



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

Thursday, May 8, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

Pages

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**

Recommendation:

THAT the May 8, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the May 8, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

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

Recommendation:

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

- a. April 24, 2025 Regular Council Meeting Minutes

7 - 10

b. 11. Information Items

a. Community Futures Yellowhead East - April 22, 2025 news release regarding Investment Attraction Marketing Strategy

b. Lac Ste. Anne Foundation Board Meeting Minutes - February 25 and March 14, 2025

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS - n/a

7. FINANCIAL REPORTS - n/a

8. POLICIES & BYLAWS

a. C-FIN-FIR-1 - Financial Reporting Policy

11 - 15

Recommendation:

THAT Council approve the Policy C-FIN-FIR-1-Financial Reporting Policy as presented

or

Direction provided after Council deliberations

b. Bylaw 828-25 - Tax Rate Bylaw

16 - 25

Recommendation:

THAT Bylaw # 828-25 the Property Tax Rate Bylaw be given first reading.

Recommendation:

THAT Bylaw # 828-25 the Property Tax Rate Bylaw be given second reading.

Recommendation:

THAT Bylaw # 828-25 the Property Tax Rate Bylaw be considered for third reading at this meeting.

Recommendation:

THAT Bylaw # 828-25 the Property Tax Rate Bylaw be given third and final reading and be adopted.

c. Bylaw 829-25 - Special Tax Bylaw

26 - 31

Recommendation:

THAT Bylaw # 829-25 the Special Tax Bylaw be given first reading.

Recommendation:

THAT Bylaw # 829-25 the Special Tax Bylaw be given second reading.

Recommendation:

THAT Bylaw # 829-25 the Special Tax Bylaw be considered for third reading at this meeting.

Recommendation:

THAT Bylaw # 829-25 the Special Tax Bylaw be given third and final reading and be adopted.

Recommendation:

THAT Bylaw # 830-25 the Borrowing Bylaw be given first reading.

Recommendation:

THAT Bylaw # 830-25 the Borrowing Bylaw be given second reading.

Recommendation:

THAT Bylaw # 830-25 the Borrowing Bylaw be considered for third reading at this meeting.

Recommendation:

THAT Bylaw # 830-25 the Borrowing Bylaw be given third and final reading and be adopted.

9. ACTION ITEMS

- a. 2025 National Public Works Week Community Declaration - A Request for Decision is attached

40 - 41

Recommendation:

THAT the Town of Onoway declare May 18-24 as National Public Works Week 2025

or

Direction provided after Council deliberations.

- b. 2025 Seniors' Week Community Declaration - A Request for Decision is attached

42 - 45

Recommendation:

THAT the Town of Onoway declare June 2 to 8 as Seniors' Week 2025 and host a Seniors Appreciation Tea on Tuesday, June 3, 2025 from 2:00 p.m. to 4:00 p.m.

or

Direction provided after Council deliberations.

10. COUNCIL, COMMITTEE & STAFF REPORTS

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

Recommendation:

THAT the Council and Staff Reports be accepted as presented.

- a. Committee of the Whole

- 1. Infrastructure and Development - A Request for Decision is attached

46 - 53

Recommendation:

THAT the Committee of the Whole recommend to Council that Administration prepare an investment package for residential development by extending 51st Avenue development and extending 45th Street development.

11. INFORMATION ITEMS

Recommendation:

THAT the information items be accepted as presented.

- a. Community Futures Yellowhead East - April 22, 2025 news release regarding Investment Attraction Marketing Strategy 54 - 55
- b. Lac Ste. Anne Foundation Board Meeting Minutes - February 25 and March 14, 2025 56 - 60

12. CLOSED MEETING

Section 197(2) of the Municipal Government Act and Section 16 FOIP:
Disclosure harmful to business interests of a third party-Contracts

13. ADJOURNMENT

14. UPCOMING EVENTS

May 12, 2025	Special Council Meeting	2:15 p.m
May 22, 2025	Regular Council Meeting	9:30 a.m.
June 12, 2025	Regular Council Meeting	9:30 a.m.
June 13-15, 2025	Heritage Days Weekend	
June 26, 2025	Regular Council Meeting	9:30 a.m.
July 10, 2025	Regular Council Meeting	9:30 a.m.
Aug. 14, 2025	Regular Council Meeting	9:30 a.m.



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES

April 24, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

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

Council Absent: Deputy Mayor Lisa Johnson

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

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. Councillor Robin Murray was congratulated for completion of her Municipal Elected Officials Program certificate.

2. ADOPTION OF THE AGENDA

Motion # 112-25

MOVED by: Councillor Bridgitte Coninx

THAT the April 24, 2025 Regular Council Meeting agenda be approved with the following amendments(s):

Add: 9b) May 12, 2025 Schedule Special Meeting - Agenda items: 1) Tax Rate Bylaw (if required) and 2) MGA Section 197(2) and FOIP Section 27(1)(a) Privileged information - solicitor-client privilege

CARRIED UNANIMOUSLY

3. PUBLIC INPUT SESSION

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

Motion # 113-25

MOVED by: Councillor Robin Murray

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

CARRIED UNANIMOUSLY

- a. April 10, 2025 Regular Council Meeting Minutes
- b. 11. Information Items
 - a. North Saskatchewan River Watershed Project - Update - April 2, 2025 email from Michelle Gordy

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS

- a. Phil Dirks, Metrix Group, Auditor for the Town of Onoway, attended the meeting from 9:33 a.m. to 10:15 a.m.

Motion # 114-25

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the Town's draft 2024 Audited Financial Statements as presented with the additional of a note on Asset Retirement Obligations.

CARRIED UNANIMOUSLY

Council recessed from 10:15 until 10:22 a.m.

7. FINANCIAL REPORTS

- a. 2025-2028 Operating Budget

Motion # 115-25

MOVED by: Councillor Bridgitte Coninx

THAT the Town of Onoway provide notice to end Integrity Commissioner services with Strategic Steps effective May 31, 2025 due to changes in Provincial legislation.

CARRIED UNANIMOUSLY

Debbie Giroux left the meeting at 11:15 a.m. and returned after the recess (at 1:15 p.m).

Motion # 116-25

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2025-2028 Operating Budget as amended with a 7.67% increase for 2025.

CARRIED UNANIMOUSLY

- b. 2025-2030 Capital Budget

Motion # 117-25

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2025-2030 Capital Budget as amended.

CARRIED UNANIMOUSLY

Council recessed from 11:50 a.m. until 1:10 p.m. to attend the AB Muni's Webinar on Bill 50.

8. POLICIES & BYLAWS

- a. C-COU-REM-1 - Councillor, Committee and Board Member Remuneration Policy

Motion # 118-25

MOVED by: Councillor Robin Murray

THAT Council accept the recommendation from the Committee of the Whole to maintain the rates in Policy C-COU-REM-1 without revision.

CARRIED UNANIMOUSLY

9. ACTION ITEMS

- a. Municipal Affairs Statutes Amendment Act 2025 - A Request for Information is attached

Motion # 119-25

MOVED by: Councillor Sheila Pockett

THAT Council accept the information provided regarding Bill 50 for information.

CARRIED UNANIMOUSLY

- b. Special Meeting Scheduling - May 12, 2025

Motion # 120-25

MOVED by: Councillor Bridgitte Coninx

THAT Council schedule a Special Meeting for Monday, May 12, 2025 at 2:15 pm. consisting of the following agenda items:

- 1) Tax Rate Bylaw (if required)
- 2) Closed Meeting MGA Section 197(2) and FOIP 27(1)(a) Solicitor Client Privilege

CARRIED UNANIMOUSLY

10. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 121-25

MOVED by: Councillor Bridgitte Coninx

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

CARRIED UNANIMOUSLY

11. INFORMATION ITEMS

Approved under the Consent Agenda Motion 113-25.

- a. North Saskatchewan River Watershed Project - Update - April 2, 2025
email from Michelle Gordy

12. CLOSED MEETING - n/a

13. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 1:41 p.m.

Mayor
Lenard Kwasny

Jennifer Thompson
Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 8, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	C-FIN-FIR-1-Financial Reporting Policy

BACKGROUND / PROPOSAL

During the March 27, 2025, Committee of the Whole Meeting, the Committee of the Whole made the following motion regarding the Financial Reporting Process:

10. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 101-25

MOVED by: Councillor Sheila Pockett

THAT the Council and staff reports be accepted as presented.

CARRIED UNANIMOUSLY

a. Committee of the Whole

1. Financial Reporting Process

Discussed

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As part of the above discussion, Administration is bringing forward the attached C-FIN-FIR-1 Financial Reporting Policy for approval. The policy's purpose to provide Council with monthly and quarterly financial reports to promote stewardship of Onoway resources, to support decision-making, and to provide transparency. Additionally, the Policy provides Council and CAO responsibilities as well. Best practices for the policy have been implemented from a few municipalities across Canada as a Financial Reporting Policy is not common.

A balance sheet is a statement of the assets, liabilities, and capital of a business or other organization at a particular point in time, detailing the balance of income and expenditure over the preceding period.

An income statement is a financial report that shows a company's income and expenditures during a set period. An income statement shows a business' revenue, expenses, gains, and losses, starting with revenue and ending with net income.

Also, municipal revenues are compared to on an annual basis rather than quarterly due to many factors such as tax revenue is levied once a year and majority of public works expenditures occur in the summer months.

STRATEGIC ALIGNMENT

Fiscal Sustainability

Strategic Governance

COSTS / SOURCE OF FUNDING

No material financial impact to 2025 operational budgets.

RECOMMENDED ACTION

1. That Council approve the Policy C-FIN-FIR-1-Financial Reporting Policy as presented.
2. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Draft Financial Reporting Policy (C-FIN-FIR-1).



Town of Onoway

Council Policy

Nistration

Number	Title			
C-FIN-FIR-1 (1.2, 3.1,3.6)	Financial Reporting			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

To provide Council with monthly and quarterly financial reports to promote stewardship of Onoway resources, to support decision-making, and to provide transparency.

Policy Statement

The Town of Onoway is committed to sound stewardship of financial resources and to achieve this, the Town will ensure that financial reporting meets both statutory requirements under the Municipal Government Act and Generally Accepted Accounting Principles (GAAP).

Definitions

For the purposes of this policy:

- a) "Chief Administrative Officer" means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer's designate.
- b) "Council" means the duly elected Council of the Town of Onoway, as defined by the Alberta Municipal Government Act.
- c) "Generally Accepted Accounting Principles (GAAP)" means broad principles and conventions of general application, as well as rules and procedures that determine accepted accounting practices at a particular time.

- d) "Town" means the Town of Onoway.

Service Standards/ Expectations

1. Monthly Report

- a. Council shall be presented, as information, a monthly report at a regular Council meeting for each month period ending the last calendar day.
- b. The monthly report will consist of a:
 - a. Cheque listing (within FOIP guidelines) that will include:
 - i. Cheque #;
 - ii. Cheque date;
 - iii. Vendor name;
 - iv. GL #,
 - v. Invoice #;
 - vi. Invoice description;
 - vii. Invoice amount, and;
 - viii. Cheque amount.

2. Quarterly Report

- a. Council shall be presented, as information, a quarterly report at a regular Council meeting for each three-month period ending March 31, six-month period ending June 30, and nine month ending September 30.
- b. The quarterly reports will consist of a:
 - a. Operating statement of revenue and expenses in a department level format that will include:
 - i. the year to date actual up to the date the report is generated;
 - ii. the annual approved budget, and
 - iii. variance from actual to approved budget.
 - b. Capital statement of revenue and expenses in a department level format that will include:
 - i. the year to date actual up to the date the report is generated;
 - ii. the annual approved budget, and
 - iii. variance from actual to approved budget.
- c. Balance sheet that will include actual balances the date the report is generated.

3. Council and Chief Administrative Officer Responsibilities

- a. Council will review the reports as presented to ensure a general familiarity with the financial information provided.

- b. The Chief Administrative Officer (CAO) shall prepare the reports and respond to any questions regarding the information contained in the reports.

4. Policy Review

This policy will be reviewed on a four-year basis by Administration with any changes being recommended to Council for approval.

Revisions:

Resolution Number	MM/DD/YY



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 8, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Property Tax Rate Bylaw # 828-25

BACKGROUND / PROPOSAL

During the April 24, 2025, Council Meeting, Council made the following motion regarding the 2025 Operating Budget:

Motion # 116-25

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2025-2028 Operating Budget as amended with a 7.67% increase for 2025.

CARRIED UNANIMOUSLY

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The attached property tax rate bylaw contains three important elements that are worth going through as below:

1. 2025 Operating Budget

The 2025 Operating Budget proposed a 7.67% (3.89%-Amortization & (0.96%)-Expenses & 2.82%-Reserves) operational base tax revenue increase

2. 2025 Alberta School Foundation Fund (ASFF) Levy Increase

2024 ASFF Levy

In Q3 2024, the ASFF levy increased by \$44,297.49 or approximately 14% from \$312,048 in 2023 to \$356,346 in 2024. \$17,747 of the above increase is allocated towards the Residential and Farmland assessment subclass and \$26,550 is the Non-residential assessment subclass. As the above increase was not collected in 2024, the increases are included in the attached bylaw.

2024 Equalized Assessment

Similar to municipal property tax, the main driver for a tax increase are the residential/farmland and non-residential property equalized assessment increase. As shown below:

2023
Summary of Municipal Affairs Equalized Assessments

		Mill Rate	Total Payment
Residential & Farm Land	\$77,482,930.00	2.56	\$198,356.30
Non-Residential	\$30,237,248.00	3.76	\$113,692.05
	\$107,720,178.00		\$312,048.35

2024
Summary of Municipal Affairs Equalized Assessments

		Mill Rate	Total Payment
Residential & Farm Land	\$84,415,490.00	2.56	\$216,103.65
Non-Residential	\$37,298,454.00	3.76	\$140,242.19
	\$121,713,944.00		\$356,345.84

From 2023 to 2024, residential/farmland has increased \$6,932,560 or approximately 9% and non-residential has increased \$7,061,206 or approximately 23%. Equalized assessment reflects the municipality's taxable assessment and in the case of the 2024 equalized assessment, it is reflective of the municipal taxable assessment submitted or declared by the Town's assessor as of December 31, 2023. This municipal taxable assessment was included in the 2024 property tax bylaw calculations.

2025 ASFF Levy

In 2025, the ASFF levy increased by an additional \$17,220 or approximately 5% from \$356,346 in 2024 to \$373,566 in 2025. \$23,167 of the above increase is allocated towards the Residential and Farmland assessment subclass and \$5,947 decrease is the Non-residential assessment subclass. The above increase is included in the attached bylaw.

3. 2024 Assessment Year Increase

Attached is an updated 2024 & 2023 Assessment Summary comparison to proactively provide the current assessment values that is part of the attached bylaw.

Some notable highlights are below as per Administration's conversation with the Town Assessor:

- Code 101 - Country Residential - 16% increase based on market land value increase.
- Code 102 - Residential Imp/Site - 9% increase based on land assessment increase of approximately \$9 million. Market growth impact from July 2023- July 2024.
- Code 103 - Vacant Residential - 8% increase based on Market growth impact from July 2023 - July 2024.
- Code 110 - Multi-Family - 8% increase based on Market growth impact from July 2023 - July 2024.

- Code 202 - Commercial Imp/Site - 18% increase based on Market growth impact from July 2023 - July 2024.
- Code 203 – Industrial Imp/Site – 9% increase based on Market growth impact from July 2023 - July 2024.

For the 2024 assessment year the residential median assessment amount is \$255,000 and the non-residential median assessment amount is \$256,100.

To provide an impact the above elements have on a residential-improved property, Administration compared the current total property tax owing for a property with a current assessment amount of \$255,000 to reflect the residential median amount to the previous year total property tax owing below:

	2024	2025	Variance (\$)	Variance (%)
Assessment Value	\$ 216,100	\$ 255,000	\$ 38,900	18%
General Municipal Levy	\$ 1,681.85	\$ 1,998.20	\$ 316.35	19%
Recreation Tax	\$ 49.78	\$ 49.57	\$ (0.21)	-0.4%
ASFF Levy	\$ 513.56	\$ 724.49	\$ 210.93	41%
Lac Ste. Anne Seniors Foundation Levy	\$ 55.65	\$ 57.56	\$ 1.91	3%
Total Taxes	\$ 2,300.84	\$ 2,829.82	\$ 528.98	23%

In comparison the below table shows the impact if the assessment value remained at \$216,100 in 2025.

	2024	2025	Variance (\$)	Variance (%)
Assessment Value	\$ 216,100	\$ 216,100	\$ -	0%
General Municipal Levy	\$ 1,681.85	\$ 1,693.38	\$ 11.53	1%
Recreation Tax	\$ 49.78	\$ 49.57	\$ (0.21)	-0.4%
ASFF Levy	\$ 513.56	\$ 613.97	\$ 100.41	20%
Lac Ste. Anne Seniors Foundation Levy	\$ 55.65	\$ 48.78	\$ (6.87)	-12%
Total Taxes	\$ 2,300.84	\$ 2,405.70	\$ 104.86	5%

STRATEGIC ALIGNMENT

Fiscal Sustainability

COSTS / SOURCE OF FUNDING

General Municipal Tax Levy- \$1,564,413.

Alberta School Foundation Fund - \$423,716.

Lac Ste Anne Foundation - \$29,470.

Recreation Tax- \$23,150.

RECOMMENDED ACTION

- That Bylaw # 828-25 the Property Tax Rate Bylaw be given first reading.
- That Bylaw # 828-25 the Property Tax Rate Bylaw be given second reading.
- That Bylaw # 828-25 the Property Tax Rate Bylaw be considered for third reading at this meeting.
- That Bylaw # 828-25 the Property Tax Rate Bylaw be given third and final reading and be adopted.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- a) Proposed Bylaw # 828-25 – Property Tax Rate Bylaw.
- b) 2024 Assessment Summary.
- c) 2024 & 2023 Assessment Summary comparison.

BEING A BYLAW OF THE TOWN OF ONOWAY TO AUTHORIZE THE
SEVERAL RATES OF TAXATION IMPOSED FOR ALL PURPOSES FOR
THE YEAR 2025

WHEREAS the total requirements for the Town of Onoway in the Province of Alberta as shown in the budget estimates, rounded to the nearest dollar where applicable, are as follows:

Municipal General (incl Provincial Policing of \$49,673.00)	3,412,520.00
Lac Ste. Anne Foundation Seniors Housing Residential Requisition	20,852.00
Lac Ste. Anne Foundation Seniors Housing Non-Residential Requisition	8,618.00
ASFF Residential School Requisition	239,272.00
ASFF Residential School Requisition (2024 Underlevy)	23,194.00
ASFF Non-Residential School Requisition	134,295.00
ASFF Non-Residential School Requisition (2024 Underlevy)	26,955.00
Designated Industrial Property Requisition	<u>293.00</u>
TOTAL:	\$3,865,999.00

WHEREAS the total taxable assessment of land, buildings and improvements, subjugated as defined in the Assessment and Assessment Sub-Classification Bylaw duly passed by Council, amounts to:

Class 1:

Residential - Improved	
Country Residential	\$531,060
Improved Site	\$89,708,120
Multi-Family	<u>\$1,170,440</u>
Subtotal:	\$91,409,620

Residential – Vacant	<u>\$903,600</u>
Subtotal:	\$903,600

Class 1 Total Assessment: \$92,313,220

Class 2:

Non-Residential	
Commercial Improved Site	\$10,765,860
Commercial Vacant	\$828,000
Industrial Improved Site	\$22,293,100
Industrial Vacant	\$451,400
Non-residential Federal Land	\$0
Non-residential Industrial Improved	\$0
Non-residential Industrial Vacant	\$0
Linear - Railway	\$54,360
DIP – Non-Residential	\$664,350
Linear – Electric Power Systems	\$745,460
Linear– Telecommunication Systems	\$639,960

BYLAW NO. 828-25
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26

Linear – Cable TV	\$0
Linear – Gas Distribution Systems	\$237,740
Linear – Pipeline	<u>\$776,490</u>
Subtotal:	\$37,456,720
Class 2 Total Assessment:	\$37,456,720

Class 3:

Farmland:

Farm Land	<u>\$67,350</u>
Subtotal:	\$67,350
Class 3 Total Assessment:	\$67,350

Class 4:

Machinery and Equipment

Machinery and Equipment	<u>\$9,850</u>
Subtotal:	\$9,850

DIP Machinery and Equipment	<u>\$713,360</u>
Subtotal:	\$713,360
Class 4 Total Assessment:	\$723,210

Exempt:

School	\$24,657,500
Provincial	\$2,878,300
Religious	\$961,300
Miscellaneous	\$8,804,180
Municipal	<u>\$121,400</u>
Exempt Total Assessment:	\$37,422,680

TOTAL TAXABLE ASSESSMENT:	\$130,560,500
TOTAL EXEMPT ASSESSMENT:	<u>\$ 37,422,680</u>
TOTAL MUNICIPAL ASSESSMENT:	\$167,983,180

WHEREAS, the estimated municipal expenditures and transfers set out in the operating budget for the Town of Onoway for 2025 total \$3,865,999 and the capital budget for the Town of Onoway for 2025 of \$346,650;

WHEREAS, the estimated taxes to be collected are \$1,587,563 is to be raised by municipal taxation of which \$23,150 is Recreation Tax.

WHEREAS, the amount of municipal taxation to be raised from a minimum amount payable on each lot of the following assessment classes of:

Residential-Vacant:	\$1000.00
Residential-Improved:	\$1000.00
Non-Residential- Vacant:	\$1000.00
Non-Residential-Improved:	\$1000.00

BYLAW NO. 828-25
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26

is estimated to be \$14,616 and the remaining \$1,549,797 is to be collected based on municipal mill rates.

WHEREAS, the rates hereinafter set out are deemed necessary to provide the amounts required for municipal, school and other purposes, after making due allowance for the amount of taxes which may reasonably be expected to remain unpaid;

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000;

The Municipal Administrator is hereby authorized and required to levy the following rates of taxation on the assessed value of all land, buildings and improvements as shown on the assessment and tax roll:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate (in mills)</u>
General Municipal			
Residential-Improved	\$ 716,293	\$ 91,409,620	7.836078
Residential-Vacant	\$ 19,201	\$ 903,600	21.249045
Non-Residential-Improved	\$ 709,329	\$ 33,058,960	21.456475
Non-Residential-Vacant	\$ 24,931	\$ 1,279,400	19.486244
Farmland	\$ 712	\$ 67,350	10.573475
Linear & Machinery & Equipment	\$ 79,332	\$ 3,841,570	20.651015
Minimum Tax- Residential Improved	\$ 8,216		
Minimum Tax- Non-Residential Vacant	\$ 6,400		
TOTAL	\$ 1,564,413	\$ 130,560,500	

Alberta School Foundation Fund (ASFF)

Residential / Farmland (Class 1 and 3)	\$ 262,466	\$ 92,380,570	2.841134
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BYLAW NO. 828-25
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26

Non-Residential (Class 2 and 4*) *excludes machinery equipment	\$	161,251	\$	37,456,720	4.304985
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TOTAL	\$	423,716	\$	129,837,290	
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Lac Ste. Anne Seniors Foundation

Residential / Farmland	\$	20,852	\$	92,380,570	0.225716
Non-Residential	\$	8,618	\$	38,179,930	0.225716

TOTAL	\$	29,470	\$	130,560,500	
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Designated Industrial Properties

Non-Residential	\$	293	\$	3,831,720	0.076500
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TOTAL	\$	293	\$	3,831,720	
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THAT this Bylaw shall come into force and effect upon the passing thereof.

READ a first time this ## day of May, 2025

READ a second time this ## day of May, 2025

UNANIMOUS CONSENT to proceed to third reading this day ## of May, 2025

READ a third and final time this ## day of May, 2025

SIGNED this ## day of May, 2025

Mayor Lenard Kwasny

Jennifer Thompson, Chief Administrative Officer



Assessment Summary

Assessment Year: 2024

Municipal Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
101	Country Residential	3	T	531,060	0	0	531,060
102	Residential Imp/Site	350	T	26,635,500	63,072,620	0	89,708,120
103	Vacant Residential	9	T	903,600	0	0	903,600
110	Multi Family	3	T	32,660	155,780	982,000	1,170,440
151	Farmland	8	T	67,350	0	0	67,350
202	Commercial Imp/Site	43	T	1,898,000	8,041,660	826,200	10,765,860
203	Industrial Imp/Site	30	T	3,590,900	18,702,200	0	22,293,100
252	Vacant Commercial	18	T	828,000	0	0	828,000
253	Vacant Industrial	6	T	451,400	0	0	451,400
402	Machinery & Equip	1	T	0	9,850	0	9,850
Taxable Total:		471		34,938,470	89,982,110	1,808,200	126,728,780
Sub Total:		471		34,938,470	89,982,110	1,808,200	126,728,780
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
802	School EX	2	E	262,400	24,395,100	0	24,657,500
803	Provincial EX	3	E	152,400	742,300	1,983,600	2,878,300
804	Religious EX	8	E	528,000	433,300	0	961,300
809	Misc EX	60	E	2,852,240	5,951,940	0	8,804,180
820	Municipal EX	41	E	121,400	0	0	121,400
Exempt Total:		114		3,916,440	31,522,640	1,983,600	37,422,680
For Municipal Assessment:		585		38,854,910	121,504,750	3,791,800	164,151,460

Provincial Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
404	DIP - Non Residential	2	T	223,350	441,000	0	664,350
405	DIP - Machinery and Equipment	2	T	0	713,360	0	713,360
Non-Linear Taxable Total:		4		223,350	1,154,360	0	1,377,710
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
502	Linear - Electric Power Systems	2	T	0	0	745,460	745,460
503	Linear - Telecommunication Systems	2	T	0	0	639,960	639,960
505	Linear - Gas Distribution Systems	1	T	0	0	237,740	237,740
507	Linear - Railway	1	T	0	0	54,360	54,360
508	Linear - Pipeline	2	T	0	0	776,490	776,490
Linear Taxable Total:		8		0	0	2,454,010	2,454,010
For Provincial Assessment:		12		223,350	1,154,360	2,454,010	3,831,720

Grand Totals

Taxable Total:		483		35,161,820	91,136,470	4,262,210	130,560,500
Exempt Total:		114		3,916,440	31,522,640	1,983,600	37,422,680
Parcels: 576		597		39,078,260	122,659,110	6,245,810	167,983,180

Code	Description	2023		2024		Variance		
		Roll Count	Total Assessment	Roll Count	Total Assessment	Roll Count	Total Assessment (\$)	Total Assessment (%)
101	Country Residential (Farm land @ Market)	3	\$459,710	3	\$531,060	0	\$71,350	16%
102	Residential Imp/Site	348	\$82,575,810	350	\$89,708,120	2	\$7,132,310	9%
103	Vacant Residential	9	\$835,770	9	\$903,600	0	\$67,830	8%
110	Multi Family	3	\$1,085,460	3	\$1,170,440	0	\$84,980	8%
151	Farmland	11	\$77,930	8	\$67,350	-3	-\$10,580	-14%
202	Commercial Imp/Site	43	\$9,130,560	43	\$10,765,860	0	\$1,635,300	18%
203	Industrial Imp/Site	29	\$20,516,000	30	\$22,293,100	1	\$1,777,100	9%
252	Vacant Commercial	17	\$849,060	18	\$828,000	1	-\$21,060	-2%
253	Vacant Industrial	6	\$501,300	6	\$451,400	0	-\$49,900	-10%
402	Machinery & Equip	1	\$9,350	1	\$9,850	0	\$500	5%
	Taxable Total	470	\$116,040,950	471	\$126,728,780	1	\$10,687,830	9%
802	School EX	2	\$26,602,000	2	\$24,657,500	0	-\$1,944,500	-7%
803	Provincial EX	3	\$2,717,900	3	\$2,878,300	0	\$160,400	6%
804	Religious EX	8	\$1,057,190	8	\$961,300	0	-\$95,890	-9%
809	Misc EX	65	\$7,755,450	60	\$8,804,180	-5	\$1,048,730	14%
820	Municipal EX	41	\$121,700	41	\$121,400	0	-\$300	0%
	Exempt Total	119	\$38,254,240	114	\$37,422,680	-5	-\$831,560	-2%
404	DIP - Non Residential	2	\$667,410	2	\$664,350	0	-\$3,060	0%
405	DIP - Machinery and Equipment	2	\$685,670	2	\$713,360	0	\$27,690	4%
	Non-Linear Taxable Total	4	\$1,353,080	4	\$1,377,710	0	\$24,630	2%
502	Linear - Electric Power Systems	2	\$709,860	2	\$745,460	0	\$35,600	5%
503	Linear - Telecommunication Systems	4	\$581,510	2	\$639,960	-2	\$58,450	10%
504	Linear - Cable TV	1	\$42,690	0	\$0	-1	-\$42,690	-100%
505	Linear - Gas Distribution Systems	1	\$225,380	1	\$237,740	0	\$12,360	5%
507	Linear - Railway	1	\$51,840	1	\$54,360	0	\$2,520	5%
508	Linear - Pipeline	2	\$741,600	2	\$776,490	0	\$34,890	5%
	Linear Taxable Total	11	\$2,352,880	8	\$2,454,010	-3	\$101,130	4%
Grand Totals								
	Taxable Total	485	\$119,746,910	483	\$130,560,500	-2	\$10,813,590	9%
	Exempt Total	119	\$38,254,240	114	\$37,422,680	-5	-\$831,560	-2%
	Grand Total	604	\$158,001,150	597	\$167,983,180	-7	\$9,982,030	6%



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 8, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Special Tax Bylaw # 829-25

BACKGROUND / PROPOSAL

During the April 24, 2025, Council Meeting, Council made the following motion regarding the 2025 Operating Budget:

Motion # 116-25

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2025-2028 Operating Budget as amended with a 7.67% increase for 2025.

CARRIED UNANIMOUSLY

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

In the Municipal Government Act (MGA), under Special tax bylaw S.382(1)(l), as shown below, each Council may pass a special tax bylaw to raise revenue for a specific service such as a recreational services tax:

Division 5 Special Tax

Special tax bylaw

382(1) Each council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more of the following special taxes:

- (a) a waterworks tax;
- (b) a sewer tax;
- (c) a boulevard tax;
- (d) a dust treatment tax;
- (e) a paving tax;
- (f) a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities and water facilities;
- (g) repealed 2008 cE-6.6 s55;
- (h) a tax to enable the municipality to provide incentives to health professionals to reside and practice their professions in the municipality;
- (i) a fire protection area tax;
- (j) a drainage ditch tax;
- (k) a tax to provide a supply of water for the residents of a hamlet;
- (l) a recreational services tax.

(2) A special tax bylaw must be passed annually.

As per the attached 2025 Special Tax Bylaw, the estimated amount required for the cost of the specific services or purposes is \$23,150.00 and levied on 467 taxable properties within the corporate limits of the Town of Onoway for the 2025 tax year, as per the assessment roll, and that each of these properties shall share equally the cost of the Recreation Service Tax.

Within the approved 2025 Operating budget, the expenditures that the recreational services special tax will apply to as follows:

- \$5,000 for Onoway Community Hall Repairs & Maintenance.
- \$7,500 for Onoway and District Agricultural Society for a 3-year period (2023-2025) as per Motion # 159/22.
- \$6,600 towards East End Bus Society operating cost.
- \$4,050 allocated for any future recreational services approved by Council.

STRATEGIC ALIGNMENT

- Fiscal Sustainability
- Service Excellence

COSTS / SOURCE OF FUNDING

As per above.

RECOMMENDED ACTION

- That Bylaw # 829-25 the Special Tax Bylaw be given first reading.
- That Bylaw # 829-25 the Special Tax Bylaw be given second reading.
- That Bylaw # 829-25 the Special Tax Bylaw be considered for third reading at this meeting.
- That Bylaw # 829-25 the Special Tax Bylaw be given third and final reading and be adopted.
- OR some other direction as given by Council at meeting time.

ATTACHMENTS

- a) Proposed Bylaw # 829-25 – Special Tax Bylaw.
- b) Approved Bylaw # 813-24 – Special Tax Bylaw.

**BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO
AUTHORIZE SPECIAL TAX CHARGES TO BE LEVIED AGAINST ALL TAXABLE
PROPERTY WITHIN THE TOWN OF ONOWAY FOR THE 2025 TAXATION YEAR**

WHEREAS the Town of Onoway has prepared and adopted detailed estimates of the cost of the specific services or purposes and included those estimates in the budget for 2025; and

WHEREAS, the estimated amount required for the cost of the specific services or purposes is **\$23,150.00**; and

WHEREAS the Town of Onoway deems it fair and equitable to charge equally all taxable property within the Town of Onoway that will benefit from the specific services and purposes; and

WHEREAS the Town of Onoway is authorized to pass a special tax bylaw under the Municipal Government Act RSA 2000 Chapter M-26, Part 10 Division 5; and

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

1. That the Chief Administrative Officer is hereby authorized to levy the following special tax rate on each taxable property within the corporate limits of the Town of Onoway.

2025 Special Tax Required is **\$23,150.00** for the costs of the services and purposes as follows:

- a. Recreational Services Tax - **\$23,150.00**
2. That there are 465 taxable properties within the corporate limits of the Town of Onoway for the 2025 tax year, as per the assessment roll, and that each of these properties shall share equally the cost of the Recreation Service Tax.
3. That the amount payable per taxable property as a special tax shall be:
 - a. Recreation Service Tax:
$$\$23,150.00/467 = \mathbf{\$49.57}.$$
4. That the "**Special Tax**" and said charges of **\$49.57** shall be levied and included on the 2025 Tax Notice and is a debt due to the municipality known as the Town of Onoway and is payable June 30, 2025.

BYLAW NO. 829-25
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26
Part 10 Division 5 Special Tax

5. That this BYLAW shall come into force for the 2025 taxation year on the date of the third and final reading.

Read a first time on this ## day of May 2025.

Read a second time on this ## day of May 2025.

Unanimous Consent to proceed to third reading on this ## day of May 2025.

Read a third and final time on this ## day of May 2025.

Signed this ## day of May 2025.

Mayor Lenard Kwasny

Jennifer Thompson, Chief Administrative Officer

**BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO
AUTHORIZE SPECIAL TAX CHARGES TO BE LEVIED AGAINST ALL TAXABLE
PROPERTY WITHIN THE TOWN OF ONOWAY FOR THE 2024 TAXATION YEAR**

WHEREAS the Town of Onoway has prepared and adopted detailed estimates of the cost of the specific services or purposes and included those estimates in the budget for 2024; and

WHEREAS, the estimated amount required for the cost of the specific services or purposes is **\$23,150.00**; and

WHEREAS the Town of Onoway deems it fair and equitable to charge equally all taxable property within the Town of Onoway that will benefit from the specific services and purposes; and

WHEREAS the Town of Onoway is authorized to pass a special tax bylaw under the Municipal Government Act RSA 2000 Chapter M-26, Part 10 Division 5; and

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

1. That the Chief Administrative Officer is hereby authorized to levy the following special tax rate on each taxable property within the corporate limits of the Town of Onoway.

2024 Special Tax Required is **\$23,150.00** for the costs of the services and purposes as follows:

- a. Recreational Services Tax - **\$23,150.00**
2. That there are 465 taxable properties within the corporate limits of the Town of Onoway for the 2024 tax year, as per the assessment roll, and that each of these properties shall share equally the cost of the Recreation Service Tax.
3. That the amount payable per taxable property as a special tax shall be:
 - a. Recreation Service Tax:
$$\$23,150.00/465 = \mathbf{\$49.78};$$
4. That the "**Special Tax**" and said charges of **\$49.78** shall be levied and included on the 2024 Tax Notice and is a debt due to the municipality known as the Town of Onoway and is payable June 30, 2024.

BYLAW NO. 813-24
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26
Part 10 Division 5 Special Tax

5. That this BYLAW shall come into force and effective for 2024 taxation on the date of the third and final reading.

Read a first time on this 9 day of May 2024.

Read a second time on this 9 day of May 2024.

Unanimous Consent to proceed to third reading on this 9 day of May 2024.

Read a third and final time on this 9 day of May 2024.

Signed this 9 day of May 2024.

Signed by Mayor Lenard Kwasny

Signed by Jennifer Thompson
Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 8, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Town of Onoway Borrowing Bylaw for Operating Costs # 830-25

BACKGROUND / PROPOSAL

During the May 9, 2024, Council Meeting, Council made the following motion regarding the Town of Onoway Borrowing Bylaw for Operating Costs # 812-24:

Motion #142/24	MOVED by Councillor Robin Murray that Bylaw 812-24, the Borrowing Bylaw for Operating Costs, be given first reading. CARRIED
Motion #143/24	MOVED by Deputy Mayor Lisa Johnson that Bylaw 812-24, the Borrowing Bylaw, be given second reading. CARRIED
Motion #144/24	MOVED by Councillor Bridgitte Coninx that Bylaw 812-24, the Borrowing Bylaw, be considered for third reading at this meeting. CARRIED UNANIMOUSLY
Motion #145/24	MOVED by Councillor Sheila Pockett that Bylaw 812-24, the Borrowing Bylaw, be given third and final reading and adopted. CARRIED

Annually Council passes a borrowing bylaw for revolving line of credit which includes credit cards as per the Municipal Government Act Section 251 - Borrowing Subsection 1 – Borrowing Bylaw:

Borrowing

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

(2) A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised.

RSA 2000 cM-26 s251;2022 c16 s9(56)

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

From time to time during the year the Town of Onoway may require borrowing on a revolving basis to meet the current operating expenditures and obligations incurred during the year until such time as the taxes levied or to be levied therefore can be collected.

The borrowing amounts and instruments are as follows:

- Operating Loan for \$1,000,000.00 – from ATB
- Business Mastercard for \$30,000.00 – from ATB

The maximum principal amount borrowed in the year will not exceed \$1,030,000 and the maximum interest rate will be prime lending rate (10%) plus thirty percent (30%) which captures the interest rate charged on credit cards.

Section 256 of the MGA states that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed 3 years.

STRATEGIC ALIGNMENT

Financial Sustainability

COSTS / SOURCE OF FUNDING

Amount of interest paid may vary depending on the amount borrowed and amount of time to fully repay.

RECOMMENDED ACTION

- That Bylaw # 830-25 the Borrowing Bylaw be given first reading.
- That Bylaw # 830-25 the Borrowing Bylaw be given second reading.
- That Bylaw # 830-25 the Borrowing Bylaw be considered for third reading at this meeting.
- That Bylaw # 830-25 the Borrowing Bylaw be given third and final reading and be adopted.
- OR some other direction as given by Council at meeting time.

ATTACHMENTS

- a) Proposed Bylaw 830-25 – Borrowing Bylaw.
- b) Approved Bylaw 812-24 – Borrowing Bylaw.

TOWN OF ONOWAY
By-Law 830-25

A BYLAW TO BORROW TO MEET CURRENT OPERATING EXPENDITURES AND OBLIGATIONS FOR THE TOWN OF ONOWAY.

WHEREAS the Council of the Town of Onoway (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Operating Loan for \$1,000,000.00 – from ATB
Business Mastercard for \$30,000.00 – from ATB

WHEREAS the Town of Onoway estimates the amount of taxes to be raised in 2025 will be **\$1,587,563.**

AND WHEREAS: Section 256 of the Act further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed 3 years.

NOW THEREFORE pursuant to the provisions of the Municipal Government Act the Council of the Corporation deems it necessary to borrow from time to time (on a revolving of One during the said year a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore can be collected; and

WHEREAS, after the borrowing during the said year of the amount hereby authorized to be borrowed, the total loans outstanding at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year will not exceed the amount of taxes levied or estimated to be levied for the said year by the Corporation.

NOW THEREFORE, under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, the Council of the Town of Onoway enacts as follows:

1. That the Council of the Corporation do borrow from time to time (on a revolving basis) during the said year from ATB (the “Bank”), a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time which the Council deems necessary to expend to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.”
2. That the \$1,030,000.00 in authorized borrowing from ATB (the “Bank”), is to include a sum or sums not exceeding the maximum principal amount of **Thirty Thousand Dollars (\$30,000.00)** for a Business Mastercard account that the Council of the

Corporation deems necessary to expend to meet current operating expenditures and obligations of the Corporation.

3. That the sum or sums so borrowed may be evidenced and secured by a promissory note or notes or similar forms of obligation executed by the Mayor and Chief Administrative Officer on behalf of the Corporation and the same Mayor and Chief Administrative Officer are hereby authorized and empowered to execute and give such promissory note or notes or similar forms of obligation on behalf of the Corporation as may be required by the Bank and to determine and agree upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.
4. That the Council of the Corporation do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, the whole of the unpaid taxes and penalties on taxes assessed and/or levied by the Corporation in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or levied or to be levied for the said year, and the Corporation shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenue for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenue can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
5. All sums borrowed under this Bylaw shall bear interest at a rate per annum not exceeding Prime Lending Rate (10%) plus thirty percent (30%) established from time to time by the Bank.
6. That nothing herein contained shall waive, prejudicially affect, or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.
7. That Bylaw 812-24 is hereby rescinded on the passing of this bylaw.
8. That Bylaw 830-25 comes into full force and effect upon third reading.

READ a first time this ## day of May, 2025

READ a second time this ## day of May, 2025

UNANIMOUS CONSENT to proceed to third reading this day ## of May, 2025

READ a third and final time this ## day of May, 2025

SIGNED this ## day of May, 2025

Signed by Mayor Lenard Kwasny

Signed by Jennifer Thompson
Chief Administrative Officer

TOWN OF ONOWAY
By-Law 812-24

A BYLAW TO BORROW TO MEET CURRENT OPERATING EXPENDITURES AND OBLIGATIONS FOR THE TOWN OF ONOWAY.

WHEREAS the Council of the Town of Onoway (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Operating Loan for \$1,000,000.00 – from ATB
Business Mastercard for \$30,000.00 – from ATB

WHEREAS the Town of Onoway estimates the amount of taxes to be raised in 2024 will be **\$1,447,590;**

AND WHEREAS: Section 256 of the Act further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed 3 years.

NOW THEREFORE pursuant to the provisions of the Municipal Government Act the Council of the Corporation deems it necessary to borrow from time to time (on a revolving of One during the said year a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore can be collected; and

WHEREAS, after the borrowing during the said year of the amount hereby authorized to be borrowed, the total loans outstanding at any one time to meet the current operating expenditures and obligations of the Corporation incurred during the said year will not exceed the amount of taxes levied or estimated to be levied for the said year by the Corporation.

NOW THEREFORE, under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, the Council of the Town of Onoway enacts as follows:

1. That the Council of the Corporation do borrow from time to time (on a revolving basis) during the said year from ATB (the “Bank”), a sum or sums not exceeding the maximum principal amount of **One Million Thirty Thousand Dollars (\$1,030,000.00)** at any one time which the Council deems necessary to expend to meet the current operating expenditures and obligations of the Corporation incurred during the said year until such time as the taxes levied or to be levied therefore can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.”
2. That the \$1,030,000.00 in authorized borrowing from ATB (the “Bank”), is to include a sum or sums not exceeding the maximum principal amount of **Thirty Thousand Dollars (\$30,000.00)** for a Business Mastercard account that the Council of the Corporation deems necessary to expend to meet current operating expenditures and obligations of the Corporation.

3. That the sum or sums so borrowed may be evidenced and secured by a promissory note or notes or similar forms of obligation executed by the Mayor and Chief Administrative Officer on behalf of the Corporation and the same Mayor and Chief Administrative Officer are hereby authorized and empowered to execute and give such promissory note or notes or similar forms of obligation on behalf of the Corporation as may be required by the Bank and to determine and agree upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.
4. That the Council of the Corporation do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, the whole of the unpaid taxes and penalties on taxes assessed and/or levied by the Corporation in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or levied or to be levied for the said year, and the Corporation shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenue for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenue can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
5. All sums borrowed under this Bylaw shall bear interest at a rate per annum not exceeding Prime Lending Rate (10%) plus thirty percent (30%) established from time to time by the Bank.
6. That nothing herein contained shall waive, prejudicially affect, or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.
7. That Bylaw 804-23 is hereby rescinded on the passing of this bylaw.
8. That Bylaw 812-24 comes into full force and effect upon third reading.

Read a first time this 9th day of May 2024.

Read a second time this 9th day of May 2024.

Unanimous consent to proceed to third reading this 9th day of May 2024.

Read a third time and passed this 9th day of May 2024.

Signed by Mayor Lenard Kwasny

**Signed by Jennifer Thompson
Chief Administrative Officer**



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 8, 2025
Presented By:	Jennifer Thompson, CAO
Title:	2025 National Public Works Week

BACKGROUND / PROPOSAL

The American Public Works Association has celebrated National Public Works Week in May for the past 65 years. National Public Works Week in 2025 will be held from May 18-24, 2025.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Town of Onoway can show support for their public works staff by declaring National Public Works Week. A staff appreciation BBQ will be arranged during this week, scheduled for Wednesday May 21, 2025 at 12:30 p.m.

STRATEGIC ALIGNMENT

Service Excellence

COSTS / SOURCE OF FUNDING

\$100.00

RECOMMENDED ACTION

THAT the Town of Onoway declare May 18-24 as National Public Works Week 2025
Or
Direction provided after Council deliberations.

ATTACHMENTS

People, Purpose, Presence 2025 Community Declaration



"People Purpose Presence"

TOWN OF ONOWAY PROCLAMATION

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Onoway, Alberta; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Onoway, Alberta to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association and the Canadian Public Works Association;

BE IT NOW RESOLVED that, I, Lenard Kwasny, Mayor, Town of Onoway, Alberta, do hereby designate the week May 18-24 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

SIGNED at the Town of Onoway, in the Province of Alberta, 2025

Mayor Lenard Kwasny
Town of Onoway





Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 8, 2025
Presented By:	Jennifer Thompson, CAO
Title:	2025 Seniors' Week Community Declaration

BACKGROUND / PROPOSAL

The Government of Alberta has celebrated Seniors' Week in June for the past 39 years. Seniors' Week in 2025 will be held from June 2 to 8. The Town is being asked to declare this week as Seniors' Week in the Town of Onoway.

Similar to last year's Afternoon Senior's Appreciation tea held on June 4, 2024 from 2pm to 4pm at the Onoway Heritage Centre (shown below), Administration is suggesting that Council consider hosting an early afternoon Seniors Appreciation Tea during the week of June 2-6, 2025. Refreshments and pastries would be provided and Administration is suggesting the Heritage Centre as the venue.

Last year's event total cost was \$507 (\$375 for refreshments and \$132 for the room rental).



DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Town of Onoway can show support for their seniors by declaring Seniors' Week and having an event to recognize them.

STRATEGIC ALIGNMENT

Service Excellence

COSTS / SOURCE OF FUNDING

Approximately \$507.00 – venue and refreshments

RECOMMENDED ACTION

THAT the Town of Onoway declare June 2 to 8 as Seniors' Week 2025 and host a Seniors Appreciation Tea on Tuesday, June 3, 2025 from 2:00 p.m. to 4:00 p.m.
or

Direction after Council deliberations.

ATTACHMENTS

Seniors' Week 2025 Community Declaration and email.

FW: Recognizing Seniors' Week 2025 – Community Declaration

From Jennifer Thompson <CAO@onoway.ca>

Date Thu 4/24/2025 3:28 PM

To Debbie Giroux <Debbie@onoway.ca>

 1 attachment (576 KB)

2025 Seniors' Week Community Declaration.pdf;

For next agenda please.

Jennifer

From: Seniors Information <Seniorsinformation@gov.ab.ca>

Sent: April 24, 2025 2:38 PM

To: Seniors Information <Seniorsinformation@gov.ab.ca>

Subject: Recognizing Seniors' Week 2025 – Community Declaration

For 39 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 2 to 8 and will be kicked off with a provincial launch event on June 2 in the City of Camrose.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, a declaration is made by a senior official (i.e., Mayor/Reeve, Chief) at the community level. All communities that notify us that they have declared Seniors' Week will be recognized on [our website](#).

To assist communities in declaring Seniors' Week, attached is a sample Community Declaration for your community to consider using. If your community uses the attached example, kindly email the signed copy to seniorsinformation@gov.ab.ca by May 31, 2025. Following Seniors' Week, a version signed by The Honourable Minister Nixon will then be returned to your community.

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit the [Seniors' Week website](#) or email us at seniorsinformation@gov.ab.ca if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services
Government of Alberta

Classification: Protected A



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors' Week in

Town of Onoway

Community

Mayor Lenard Kwasny

Official Title

Official Signature



Town of Onoway Request for Decision

Meeting:	Committee of the Whole
Meeting Date:	April 24, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Infrastructure and Development

BACKGROUND / PROPOSAL

Sustainable growth and development is the success of every municipality. Information being provided is integral in the decision making process. Administration has worked with Associated Engineering to discuss opportunities for residential development. This growth must be balanced with the existing infrastructure.

In 2020, Associated Engineering provided a report to rehabilitate 9 areas that were in need of investment and replacement. Of those 9 areas, the only area rehabilitated was the Alley (51st St – 50th St,/ LSA Trail – 49th Avenue).

This discussion is meant to discuss where Council wishes Administration to concentrate provision of solutions for infrastructure and sustainable growth.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

State of bare land in Onoway:

- 1) The Town owns minimal bare land for development.
- 2) All lots that were owned by the Town were sold in 2024. New development is imminent on a few of these lots.
- 3) Larger parcels are available for sale by private owners
- 4) The Municipal Development Plan was updated in September 2020

The Municipal Development Plan (MDP) has the following requirements for development of 4 or more lots and will require a development scheme that includes:

- 1) Land used and estimated population proposed for the development
- 2) How access to the site will be provided
- 3) How the lots will be serviced
- 4) Interface conditions with adjacent parcels.

If a development is more than 16 hectares (39.5 acres) an Area Structure Plan will be required.

Currently the Town has an Area Structure Plan for the west side of Town. On NE-27-54-2-5. It can be viewed in it's entirety <https://www.onoway.ca/public/download/files/88226>

At this time, it would seem that the best area to expand residential is the east side. In order to do that and provide adequate water services, there needs to be a water line

extension on 47th Avenue. Staff are aware that this is a lower priority project when there are so many infrastructure upgrades to complete.

Associated Engineering provided information to Administration to review potential areas of residential development.

- 1) Site 1 – 48 A Avenue Extension
SE 35-54-2-5 is approximately 38.4 ha the has potential for development but would require an Area Structure Plan – estimated cost from Associated Engineering to complete and ASP is \$90,200.
- 2) Site 2 - 45th Street by LDS meetinghouse. While not required, the 47th Avenue waterline should be included in this development. This would assist in fire flow by looping of water lines which would increase pressure and supply.
- 3) Site 3 - NE 27-54-2-5 would need an extension of water & sewer mains to service the property.
- 4) Site 4 – Payne Avenue Extension
- 5) Site 5 – 51st Avenue

For Site 1 & 4

An area structure plan would need to be completed. Challenges with the parcel of land for development include:

- 1) Elevation differences
- 2) Stormwater management
- 3) Wastewater disposal. On this parcel it would be best to construct a lift station. Administration's recommendation would be to also reengineer the wastewater lines on 48A Ave as there are grade challenges with this line.
Thes per lot cost does not include the construction of a lift station.
- 4) Privately owned parcel

Site 5

The plan was completed in 1975. The lots here are currently subdivided with no services. In todays market, these lots may need some adjustments. The costs are unknown at this time. While the layout may need some adjustments, there is possibility to develop Lots 1-8 by extending 51st Avenue. The roadway would need to be engineered and built and the services would be through the back alley as that makes the most sense for future development.

These lots are currently in the Land Use Bylaw as Manufactured Home Subdivision. Council may consider redistricting the lands to R2 - medium density. This would allow for a higher return on investment. Also, the lots north are also subdivided and of Manufactured Home Subdivision districting. If this is the preference, Administration can start working on an investment package for Council approval to provide to developers who may be interested in developing this area.

Areas for development: (ESTIMATES)

Site Description	Number of Lots	Cost per lot (Class C estimate)
Site 1 – 48A Avenue Extension	15	\$123,723.13
Site 2 – 45 th Street by LDS meetinghouse) – would include 47 th Avenue watermain extension	13	\$109,028.85 Water Main Extension \$1,012,000
Site 3 – Beside Curling Rink	10	\$87,705.90
Site 4 – Payne Avenue Extension	10	\$86,144.20

These per lot costs do not include the purchase of land.

STRATEGIC ALIGNMENT

Economic & Business Growth
Financial Sustainability

COSTS / SOURCE OF FUNDING

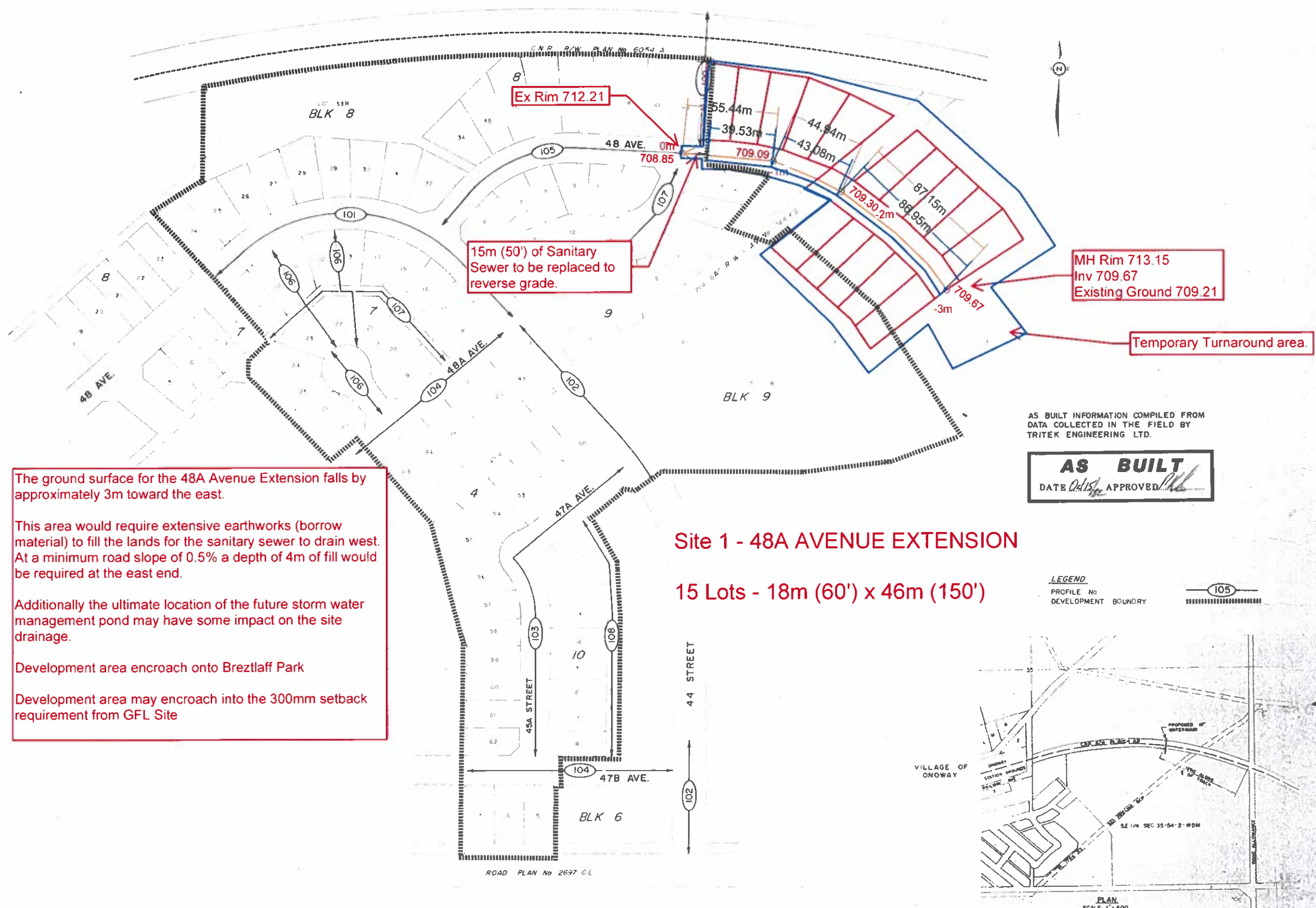
None.

RECOMMENDED ACTION

THAT the Committee of the Whole recommend to Council that Administration prepare an investment package for residential development by extending 51st Avenue development and extending 45th Street development.

ATTACHMENTS

Maps to sites



The ground surface for the 48A Avenue Extension falls by approximately 3m toward the east.

This area would require extensive earthworks (borrow material) to fill the lands for the sanitary sewer to drain west. At a minimum road slope of 0.5% a depth of 4m of fill would be required at the east end.

Additionally the ultimate location of the future storm water management pond may have some impact on the site drainage.

Development area encroach onto Breztlaff Park

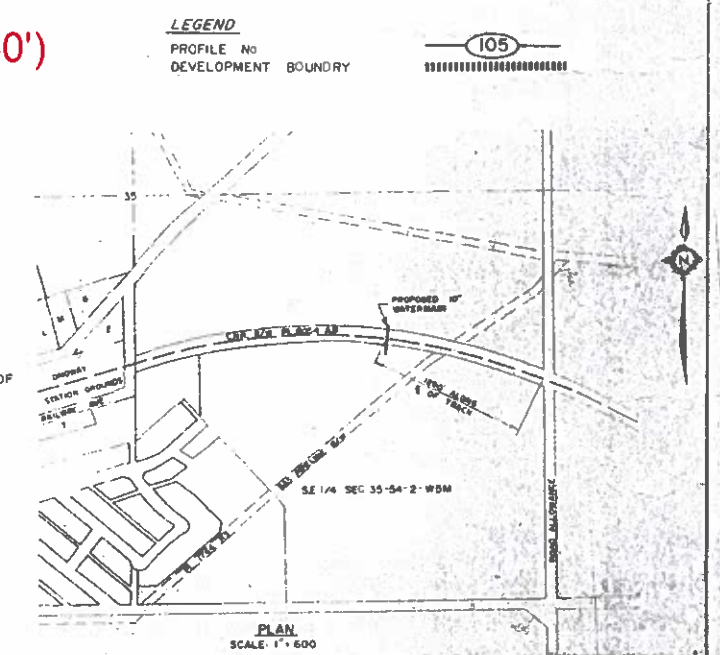
Development area may encroach into the 300mm setback requirement from GFL Site

Site 1 - 48A AVENUE EXTENSION 15 Lots - 18m (60') x 46m (150')

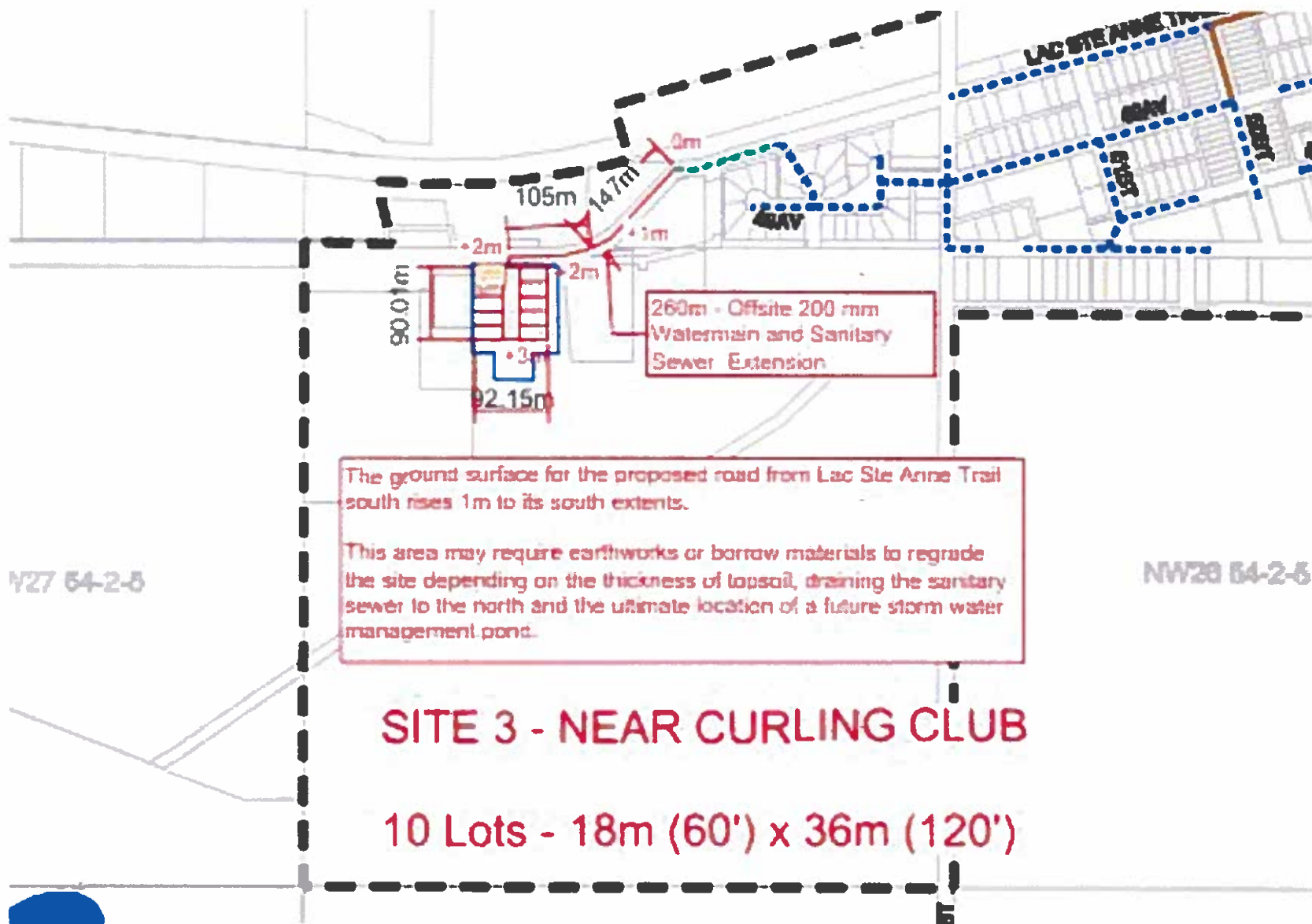
AS BUILT INFORMATION COMPILED FROM DATA COLLECTED IN THE FIELD BY TRITEK ENGINEERING LTD.

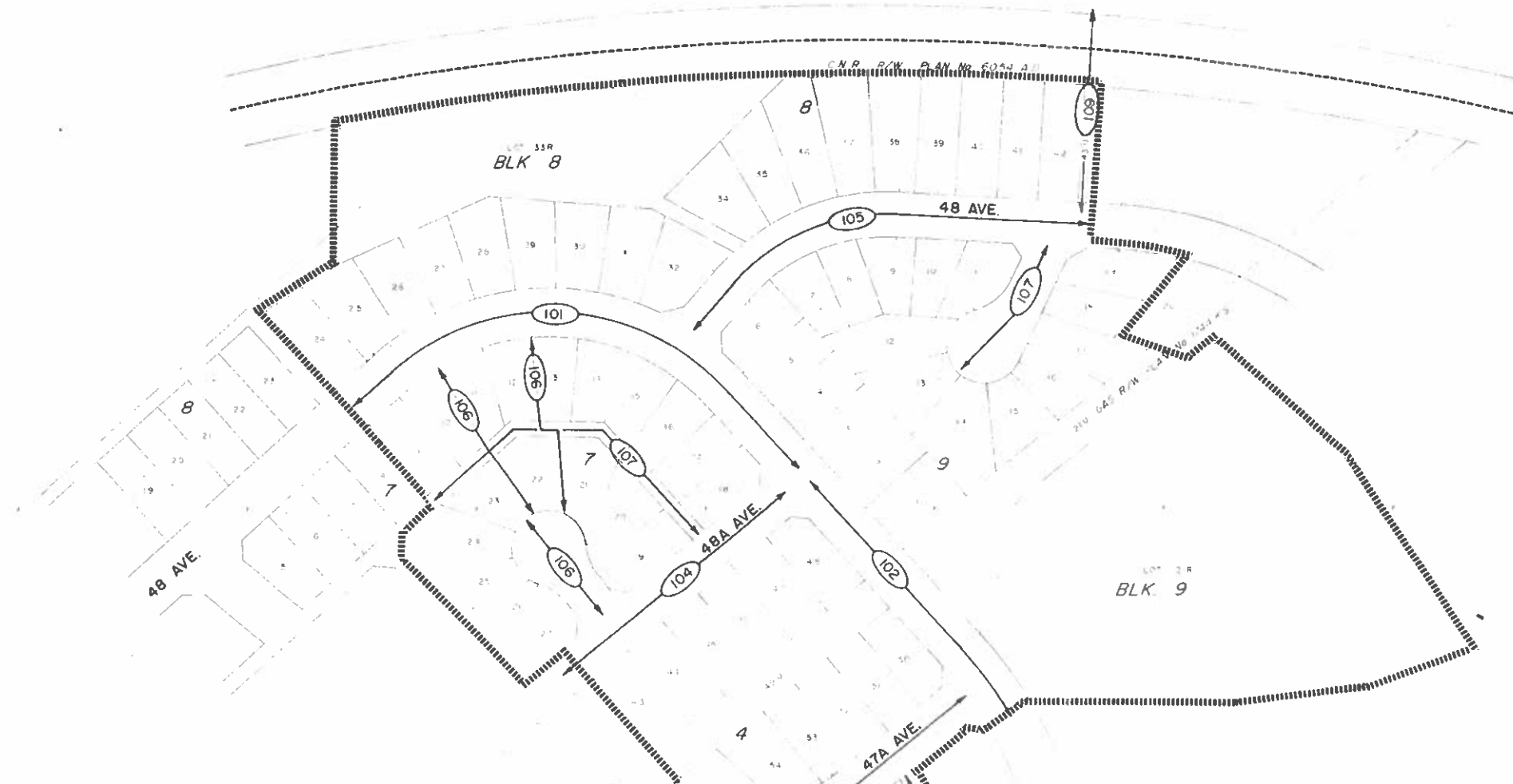
AS BUILT

DATE 04/18/20 APPROVED [Signature]



ISSUE	REMARKS	DATE	BY	PERMIT	APPROVED	DRAWN	DESIGN	TRACED	CHECKED	SCALE	THE VILLAGE OF ONOWAY	DATE	JOB	SHEET	DWG NO.	ISSUE
1	FOR APPROVAL	FEB 12/79	RAK									JAN / 1979	2-5-78	1 OF 15	100-A	
HOBDEN CONSULTING GROUP LTD. ENGINEERS PLANNERS SURVEYORS											113665 HOLDINGS LTD & 109743 HOLDINGS LTD SUBDIVISION S.E. 1/4 SEC. 35-54-2-W5M STAGE 1 INDEX PLAN					





AS BUILT INFORMATION COMPILED FROM DATA COLLECTED IN THE FIELD BY TRITEK ENGINEERING LTD.

AS BUILT
DATE *04/15/12* APPROVED *[Signature]*

SITE 4 - PAYNE AVENUE EXTENSION
10 Lots - 18 (60') x 36m (120')

MH Invert 710.50
Rim 713.99

MH Invert 710.90
Rim 714.48

Existing Ground Elevation 711.63

Existing Ground Elevation +/- 709.63

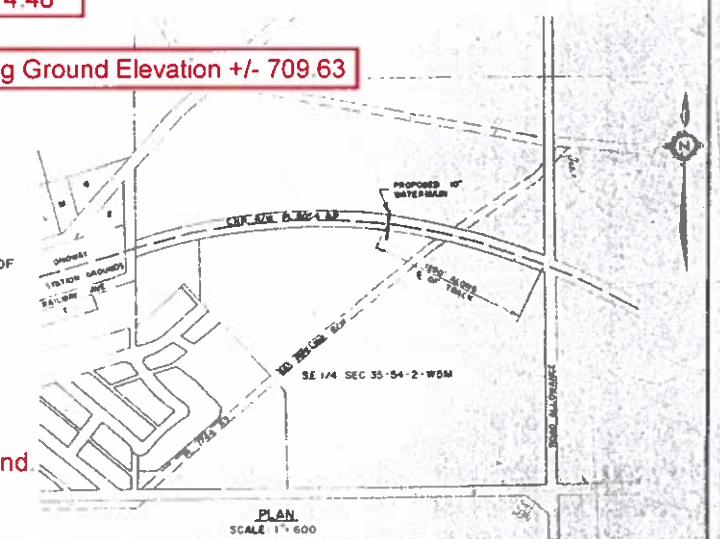
The ground surface for the Payne Avenue Extension falls by approximately 2m east from 44 Street.

This area will require extensive earthworks (borrow material) to fill the lands by 4m+ for the sanitary sewer to drain west.

Additionally the ultimate location of the future storm water management pond may have some impact on the site drainage.

Upgrade to 44 Street South of Payne Avenue not included.

Site falls 2m from 44 Street to east end.





PHASE I
TOTAL AREA = 3.5 AC.

NO.	DATE	REVISIONS	BY

PROPOSED MOBILE HOME SUBDIVISION LOT PLAN ONOWAY, ALBERTA	
L. G. GRIMBLE & ASSOCIATES CONSULTING ENGINEERS EDMONTON CALGARY	APPROVED ENGINEER K. D. Z. DRAWN D. G. R. SCALE 1" = 100' DATE JULY / 75 JOB NO. 22603 DRAWING NO.



PRESS RELEASE
APRIL 22, 2025

Community Futures Yellowhead East Awarded Grant - Investment Attraction Marketing Strategy

March 19, 2025 – WHITECOURT, ALBERTA – Community Futures Yellowhead East (CFYE) is pleased to announce it has received grant funding through the Government of Alberta's Northern and Regional Economic Development (NRED) program. The funding will support the development and implementation of a regional, *Investment Attraction Marketing Strategy – Yellowhead East*, a three-year initiative launching in May 2025.

This project is a key component of the CFYE Regional Stakeholder Investment Committee, designed to enhance economic development and investment readiness for communities and small businesses across the Yellowhead East region.

Project Highlights

- **Project Term:** March 31, 2025 – March 31, 2028
- **Focus Areas:** Investment attraction readiness, marketing strategy, business engagement, capacity building, regional collaboration

Key Objectives

- Hire a Regional Investment Attraction Marketing Strategist (RIAMS)
- Establish a stakeholder driven, Regional Investment Attraction Marketing Committee
- Assess community and small business investment readiness
- Support communities, small businesses, and non-profits with tools and resources to improve sustainability and attract private investment
- Offer coaching, training, networking, and professional development opportunities across the region
- Develop & Implement an Investment Attraction Marketing Strategy for the Yellowhead East Region.

Nick Gelych, Board Chair of CFYE, along with the board of directors, CFYE Stakeholder Investment Committee, and regional partners, collectively endorsed the NRED grant application, recognizing the value of this regional initiative.

"We sincerely thank the Government of Alberta and the Ministry of Jobs, Economy and Trade for their support through the NRED Program," said Gelych. "This project is a vital step forward in strengthening regional collaboration, supporting local businesses, and increasing the Yellowhead East Region's appeal to private investors."

By working together, communities within Yellowhead East can amplify their reach and unlock greater opportunities for long-term economic growth and regional sustainability.

About Community Futures Yellowhead East

Community Futures Yellowhead East is dedicated to supporting local economic development, diversification and small business growth in the Yellowhead East region.

Additional Inquiries:

Michelle Jones, Executive Director
Community Futures Yellowhead East
Ph: 780-791-0966
E: mjones@albertacf.com

Nick Gelych, Board Chair
Community Futures Yellowhead East
E: ngelych@lsac.ca

LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
February 25, 2025
Pleasant View Lodge – Family Dining Room
1:00 p.m.

1. Call to Order- 12:58 p.m. by Ross Bohnet

Present: Ross Bohnet, Keith Pederson, Bernie Poulin, Daryl Weber, Sandy Morton, Paul Chauvet & Lisa Johnson

Absent: Jeremy Wilhelm

Guest:

Staff: Dena Krysik – CAO, Christine Lafreniere – Recording Secretary, Robin Strome – Finance Officer

2. Additions to /Approval of Agenda

Board Member Keith Pederson moves:

Motion #25-001: That the Board approves the agenda for February 25, 2025 as amended 6a - Joint H&S Committee Terms of Reference.

Carried

3. Minutes

Board Member Bernie Poulin moves:

Motion #25-002: That the Board approves the December 10, 2024 Board meeting minutes as presented.

Carried

4. Financial

Board Member Sandy Morton moves:

Motion #25 -003: The Board approves the Quarterly Financial Reports at December 31, 2024 as presented

Carried

Board Member Daryl Weber moves:

Motion #25-004: The Board approves the 2025 Maximum Rent Rates as presented.

Carried

Board Member Paul Chauvet moves:

Motion #25-005: The Board approves a 2.75% Cost of Living Adjustment for all Lac Ste. Anne Foundation Employees effective April 1, 2025.

Carried

Board Member Bernie Poulin moves:

Motion #25-006: The Board acknowledges the 2024 Allowance for Doubtful Accounts in the amount of \$4229.92 as presented.

Carried

Board Member Lisa Johnson moves:

Motion #25-007: The Board approves to allocate the 2023 and previous years Allowance for Doubtful Accounts in the amount of \$2828.03 to bad debt as presented.

Carried

5. New/Other Business

Board Member Daryl Weber moves:

Motion #25-008: The Board approves to proceed with the Fire Panel Replacement for the Chateau Lac Ste. Anne Lodge in the amount of \$12,770.85 as quoted by Fire Protection Inc. to be allocated from the 2025 Municipal Requisition budget.

Carried

Board Member Paul Chauvet moves:

Motion #25-009: The Board approves the H&S COR Audit Results as presented.

Carried

Board Member Lisa Johnson moves:

Motion #25-010: The Board accepts the approval of the New Horizons Grant in the amount of \$24,918.00 to continue the Pet Therapy and Technology for Seniors programs in the three Lodge facilities as presented.

Carried

6. Policy Review

Board Member Keith Pederson moves:

Motion #25-011: The Board approves the Joint H&S Committee Terms of Reference as presented.

Carried

7. Information Items

Board Member Bernie Poulin moves:

Motion #25-012: That the Board accepts items 7a, 7b, 7c, 7d, 7e, 7f & 7g for the February 25, 2025 meeting as information.

Carried

8. In Camera

9. Date, Place & Time of Next Meeting

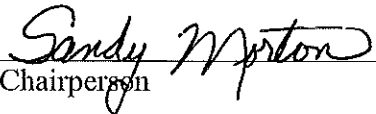
All Board members move:

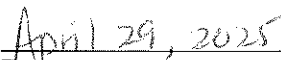
Motion #25-013: The next Board Meeting is April 22, 2025 location Chateau Lac Ste. Anne Lodge.

Carried

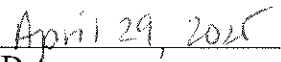
10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:10 pm.


Chairperson


Date


Chief Administrator Officer


Date

**LAC STE. ANNE FOUNDATION
SPECIAL BOARD MEETING MINUTES
March 14, 2025
Microsoft Teams Meeting
10:00 a.m.**

1. Call to Order- 10:00 a.m. by Ross Bohnet

Present: Ross Bohnet, Jeremy Wilhelm, Bernie Poulin, Daryl Weber, Sandy Morton, Paul Chauvet & Lisa Johnson

Absent: Keith Pederson

Guest: Phil Derks, Julia Jackson – Metrix Group

Staff: Dena Krysik – CAO, Robin Strome – Finance Officer

2. Introductions

3. 2024 Financial Audit Presentation

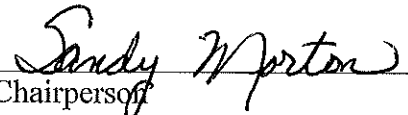
Board Member Sandy Morton moves:

Motion #25-014: That the Board approves the 2024 Audited Financial Statements as presented.

Carried

4. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 10:35a.m.


Chairperson

April 29, 2025
Date


Chief Administrator Officer

April 29, 2025
Date