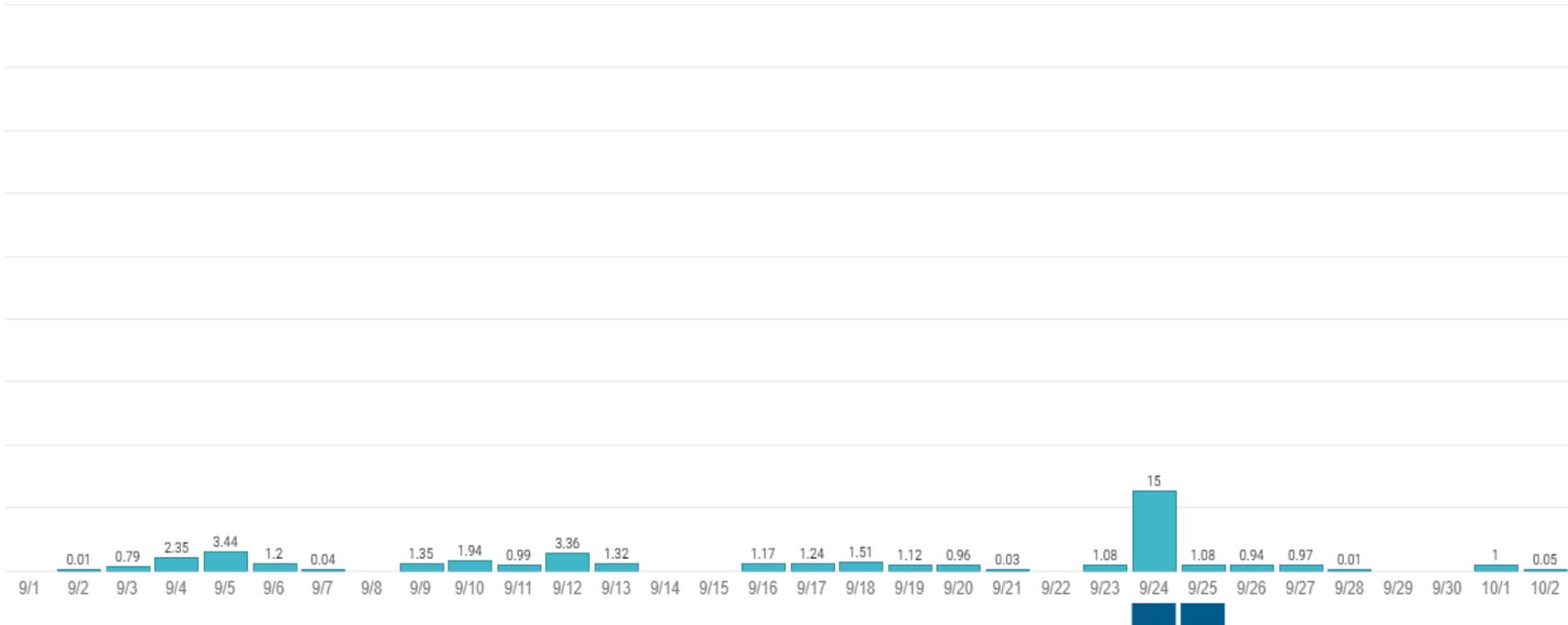


June 28, 2024 - July 30, 2024



July 31, 2024 - August 31, 2024

Major Reverse Minor Reverse Continuous Consumption Intermittent Consumption



September 1, 2024 - October 2, 2024

Date/Time	Reading	Consumption	Reverse Flow	Consumption Flag
08/20/2024 12:53 AM	2320.9	0		Intermittent
08/19/2024 11:53 PM	2320.9	0		Intermittent
08/19/2024 10:53 PM	2320.9	0		Intermittent
08/19/2024 09:53 PM	2320.9	0		Intermittent
08/19/2024 08:53 PM	2320.9	0		Intermittent
08/19/2024 07:53 PM	2320.9	0		Intermittent
08/19/2024 06:53 PM	2320.9	0		Intermittent
08/19/2024 05:53 PM	2320.9	0		Intermittent

08/19/2024 04:53 PM	2320.9	1.15	Intermittent
08/19/2024 03:53 PM	2319.75	2.29	Continuous
08/19/2024 02:53 PM	2317.46	2.29	Continuous
08/19/2024 01:53 PM	2315.17	2.46	Continuous
08/19/2024 12:53 PM	2312.71	2.18	Continuous
08/19/2024 11:53 AM	2310.53	2.31	Continuous
08/19/2024 10:53 AM	2308.22	2.21	Continuous
08/19/2024 09:53 AM	2306.01	2.22	Continuous
08/19/2024 08:53 AM	2303.79	2.19	Continuous
08/19/2024 07:53 AM	2301.6	2.16	Continuous
08/19/2024 06:53 AM	2299.44	2.15	Continuous
08/19/2024 05:53 AM	2297.29	2.41	Continuous
08/19/2024 04:53 AM	2294.88	2.13	Continuous
08/19/2024 03:53 AM	2292.75	2.15	Continuous
08/19/2024 02:53 AM	2290.6	2.13	Continuous
08/19/2024 01:53 AM	2288.47	2.14	Continuous
08/19/2024 12:53 AM	2286.33	2.14	Continuous
08/18/2024 11:53 PM	2284.19	2.14	Continuous
08/18/2024 10:53 PM	2282.05	2.13	Continuous
08/18/2024 09:53 PM	2279.92	2.14	Continuous
08/18/2024 08:53 PM	2277.78	2.14	Continuous
08/18/2024 07:53 PM	2275.64	2.14	Continuous
08/18/2024 06:53 PM	2273.5	2.13	Continuous
08/18/2024 05:53 PM	2271.37	2.14	Continuous
08/18/2024 04:53 PM	2269.23	2.17	Continuous
08/18/2024 03:53 PM	2267.06	2.17	Continuous
08/18/2024 02:53 PM	2264.89	2.18	Continuous
08/18/2024 01:53 PM	2262.71	2.2	Continuous
08/18/2024 12:53 PM	2260.51	2.15	Continuous
08/18/2024 11:53 AM	2258.36	2.2	Continuous
08/18/2024 10:53 AM	2256.16	2.28	Continuous
08/18/2024 09:53 AM	2253.88	2.21	Continuous
08/18/2024 08:53 AM	2251.67	2.22	Continuous
08/18/2024 07:53 AM	2249.45	2.14	Continuous
08/18/2024 06:53 AM	2247.31	2.13	Continuous
08/18/2024 05:53 AM	2245.18	2.14	Continuous
08/18/2024 04:53 AM	2243.04	2.14	Continuous
08/18/2024 03:53 AM	2240.9	2.14	Continuous
08/18/2024 02:53 AM	2238.76	2.13	Continuous

08/18/2024 01:53 AM	2236.63	2.14	Continuous
08/18/2024 12:53 AM	2234.49	2.14	Continuous
08/17/2024 11:53 PM	2232.35	2.14	Continuous
08/17/2024 10:53 PM	2230.21	2.13	Continuous
08/17/2024 09:53 PM	2228.08	2.14	Continuous
08/17/2024 08:53 PM	2225.94	2.14	Continuous
08/17/2024 07:53 PM	2223.8	2.13	Continuous
08/17/2024 06:53 PM	2221.67	2.14	Continuous
08/17/2024 05:53 PM	2219.53	2.14	Continuous
08/17/2024 04:53 PM	2217.39	2.14	Continuous
08/17/2024 03:53 PM	2215.25	2.22	Continuous
08/17/2024 02:53 PM	2213.03	2.24	Continuous
08/17/2024 01:53 PM	2210.79	2.18	Continuous
08/17/2024 12:53 PM	2208.61	2.15	Continuous
08/17/2024 11:53 AM	2206.46	2.2	Continuous
08/17/2024 10:53 AM	2204.26	2.2	Continuous
08/17/2024 09:53 AM	2202.06	2.2	Continuous
08/17/2024 08:53 AM	2199.86	2.18	Continuous
08/17/2024 07:53 AM	2197.68	2.13	Continuous
08/17/2024 06:53 AM	2195.55	2.13	Continuous
08/17/2024 05:53 AM	2193.42	2.12	Continuous
08/17/2024 04:53 AM	2191.3	2.13	Continuous
08/17/2024 03:53 AM	2189.17	2.13	Continuous
08/17/2024 02:53 AM	2187.04	2.13	Continuous
08/17/2024 01:53 AM	2184.91	2.13	Continuous
08/17/2024 12:53 AM	2182.78	2.14	Continuous
08/16/2024 11:53 PM	2180.64	2.13	Continuous
08/16/2024 10:53 PM	2178.51	2.12	Continuous
08/16/2024 09:53 PM	2176.39	2.13	Continuous
08/16/2024 08:53 PM	2174.26	2.13	Continuous
08/16/2024 07:53 PM	2172.13	2.13	Continuous
08/16/2024 06:53 PM	2170	2.12	Continuous
08/16/2024 05:53 PM	2167.88	2.13	Continuous
08/16/2024 04:53 PM	2165.75	2.13	Continuous
08/16/2024 03:53 PM	2163.62	2.13	Continuous
08/16/2024 02:53 PM	2161.49	2.14	Continuous
08/16/2024 01:53 PM	2159.35	2.15	Continuous
08/16/2024 12:53 PM	2157.2	2.14	Continuous
08/16/2024 11:53 AM	2155.06	2.13	Continuous

08/16/2024 10:53 AM	2152.93	2.13	Continuous
08/16/2024 09:53 AM	2150.8	2.13	Continuous
08/16/2024 08:53 AM	2148.67	2.18	Continuous
08/16/2024 07:53 AM	2146.49	2.12	Continuous
08/16/2024 06:53 AM	2144.37	2.17	Continuous
08/16/2024 05:53 AM	2142.2	2.15	Continuous
08/16/2024 04:53 AM	2140.05	2.15	Continuous
08/16/2024 03:53 AM	2137.9	2.16	Continuous
08/16/2024 02:53 AM	2135.74	2.14	Continuous
08/16/2024 01:53 AM	2133.6	2.16	Continuous
08/16/2024 12:53 AM	2131.44	2.14	Continuous
08/15/2024 11:53 PM	2129.3	2.15	Continuous
08/15/2024 10:53 PM	2127.15	2.14	Continuous
08/15/2024 09:53 PM	2125.01	2.16	Continuous
08/15/2024 08:53 PM	2122.85	2.14	Continuous
08/15/2024 07:53 PM	2120.71	2.15	Continuous
08/15/2024 06:53 PM	2118.56	2.14	Continuous
08/15/2024 05:53 PM	2116.42	2.15	Continuous
08/15/2024 04:53 PM	2114.27	2.13	Continuous
08/15/2024 03:53 PM	2112.14	2.12	Intermittent
08/15/2024 02:53 PM	2110.02	2.15	Intermittent
08/15/2024 01:53 PM	2107.87	2.14	Intermittent
08/15/2024 12:53 PM	2105.73	2.16	Intermittent
08/15/2024 11:53 AM	2103.57	2.14	Intermittent
08/15/2024 10:53 AM	2101.43	3.73	Intermittent
08/15/2024 09:53 AM	2097.7	7.01	Intermittent
08/15/2024 08:53 AM	2090.69	6.99	Intermittent
08/15/2024 07:53 AM	2083.7	6.93	Intermittent
08/15/2024 06:53 AM	2076.77	6.94	Intermittent
08/15/2024 05:53 AM	2069.83	6.92	Intermittent
08/15/2024 04:53 AM	2062.91	6.93	Intermittent
08/15/2024 03:53 AM	2055.98	6.92	
08/15/2024 02:53 AM	2049.06	6.91	
08/15/2024 01:53 AM	2042.15	6.93	
08/15/2024 12:53 AM	2035.22	6.91	
08/14/2024 11:53 PM	2028.31	6.92	
08/14/2024 10:53 PM	2021.39	6.9	
08/14/2024 09:53 PM	2014.49	6.9	
08/14/2024 08:53 PM	2007.59	6.9	

08/14/2024 07:53 PM	2000.69	6.89
08/14/2024 06:53 PM	1993.8	7.04
08/14/2024 05:53 PM	1986.76	7.03
08/14/2024 04:53 PM	1979.73	2.56
08/14/2024 03:53 PM	1977.17	0
08/14/2024 02:53 PM	1977.17	0
08/14/2024 01:53 PM	1977.17	0

DATA LOGGING REPORT

June 28, 2024 - October 2, 2024

Account Number: 5671001

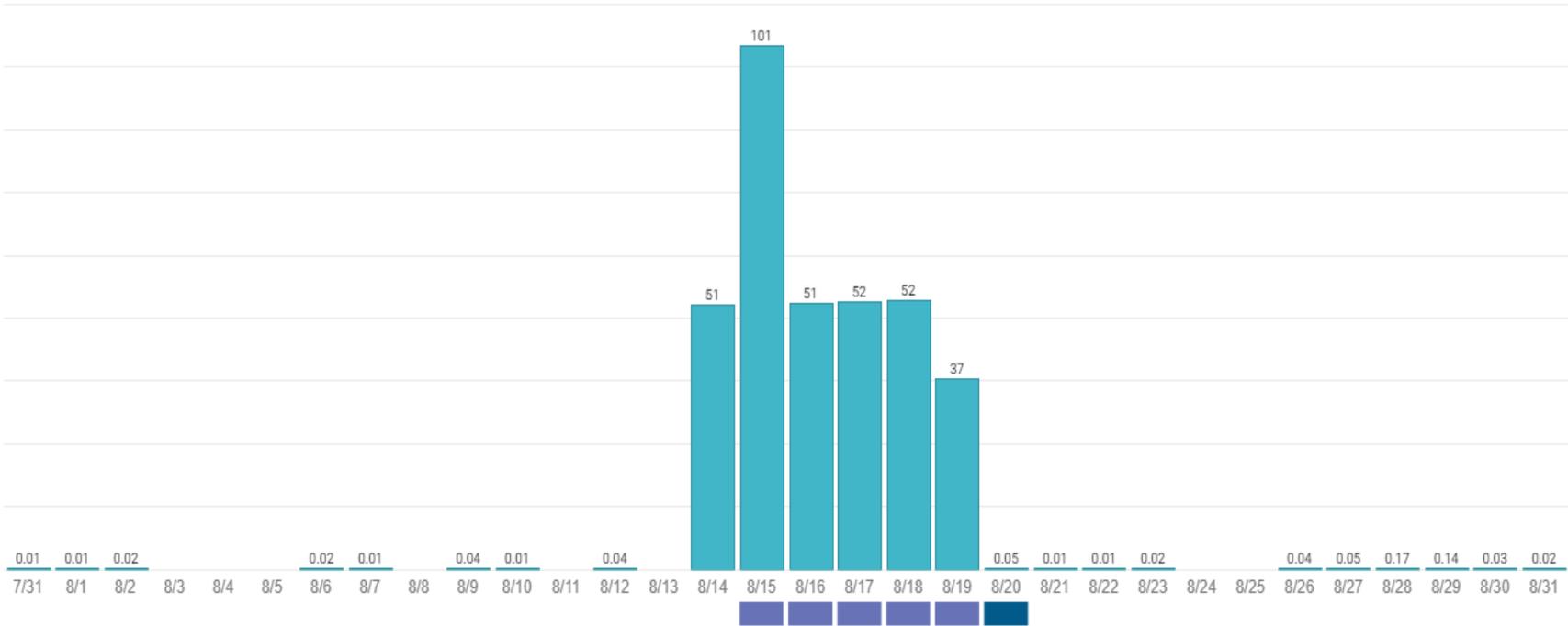
MIU#: 1542757320
Size: 1 1/2" - 4" HPT
UOM: CUBIC METERS

■ Major Reverse ■ Minor Reverse ■ Continuous Consumption ■ Intermittent Consumption

0.65				0.01	0.01		0.01			0.02		0.01	0.01			0.01	0.01	0.07	0.02			0.1	0.01	0.04	0.02	0.03			0.01	0.03		
6/28	6/29	6/30	7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21	7/22	7/23	7/24	7/25	7/26	7/27	7/28	7/29	7/30

June 28, 2024 - July 30, 2024

Major Reverse Minor Reverse Continuous Consumption Intermittent Consumption



July 31, 2024 - August 31, 2024

Major Reverse Minor Reverse Continuous Consumption Intermittent Consumption



September 1, 2024 - October 2, 2024

Date/Time	Reading	Consumption	Reverse Flow	Consumption Flag
10/02/2024 12:00 AM	2364.77	0.05		
10/01/2024 12:00 AM	2364.72	1		
09/30/2024 12:00 AM	2363.72	0		
09/29/2024 12:00 AM	2363.72	0		
09/28/2024 12:00 AM	2363.72	0.01		
09/27/2024 12:00 AM	2363.71	0.97		
09/26/2024 12:00 AM	2362.74	0.94		
09/25/2024 12:00 AM	2361.8	1.08		Intermittent

09/24/2024 12:00 AM	2360.72	15.38	Intermittent
09/23/2024 12:00 AM	2345.34	1.08	
09/22/2024 12:00 AM	2344.26	0	
09/21/2024 12:00 AM	2344.26	0.03	
09/20/2024 12:00 AM	2344.23	0.96	
09/19/2024 12:00 AM	2343.27	1.12	
09/18/2024 12:00 AM	2342.15	1.51	
09/17/2024 12:00 AM	2340.64	1.24	
09/16/2024 12:00 AM	2339.4	1.17	
09/15/2024 12:00 AM	2338.23	0	
09/14/2024 12:00 AM	2338.23	0	
09/13/2024 12:00 AM	2338.23	1.32	
09/12/2024 12:00 AM	2336.91	3.36	
09/11/2024 12:00 AM	2333.55	0.99	
09/10/2024 12:00 AM	2332.56	1.94	
09/09/2024 12:00 AM	2330.62	1.35	
09/08/2024 12:00 AM	2329.27	0	
09/07/2024 12:00 AM	2329.27	0.04	
09/06/2024 12:00 AM	2329.23	1.2	
09/05/2024 12:00 AM	2328.03	3.44	
09/04/2024 12:00 AM	2324.59	2.35	
09/03/2024 12:00 AM	2322.24	0.79	
09/02/2024 12:00 AM	2321.45	0.01	
09/01/2024 12:00 AM	2321.44	0	
08/31/2024 12:00 AM	2321.44	0.02	
08/30/2024 12:00 AM	2321.42	0.03	
08/29/2024 12:00 AM	2321.39	0.14	
08/28/2024 12:00 AM	2321.25	0.17	
08/27/2024 12:00 AM	2321.08	0.05	
08/26/2024 12:00 AM	2321.03	0.04	
08/25/2024 12:00 AM	2320.99	0	
08/24/2024 12:00 AM	2320.99	0	
08/23/2024 12:00 AM	2320.99	0.02	
08/22/2024 12:00 AM	2320.97	0.01	
08/21/2024 12:00 AM	2320.96	0.01	
08/20/2024 12:00 AM	2320.95	0.05	Intermittent
08/19/2024 12:00 AM	2320.9	36.71	Continuous
08/18/2024 12:00 AM	2284.19	51.84	Continuous
08/17/2024 12:00 AM	2232.35	51.71	Continuous

08/16/2024 12:00 AM	2180.64	51.34	Continuous
08/15/2024 12:00 AM	2129.3	100.99	Continuous
08/14/2024 12:00 AM	2028.31	51.14	
08/13/2024 12:00 AM	1977.17	0	
08/12/2024 12:00 AM	1977.17	0.04	
08/11/2024 12:00 AM	1977.13	0	
08/10/2024 12:00 AM	1977.13	0.01	
08/09/2024 12:00 AM	1977.12	0.04	
08/08/2024 12:00 AM	1977.08	0	
08/07/2024 12:00 AM	1977.08	0.01	
08/06/2024 12:00 AM	1977.07	0.02	
08/05/2024 12:00 AM	1977.05	0	
08/04/2024 12:00 AM	1977.05	0	
08/03/2024 12:00 AM	1977.05	0	
08/02/2024 12:00 AM	1977.05	0.02	
08/01/2024 12:00 AM	1977.03	0.01	
07/31/2024 12:00 AM	1977.02	0.01	
07/30/2024 12:00 AM	1977.01	0.03	
07/29/2024 12:00 AM	1976.98	0.01	
07/28/2024 12:00 AM	1976.97	0	
07/27/2024 12:00 AM	1976.97	0	
07/26/2024 12:00 AM	1976.97	0.03	
07/25/2024 12:00 AM	1976.94	0.02	
07/24/2024 12:00 AM	1976.92	0.04	
07/23/2024 12:00 AM	1976.88	0.01	
07/22/2024 12:00 AM	1976.87	0.1	
07/21/2024 12:00 AM	1976.77	0	
07/20/2024 12:00 AM	1976.77	0	
07/19/2024 12:00 AM	1976.77	0.02	
07/18/2024 12:00 AM	1976.75	0.07	
07/17/2024 12:00 AM	1976.68	0.01	
07/16/2024 12:00 AM	1976.67	0.01	
07/15/2024 12:00 AM	1976.66	0	
07/14/2024 12:00 AM	1976.66	0	
07/13/2024 12:00 AM	1976.66	0	
07/12/2024 12:00 AM	1976.66	0	
07/11/2024 12:00 AM	1976.66	0.01	
07/10/2024 12:00 AM	1976.65	0.01	
07/09/2024 12:00 AM	1976.64	0	

07/08/2024 12:00 AM	1976.64	0.02
07/07/2024 12:00 AM	1976.62	0
07/06/2024 12:00 AM	1976.62	0
07/05/2024 12:00 AM	1976.62	0.01
07/04/2024 12:00 AM	1976.61	0
07/03/2024 12:00 AM	1976.61	0.01
07/02/2024 12:00 AM	1976.6	0.01
07/01/2024 12:00 AM	1976.59	0
06/30/2024 12:00 AM	1976.59	0
06/29/2024 12:00 AM	1976.59	0
06/28/2024 12:00 AM	1976.59	0.65

Date	Day of the week	Water - Incoming Flow (m ³ /day)	Water - Outgoing Flow (m ³ /day)	average m ³ /day	Lift Station Flow (m ³)				
July 31, 2024	Wednesday	355	328		383				
August 1, 2024	Thursday	273	287		367				
August 2, 2024	Friday	410	398		533				
August 6, 2024	Tuesday	999		987	282				
August 7, 2024	Wednesday	279	261			1705	341		
August 8, 2024	Thursday	275	278		365				
August 9, 2024	Friday	345	311		367				
August 12, 2024	Monday	861		869	434.5	1086	543		
August 13, 2024	Tuesday	382	348		371				
August 14, 2024	Wednesday	283	278		402				Water valve repair
August 15, 2024	Thursday	480	439		481				
August 16, 2024	Friday	403	413		497				
August 19, 2024	Monday	1061	1064			1434	478		
August 20, 2024	Tuesday	329	324		430				
August 21, 2024	Wednesday	299	290		406				
August 22, 2024	Thursday	257	239		332				
August 23, 2024	Friday	304	304						
August 26, 2024	Monday	713		720	360	1558	390		
August 27, 2024	Tuesday	380	381		430				
August 28, 2024	Wednesday	178	167		344				
August 29, 2024	Thursday	290	263		392				
August 30, 2024	Friday	251	266		342				
	median	337	304		388				
	average	428	349		403				



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	November 28, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	FCSS- Town of Onoway Public Library

BACKGROUND / PROPOSAL

During the May 23, 2024 Council meeting (FCSS Round 1), Council made the following motion to approve Round 1 FCSS applications. Part of the applications approved was the Town of Onoway Public Library Harvest Festival Entertainment application to the amount of \$1,000 and the Onoway & District Historical Guild Fall Harvest Festival 2024 to the amount of \$750.

7.	ACTION ITEMS Motion #173/24	MOVED by Councillor Bridgitte Coninx that administration proceed as directed by Council on Round 1 FCSS applications and bring further information to a future Council meeting regarding the Alberta Beach Snowmobile Club groomer purchase and the Heritage Centre Water Fountain. CARRIED
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Also, during the September 12, 2024, Council meeting (FCSS Round 2), Council made the following motion to approve that \$500 be allocated to the Town of Onoway Public Library Community Christmas Fair.

- f. FCSS and Recreation Tax Allocations
- Motion # 270-24**
- MOVED by: Councillor Bridgitte Coninx
- THAT Council approve the 2024 FCSS Funding Round 2 amount of \$2,800.00 towards the following FCSS grant applicants Round 2: Onoway Moms and Tots - \$800.00; Town of Onoway Public Library - \$500.00; Remembrance Day Recognition of Veterans - \$1,500.00 and THAT Council approve the 2024 Recreation Programming Round 2 amount of \$1,000.00 for the Alberta Beach Snowmobile Club.
- CARRIED**

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Harvest Festival Entertainment Application

During the 2023 Fall Harvest Festival, the hula hoop show occurred. Based on the close partnership between the library and the Historical Guild, the library sponsored the hula hoop show. The sponsorship was not funded through FCSS.

In 2024, the library submitted an FCSS application to fund the hula hoop show for the Fall Harvest Festival to the amount of \$1,000.

Concurrently, the Onoway & District Historical Guild submitted an FCSS application for the 2024 Fall Harvest Festival to the amount of \$750. This application does not include the hula hoop show amount as an expense.

Both above applications were approved, and the library received the FCSS amount of \$1,000 after Round 2. Afterwards, the hula hoop show invoice was sent to the Guild rather than the library and the Guild paid the invoice.

Administration requests direction from Council in approving one of the following options:

1. That Council direct Administration to request that the Town of Onoway Public Library return the \$1,000 FCSS amount provided for the Harvest Festival Entertainment and for Administration to redistribute the \$1,000 received to the Onoway and District Historical Guild

Or

2. That Council approves that the Town of Onoway Public Library directly provides the \$1,000 FCSS funding received for the Harvest Festival Entertainment to the Onoway District Historical Guild.

Community Christmas Fair

The library submitted an FCSS application for a Community Christmas Fair to the amount of \$500 and the application was approved by Council during round 2 FCSS deliberations. Also, the library received the \$500 FCSS amount recently.

Since the approval, the library received \$500 however the library will no longer hold the Community Christmas Fair due to the large amount of time spent planning the recently held library fundraiser that would have otherwise been used towards planning the Community Christmas Fair. As such, the library is requesting that the \$500 be reallocated towards Christmas Gingerbread Decorating Events that would be split into two separate events; one for families homeschooled and one for the public. The program will be held in house and a face painter may be available at one or both events.

Regarding a change of project, the FCSS application states the following:

A request for project changes must be submitted in writing and is subject to approval. Any request for a project change with a slight variance from the intention of the initial approved project will be subject to approval by Administration.

Any request for a project change that has a significant variance of the initial approved project will not be approved. An organization may make applications for the secondary project, which will follow the regular grant review and allocation process.

The above request from the library is considered a significant variance of the initial approve project as it is a completely new project hence the reason Administration is bringing the request forward to Council.

STRATEGIC ALIGNMENT

Safe Community
Financial Sustainability
Good Governance

COSTS / SOURCE OF FUNDING

N/A

RECOMMENDED ACTION

1. That Council direct Administration to request that the Town of Onoway Public Library return the \$1,000 FCSS amount provided for the Harvest Festival Entertainment and for Administration to redistribute the \$1,000 to the Onoway and District Historical Guild

Or

That Council approves that the Town of Onoway Public Library directly provides the \$1,000 FCSS funding received for the Harvest Festival Entertainment to the Onoway District Historical Guild.

2. That Council approve the Town of Onoway Public Library Christmas Gingerbread Decorating Events program and that the \$500 FCSS amount received for Community Christmas Fair be reallocated to the Christmas Gingerbread Decorating Events program.

ATTACHMENTS

N/A



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	November 24, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Local Growth and Sustainability Grant

BACKGROUND / PROPOSAL

The Local Growth and Sustainability Grant (LGSG) Program provides funding to local governments to support infrastructure projects that:

- enhance and expand infrastructure in those local governments that are experiencing growth pressures;
- support new or expanding industrial, commercial, and residential development to advance economic activity in local governments to benefit residents; and/or
- address an urgent infrastructure breakdown that is impacting the health and safety.

The program has two components:

1. **Growth Component:** Intended to help mid-sized local governments address growth pressures resulting from rapid population, tourism, and economic growth; attract investment and talent to Alberta by providing the appropriate infrastructure; create jobs; address housing challenges; and develop local economies. The need for infrastructure funding to address these growth pressures must be independently verifiable.

2. **Sustainability Component:** Intended to address urgent infrastructure breakdowns that pose a substantial health and safety risk to residents. The need for infrastructure funding to address the urgent infrastructure breakdown must be independently verifiable.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Based on the above two components, the Town of Onoway does not qualify for the growth component since the definition of mid-size is between a local government having a population between 10,000 and 200,000. However, it qualifies for the sustainability component as this component is limited to local governments with a population under 10,000.

The grant amount of funding available under the Sustainability Component is subject to the discretion of the Minister of Municipal Affairs and eligible projects include those that

address urgent infrastructure breakdowns that pose a **substantial health and safety risk to residents.**

Additionally, project impacts would be recognized **immediately** as the threat to the health and safety of residents would end as soon as the project was complete and there is no deadline submission date for the growth component. There is no minimum project size, grant stacking is permitted and approved projects may be cost-shared as determined by the Minister.

With the information provided above, Administration proposes to submit a water main project to extend the watermain to 47 Avenue between 51 and 50 Street to 48 Street and to upgrade the size of the watermain pipe on 47 Avenue between 52 Street and 48 Street.

Engineering costs for this project are estimated at \$1.2 million based on similar sized projects within the last year.

STRATEGIC ALIGNMENT

Sustainable Infrastructure
Service Excellence

COSTS / SOURCE OF FUNDING

As per above.

RECOMMENDED ACTION

- THAT Council authorize Administration to submit an application for the Local Growth and Sustainability Grant (LGSG) Program.
- OR some other direction as given by Council at meeting time.

ATTACHMENTS

- Local Growth and Sustainability Grant (LGSG) Program Guidelines.



Local Growth and Sustainability Grant

Program guidelines

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon.

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Local Growth and Sustainability Grant | Municipal Affairs
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Glossary

This section provides definitions and explanations of key terms frequently used throughout the Local Growth and Sustainability Grant (LGSG) program guidelines. The glossary aims to provide clarity and understanding, ensuring local governments have a common understanding of the terminology used in the context of the LGSG program requirements, grant application and/or reporting. Glossary terms used in the guidelines are hyperlinked to this section (only the first usage of a glossary term in a section or sub-section will show the hyperlink in blue, but all uses are hyperlinked).

Affordable Housing: A dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30 per cent of before-tax household income. The household income is defined as 80 per cent or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the local government. It generally targets lower-income populations and is often supported by government subsidies. [Income thresholds](#) utilized to determine affordable housing are published by Alberta Seniors, Community and Social Services.

Asset Management Plan: Asset management is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective investment in, and stewardship of, infrastructure assets to maximize benefits and effectively manage risk.

Attainable Housing: Housing that is accessible and affordable across a broader spectrum of incomes, including low to middle-income households, without necessarily relying on government subsidies.

Growth Pressures: Increasing demands and challenges that arise when a local government experiences rapid population growth, economic expansion, or development which affect the local government's ability to provide services.

Holdback: A portion of the grant funds that are withheld until certain conditions are met.

Independently Verifiable: Refers to the ability to validate the data, claims or justification supporting the funding request through objective, external sources (applies to both components). By ensuring the project information is independently verifiable, it will support proper ranking under LGSG, and ensures credibility and transparency.

Metis Settlements: The eight Métis communities governed by the [Metis Settlements Act](#) in Alberta, includes Buffalo Lake Metis Settlement, East Prairie Metis Settlement, Elizabeth Metis Settlement, Fishing Lake Metis Settlement, Gift Lake Metis Settlement, Kikino Metis Settlement, Paddle Prairie Metis Settlement, and Peavine Metis Settlement.

Mid-year Project Progress Update: An informal check-in on the project's status that occurs mid-year, covering key milestones and any significant developments since the last update. The update also provides an opportunity to emphasize the project's significance and may include formal communication or showcasing the project's milestones on the grant website.

Project Application: A formal request submitted by a local government to obtain acceptance from the Minister to apply LGSG funding to a specific project within the eligible project category (e.g., roads and bridges, drinking water, wastewater, etc.). It includes a description of the proposed asset(s), activities(s) and scope of work, estimated project costs, LGSG funding request, other funding sources, and estimated start and end dates.

Project Outcome: The measurable change expected as the result of a project.

Project Outcomes Report: A formal document submitted upon the completion of the project that provides a written summary of the project's outcomes. It may include key deliverables, performance metrics, positive community impact, and how the project met the LGSG objectives.

Statement of Funding and Expenditures (SFE): Annual reporting of financial information (e.g., total project costs, LGSG funding applied) and non-financial information (e.g. project status).

Urgent Infrastructure Breakdown: Sudden, severe, and/or unexpected infrastructure breakdown that requires immediate attention as it is causing immediate risks or disruption to the functionality or safety of core infrastructure.

Contents

- 1. Guidelines 5
- 2. Program Objective and Outcomes 5
- 3. Key Dates and Contacts..... 6
 - 3.1 Application Intake..... 6
 - 3.2 Submission Method..... 6
- 4. Eligibility Requirements 6
 - 4.1 Project Eligibility..... 7
 - 4.2 Eligible Project Categories 7
 - 4.3 Ineligible Expenditures..... 7
- 5. Payment Process 8
- 6. Time Limit to Use Allocated Funds 8
- 7. Use of Municipal Forces..... 8
- 8. Project Evaluation..... 8
- 9. General Project Considerations 9
 - 9.1 Change Requests 9
 - 9.2 Provincial Standards 9
 - 9.3 Requirements for Awards of Contracts 10
 - 9.4 Use of Other Provincial and Federal Grants..... 10
- 10. Financial and Outcomes Reporting..... 10
 - 10.1 Mid-year Project Progress Update 10
 - 10.2 Statement of Funding and Expenditures (SFE)..... 10
 - 10.3 Project Outcomes Report..... 10
 - 10.4 Credit Items 11
- 11. Communication and Project Recognition Requirements..... 11
 - 11.1 Signs 11
 - 11.2 Media Events and Other Communications Activities 11
 - 11.3 Site Visits..... 12
- Schedule 1: Growth Component..... 13
- Schedule 1A: Growth Rating Guide..... 14
- Schedule 2: Sustainability Component 16
- Schedule 3: Project Categories..... 17

Local Growth and Sustainability Grant

Program Guidelines

1. Guidelines

These guidelines are intended to assist local governments in participating in the Local Growth and Sustainability Grant (LGSG) and in complying with program terms and conditions. Before applying, local governments should consider both the general program information, including pre-screening questions, supplied in the main part of the guidelines and the component-specific information in the schedules.

2. Program Objective and Outcomes

LGSG provides funding of \$60 million from 2024-25 to 2026-27 (\$20 million being allocated in each fiscal year).

The objective of the LGSG is to provide funding to local governments to support infrastructure projects that:

- enhance and expand infrastructure in those local governments that are experiencing [growth pressures](#);
- support new or expanding industrial, commercial, and residential development to advance economic activity in local governments to benefit residents; and/or
- address an [urgent infrastructure breakdown](#) that is impacting the health and safety of residents of a small community where the local government cannot fund the project with existing resources.

While the objective outlines the goals of the LGSG program, the program outcomes measure the achievements of the program. The anticipated LGSG program outcomes are:

- growth pressures are reduced in local governments;
- economic activity is increased in Alberta communities;
- health and safety risks are mitigated in Alberta communities; and
- critical infrastructure breakdowns are avoided and/or resolved.

Program outcomes will be achieved by funding infrastructure projects and other key activities at the local level. To measure progress towards the outcomes, local governments are required to report on project results (Refer to Section 10.3 for further information on [project outcome](#) reporting).

In support of the program objectives and outcomes, the program has two components:

Growth Component: Intended to help mid-sized local governments address growth pressures resulting from rapid population, tourism, and economic growth; attract investment and talent to Alberta by providing the appropriate infrastructure; create jobs; address housing challenges; and develop local economies. The need for infrastructure funding to address these growth pressures must be [independently verifiable](#).

Sustainability Component: Intended to address [urgent infrastructure breakdowns](#) that pose a substantial health and safety risk to residents. The need for infrastructure funding to address the urgent infrastructure breakdown must be independently verifiable.

3. Key Dates and Contacts

ACTIVITY	TIMELINE	CONTACT
Project Application Submission	Growth Component Submit by November 29, 2024	Grant Advisor at 780-422-7125 (toll-free 310-0000), or email ma.lgsg@gov.ab.ca
Statement of Funding and Expenditures (SFE) Submission	Due May 1 annually for local governments Due August 1 annually for Metis Settlements	
Mid-year Project Progress Update	Due annually (summer) for local governments and Metis Settlements	
Project Outcomes Report	Due upon project completion	
Project Recognition and Communication Requirements	Ongoing: Refer to Section 11	

3.1 Application Intake

Funding applications for the **Growth Component** will be sent by the Minister to eligible local governments, with a single intake cycle in fall 2024. Successful projects are expected to be announced in early 2025.

Funding applications for the **Sustainability Component** will be made at the request of the Minister on a case-by-case basis. The Minister will initiate the application process by issuing a request to the local government to apply. After receiving the application request, the local government will be provided the Sustainability Application Form and instructions regarding the next steps for funding consideration.

A request to apply on either funding component does not guarantee that the project will be funded.

3.2 Submission Method

Under the Growth Component, eligible local governments are limited to submitting one [project application](#) using the LGSG Growth Component Application Form. The completed application must be submitted via email to ma.lgsg@gov.ab.ca, no later than **November 29, 2024**. Applications received after November 29, 2024, will not be considered or evaluated for funding.

Under the Sustainability Component, eligible local governments will be provided the LGSG Sustainability application form should the Minister consider the [urgent infrastructure breakdown](#) appropriate for funding consideration.

4. Eligibility Requirements

For program purposes, eligible local governments include cities (excluding Edmonton and Calgary), towns, villages, summer villages, specialized municipalities, municipal districts, [Metis Settlements](#), and the Townsite of Redwood Meadows Administration Society. Population thresholds for the two program components are:

Growth Component	Sustainability Component
Local governments with a population* between 10,000 and 200,000 that have an Asset Management Plan that has been updated within the past five years.	Local governments with a population* under 10,000 excluding Improvement Districts and the Special Areas Board.

*Population thresholds determined by the latest [Government of Alberta's 2023 population estimates](#).

In alignment with the goals of fostering collaboration and maximizing the impact of LGSG funding, partnerships between local governments are encouraged under the Growth Component. Two or more local governments may combine to submit an application that will have benefits to both communities, provided at least one of the communities has a population of at least 10,000.

Under the Growth Component, only eligible local governments that have a recently updated asset management plan (i.e., within the past five years) are eligible to apply. Given the importance of asset management in local government financial planning, the Government of Alberta (GOA) encourages the adoption and use of asset management practices through a

number of means, including the LGSG program. Asset management expenses are eligible under the Local Government Fiscal Framework (Capital and Operating programs), and the Canada Community-Building Fund.

Under the LGSG, local governments may contribute funds to Municipally Controlled Corporations (MCC) and/or Regional Service Commissions (RSC) that deliver a municipal service on behalf of the local government. If a local government contributes funds to such an entity, the local government remains responsible for all program terms and conditions described in these guidelines, including the need to report on project expenditures and outcomes.

4.1 Project Eligibility

Applications under the Growth Component must be for “shovel-ready” projects, with construction starting no later than September 30, 2025. These projects should be well-planned and ready for immediate implementation.

Additionally, the expected benefits of the project such as economic growth, alleviation of housing or other [growth pressures](#), or other community benefits, should be realized within two years of project completion. [Project Outcome](#) reporting will address this expectation at the end of the project.

Applications under the Sustainability Component must be for projects that alleviate the health and safety concerns immediately upon project completion.

Growth Component	Sustainability Component
Requires a Council Resolution.	Requires a Council Resolution.
Minimum project size is \$1 million.	No minimum project size.
Project must be “shovel-ready”, and project benefits must be realized within two years of project completion. Construction must begin by September 30, 2025.	Project benefits must be realized immediately upon project completion.
Grant stacking is restricted (Refer to Section 9.4).	Grant stacking is permitted.
Approved projects will be cost-shared with provincial funding being up to 50 per cent and the local governments funding portion being at least 50 per cent.	Approved projects may be cost-shared as determined by the Minister.

Under the LGSG, the Minister of Municipal Affairs reserves the right to vary any LGSG program criteria, such as project size, funding amounts, cost-sharing percentages, and eligibility criteria, to respond to the GOA’s and Municipal Affairs’ priorities.

4.2 Eligible Project Categories

Growth Component eligible project categories that can address population [growth pressures](#) (including housing), tourism pressures, and commercial and/or industrial developments are:

- roads and bridges;
- drinking water;
- storm water;
- solid waste management;
- wastewater;
- public transit;
- public safety and security; and
- disaster mitigation and resilience.

Under the Sustainability Component, eligible project categories are solely at the discretion of the Minister of Municipal Affairs.

4.3 Ineligible Expenditures

LGSG funding is intended to cover **capital costs only** and may not be used for maintenance costs, operating costs, or debt reduction.

For example, the following expenditures are deemed ineligible under the LGSG program:

- project expenditures incurred before project approval;
- existing and ongoing operational costs;
- routine repair and maintenance costs;
- the costs of leasing of equipment, any overhead costs, including salaries and other employment benefits of any employees;
- direct or indirect operating or administrative costs, specifically costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff;
- taxes for which the local government is eligible for a tax rebate and all other costs eligible for rebates;
- purchase of land or any interest therein, and related costs; and
- legal fees.

5. Payment Process

Under the Growth Component, funds will be paid in three annual installments following legislative approval of the provincial budget for 2024-25 to 2026-27 periods (i.e., \$20 million annually for three years) and is contingent on a Conditional Grant Agreement (CGA) being fully executed and if applicable, on reporting requirements being met. Payments for approved projects will be made as per the conditions set out in the CGA. A [holdback](#) of 10 per cent of Year 3 funding will be paid upon certification of the final SFE and acceptance of the [Project Outcomes Report](#).

Under the Sustainability Component, payments for approved projects will be made as per the conditions set out in the CGA.

6. Time Limit to Use Allocated Funds

Under the Growth Component, construction of eligible projects must begin by September 30, 2025, and LGSG funds must be expended by December 31, 2027, although longer-term projects can continue with other funding sources. The [Project Outcomes Report](#) will be due at the end of the project construction, and not when the LGSG funds have been fully expended.

7. Use of Municipal Forces

Where a local government has been unable to secure an appropriate or cost-effective private sector response to a proposal or tender for a capital project or anticipates that it will be able to carry out the project in a more efficient or cost-effective basis, project costs can include the cost of municipal forces (staff and equipment) used to carry it out. Costs can include all labour costs, including benefits, attributable to work carried out on and off-site. Labour costs associated with general municipal administration are excluded.

8. Project Evaluation

To ensure a streamlined and efficient application process under the Growth Component, local governments are strongly advised to review the pre-screening criteria (Refer to Schedule 1) before completing and submitting their applications. Pre-screening criteria is designed to help applicants determine their eligibility and reduce the number of applications that are screened out due to ineligibility. If applicants are unable to answer “yes” to all of the pre-screening questions (with the possible exception of the last question) they are encouraged to refrain from submitting an application. By thoroughly reviewing the Growth Component criteria at the onset, local governments can save valuable time and resources, and focus on a project that meets all eligibility requirements.

Growth [project applications](#) submitted to Municipal Affairs will be screened and reviewed to ensure they meet the program requirements outlined in these guidelines. Projects that are submitted under the Growth Component will be rated solely on the information provided within the application. Local governments should ensure all relevant questions within the application form are completed, as incomplete applications may result in a lower score relative to other projects. In addition, if a local government does not include confirmation of Council Resolution by December 20, 2024 (not necessarily prior to submission of the application), the application will be considered ineligible and will not be considered for funding.

Applications will be evaluated based on the criteria outlined in the Growth Rating Guide, with scores assigned based solely on the information provided in the application. For specific details on rating, refer to the Growth Rating Guide (Refer to Schedule 1A).

Funding decisions and commitments will be made by March 31 of the program year. Successful local governments will receive a letter indicating that their projects have been successful and will be listed on the LGSG website (www.alberta.ca/local-growth-and-sustainability-grant).

All funding decisions made by the Minister of Municipal Affairs are final.

9. General Project Considerations

Under the Growth Component, additional weighting will be assigned to applications that can clearly demonstrate and provide verifiable evidence of significant [growth pressures](#). Local governments experiencing rapid changes in population, economic development, or tourism demand are encouraged to incorporate data and evidence gained through studies and reports into their application responses to substantiate those pressures. This could include information regarding population growth trends, surges in housing demand, strains on existing infrastructure, increased job creation, or a rise in tourism activities.

By presenting such evidence within the [project application](#), local governments can highlight the urgent need for resources to address their evolving needs. For example, population growth may lead to public infrastructure under strain, or a greater demand for [affordable housing](#). Similarly, economic growth may necessitate infrastructure improvements like new roads, bridges, or public transit, while increased tourism may place additional pressure on local amenities, emergency services, or waste management.

Additional weighting will also be assigned to applications that involve partnerships, either between two or more local governments, or between a local government(s) and a commercial/industrial entity. These applications should clearly outline the details of the partnership, including any financial or in-kind contributions made by the local government(s) and/or commercial/industrial entity. This transparency ensures that all partnerships are fairly considered during the review process as these contributions will play a role in the competitive ranking of applications.

Under the Sustainability Component, in addition to the primary eligibility criteria (i.e., addressing an [urgent infrastructure breakdown](#) that is impacting the health and safety of residents) the Minister of Municipal Affairs may consider several additional factors when evaluating an infrastructure project for funding. These factors include, but are not limited to, the local government's existing unrestricted reserves, debt limits, and current debt servicing levels. The Minister may also assess the local government's property tax levels in comparison to those of similar local governments to ensure equitable resource allocation. These financial metrics help determine the local government's financial capacity and/or ability to support the proposed project.

Following the Minister's approval of a LGSG project, the successful local government must enter into a project-specific CGA. The CGA sets out the terms and conditions for the grant funding. The Minister may add any terms or conditions to the CGA that are deemed advisable.

9.1 Change Requests

If the time period to use the grant funding changes after project approval, a formal amendment request must be made in writing to ma.lgsg@gov.ab.ca to consider amending the existing agreement.

Project amendments under either component resulting in a change of scope or project type will only be considered in rare circumstances and may result in provincial funding being withdrawn. Project amendments are granted at the sole discretion of the Minister.

If a project is withdrawn by the local government, any payments made will be required to be returned to the Province.

9.2 Provincial Standards

LGSG-funded projects undertaken by local governments must comply with provincially regulated standards. For example, projects involving regional water and wastewater systems should appropriately align with the [Environmental Protection and Enhancement Act](#).

Where an LGSG project impacts a highway under provincial jurisdiction, the local government must enter into a separate agreement with Alberta Transportation and Economic Corridors to carry out the work and/or receive permission to access the highway right-of-way. Grant Advisors may request confirmation from the local government of the agreement with Alberta Transportation and Economic Corridors.

9.3 Requirements for Awards of Contracts

All calls for proposals or tenders for projects to be funded under the LGSG must be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the [Canadian Free Trade Agreement](#) (CFTA) and the [New West Partnership Trade Agreement](#) (NWPTA).

The local government may award contracts for planning, design, engineering, and architectural services for a municipal capital project based on best overall value consistent with the local government's policies. The local government may award contracts for the construction or purchase of a municipal capital project by public tender based on either unit prices or lump sum amounts. The LGSG program does not require local governments to award projects to the lowest tender and does not prohibit them from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the CFTA and NWPTA, as long as the tender selected is the best value.

9.4 Use of Other Provincial and Federal Grants

Under the Growth Component, the maximum provincial contribution is up to 50 per cent of the total eligible project costs.

Growth Component grant stacking is restricted. Local governments can cover up to 30 per cent of project costs using other provincially-delivered funding (e.g., Local Government Fiscal Framework, Canada Community-Building Fund, Municipal Sustainability Initiative, etc.) which must be clearly noted in the budget section of the application.

10. Financial and Outcomes Reporting

To ensure effective oversight and accountability, the LGSG program includes reporting requirements. Financial reporting demonstrates that grant funding is being spent appropriately. Outcome reporting shows the impact of the project, providing evidence that the program objectives and goals are being met.

10.1 Mid-year Project Progress Update

[Mid-year Project Progress Update](#) will take place annually in summer, beginning in 2026. The intent of the mid-year reporting is to get an informal update on the project, communicate project highlights, and to discuss any project-related challenges or opportunities.

10.2 Statement of Funding and Expenditures (SFE)

All local governments are required to annually submit a SFE that reports on the previous year's expenditures.

By May 1 of the following program year (August 1 for [Metis Settlements](#)), recipients are required to submit an SFE that reports the previous program year's expenditures (e.g., the local government's 2025 SFE, reports on expenditures between January 1, 2025, through to December 31, 2025). The SFE form will capture information such as the total project cost, LGSG funding spent, other grant funding, and the project status.

If a local government contributes funds to an RSC or MCC to undertake a water distribution project, the local government must report on how much funding was spent on the project that year and not on the amount of funding contributed to the RSC or MCC.

10.3 Project Outcomes Report

Upon completion of the project, the local governments will report on the [project outcomes](#) and tangible benefits (timing may not coincide with the final SFE). A reporting template will be provided to successful recipients at a later date.

The [Project Outcomes Report](#) must capture the following information:

- the project's functional category(ies) and project name; and
- the resulting capital asset(s) (e.g., roads) and the actual quantity upgraded and/or constructed (e.g., # of lane kms).

Outcomes realized under the Growth Component will depend on the type of project completed, and reporting requirements will reflect this. However, successful applicants can expect to report on at least one of the following outcomes:

- number of housing units enabled (may include affordable and/or [attainable housing](#) units enabled);
- condition of upgraded infrastructure (see scale below);
- number of assets incorporating disaster resilient materials or technologies;
- percentage of the population served by new infrastructure;
- number of permanent jobs created;
- amount invested in the local economy;
- size of geographic area protected from natural disasters; and/or
- estimated value of property protected from disasters.

A narrative will also be required to indicate the project's impact on easing [growth pressures](#) or advancing local economic activity, and how the infrastructure will continue to deliver value over time.

Condition ranking will be based on a scale of 1 – 5, with the conditions being as follows:

- 1 → Very Good: Very Good Condition, only normal maintenance required.
- 2 → Good: Minor defects only, minor maintenance required.
- 3 → Fair: Significant maintenance required to return to an acceptable level of service.
- 4 → Poor: Significant renewal/upgrade required.
- 5 → Very Poor: Asset unserviceable, requires replacement.

[Project Outcomes](#) reporting for projects funded under the Sustainability Component may be detailed in the CGA.

10.4 Credit Items

Funds provided under the LGSG program are not provided for the purpose of generating investment income. However, recognizing that any LGSG funds held in a financial institution may earn some investment income, that income must be reported on the applicable year's SFE. The amount of income earned on the funds becomes part of the total grant funding available for the project.

It is strongly recommended that local governments maintain a separate bank account for LGSG funding to ensure financial transparency, accountability and compliance, including proper reporting of income earned.

11. Communication and Project Recognition Requirements

For questions concerning communication and/or project recognition requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email ma.lgsg@gov.ab.ca.

11.1 Signs

Placing signs at construction sites is a long-standing practice to communicate key project details and funding sources to the public. Albertans can easily recognize where infrastructure investments are being made in their communities and the benefits of those investments through project signage.

GOA signage for high visibility projects is generally required on LGSG-funded capital projects with total costs over \$5 million. Signage must follow the GOA signage guidelines found at the [Government Identity Program](#) website (refer to Section 4.7.2 - Capital Project Signage of the Visual Identity Manual).

Projects that receive any funding under other provincial or federal funding programs, must adhere to the signage requirements of those respective programs, in addition to the requirements of the [Government Identity Program](#).

11.2 Media Events and Other Communications Activities

Under LGSG, local governments are expected to highlight provincially funded projects by publicizing the projects (e.g., council minutes, annual reports, local media) and by celebrating key project milestones through media events, including news conferences, news releases, public announcements, and official ceremonies.

Media events for provincially funded projects may not occur without prior knowledge and acknowledgement from the provincial government. If the local government decides to hold a media event, it must provide a minimum of 20 working days' notice to Municipal Affairs by emailing ma.lgsg@gov.ab.ca.

For scheduling media events with the Minister of Municipal Affairs, the local government should send an invitation to the Minister's Office general mailbox at minister.municipalaffairs@gov.ab.ca and copy Municipal Affairs at ma.lgsg@gov.ab.ca. If the notice of the media event is not provided within the specified timeframes, the province may require the media event to be rescheduled.

If a local government publicizes a project through a news release, the news release should acknowledge the Province's contribution and, when doing so, must include a quote from the Minister or other GOA representative as determined by the Province. The request for a quote must be made to Municipal Affairs a minimum of 20 working days prior to the news release by emailing ma.lgsg@gov.ab.ca.

If the request for a quote is not made within the specified timeframes, the Province may require the news release to be rescheduled.

For provincially funded projects which also receive any funding under other provincial or federal funding programs, the media and communications requirements of those respective programs must also be adhered to.

11.3 Site Visits

Municipal Affairs may selectively meet with local governments (virtually, or in-person) to discuss LGSG program delivery, explore suggestions for program improvement, and view completed LGSG-funded projects where appropriate.

Schedule 1: Growth Component

Objectives

The Growth Component is intended to help mid-sized local governments address growth pressures resulting from rapid population, tourism and economic growth; attract investment and talent to Alberta by providing the appropriate infrastructure; create jobs; address housing challenges; and develop local economies.

Eligible Entities

Local governments whose population is between 10,000 and 200,000 based on the latest [Government of Alberta's 2023 population estimates](#) that have an Asset Management Plan that has been updated within the past five years.

Eligible Projects

Growth Component eligible project categories that can address population growth pressures (including housing), tourism pressures, and commercial and/or industrial developments are:

- roads and bridges;
- drinking water;
- storm water;
- solid waste management;
- wastewater;
- public transit;
- public safety and security; and
- disaster mitigation and resilience.

Ineligible Projects

Ineligible projects include:

- projects that do not address an identified and independently verifiable need;
- projects that are aspirational or speculative in nature;
- projects that are routine and not responsive to, or do not address future, growth pressures, such as planned upgrading or replacement of infrastructure assets; and
- capital maintenance.

Pre-Screening

The purpose of the pre-screening questions is to ensure projects meet program objectives and key qualifications such as project readiness, verification of growth pressures and alignment with LGSG priorities (e.g. housing, economic development, tourism). If the local government is not able to answer "yes" to all of the questions below (with the possible exception of the last question, if it is not applicable) the application will not be reviewed, and it will not be eligible for funding.

- Is the local government's application supported by a Council Resolution passed by December 20, 2024?
- Does the project address population growth and/or tourism pressures, or support industrial and commercial development?
- Is the local government's population more than 10,000 and less than 200,000?
- Is the proposed project at least \$1 million in size?
- Has only one application been made under the LGSG program?
- Does the proposal ensure that the required cost-sharing requirement is met?
- Is there a detailed project plan and timeline in place allowing construction to begin by September 30, 2025?
- Is there a plan to support ongoing operating and maintenance costs of the resulting asset?
- Will the project benefits be realized within two years after construction is complete?
- Does the local government have an asset management plan which has been updated within the last five years?
- Are sufficient funds available to cover contributions, government payment schedules, any potential cost-over-runs?
- Is the local government taking steps to address its identified affordable/attainable housing needs, if any have been identified?

Schedule 1A: Growth Rating Guide

The purpose of the Growth Rating Guide is to provide a structured and standardized framework for evaluating and scoring the Growth Component project applications submitted. It ensures that the assessment process is consistent, objective and transparent. Below you will find a high-level overview describing how scoring will be awarded based on program priorities.

Criterion	Maximum points (totaling 100)	Rating Guide
<u>General</u>		
Application contains independently verifiable information to substantiate rationale for the project. Corresponding Application Question: Part C, C1 - C3	10	<u>Low score:</u> Local government has not provided any independently verifiable information within application. <u>High score:</u> Local government has provided comprehensive, independently verifiable documentation to substantiate claims.
Project addresses housing pressures or challenges, even if housing is not the focal point of the project. Corresponding Application Question: Part C, C1	10	<u>Low score:</u> Local government makes no mention of housing in its application. <u>High score:</u> Local government demonstrates a comprehensive plan for how infrastructure built will facilitate significant development of housing for existing and expected future residents, whether or not it is the key focus of the project.
Need for Provincial Funding Corresponding Application Question: Part C4 (1-3)	5	<u>Low score:</u> Local government has sufficient resources to cover the costs of the infrastructure investment without LGSG funding. <u>High score:</u> Local government would have to substantially reallocate existing financial resources to cover the costs of the infrastructure investment without LGSG funding.
Financial Sustainability Corresponding Application Question: Part C4 (2-3)	5	<u>Low score:</u> Local government is unable to demonstrate a plan is in place to fund the asset and/or replace it at the end of its lifecycle. <u>High score:</u> Local government demonstrates a comprehensive plan to fund the asset and/or replace it at the end of its lifecycle.
Risk Mitigation Corresponding Application Question: Part C4 (3)	5	<u>Low score:</u> Local government has not identified risks or mitigation strategies. <u>High score:</u> Local government has fully identified risks and has a comprehensive and achievable mitigation strategy plan in place.
Other Benefits to Community Corresponding Application Question: Part C4 (4)	5	<u>Low score:</u> Project does not have other benefits to the local community. <u>High score:</u> Project identifies one or more other significant benefits to the local community, such as health and safety, environmental, or social.
Local Government Partnership Agreement Corresponding Application Question: Part C4 (5)	5	<u>Low score:</u> Local government is not partnering with any other local government(s). <u>High score:</u> Local government has a formalized agreement to partner with other local government(s).

<u>Commercial/Industrial Development</u>		
Industrial/Commercial Partnership Agreement Corresponding Application Question: Part C2 (4)	10	<u>Low score:</u> Local government does not have any agreement in place for a major commercial/industrial development to move to, or expand in, the community. <u>High score:</u> Local government has an agreement in place for a major commercial/industrial development to move to, or expand in, the community.
Industrial/Commercial Partnership Agreement resulting in additional funding/in-kind contributions. Corresponding Application Question: Part C2 (4)	5	<u>Low score:</u> Local government does not have a partnership agreement that will result in additional funding/in-kind contributions for the project. <u>High score:</u> Local government has a partnership agreement that will result in additional funding/in-kind contributions for the project.
Creation of Permanent Jobs Corresponding Application Question: C2 (1-2)	5	<u>Low score:</u> Local government with the least per capita permanent jobs created. <u>High score:</u> Local government with the most per capita permanent jobs created.
<u>Population and Tourism Growth Pressures</u>		
Project addresses housing pressures or challenges Corresponding Application Question: Part C1 (1-2)	15	<u>Low score:</u> Project does not add housing units to the local housing supply. <u>High score:</u> Project adds housing units to the local housing supply, reflecting local housing needs that are independently verifiable and clearly reflected within the application.
Other Population Growth Pressures (non-housing) Corresponding Application Question: Part C, C4 (4)	10	<u>Low score:</u> Project does not address non-housing infrastructure issues that have arisen as a result of population growth. <u>High score:</u> Project addresses non-housing infrastructure issues that have arisen as a result of population growth.
Tourism Growth Pressures Corresponding Application Question: Part C3	10	<u>Low score:</u> Project does not address infrastructure issues that have arisen that are attributable to existing or expected tourism. <u>High score:</u> Project fully addresses infrastructure issues that have arisen that are attributable to existing or expected tourism.

Schedule 2: Sustainability Component

Objective

The Sustainability Component is intended to address urgent infrastructure breakdowns that pose a substantial health and safety risk to residents.

Eligible Entities

Limited to those local governments with a population of 10,000 or fewer based on the latest [2023 population estimates](#).

Eligible Projects

Eligible Sustainability Component projects include those that address urgent infrastructure breakdowns that pose a substantial health and safety risk to residents.

Application Process

Eligible local governments will be provided an application form should the Minister consider the urgent infrastructure breakdown appropriate for funding consideration.

Grant Amounts

The amount of funding available under the Sustainability Component is subject to the discretion of the Minister of Municipal Affairs.

Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a CGA being duly executed and the terms and conditions within the CGA.

Schedule 3: Project Categories

Road and Bridges:

- Assets related to roadways, highways, bridges, and related structures (e.g., culverts).
- Other ancillary works such as sidewalks, commuter bikeways, lighting, traffic control signals, pedestrian signals, storm drainage, and utility relocations.
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Pedestrian trail systems along roadways.

Solid Waste Management:

- Waste collection depots and disposal landfills.
- Solid waste and recycling collection container systems.
- Recycling and material recovery facilities.
- Organics management systems and thermal treatment systems.
- Landfill gas collection system.
- Vehicles (e.g., waste transfer vehicles).
- Refuse derived fuel facility.

Drinking Water:

- Raw-water supply lines and storage facilities (reservoirs).
- Water treatment and pumping facilities.
- Water quality management and monitoring systems (e.g., SCADA system, meter reading system).
- Treated-water supply lines, storage facilities and related works.
- Water distribution system extensions, betterment, and replacements, including individual services to the property line.

Wastewater:

- Wastewater collection system extensions, betterment, and replacements, including service mains to the property line.
- Wastewater pumping facilities and lift stations.
- Wastewater lines from the collection system to the wastewater treatment facilities.
- Wastewater treatment facilities, and lagoons.
- Outfall wastewater lines from wastewater treatment facilities to the point of discharge or disposal and related works.
- Sludge stabilization pond(s).

Storm Water:

- Storm water ditches and major relocation of existing storm water ditches.
- Storm water or waterway flooding containment structures.
- Storm water collection lines including service lines, culverts and catch basins.
- Storm water retention ponds and treatment facilities.
- Outfall storm water to the point of discharge or disposal and related works.

Public Safety and Security:

- Vehicles (e.g., police vehicles under municipal jurisdiction, pumper truck, specialized firefighting or emergency vehicles).
- Buildings (e.g. fire stations, police stations, ambulance stations, emergency response centers).

Public Transit:

- Transit hub (stations/buildings), bus rapid transit lanes, transit vehicles, park and ride facilities, transit signal priority systems, passenger information systems, maintenance and storage facilities.

Disaster Mitigation and Resilience:

- Flood control systems, fire prevention infrastructure, dams, berms, earthquake-resistant buildings, wildfire defensible zones, emergency shelters, early warning systems, community resilience centre (neighbourhood level shelter and resource centre), backup power systems, emergency communication networks, landslide mitigation measures, other.



ADMINISTRATION MONTHLY REPORT-

November 2024

COMPLETED BY: Jennifer Thompson, CAO

TASKS

- Work with Economic Development Officer on new initiatives
 - Meet with Associated Engineering on future growth planning for Town of Onoway
 - Legal advice received regarding FOIP request from Onoway Taxpayers Association
 - Meet with program providers regarding future grants for Town of Onoway through NRED
 - Draft RFP for Development Services and response to inquiries
 - Prepare for 2025 General Election and Election Procedures Bylaw
 - Review drawings and provide information on services for Town owned land.
 - Complete land sale transactions with legal Counsel.
 - Attend ABMunis request for information regarding recall petition process
 - Interim Audit completed November 12 & 13
 - Project kickoff with Associated Engineering for Asset Retirement Obligation requirements
 - Review water and sewer consumption with high usage as well as review whole community records to analyze high consumption in August 2024.
 - Complete Procedure Bylaw & revision of Code of Conduct Bylaw
 - Review of Onoway Regional Fire Services reserves & financial information
 - Review budget with DCCS for presentation to Council
-

UPCOMING

- Joint Use Planning Agreement with Northern Gateway School Division
- Update of Fire Bylaw
- Risk Aware – Managing Contracts & Shifting Liability workshop
- Capacity is challenged as a member of staff is currently away and schedules have been adjusted to accommodate workload.



DIRECTOR OF CORPORATE AND COMMUNITY SERVICES MONTHLY REPORT- October 2024

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

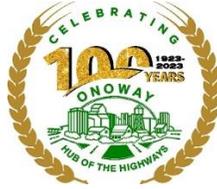
TASKS

- **Drafted and presented 2024 FCSS Round 3 and Recreation Tax for October 24 Council meeting.**
 - **Drafting and presented Beautification Committee Projects Proposal for October 10 Council meeting.**
 - **Drafting and presented Property Assessment Agreement MOA for October 24 Council meeting.**
 - **Drafting and presented Change in School Requisition for October 10 Council meeting.**
 - **Drafting 2025 Fees and Charges Bylaw.**
 - **Drafting 2025-2027 Operating Budget & 2025-2029 Capital Budget.**
-

CONTINUING TASKS

- **Drafting and presenting 2025-2027 Operating Budget Interim Part 1 for November 14 Council meeting.**
- **Drafting and presenting Q3 Financial Variances for November 14 Council meeting.**
- **Drafting and presenting Borrowing Bylaw # 817-24 2nd & 3rd Reading for November 14 Council meeting.**
- **Drafting and presenting 2024 Fortis Alberta Electricity Franchise Fee for November 14 Council meeting.**

- **Drafting and presenting 2025-2027 Operating Budget Interim Part 2 for November 28 Council meeting.**
- **Drafting and presenting Local Growth and Sustainability Grant for November 28 Council meeting.**
- **Drafting 2025 Fees and Charges Bylaw for December 12 Council meeting.**
- **Drafting 2025-2029 Capital Budget for December 12 Council meeting.**
- **Attending ICS 200 course in LSAC Office from November 12-13.**



PUBLIC WORKS MONTHLY REPORT-

OCT/NOV 2024

COMPLETED BY: Gary Mickalyk

UPDATE

- **Review of snow removal policy and lining contractors up to haul if needed**
- **Re-stocked sand supply**
- **Sidewalks Canada completed resurfacing and grinding of tripping hazards downtown and LSAT**
- **Remembrance day banners removed**
- **Preparations for light up on Nov 22/24**
- **All building heaters and furnaces have been checked and fixed to be ready for winter season**
- **Dams in creek have been cleared to ensure drainage for spring 2025**
- **Hydrants winterized and valve exercise completed**
- **Issuing haul permits and working with contractors for new subdivision and LDS**
- **Water meters ordered to restock inventory along with other items**
- **Enzymes for lift station have been ordered**
- **CC issue at GFL resolved and scheduled for replace next year.**
- **Work Orders completed when issued**

____PROJECTS:

- **None at this time.**

November 13th, 2024

TO: ALL COMMISSION MEMBERS

Dear Member,

Re: WILD Water Commission – 2025 Rates and Budget Requisitions

On November 1st, 2024, the WILD Water Commission approved its 2025 Governance and Operating Budget, as well as adopting the 2025 water rate framework (Rates Bylaw 21-2024).

The purpose of this letter is simply to keep our members informed of the new rates, fees and upcoming requisitions to help with your own budgeting process. As in the past, consumption and debenture invoices – as applicable – will be prepared and forwarded in due course.

For general reference, Bylaw 21-2025 establishes the following rate mechanism effective January 1st, 2025:

- ✓ **Direct Members Water Sales – \$3.36/m³**
 - *(an increase from \$3.21 /m³ in 2024)*
- ✓ **Direct (Non-Member) Customer Sales - \$4.47/m³**
 - *(new rate class for 2025)*
- ✓ **Truck Fill Stations (All Stations) - \$5.95/m³**
 - *(an increase from \$5.49/m³ in 2024)*

The requisitions for Administration and Governance, and debenture payments for Phases I, II, III, and IV will be processed and forwarded to members as they become due. Attached is the summary table and supporting ledgers outlining what each member will be requisitioned in 2025 for these commission costs.

On behalf of the Board of Directors and commission staff, thank you to all our members and stakeholders who continue to share in our success. We look forward to another year of growth – as a regional utility and as a community partner.

All the best to you and your organization in 2025!



Dwight Darren Moskalyk
Commission Manager
WILD Water Commission

Encl: Member Requisition and Debenture Estimates 2025 (6 Pages)

Page 1 of 1

WILD Water Commission - Projected Budget Requisitions per Member (2025)

Table of Established 2025 Fees and Debentures

Member	Admin and Governance	Phase I Deb.	Phase II Deb.	Phase III Deb.	Phase IV Deb.	Total Requisitions 2025
Alberta Beach	\$ 8,721.88	\$ 24,710.13	\$ 16,159.14	\$ 16,847.63	\$ 13,317.20	\$ 79,755.98
Alexis Nakota Sioux Nation	\$ 6,597.42	\$ -	\$ -	\$ 12,743.91	\$ 10,073.41	\$ 29,414.74
Lac Ste. Anne County	\$ 5,249.89	\$ 14,873.56	\$ 9,726.53	\$ 10,140.95	\$ 8,015.91	\$ 48,006.84
Parkland County	\$ 16,973.19	\$ -	\$ 11,074.20	\$ 32,786.26	\$ 25,915.88	\$ 86,749.53
Paul First Nation	\$ 8,644.67	\$ -	\$ -	\$ 16,698.47	\$ 13,199.30	\$ 38,542.43
S.V. of Castle Island	\$ 78.93	\$ -	\$ -	\$ -	\$ -	\$ 78.93
S.V. of Kapasiwin	\$ 71.56	\$ -	\$ -	\$ 138.23	\$ 109.27	\$ 319.06
S.V. of Lake View	\$ 193.41	\$ 547.94	\$ 358.33	\$ -	\$ -	\$ 1,099.67
S.V. of Nakamun Park	\$ 472.77	\$ 1,339.41	\$ -	\$ -	\$ -	\$ 1,812.18
S.V. of Ross Haven	\$ 1,063.73	\$ 3,013.68	\$ 1,970.79	\$ 2,054.76	\$ 1,624.18	\$ 9,727.13
S.V. of Sandy Beach	\$ 1,284.00	\$ 3,637.72	\$ 2,378.88	\$ 2,480.24	\$ 1,960.50	\$ 11,741.34
S.V. of Seba Beach	\$ 1,090.59	\$ 3,089.78	\$ 2,020.55	\$ 2,106.64	\$ 1,665.20	\$ 9,972.77
S.V. of Sunrise Beach	\$ 913.30	\$ 2,587.50	\$ 1,692.09	\$ 1,764.18	\$ 1,394.50	\$ 8,351.58
S.V. of Sunset Point	\$ 1,300.12	\$ 3,683.38	\$ 2,408.74	\$ 2,511.37	\$ 1,985.11	\$ 11,888.72
S.V. of Val Quentin	\$ 972.40	\$ 2,754.93	\$ 1,801.58	\$ 1,878.34	\$ 1,484.73	\$ 8,891.97
S.V. of West Cove	\$ 907.93	\$ 2,572.28	\$ -	\$ 1,753.81	\$ 1,386.30	\$ 6,620.31
S.V. of Yellowstone	\$ 913.30	\$ -	\$ -	\$ 1,764.18	\$ 1,394.50	\$ 4,071.99
Town of Oneway	\$ 8,689.56	\$ 24,618.54	\$ 16,099.25	\$ 16,785.19	\$ 13,267.84	\$ 79,460.38
Total	\$ 64,138.66	\$ 87,428.84	\$ 65,690.08	\$ 122,454.16	\$ 96,793.82	\$ 436,505.56

Administration and Governance (2025)

2025 Admin and Governance Reference

Member	Allocation %	2025 Invoice
Alberta Beach	13.60%	\$ 8,721.88
Alexis Nakota Sioux Nation	10.29%	\$ 6,597.42
Lac Ste. Anne County	8.19%	\$ 5,249.89
Parkland County	26.46%	\$ 16,973.19
Paul First Nation	13.48%	\$ 8,644.67
S.V. of Castle Island	0.12%	\$ 78.93
S.V. of Kapasiwin	0.11%	\$ 71.56
S.V. of Lake View	0.30%	\$ 193.41
S.V. of Nakamun Park	0.74%	\$ 472.77
S.V. of Ross Haven	1.66%	\$ 1,063.73
S.V. of Sandy Beach	2.00%	\$ 1,284.00
S.V. of Seba Beach	1.70%	\$ 1,090.59
S.V. of Sunrise Beach	1.42%	\$ 913.30
S.V. of Sunset Point	2.03%	\$ 1,300.12
S.V. of Val Quentin	1.52%	\$ 972.40
S.V. of West Cove	1.42%	\$ 907.93
S.V. of Yellowstone	1.42%	\$ 913.30
Town of Onoway	13.55%	\$ 8,689.56
Total	100.00%	\$ 64,138.66

Phase I Debenture Payment (2025)

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

Member	Allocation %	Adjusted %	2025 Invoice
Alberta Beach	13.60%	28.26%	\$ 24,710.13
Alexis Nakota Sioux Nation	10.29%	0.00%	\$ -
Lac Ste. Anne County	8.19%	17.01%	\$ 14,873.56
Parkland County	17.14%	0.00%	\$ -
Parkland County (Wabamun)	9.32%	0.00%	\$ -
Paul First Nation	13.48%	0.00%	\$ -
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.00%	\$ -
S.V. of Lake View	0.30%	0.63%	\$ 547.94
S.V. of Nakamun Park	0.74%	1.53%	\$ 1,339.41
S.V. of Ross Haven	1.66%	3.45%	\$ 3,013.68
S.V. of Sandy Beach	2.00%	4.16%	\$ 3,637.72
S.V. of Seba Beach	1.70%	3.53%	\$ 3,089.78
S.V. of Sunrise Beach	1.42%	2.96%	\$ 2,587.50
S.V. of Sunset Point	2.03%	4.21%	\$ 3,683.38
S.V. of Val Quentin	1.52%	3.15%	\$ 2,754.93
S.V. of West Cove	1.42%	2.94%	\$ 2,572.28
S.V. of Yellowstone	1.42%	0.00%	\$ -
Town of Onoway	13.55%	28.16%	\$ 24,618.54
Total	100.00%	100.00%	\$ 87,428.84

Phase II Debenture Payment (2025)

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

Member	Allocation %	Adjusted %	2025 Invoice
Alberta Beach	13.60%	24.60%	\$ 16,159.14
Alexis Nakota Sioux Nation	10.29%	0.00%	\$ -
Lac Ste. Anne County	8.19%	14.81%	\$ 9,726.53
Parkland County	17.14%	0.00%	\$ -
Parkland County (Wabamun)	9.32%	16.86%	\$ 11,074.20
Paul First Nation	13.48%	0.00%	\$ -
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.00%	\$ -
S.V. of Lake View	0.30%	0.55%	\$ 358.33
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	3.00%	\$ 1,970.79
S.V. of Sandy Beach	2.00%	3.62%	\$ 2,378.88
S.V. of Seba Beach	1.70%	3.08%	\$ 2,020.55
S.V. of Sunrise Beach	1.42%	2.58%	\$ 1,692.09
S.V. of Sunset Point	2.03%	3.67%	\$ 2,408.74
S.V. of Val Quentin	1.52%	2.74%	\$ 1,801.58
S.V. of West Cove	1.42%	0.00%	\$ -
S.V. of Yellowstone	1.42%	0.00%	\$ -
Town of Onoway	13.55%	24.51%	\$ 16,099.25
Total	100.00%	100.00%	\$ 65,690.08

Phase III Debenture Payment (2025)

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

Member	Allocation %	Adjusted %	2025 Invoice
Alberta Beach	13.60%	13.76%	\$ 16,847.63
Alexis Nakota Sioux Nation	10.29%	10.41%	\$ 12,743.91
Lac Ste. Anne County	8.19%	8.28%	\$ 10,140.95
Parkland County	17.14%	17.35%	\$ 21,240.23
Parkland County (Wabamun)	9.32%	9.43%	\$ 11,546.03
Paul First Nation	13.48%	13.64%	\$ 16,698.47
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.11%	\$ 138.23
S.V. of Lake View	0.30%	0.00%	\$ -
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	1.68%	\$ 2,054.76
S.V. of Sandy Beach	2.00%	2.03%	\$ 2,480.24
S.V. of Seba Beach	1.70%	1.72%	\$ 2,106.64
S.V. of Sunrise Beach	1.42%	1.44%	\$ 1,764.18
S.V. of Sunset Point	2.03%	2.05%	\$ 2,511.37
S.V. of Val Quentin	1.52%	1.53%	\$ 1,878.34
S.V. of West Cove	1.42%	1.43%	\$ 1,753.81
S.V. of Yellowstone	1.42%	1.44%	\$ 1,764.18
Town of Onoway	13.55%	13.71%	\$ 16,785.19
Total	100.00%	100.00%	\$ 122,454.16

Phase IV Debenture Payment (2025)

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

Member	Allocation %	Adjusted %	2025 Invoice
Alberta Beach	13.60%	13.76%	\$ 13,317.20
Alexis Nakota Sioux Nation	10.29%	10.41%	\$ 10,073.41
Lac Ste. Anne County	8.19%	8.28%	\$ 8,015.91
Parkland County	17.14%	17.35%	\$ 16,789.33
Parkland County (Wabamun)	9.32%	9.43%	\$ 9,126.56
Paul First Nation	13.48%	13.64%	\$ 13,199.30
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.11%	\$ 109.27
S.V. of Lake View	0.30%	0.00%	\$ -
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	1.68%	\$ 1,624.18
S.V. of Sandy Beach	2.00%	2.03%	\$ 1,960.50
S.V. of Seba Beach	1.70%	1.72%	\$ 1,665.20
S.V. of Sunrise Beach	1.42%	1.44%	\$ 1,394.50
S.V. of Sunset Point	2.03%	2.05%	\$ 1,985.11
S.V. of Val Quentin	1.52%	1.53%	\$ 1,484.73
S.V. of West Cove	1.42%	1.43%	\$ 1,386.30
S.V. of Yellowstone	1.42%	1.44%	\$ 1,394.50
Town of Onoway	13.55%	13.71%	\$ 13,267.84
Total	100.00%	100.00%	\$ 96,793.82

**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
June 25, 2024
Chateau Lac Ste. Anne – Family Dining Room
1:00 p.m.**

1. Call to Order- 12:58 p.m. by Ross Bohnet

Present: Ross Bohnet, Marge Hanssen, Bernie Poulin, Daryl Weber & Jeremy Wilhelm (Zoom)

Absent: Sandy Morton, Len Kwasny, Paul Chauvet

Guest:

Staff: Dena Krysik – CAO, Robin Strome – Finance Officer, Christine Lafreniere – Recording Secretary

2. Approval of Agenda

Board Member Bernie Poulin moves:

Motion #24-013: The Board approves the agenda as presented.

Carried

3. Board Meeting Minutes

Board Member Marge Hanssen moves:

Motion #24-014: The Board approves the March 26, 2024 Board meeting minutes as amended.

Carried

4. Financial

Board Member Marge Hanssen moves:

Motion #24-015: The Board approves the Quarterly Financial Reports at May 31, 2024 as presented.

Carried

Board Member Bernie Poulin moves:

Motion #24-016: The Board approves to ratify the decision via email on April 18th to approve the terms of the CMHC grant application for the Spruce View Lodge

Greener Affordable Housing grant fund in the amount of \$60,000 to complete energy and building condition assessments.

Carried

Board Member Daryl Weber moves:

Motion #24-017: The Board approves to reinvest \$2,062,214.42 of the revenue received from the community housing sales into a GIC for a term of 365 days as presented at 4.55%.

Carried

Board Member Bernie Poulin moves:

Motion #24-018: That the Board directs the Chief Administrative Officer to initiate a request for proposal to obtain external financial audit services for a 4 year term as presented.

Carried

Board Member Daryl Weber moves:

Motion #24-019: The Board moves to defer the LSAF Group Benefit Renewal and directs the Chief Administrative Officer to review alternate options and provide a report for review and consideration at the September 24th meeting.

Carried

5. New/Other Business

Board Member Marge Hanssen moves:

Motion #24-020: The Board approves to proceed with the Geotechnical survey and Structural assessment at the Pleasant View Lodge as presented to a maximum cost of \$22,000 to be allocated from the 2024 Capital Expense Budget.

Carried

Board Member Daryl Weber moves:

Motion #24-021: The Board approves to install the new computer equipment and software in the amount of \$31,250.11 to be allocated from the 2024 Capital Expense Budget.

Carried

Board Member Bernie Poulin moves:

Motion #24-022: The Board approves to ratify the email decision of April 22, 2024 to submit a letter to Minister LaGrange addressing LSAF concerns regarding the directive for all contracted service providers with AHS to be accredited by June 2025.

Carried

Board Member Marge Hanssen moves:

Motion #24-023: The Board approves the applicable revised business plan appendixes for submission to the AB Government as presented.

Carried

6. Information Items

Board Member Bernie Poulin moves:

Motion #24-024: The Board accepts items 7a, 7b, 7c, 7d and 7e for the June 25, 2024 meeting as information.

Carried

7. In Camera

Board Member Jeremy Wilhelm moves:

Motion #24-025: The Board Moves to go into Camera at 1:34 pm.

Carried

Board Member Jeremy Wilhelm moves:

Motion #24-026: The Board Moves to come out of Camera at 1:44 pm.

Carried

Board Member Bernie Poulin moves:

Motion #24-027: The Board directs the Chief Administrative Officer to seek feedback from the LSAF Board Members regarding the Project and Financial Planning Considerations – Interim Executive Summary Report and bring forth amendments to the September 24th Board Meeting for review and approval.

Carried

8. Date Place & Time of Next Meeting

All Board members move:

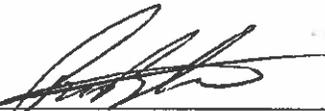
Motion #24-028: The next Board Meeting is on September 24, 2024 location to be determined.

Carried

9. Adjournment

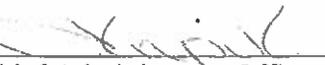
The Chair declares that as all matters have been attended to the meeting is now adjourned at 1:50 pm.

Carried



Chairperson

September 29/24
Date



Chief Administrator Officer

September 29/24
Date



November 6, 2024

Dear Mayor Len Kwasny
Representative of the Town of Onoway,

On Thursday October 10, 2024, Onoway Junior/Senior High School celebrated student accomplishments at our annual Awards Night. It seemed like every seat was full with students, families, staff, and community members, and there was a positive energy to the evening! This event allowed us the opportunity to recognize your generous contribution. Your ongoing support helps us further our mission to be a place where students realize their value, discover their talents, and imagine a future where their contribution matters – much like your own.

On behalf of everyone at our school, please accept my gratitude for your patronage and dedication to our students and our school community.

Warm regards,

Mr. Paul Jespersen
Principal

Box 340, Onoway, T0E 1V0
780.967.2271
onowayhigh.ca

Fw: Request for Reconsideration of Evening Meetings

From Jennifer Thompson <CAO@onoway.ca>

Date Thu 10/24/2024 3:17 PM

To Debbie Giroux <Debbie@onoway.ca>; Gino Damo <Gino@onoway.ca>

From: lorna and vern porter <

Sent: Thursday, October 24, 2024 2:09 PM

To: Jennifer Thompson <CAO@onoway.ca>

Cc: Len Kwasny <lkwasny@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>; Bridgitte Coninx <bconinx@onoway.ca>; Robin Murray <rmurray@onoway.ca>; Sheila Pockett <spockett@onoway.ca>

Subject: Request for Reconsideration of Evening Meetings

Dear CAO Jennifer Thompson,

I am writing to express my disappointment with the council's decision not to approve evening meetings once a month. I strongly believe that holding meetings during the evening would provide greater accessibility and involvement from a broader section of our community, especially for those who are unable to attend during standard working hours.

I would like to propose that the council reconsider this decision by implementing a year-long trial of evening meetings (after 5 pm). This would allow the council to gather valuable feedback from the community and assess whether this change increases participation and engagement. After the trial period, an informed decision could be made based on actual data and experience.

I believe this approach offers a fair and balanced way to test the benefits of evening meetings, and I hope the council will consider this suggestion.

Thank you for your time and consideration.

Sincerely,

--

Vern & Lorna Porter



ALBERTA
HEALTH

*Office of the Minister
MLA, Red Deer-North*

AR 226625

November 21, 2024

His Worship Lenard Kwasny
Mayor
Town of Onoway
P.O. Box 540
Onoway AB T0E 1V0

Sent via email: Debbie@onoway.ca

Dear Mayor Kwasny:

Thank you for your letter in support of the Onoway Regional Medical Clinic (ORMC). I appreciate the opportunity to respond and hope this information is helpful.

Alberta Health is helping to mitigate the challenges faced by the ORMC and other clinics in rural and remote areas by allocating \$200 million over two years to improve access to family physicians. We are implementing all recommendations from the [Modernizing Alberta's Primary Health Care System](#) initiative and investing \$164 million through [Budget 2024](#) to address health workforce challenges under Alberta's [Health Workforce Strategy](#).

Alberta Health also established a Rural Health Branch to apply a rural lens to health policies, strategies, and initiatives. Our [Rural Health Action Plan](#) will guide actions, address challenges, and improve outcomes in rural and remote health care. As part of the plan, we are allocating \$12 million over two years for a [Rural Team Recruitment Grant](#) and a [Municipality Supported Clinics Grant](#) to improve team-based primary health care.

Additionally, the [Rural and Remote Family Medicine Resident Physician Bursary Pilot Program](#) supports family medicine residents who are interested in practising in rural or remote Alberta. The initiative will provide bursaries to medical students in their final year of an undergraduate medical program.

As well, the College of Physicians and Surgeons of Alberta (CPSA) recently added private medical clinics, businesses, municipalities, and other legally recognized entities to the list of organizations that can sponsor international medical graduates (IMGs) for practice readiness assessments. The CPSA is also piloting an accelerated licensure pathway for IMGs from countries with medical education and training that are comparable to the Canadian standard. This reduces the duration of the fast-track assessment from six to three months and allows physicians to move directly into the community to begin practising.

.../2

Further, the Rural Remote Northern Program, an incentive to aid in the recruitment and retention of physicians in rural and remote regions, compensates physicians who practise in under-serviced areas. Under this program, physicians and nurse practitioners working in Onoway could be eligible for a flat fee of \$4,293.34. Alberta Health Services also offers physician recruitment incentives of up to \$100,000 to fill critical, in-demand positions for candidates who sign a return-of-service agreement of at least four years.

In addition, we recently implemented the [Nurse Practitioner \(NP\) Primary Care Program](#). This new compensation model enables NPs to receive funding from Alberta Health while working autonomously to their full scope of practice. Some NPs approved for the program are already practicing in community settings. NPs who meet the mandatory requirements may submit an [expression of Interest](#) to establish a new primary care practice or join an existing practice.

Thank you for advocating on behalf of the ORMC and Onoway residents.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adriana LaGrange', written in a cursive style.

Adriana LaGrange
Minister of Health



TOWN OF ONOWAY

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

October 16, 2024

Hon. Adriana LaGrange
Minister of Health
224 Legislature Building, 10800 – 97 Avenue
EDMONTON, AB T5K 2B6
health.minister@gov.ab.ca

Dear Minister LaGrange:

RE: Immediate Support Needed for the Onoway Regional Medical Clinic (Clinic)

I am writing on behalf of the Town of Onoway to urgently voice our support for the Onoway Regional Medical Clinic. For the past seven years, the Town of Onoway, partnered with Lac Ste. Anne County and others, have worked tirelessly to ensure that our residents have access to essential healthcare services through the Clinic. Despite our best efforts, the Clinic is now facing insurmountable financial challenges that threaten its very existence.

Rural Alberta has long struggled with access to local healthcare, and the Clinic has been a critical lifeline for our community. The Clinic not only provides vital healthcare services to our families but also plays a significant role in supporting the growth of our local economies. The potential closure of this Clinic would be catastrophic, leaving thousands of residents without access to necessary medical care and placing an unsurmountable burden on other regional healthcare centres.

We were encouraged by the Premier's Mandate Letter of July 18, 2023, which highlighted your focus on addressing rural healthcare challenges, including improving access to healthcare professionals and working with municipalities to develop strategies for attracting and retaining healthcare workers in rural Alberta. The situation with the Clinic is a direct and urgent example of the rural healthcare crisis that your mandate seeks to address.

The loss of the Clinic would create a significant gap in healthcare services for our region, forcing residents to travel long distances to other centers, which are already stretched thin. This is not just a financial issue; it is a matter of health and well-being for thousands of people who depend on this Clinic.

We urgently request the assistance of the Ministry of Health to support the Clinic in any way possible. Your intervention is crucial to ensuring that our community continues to have access to the healthcare services we need now and into the future.

Please help us save our Clinic. The health of our community depends on it.

Yours truly,



Lenard Kwasny
Mayor

cc: Shane Getson, MLA, Lac Ste. Anne-Parkland
Lac Ste. Anne County Council

LK/dg