



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

Thursday, July 10, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

Pages

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

Recommendation:

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

or

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

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

Recommendation:

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

- a. June 25, 2025 Regular Council Meeting Minutes

6 - 11

b. 11. Information Items

- a. Lac Ste. Anne Foundation - Board of Directors Strategic Planning Session Report - April 28 and 28, 2025
- b. Alberta CARE Conference September 2025
- c. Yellowhead Regional Library (YRL) 2024 Return on Investment
- d. Access to Information Act Information Sheet - Government of Alberta
- e. Onoway Historical Guild - Invitation to the 2025 Fall Harvest Festival - Saturday, September 20, 2025

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS

7. FINANCIAL REPORTS

- a. June 1-30, 2025 Cheque Listing - A Request for Decision is attached 12 - 15

Recommendation:

THAT Council approve the monthly cheque listing report from June 1 to June 30, 2025 as presented.

Or direction as provided from Council deliberations.

8. POLICIES & BYLAWS

- a. Bylaw 832-25 - Fees and Charges Bylaw - A Request for Decision is attached 16 - 29

Recommendation:

THAT Bylaw 832-25, Fees and Charges Bylaw, be given first reading.

Recommendation:

THAT Bylaw 832-25 be given second reading.

Recommendation:

THAT Bylaw 832-25 be considered for third reading at this meeting.

Recommendation:

THAT Bylaw 832-25 be given third and final reading and be adopted.

9. ACTION ITEMS

- a. Park Improvements - Elks and Bretzlaff Park - A Request for Decision is attached 30 - 31

Recommendation:

THAT Council approve upgrades to Elk's Park outhouses and to relocate portions of the skateboard park to Bretzlaff Park.

- b. Cancellation of October 23, 2025 Council Meeting - A Request for Decision is attached 32 - 33

Recommendation:

THAT Council cancel the October 23, 2025 regular Council meeting

- c. Roving Energy Manager Program Grant - A Request for Decision is attached

34 - 64

Recommendation:

THAT Council approve submission of an application for the Roving Energy Manager Program for energy management opportunities for the following projects:

- Replacement of all T12 with LED fixtures within the Administration Building and Fire Hall, and
- Installation of occupancy sensors where applicable and
- Replacement of the refrigerator, if grant funding remains available.

Or direction as provided from 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
- g. Committee of the Whole - n/a

Recommendation:

THAT the Council and staff reports be accepted as presented.

11. INFORMATION ITEMS

Recommendation:

THAT the information items be accepted as presented.

- a. Lac Ste. Anne Foundation - Board of Directors Strategic Planning Session Report - April 28 and 29, 2025 65 - 68
- b. Alberta CARE Conference September 2025 69 - 70
- c. Yellowhead Regional Library (YRL) 2024 Return on Investment 71 - 72
- d. Access to Information Act Information Sheet - Government of Alberta 73 - 74
- e. Onoway Historical Guild - Invitation to the 2025 Fall Harvest Festival - Saturday, September 20, 2025 75 - 75

12. CLOSED MEETING

Access to Information Act Division 2 Section 29(1)(c) and Section 30(1)(c)(iii) - Advice from officials; disclosure harmful to economic and other interests of a public body - Appraisal of town-owned property

Access to Information Act Division 2 Section 26(1)(a)(ii) - Disclosure harmful to intergovernmental relations - Onoway Regional Fire Services (ORFS)

13. ADJOURNMENT

14. UPCOMING EVENTS

Aug. 14, 2025	Regular Council Meeting	9:30 a.m
Sept.11, 2025	Regular Council Meeting	9:30 a.m.
Sept. 25, 2025	Regular Council Meeting	9:30 a.m.
Oct. 9, 2025	Regular Council Meeting	9:30 a.m



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES

June 25, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

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

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

2 members of the public attended the meeting via Zoom.

1. CALL TO ORDER

Mayor Lenard Kwasny called the meeting to order at 9:30 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 # 170-25

MOVED by: Councillor Sheila Pockett

THAT the June 25, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time):

Add - 12. Closed Meeting - Section 16 FOIP - Disclosure harmful to business interests of a 3rd party - requested by CAO Thompson

CARRIED UNANIMOUSLY

3. PUBLIC INPUT SESSION

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

Motion # 171-25

MOVED by: Councillor Robin Murray

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

CARRIED UNANIMOUSLY

- a. June 12, 2025 Regular Council Meeting Minutes
- b. 11. Information Items

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS - n/a

7. FINANCIAL REPORTS - n/a

8. POLICIES & BYLAWS

- a. Bylaw 831-25 - Procedure Bylaw

Motion # 172-25

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 831-25, The Council Procedure Bylaw, be given first reading.

CARRIED UNANIMOUSLY

Motion # 173-25

MOVED by: Councillor Sheila Pockett

THAT Bylaw 831-25 be given second reading.

CARRIED UNANIMOUSLY

Motion # 174-25

MOVED by: Councillor Robin Murray

THAT Bylaw 831-25 be considered for third reading at this meeting.

CARRIED UNANIMOUSLY

Motion # 175-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw 831-25 be given third and final reading and be adopted.

CARRIED UNANIMOUSLY

9. ACTION ITEMS

- a. Town of Onoway Library Board 2024 Financial Statements

Motion # 176-25

MOVED by: Councillor Robin Murray

THAT Council approve the Town of Onoway Library Board 2024 Financial Statements from Patricia Fish Accounting as presented.

CARRIED UNANIMOUSLY

Deputy Mayor Lisa Johnson left Chambers at 9:38 a.m.

- b. Community Hall Lease Negotiations

Motion # 177-25

MOVED by: Councillor Bridgitte Coninx

THAT the Town of Onoway open negotiations with the Onoway Facility Enhancement Association regarding leasing of the community hall facility as per 1.3 of the lease agreement from January 1, 2023 to December 31, 2025, as contract negotiations must be opened six months prior to end of lease.

CARRIED

Deputy Mayor Lisa Johnson returned to Chambers at 9:44 a.m.

- c. 2024 School Requisition Over Under Levy

Motion # 178-25

MOVED by: Councillor Robin Murray

THAT Council accept the 2024 School Requisition Over/Under Levy Report.

CARRIED UNANIMOUSLY

10. COUNCIL, COMMITTEE & STAFF REPORTS

Gary Michalyk attended the meeting at 10:20 a.m.

Motion # 179-25

MOVED by: Councillor Bridgitte Coninx

THAT the Council and staff reports be accepted as presented.

CARRIED UNANIMOUSLY

a. Committee of the Whole

1. Sanitary Sewer Inspection Detail

Motion # 180-25

MOVED by: Deputy Mayor Lisa Johnson

THAT the Committee of the Whole accept the Sanitary Sewer Line Inspection report as presented.

CARRIED UNANIMOUSLY

2. Elk's Park and Bretzlaff Park Improvements

Motion # 181-25

MOVED by: Councillor Sheila Pockett

THAT the Committee of the Whole recommends to Council to approve Elk's Park outhouses and Bretzlaff Park improvements to move the skateboard park, as discussed.

CARRIED UNANIMOUSLY

11. INFORMATION ITEMS

Approved under the Consent Agenda motion 171-25

- a. AB Munis - June 10, 2025 letter from Tyler Gandam regarding prepare for Municipal Affairs' survey on recall rules
- b. Canadian Postmasters and Assistants Association (CPAA) - Rural Alberta Post Offices
- c. Water Demand Management Measure A-June 9, 2025 letter from the Wild Water Commission
- d. Bill 50 Resources and Amendments to JUPA's - June 16, 2025 email from Deputy Minister Jonah Mozeson

12. CLOSED MEETING

Motion # 182-25

MOVED by: Councillor Bridgitte Coninx

THAT Council move into a Closed Meeting at 10:48 a.m. pursuant to Section 197(2) of the Municipal Government Act and:

Section 21 FOIP - Disclosure harmful to intergovernmental relations

Section 16 FOIP - Disclosure harmful to business interests of a third party

CARRIED UNANIMOUSLY

Council recessed from 10:48 a.m. until 10:50 a.m. to allow the Recording Secretary and Zoom attendees to leave the meeting.

The following individuals attended the Closed Meeting:

Mayor Lenard Kwasny

Deputy Mayor Lisa Johnson

Councillor Bridgitte Coninx

Councillor Robin Murray

Councillor Sheila Pockett

Jennifer Thompson, Chief Administrative Officer

Gino Damo, Director of Corporate and Community Services

Motion # 183-25

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of the Closed Meeting at 11:48 a.m.

CARRIED UNANIMOUSLY

Motion # 184-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council decline the request to cost share maintenance of the roadway west of 52 Street North of Rail with Lac Ste. Anne County as this is a private roadway.

CARRIED UNANIMOUSLY

Motion # 185-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council enter into a lease agreement with Lac Ste. Anne County for rental of the bays located at 4812 - 51 Street for purposes consistent with its operational needs including but not limited to equipment storage, vehicle parking and related municipal fire service activities from August 1, 2025 or upon final approval of Lac Ste. Anne County Council to December 31, 2029.

CARRIED UNANIMOUSLY

13. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 11:55 a.m.

Lenard Kwasny, Mayor

Jennifer Thompson
Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	July 10, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Monthly Cheque Listing- June 1 – June 30, 2025

BACKGROUND / PROPOSAL

During the May 8, 2025, Council Meeting, Council made the following motion regarding the attached C-FfN-FIR-1-Financial Reporting Policy:

8. POLICIES & BYLAWS

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

Motion # 124-25

MOVED by: Councillor Bridgitte Coninx

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

CARRIED UNANIMOUSLY

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward the attached monthly report from June 1 – June 30, 2025, that contains cheque #, cheque date, vendor name, GL #, invoice #, invoice description, invoice amount and cheque amount as indicated in the Financial Reporting Policy.

Additionally, the report contains Administration payroll amounts however due to Access to Information Act Section 20 Disclosure harmful to personal privacy, Subsection (2)(d) employee's names are not disclosed.

- (d) the information is about the third party's classification, salary range, discretionary benefits or employment responsibilities as an officer, employee or member of a public body or as a member of the staff of a member of the Executive Council,

Also, as per the policy, "Council will review the reports as presented to ensure a general familiarity with the financial information provided."

Administration is able to provide additional information should Council request clarification.

STRATEGIC ALIGNMENT

Good Governance

Sustainable Infrastructure

COSTS / SOURCE OF FUNDING

No material financial impact to 2025 operational budgets.

RECOMMENDED ACTION

1. That Council approve the monthly cheque listing report from June 1 to June 30, 2025 as presented.
2. (Or direction as provided from Council deliberations.)

ATTACHMENTS

- Monthly Cheque Listing Report for Council – June 1 – June 30, 2025.



TOWN OF ONOWAY

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Cheque Listing For Council

2025-Jul-2
8:29:39 AM

Cheque #	ChequeDate	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20250295	2025-06-02	THE LAC STE ANNE BULLETIN	2-12-00-221	24436	AD - TAX NOTICE DEADLINE	49.09	49.09
20250296	2025-06-02	NEON WINDOW CLEANING	2-12-00-250	2199	WINDOW WASHING INTERIOR/E	304.50	304.50
20250297	2025-06-02	PITNEY BOWES	2-12-00-261	3202566271	LEASE INVOICE APRIL 1 - JUNE :	525.51	525.51
20250298	2025-06-02	SUPREME VAC	2-37-00-245 2-37-00-245	00007238 00007239	HYDROVAC/FLUSH TRUCK 48 S FLUSH TRUCK 48 ST & 48 AVE	6,288.82 8,561.92	14,850.74
20250299	2025-06-02	Western Alberta Structural Pest Services Ltd.	2-31-00-250 2-31-00-250	043 043A	PEST CONTROL MAY 2025 - PUE MAY 2025 PEST CONTROL - WA	78.75 78.75	157.50
20250304	2025-06-10	1209653 ALBERTA LIMITED	2-31-00-253 2-31-00-253 2-31-00-253 2-31-00-253 2-31-00-253	2505-018563 2505-018626 2505-018688 2505-019565 2505-019566	TREATED SIENNA/HEX TEK SCR TREATED SIENNA TITANIUM SHOCKWAVE IMPACT MASKING TAPE/ETC. OLFA BLADE	479.14 45.83 110.60 61.15 55.95	752.67
20250305	2025-06-10	ALBERTA BEACH	2-23-00-220	6153	ORFS-FIREHALL OPERATING CC	1,627.50	1,627.50
20250306	2025-06-10	AMSC INSURANCE SERVICES LTD.	3-00-00-260 4-12-00-233	1790-2025-06 1790-2025-06	JUNE 1 - 30 2025 BENEFIT PREM JUNE 1 - 30 2025 BENEFIT PREM	2.38 10,299.76	10,302.14
20250307	2025-06-10	ASSERTIVE ELECTRIC LTD.	2-12-00-250	C4740	REWIRING LIGHT FIXTURE IN AC	140.70	140.70
20250308	2025-06-10	ASSOCIATED ENGINEERING ALBERTA LTD.	2-42-00-245	3012999	REVIEW 48 AVE WATER SERVIC	1,587.16	1,587.16
20250309	2025-06-10	ATB Financial	4-00-00-999	BTSK2827935	REFUND FOR EFT ISSUED TO O	25.00	25.00
20250310	2025-06-10	CANOE , PROCUREMENT GROUP OF CANADA	2-31-00-520 3-00-00-260 2-31-00-520	PF-12626-1214 PF-12641-1214 PF-12641-1214	PROPANE REFILL DIESEL/GAS MAY 2025 DIESEL/GAS MAY 2025	26.10 39.41 787.82	853.33
20250311	2025-06-10	CAPITAL REGION ASSESSMENT	2-12-00-232	1898	Q3 2025 CORE SERVICES / PERI	3,562.30	3,562.30
20250312	2025-06-10	CATALIS TECHNOLOGIES CANADA LTD.	2-12-00-243	INV308352604	PROFESSIONAL SERV. - TAX NC	1,039.50	1,039.50
20250313	2025-06-10	CB Max Excavating Ltd.	2-42-00-250	3494	EMERGANCY CALL OUT - GFL O	8,347.50	8,347.50
20250314	2025-06-10	COUNTRY AUTOMOTIVE	2-31-00-253	542279	UTV TIRE CHANGE OVER & REP	60.25	60.25
20250315	2025-06-10	GREGG DISTRIBUTORS CO. LTD.	2-12-00-513 2-31-00-513 2-42-00-513	000-303636 000-303636 000-303636	HORNET TRAPS/GLOVES/DURA/ HORNET TRAPS/GLOVES/DURA/ HORNET TRAPS/GLOVES/DURA/	17.49 83.77 251.99	353.25
20250316	2025-06-10	INTERCON MESSAGING	2-12-00-216	116809	MAY 2025 ANSWERING SERVICE	122.59	122.59
20250317	2025-06-10	ONOWAY BIGWAY FOODS	3-00-00-260 2-12-00-513	00190439 00190439	PLATES/POP PLATES/POP	1.21 25.30	26.51
20250318	2025-06-10	PATRIOT LAW GROUP	2-26-00-242 2-12-00-242	13933 13934	ENFORCEMENT ISSUE 19-0525 25-0506 DEVELOPMENT MATTEF	404.25 514.50	918.75
20250319	2025-06-10	SPRINGER, REANNE	2-12-00-271	11-25	RETURNING OFFICER SERVICE	828.05	828.05
20250320	2025-06-10	STANDSTONE WASTE & WATER SERVICES LTD.	2-43-00-351 2-43-00-352 2-43-00-246	162045499 162045499 162045499	MAY 2025 MUNICIPAL WASTE/OI MAY 2025 MUNICIPAL WASTE/OI MAY 2025 MUNICIPAL WASTE/OI	1,375.70 2,215.36 2,623.95	6,215.01
20250321	2025-06-10	SUDS UP CAR WASH	2-31-00-253	269-1051	WASHING OF PW VEHICLES	69.50	69.50
20250322	2025-06-10	WEST INTER LAKE DISTRICT (WILD)	2-41-00-447	2025-27	MAY 2025 WATER CONSUMPTIC	31,160.64	31,160.64
20250323	2025-06-10	XEROX CANADA LTD.	2-12-00-260 2-12-00-260	F64145605 F64154667	SERVICE INV C8170 - APR 28 - M SERVICE INV C8135 APRIL 28 - I	472.41 13.60	486.01
20250324	2025-06-10	MNP LLP	2-12-00-242	12505483	CAO MATTER - CORRESPOND. \	270.11	270.11
20250325	2025-06-10	CANADIAN FIBER OPTICS CORP	2-31-00-216 2-12-00-243	JUNE2025 JUNE2025	JUN2025 INTERNET PW/ADMIN JUN2025 INTERNET PW/ADMIN	155.40 525.00	680.40
20250326	2025-06-10	LAC STE ANNE COUNTY	2-27-00-240 2-23-00-110	34441 34451	MAY 2025 CPO CONTRACTED SI FIRE RESPONSE SERV INCIDENT	7,638.60 710.00	8,348.60
20250327	2025-06-11	METRIX GROUP	2-12-00-231	EPD0168-2025	2ND AND FINAL AUDIT BILLING F	14,985.60	14,985.60
20250328	2025-06-11	TELMATIK	3-12-00-415 2-12-00-216	141444 141444	ALERT NOTIFICATION FROM JUI ALERT NOTIFICATION FROM JUI	656.25 918.75	1,575.00
20250329	2025-06-18	COMMUNITY VOICE	2-12-00-221	7262	EVENT AD - HERITAGE DAYS	23.10	23.10
20250330	2025-06-18	GREATER PARKLAND REGIONAL, CHAMBER OF COMMERCE	2-69-00-270	2025MBRSHP	MEMBERSHIP 2025	341.25	341.25
20250331	2025-06-18	MLT Atkins LLP	2-12-00-242	6572229	FORENSIC AUDIT	23,610.32	23,610.32
20250332	2025-06-18	MOJO GARDEN CENTRE &, FOOD SERVICES	2-11-00-514	INV0082	SENIORS TEA - DESSERTS	120.00	120.00
20250333	2025-06-18	ONOWAY & DISTRICT HISTORICAL GUILD	2-12-00-514	71785	SENIORS TEA	116.00	116.00
20250334	2025-06-18	WBM TECHNOLOGIES LP	2-12-00-243	INV-231484	SMART CONNECT	49.35	49.35
20250335	2025-06-18	XTREME CUSTOM CONTRACTING INC.	2-26-00-245	12	UNSIGHTLY CLEAN UP 5228 49 /	12,075.00	12,075.00
20250336	2025-06-18	TELUS	2-12-00-216 2-42-00-216 2-41-00-216 2-31-00-216 2-12-00-216	MAY232025 MAY232025 MAY232025 MAY232025 MAY232025	MAY 23, 2025 STATEMENT MAY 23, 2025 STATEMENT MAY 23, 2025 STATEMENT MAY 23, 2025 STATEMENT MAY 23, 2025 STATEMENT	15.70 76.76 101.97 192.20 278.76	665.39
20250337	2025-06-18	JOHNSON, LISA	2-11-00-514	JUNEEXP2025	SUPPLIES FOR THE HERITAGE F	354.79	354.79
20250338	2025-06-03	MANULIFE FINANCIAL	4-12-00-235	MAY2025	MAY 2025 PENSION PLAN	7,783.48	7,783.48
20250339	2025-06-12	CANADA REVENUE AGENCY	4-12-00-232 4-12-00-231 4-12-00-230	MAY2025REMI MAY2025REMI MAY2025REMI	MAY 2025 REMITTANCE MAY 2025 REMITTANCE MAY 2025 REMITTANCE	3,028.77 9,759.26 10,000.00	28,847.38

ChequeDate		General		Invoice		Invoice	Cheque
Cheque #		Vendor Name	Ledger	#	Description	Amount	Amount
20250340	2025-06-18	TELUS	3-00-00-260 2-41-00-217 2-42-00-218 2-42-00-217 2-31-00-216 2-12-00-216 2-11-00-216	MAY272025 MAY272025 MAY272025 MAY272025 MAY272025 MAY272025 MAY272025	MAY 27, 2025 STATEMENT MOBI MAY 27, 2025 STATEMENT MOBI MAY 27, 2025 STATEMENT MOBI MAY 27, 2025 STATEMENT MOBI MAY 27, 2025 STATEMENT MOBI MAY 27, 2025 STATEMENT MOBI MAY 27, 2025 STATEMENT MOBI	37.02 50.00 50.00 85.95 132.65 202.32 344.60	902.54
20250341	2025-06-25	FRIZZELL, PENNY	2-12-00-252	JUNE2025	JUNE 2025 CLEANING OF ADMIN	750.00	750.00
20250342	2025-06-25	GALBRAITH, BLAINE	2-72-00-762	2088	HANGING BASKETS/FLOWERS E	4,082.40	4,082.40
20250343	2025-06-25	HIGHWAY 43 EAST WASTE	2-43-00-240	17375	MAY 2025 DISPOSAL FEES	930.06	930.06
20250344	2025-06-25	LAC STE ANNE COUNTY	2-51-00-750 2-51-00-751	34509 34510	ONOWAY HOMESUPPORT JAN - AB BEACH/HOMESUPPORT JAN	228.00 252.00	480.00
20250345	2025-06-25	RAFTER SEVEN TREE MANAGEMENT, C/O CRAIG LAFLEUR	2-72-00-542	1003-2	TREE FELLING & STUMP REMOV	2,940.00	2,940.00
20250346	2025-06-25	MCLENNAN, BRODIE	2-11-00-770	BURSARY2025	BURSARY 2025 MOTION 168-25 I	500.00	500.00
20250347	2025-06-25	MCNEICE, SAWYER	2-11-00-770	BURSARY2025	BURSARY 2025 MOTION 168-25 I	500.00	500.00
20250348	2025-06-25	MIKELSONS, MARKUSS	2-11-00-770	BURSARY2025	BURSARY 2025 MOTION 168-25 I	500.00	500.00
20250349	2025-06-25	EAST END BUS SOCIETY	2-51-00-750	FCSS2025ONC	FCSS 2025 ONOWAY SENIORS I	1,700.00	1,700.00
20250350	2025-06-25	LAC STE ANNE FOUNDATION	2-51-00-750	FCSS2025ONC	FCSS 2025 ONOWAY-FLOWERS	1,000.00	1,000.00
20250351	2025-06-25	ONOWAY & DISTRICT HERITAGE SOCIETY	2-51-00-750	FCSS2025ONC	FCSS 2025 ONOWAY - HERITAG	4,000.00	4,000.00
20250352	2025-06-25	ONOWAY GOLDEN CLUB	2-51-00-750	FCSS2025ONC	FCSS 2025 ONOWAY SENIORS C	1,000.00	1,000.00
20250353	2025-06-25	ONOWAY LEGION 132	2-51-00-750 2-51-00-750	FCSS2025ONC FCSS2025ONC	FCSS 2025 ONOWAY REMEMBR FCSS 2025 ONOWAY VALOUR C	1,250.00 1,500.00	2,750.00
20250354	2025-06-25	ONOWAY PUBLIC LIBRARY	2-51-00-750	FCSS2025ONC	FCSS2025ONOWAY STORIES/TL	2,500.00	2,500.00
20250355	2025-06-25	ONOWAY UNITED CHURCH THRIFT STORE	2-51-00-750	FCSS2025ONC	FCSS 2025 ONOWAY VOLUNTEE	1,000.00	1,000.00
20250356	2025-06-25	ALBERTA BEACH & DISTRICT MUSEUM , & ARCHIVES	2-51-00-751 2-51-00-751	FCSS2025TRI- FCSS2025TRI-	FCSS 2025 TRI R2 - PENNY CARI FCSS 2025 TRI R2 - FAMILY SPO	510.00 940.00	1,450.00
20250357	2025-06-25	ALBERTA BEACH COMMUNITY LEAGUE	2-51-00-751	FCSS2025TRI-	FCSS2025TRI R2 CHILDRENS XM	3,000.00	3,000.00
20250358	2025-06-25	ALBERTA BEACH LIBRARY	2-51-00-751	FCSS2025TRI-	FCSS 2025 TRI R2 PROGRAMS	3,000.00	3,000.00
20250359	2025-06-25	ONOWAY ELEMENTARY SCHOOL	2-51-00-751	FCSS2025TRI-	FCSS 2025 TRI R2 - PRESCHL P	250.00	250.00
20250360	2025-06-25	ONOWAY LEGION 132	2-51-00-751 2-51-00-751	FCSS2025TRI- FCSS2025TRI-	FCSS 2025 TRI R2 - REMEMBRAI FCSS 2025 TRI R2 - VALOUR CAI	1,000.00 900.00	1,900.00
20250361	2025-06-25	ONOWAY UNITED CHURCH THRIFT STORE	2-51-00-751	FCSS2025TRI-	FCSS 2025 TRI R2 - VOLUNTEER	1,000.00	1,000.00
20250362	2025-06-25	ST JOHN'S LUTHERAN LADIES AID	2-51-00-751	FCSS2025TRI-	FCSS 2025 TRI R2 - QUILTING G	500.00	500.00
197	2025-06-13	Access to Information Act Section 20 Disclosure harmful to personal privacy, Subsection (2)(d)					1,922.11
198	2025-06-13						1,013.26
199	2025-06-13						1,274.61
200	2025-06-13						2,550.36
201	2025-06-13						3,450.32
202	2025-06-13						2,498.05
203	2025-06-13						580.42
204	2025-06-13						1,622.44
205	2025-06-13						1,734.88
206	2025-06-13						2,046.77
207	2025-06-13						1,148.68
208	2025-06-13	JOHNSON, LISA M					647.38
209	2025-06-13	CONINX, BRIDGITTE D					747.72
210	2025-06-13	MURRAY, ROBIN G					676.92
211	2025-06-13	KWASNY, LENARD R					1,011.27
212	2025-06-13	POCKETT, SHEILA A					1,422.63
213	2025-06-27	Access to Information Act Section 20 Disclosure harmful to personal privacy, Subsection (2)(d)					1,922.11
214	2025-06-27						1,149.47
215	2025-06-27						1,346.68
216	2025-06-27						2,550.36
217	2025-06-27						3,574.61
218	2025-06-27						2,498.05
219	2025-06-27						678.57
220	2025-06-27						1,622.44
221	2025-06-27						1,798.33
222	2025-06-27						1,643.52
223	2025-06-27						1,148.68
						Total	265,127.11

*** End of Report ***



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	July 10, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Fees and Charges Bylaw # 832-25

BACKGROUND / PROPOSAL

During the March 27, 2025, Council Meeting, Council made the following motions regarding the Circular Materials Master Services Agreement (MSA) & Statement of Work for Community Curbside Collection:

- d. Circular Materials Agreement

Motion # 095-25

MOVED by: Councillor Robin Murray

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

CARRIED UNANIMOUSLY

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward an update to the 2025 Fees and Charges Bylaw based on when the Circular Materials contract is in effect, which is July 1, 2025. As per Schedule A- Statement of Work for Community Curbside Collection Exhibit 5: Compensation (Page 18), the Town will receive compensation from Circular Materials for recycling services of \$3.54 per residential stop per month. This rate is based on the total 2023 Year End actual amount of \$15,600.47/367 residential stops=\$42.51 per stop per year/12 months= \$3.54 per stop per month.

Additionally, a \$1.50 per eligible stop per year for resident education top up is expected to be collected; this equates to an approximate additional \$6,606 per year or \$550.50 per month if all 367 stops are eligible.

Based on this information the Recycle Fees – Residential Property Collection monthly rate of \$3.57 will no longer be collected from utility account holders starting July 1, 2025 utility bill which will be delivered in August 2025.

Additionally, Administration reviewed rates referenced within the current Water and Sewer Utility Bylaw # 806-23 and found that all rates referenced are contained within the attached 2025 Fees and Charges Bylaw.

STRATEGIC ALIGNMENT

- Financial Sustainability
- Good Governance

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

COSTS / SOURCE OF FUNDING

See above.

RECOMMENDED ACTION

- That Bylaw # 832-25 the Fees and Charges Bylaw be given First reading.
- That Bylaw # 832-25 the Fees and Charges Bylaw be given Second reading.
- That Bylaw # 832-25 the Fees and Charges Bylaw be considered for third reading at this meeting.
- That Bylaw # 832-25 the Fees and Charges Bylaw be given third and final reading and be adopted.
- (Or direction as provided from Council deliberations).

ATTACHMENTS

- a) Proposed Bylaw # 832-25 - Fees and Charges Bylaw.
- b) Approved Bylaw # 825-25 - Fees and Charges Bylaw.

TOWN OF ONOWAY
BYLAW NO. 832-25
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

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

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

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

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW"
2. That the Town of Onoway shall charge fees as established in Schedule A, "The Fee Schedule", attached hereto.
3. Bylaw #825-25 is hereby rescinded.
4. This Bylaw shall come into force and effect on **July 1, 2025**.

READ a first time this _____.

READ a second time this _____.

UNANIMOUS CONSENT to proceed to third reading this _____.

READ a third and final time this _____.

SIGNED this _____.

Mayor Lenard Kwasny

Jennifer Thompson, Chief Administrative Officer

TOWN OF ONOWAY
 BYLAW NO. 832-25
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

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

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

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

TOWN OF ONOWAY
 BYLAW NO. 832-25
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

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

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

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

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

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

TOWN OF ONOWAY
 BYLAW NO. 832-25
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

Utility Rates (Water, Sewer & Waste):

Water Rates			
Water System Charges – Monthly Basis			
		<u>2025</u>	<u>2024</u>
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$11.70	\$11.70
20 mm	3/4"	\$29.00	\$29.00
25 mm	1"	\$71.30	\$71.30
40 mm	1 1/2 "	\$193.25	\$193.25
50 mm	2 "	\$362.70	\$362.70
75 mm	3"	\$849.50	\$849.50
100 mm	4"	\$1,532.00	\$1,532.00
150 mm	6"	\$1,957.13	\$1,957.13
200 mm	8"	\$2,382.26	\$2,382.26
		<u>2025</u>	<u>2024</u>
Water Commodity Charge		\$6.28 per cubic meter (m ³)	\$6.13 per cubic meter (m ³)
Water Commodity Charge – residential construction (unmetered) 1" line		\$150.00/month (unmetered)	\$150.00/month (unmetered)
Water Commodity Charge – commercial construction (unmetered) 1" line & up		\$500.00/month (unmetered)	\$500.00/month (unmetered)
Water Commodity Charge – multi unit (unmetered)		\$150.00/month plus \$75.00 for each additional unit/month	\$150.00/month plus \$75.00 for each additional unit/month
		<u>2025</u>	<u>2024</u>
Water Commodity Charge – Fire Department (cost + 20%)		\$7.36 per cubic meter (m ³) (cost + 20%)	\$7.36 per cubic meter (m ³) (cost + 20%)
Bulk Water Sales/Sales to Non-Town Users (cost + 20%)		\$7.36 per cubic meter (m ³) (cost + 20%)	\$7.36 per cubic meter (m ³) (cost + 20%)
WILD Water Phase I Debenture Charge		\$5.10 per month per account	\$5.10 per month per account
WILD Water Phase II Debenture Charge		\$3.34 per month per account	\$3.34 per month per account
WILD Water Phase III Debenture Charge		\$3.48 per month per account	\$3.48 per month per account

TOWN OF ONOWAY
BYLAW NO. 832-25
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees
Schedule "A"

WILD Water Phase IV Debenture Charge		\$2.75 per month per account	\$2.75 per month per account
Sewer Rates			
Sewer System Charge – Monthly Basic			
		<u>2025</u>	<u>2024</u>
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$7.25	\$7.25
20 mm	3/4"	\$13.45	\$13.45
25 mm	1"	\$29.50	\$29.50
40 mm	1 1/2 "	\$75.45	\$75.45
50 mm	2 "	\$139.50	\$139.50
75 mm	3"	\$323.00	\$323.00
100 mm	4"	\$579.70	\$579.70
Sewer usage shall be determined by water consumption and shall be the same, regardless of where the water was deposited.			
Sewage Commodity Charge		\$2.19 per cubic meter (m ³)	\$2.19 per cubic meter (m ³)
Sewage Commodity Charge (no water meter)		\$25.00 per month	\$25.00 per month
Sewer Forcemain Replacement (8 yrs - 2018 to 2025)		\$6.30 per month per account	\$6.30 per month per account

Hauled Sewer Dumping Fee deposited directly at the Onoway Lagoon		
Truck Size	<u>2025</u>	<u>2024</u>
Small Truck (Based on 7.60 m ³ tank Capacity)	\$40.74 per legal load or \$5.36 per cubic meter (m ³)	\$40.74 per legal load or \$5.36 per cubic meter (m ³)
Regular Truck (Based on 14.00 m ³ tank Capacity)	\$75.04 per legal load or \$5.36 per cubic meter (m ³)	\$75.04 per legal load or \$5.36 per cubic meter (m ³)
Tanker Truck (Based on 38.88 m ³ tank Capacity)	\$208.40 per legal load or \$5.36 per cubic meter (m ³)	\$208.40 per legal load or \$5.36 per cubic meter (m ³)

Miscellaneous Rate		
	<u>2025</u>	<u>2024</u>
Administrative Fee – monthly on each utility bill	\$5.00	\$5.00
Overdue Account Transfer Fee	\$25.00	\$25.00
Inspection Fee for New Infrastructure Connection Permit (6.2)	\$100.00	\$100.00
Notice to Disconnect (letter)	\$50.00	\$50.00
Special Meter Reading (Other than Terminal)	\$100.00	\$100.00
Meter Test or System Test	\$100.00 + Actual cost of testing including shipping & handling, etc.	\$100.00
Service Disconnect (unpaid account)	\$50.00	\$50.00

TOWN OF ONOWAY
 BYLAW NO. 832-25
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

Connection or Reconnection of water service	\$50.00	\$50.00
Connection or Reconnection of water service within 2 hours	\$100.00	\$100.00
Vacant services	\$30.00/month	\$30.00/month
Bylaw Contravention as per Water Valves/Hydrant section in the Water and Sewer Utility Bylaw	\$250.00 first offence, \$500.00 second offence	\$250.00 first offence, \$500.00 second offence
Bylaw Contravention (any section not referenced above) in the Water and Sewer Utility Bylaw	\$200.00	\$200.00

Waste, Organic & Recycle Fees		
	<u>2025</u>	<u>2024</u>
65 Gallon Waste Cart and 96 Gallon Organics Cart (the fee collected for waste and organics includes the cost of the waste service provider, the waste tippage fees, and the spring cleanup/hhw roundup)	\$17.66 per month, for both carts	\$17.21 per month, for both carts
Recycle Fees – Residential Property Collection	No Charge	\$3.45 per month
Cart Replacement- 65 Gallon Garbage Cart	\$130.00 per cart	\$130.00 per cart
Cart Replacement- 95 Gallon Organics Cart	\$160.00 per cart	\$130.00 per cart
Overdue Account Transfer Fee	\$25.00 per month transferred	\$25.00 per month transferred

Fire Rates:

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

Fire Fees:	2025	2024
Fire Permit	No Charge	No Charge
Fireworks Permit	\$10.00	\$10.00

Rates for Town Workers and Equipment:

As per policy.

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

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

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

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

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

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

READ a first time this 13th day of February, 2025.

READ a second time this 13th day of February, 2025.

UNANIMOUS CONSENT to proceed to third reading this 13th day of February, 2025.

READ a third and final time this 13th day of February, 2025.

SIGNED this 24th day of February, 2025.

Signed by Mayor Lenard Kwasny

Signed by
Chief Administrative Officer, Jennifer Thompson

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

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

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

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

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

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

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

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

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

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

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

Utility Rates (Water, Sewer & Waste):

Water Rates			
Water System Charges – Monthly Basis			
		<u>2025</u>	<u>2024</u>
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$11.70	\$11.70
20 mm	3/4"	\$29.00	\$29.00
25 mm	1"	\$71.30	\$71.30
40 mm	1 1/2 "	\$193.25	\$193.25
50 mm	2 "	\$362.70	\$362.70
75 mm	3"	\$849.50	\$849.50
100 mm	4"	\$1,532.00	\$1,532.00
150 mm	6"	\$1,957.13	\$1,957.13
200 mm	8"	\$2,382.26	\$2,382.26
		<u>2025</u>	<u>2024</u>
Water Commodity Charge		\$6.28 per cubic meter (m ³)	\$6.13 per cubic meter (m ³)
Water Commodity Charge – residential construction (unmetered) 1" line		\$150.00/month (unmetered)	\$150.00/month (unmetered)
Water Commodity Charge – commercial construction (unmetered) 1" line & up		\$500.00/month (unmetered)	\$500.00/month (unmetered)
Water Commodity Charge – multi unit (unmetered)		\$150.00/month plus \$75.00 for each additional unit/month	\$150.00/month plus \$75.00 for each additional unit/month
		<u>2025</u>	<u>2024</u>
Water Commodity Charge – Fire Department (cost + 20%)		\$7.36 per cubic meter (m ³) (cost + 20%)	\$7.36 per cubic meter (m ³) (cost + 20%)
Bulk Water Sales/Sales to Non-Town Users (cost + 20%)		\$7.36 per cubic meter (m ³) (cost + 20%)	\$7.36 per cubic meter (m ³) (cost + 20%)
WILD Water Phase I Debenture Charge		\$5.10 per month per account	\$5.10 per month per account
WILD Water Phase II Debenture Charge		\$3.34 per month per account	\$3.34 per month per account
WILD Water Phase III Debenture Charge		\$3.48 per month per account	\$3.48 per month per account

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

WILD Water Phase IV Debenture Charge		\$2.75 per month per account	\$2.75 per month per account
Sewer Rates			
Sewer System Charge – Monthly Basic			
		<u>2025</u>	<u>2024</u>
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$7.25	\$7.25
20 mm	3/4"	\$13.45	\$13.45
25 mm	1"	\$29.50	\$29.50
40 mm	1 1/2 "	\$75.45	\$75.45
50 mm	2 "	\$139.50	\$139.50
75 mm	3"	\$323.00	\$323.00
100 mm	4"	\$579.70	\$579.70
Sewer usage shall be determined by water consumption and shall be the same, regardless of where the water was deposited.			
Sewage Commodity Charge		\$2.19 per cubic meter (m ³)	\$2.19 per cubic meter (m ³)
Sewage Commodity Charge (no water meter)		\$25.00 per month	\$25.00 per month
Sewer Forcemain Replacement (8 yrs - 2018 to 2025)		\$6.30 per month per account	\$6.30 per month per account

Hauled Sewer Dumping Fee deposited directly at the Onoway Lagoon		
Truck Size	<u>2025</u>	<u>2024</u>
Small Truck (Based on 7.60 m ³ tank Capacity)	\$40.74 per legal load or \$5.36 per cubic meter (m ³)	\$40.74 per legal load or \$5.36 per cubic meter (m ³)
Regular Truck (Based on 14.00 m ³ tank Capacity)	\$75.04 per legal load or \$5.36 per cubic meter (m ³)	\$75.04 per legal load or \$5.36 per cubic meter (m ³)
Tanker Truck (Based on 38.88 m ³ tank Capacity)	\$208.40 per legal load or \$5.36 per cubic meter (m ³)	\$208.40 per legal load or \$5.36 per cubic meter (m ³)

Miscellaneous Rate		
	<u>2025</u>	<u>2024</u>
Administrative Fee – monthly on each utility bill	\$5.00	\$5.00
Overdue Account Transfer Fee	\$25.00	\$25.00
Inspection Fee for New Infrastructure Connection Permit (6.2)	\$100.00	\$100.00
Notice to Disconnect (letter)	\$50.00	\$50.00
Special Meter Reading (Other than Terminal)	\$100.00	\$100.00
Meter Test or System Test	\$100.00 + Actual cost of testing including shipping & handling, etc.	\$100.00
Service Disconnect (unpaid account)	\$50.00	\$50.00

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

Connection or Reconnection of water service	\$50.00	\$50.00
Connection or Reconnection of water service within 2 hours	\$100.00	\$100.00
Vacant services	\$30.00/month	\$30.00/month
Bylaw Contravention as per Water Valves/Hydrant section in the Water and Sewer Utility Bylaw	\$250.00 first offence, \$500.00 second offence	\$250.00 first offence, \$500.00 second offence
Bylaw Contravention (any section not referenced above) in the Water and Sewer Utility Bylaw	\$200.00	\$200.00

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

Fire Rates:

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

Fire Fees:	2025	2024
Fire Permit	No Charge	No Charge
Fireworks Permit	\$10.00	\$10.00

Rates for Town Workers and Equipment:

As per policy.



Town of Onoway Request for Information

Meeting:	Council meeting
Meeting Date:	July 10, 2025
Presented By:	Gary Mickalyk, Public Works Manager
Title:	Elks Park and Bretzlaff Park Improvements

BACKGROUND / PROPOSAL

At the Committee of the Whole meeting of June 25, 2025, the committee made the following recommendation for Council to consider.

Moved by Councillor Sheila Pockett – *THAT the Committee of the Whole recommends to Council to approve Elk's Park outhouses and Bretzlaff Park improvements to move the skateboard park, as discussed.*

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES OUTHOUSE

Public works investigated the condition of the out houses and determined the building is in good shape. A deep clean, a fresh coat of paint and installing door latches on the partition doors is needed. This work would be completed by public works staff, and is a 2-day process. Exterior doors would be installed for functionality and security, to secure the facility when required. Public works was able to find a Contractor in Edmonton that would be able to complete the exterior door build and install. The lead time to build and install is less than 2 weeks.

Allmar Inc.: Exterior door supply & install \$2,511.00
Public works time and materials: \$600.00

POWER AT THE PARK

After discussions with EPCOR it was noted an existing pole by the skate park with a Rate 41 service, which is a small general service with a wire size of 2 and 100 amps was de-energized but still has all the infrastructure to be put back into service. There would be no cost to install an electrical meter at this pole however there is a cost to supply a 100amp/12 circuit breaker panel with all weatherproof boxes and 2 grounding rods. Materials and labour are estimated at \$2,231 from a local contractor. As the season is quite late to install power, this will be a consideration early in 2026.

SKATEPARK

As motioned by Council, the current skate park is being relocated to Bretzlaff Park as per the recommendation from Public Works and Administration. Public Works staff would be able to complete this work, and it is estimated to take 3 days. The existing asphalt pad is suitable for the skate park but not large enough to accommodate the whole structure. As per discussion at the June 25, 2025 Committee of the Whole,

some components would be installed at Bretzlaff Park and the remaining put in storage. The current concrete pad will be washed and cleaned of any graffiti or debris once the skatepark components are relocated.

Future works would be to extend the pad approx. 6m X 5m and overlay the existing pad to provide a smooth riding surface.

Asphalt extension cost: \$9,490.00

Public works labour and supplies: \$1,560.00

STRATEGIC ALIGNMENT

Sustainable Infrastructure

Service Excellence

COSTS / SOURCE OF FUNDING

Total Estimated Costs are \$16,392 (Outhouse costs=\$3,111, Power at the Park costs=\$2,231 and Skatepark relocation costs=\$11,050.)

Total upgrades for 2025 \$14,161.00

There is an operating budget available for the above costs.

RECOMMENDED ACTION

THAT Council approve upgrades to Elk's Park outhouses and to relocate portions of the skateboard park to Bretzlaff Park.

ATTACHMENTS:

N/A



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	July 10, 2025
Presented By:	Jennifer Thompson, CAO
Title:	October 23, 2025 Council Meeting Cancellation

BACKGROUND / PROPOSAL

As the election approaches, Administration requires Council to cancel the meeting immediately following the October 20, 2025 election due to changes to Section 201.1 of the Municipal Government Act (MGA).

Orientation training

201.1(1) A municipality, in accordance with the regulations, must offer, and each councillor must attend, orientation training

- (a) on the following topics, to be held prior to or on the same day as the first organizational meeting following a general election required by section 192, or in the case of a councillor elected at a by-election, on or before the day that councillor takes the oath of office:
 - (i) role of municipalities in Alberta;
 - (ii) municipal organization and function;
 - (iii) roles and responsibilities of council and councillors;

Administration is requesting cancellation of the October 23, 2025 regular scheduled Council meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As part of the amended MGA, municipalities are now required to offer both new and returning elected officials training and Councillors are bound by legislation to attend orientation training as offered. (Previously the municipality had to offer the training, however nothing required Councillors to participate in the training.)

Training on: role of municipalities; municipal organization and function; roles and responsibilities of Council and Councillors; roles and responsibility of the CAO and staff **must be held** prior to the Organizational meeting. Training on: key municipal plans, policies and projects; budgeting/financial administration; and public participation are required to be held prior to the first regularly scheduled Council meeting.

The Elected Officials Education Program (EOEP) has developed Munis 101: The Essentials of Municipal Government. When supplemented by local training specific to Onoway, Munis 101 meets all mandatory training requirements to ensure both new and returning Councillors are set up for success. Councillors are registered for Munis 101 Council Orientation training in-person on October 30, 2025 in Fort Saskatchewan.

The inaugural meeting of Council after the election is to be called by the Chief Administrative Officer. Administration will ensure that the first meeting of Council and

the Organizational meeting are held within the legislated timeframes but is contemplated for November 3, 2025 to meet the organizational meeting requirements while still ensuring Council members have achieved their Munis 101 requirement for training.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

NONE.

RECOMMENDED ACTION

THAT Council cancel the October 23, 2025 regular Council meeting.

ATTACHMENTS

NONE



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	July 10, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Roving Energy Manager Program Grant

BACKGROUND / PROPOSAL

During the May 9, 2024, Council Meeting, Council made the following motions regarding the Roving Energy Manager Program Grant:

Motion #154/24

MOVED by Councillor Bridgitte Coninx that Council authorize Administration, if approved, to submit an application for the Roving Energy Manager Program.

CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Roving Energy Manager (REM) program helped the Town of Onoway navigate the ever-changing energy efficiency landscape by providing a free, fractional energy manager service. This service helped identify, report, and implement energy-saving opportunities. The program provided in-house capacity of an energy manager without the added cost of hiring one.

Through weekly meetings this service provided solutions with limited energy management experience and those that have not previously engaged in the Action Centre's energy management initiatives (Municipal Energy Manager Program, Municipal Energy Champions Program, or the Recreation Energy Conservation program).

Participating in this program helped the Town:

- Create an energy consumption inventory that will be a key part of supporting documentation when applying for future "energy" related grants and
- Identify energy management opportunities and create an energy management plan with recommendations that will provide a focal roadmap from an energy management perspective to the town moving forward.

Funding for energy efficiency projects is available **up to a maximum of \$10,000** where the municipality pays the costs upfront and would be reimbursed upon application approval.

On February 19, 2025, The Roving Energy Managers conducted a building walkthrough at the Administration Office (4812-51 Street) and produced the attached Recommendations Report including a list of recommended energy management opportunities on page 9. It is important to note that the walkthrough did not include the Fire Hall; however, the recommended energy management opportunities can apply to the Fire Hall and other Municipal buildings.

Within the recommended opportunities list, the Administration is recommending the following:

- Replacing all T12 with LED fixtures including the Fire Hall T12's as it is a simple energy opportunity with significant energy/cost savings. Total estimated cost is approximately \$7,700 and will take approximately three days to complete. There are many lights in the firehall that require updating as the ballasts need replacement.
- Installing occupancy sensors where applicable is a simple energy opportunity with energy/cost savings. Administration is currently obtaining a quote for this project and would proceed to utilize a portion of the grant funding amount.
- Replacement of fridge in office. This would only be replaced to utilize the full grant allocation. This replacement is on the recommended action list for energy savings.

The Recommendations Report will be posted to the Town website after presentation to Council.

STRATEGIC ALIGNMENT

Financial Sustainability
Sustainable Infrastructure

COSTS / SOURCE OF FUNDING

See above.

RECOMMENDED ACTION

- THAT Council approve submission of an application for the Roving Energy Manager Program for energy management opportunities for the following projects:
 - Replacement of all T12 with LED fixtures within the Administration Building and Fire Hall, and
 - Installation of occupancy sensors where applicable and
 - Replacement of the refrigerator, if grant funding remains available.
- Or direction provided after Council deliberations.

ATTACHMENTS

- Roving Energy Manager Energy Management Opportunities Recommendations Report.

Energy Management Opportunities – Recommendations Report



Town of Onoway - Administration Office

Roving Energy Manager Program

April 2025



**Municipal
Climate Change
Action Centre**

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Building Walkthrough

Facility: Administration Office - Town of Onoway

Location: 4812-51 Street, Town of Onoway, Alberta

Conducted by: Hammad Ahmed, Yeison Bottia

Date: February 19th, 2025



1. OBJECTIVE

A walkthrough was completed at the Town of Onoway's Administration Office with the goal of identifying low or no-cost energy efficiency measures. These measures are presented in this report, as recommendations for the Town of Onoway to consider for implementation.

The walkthrough also served as an educational opportunity to share information on energy conservation practices and encourage energy-conscious behavior among staff.

The walkthrough was completed as part of the Roving Energy Manager Program. This program is administered by the Municipal Climate Change Action Centre and funded by the Government of Alberta.

While the building walkthrough does not replace a certified energy audit, it was a valuable opportunity to: check that equipment was performing as intended, assess any preventative maintenance and identify opportunities for improvements. Ultimately, this initiative will optimize energy usage, reduce operational costs, and foster a more sustainable environment.

Specific built aspects to investigate:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Windows | <input type="checkbox"/> Cooling Plant |
| <input checked="" type="checkbox"/> Exterior Doors | <input type="checkbox"/> Cooling Distribution |
| <input checked="" type="checkbox"/> Ceilings | <input type="checkbox"/> Electric Power Distribution |
| <input checked="" type="checkbox"/> Exterior Walls | <input checked="" type="checkbox"/> Hot Water Service |
| <input type="checkbox"/> Roofs | <input checked="" type="checkbox"/> Water Service |
| <input checked="" type="checkbox"/> Storage Areas | <input type="checkbox"/> Compressed Air |
| <input checked="" type="checkbox"/> Lighting | <input type="checkbox"/> Processing Heating |
| <input checked="" type="checkbox"/> Food Areas | <input type="checkbox"/> Shipping and Receiving Areas |
| <input checked="" type="checkbox"/> Heating & Boilers | <input type="checkbox"/> PV System |
| <input checked="" type="checkbox"/> Heat Distributions | |

2. BUILDING DESCRIPTION

Building Orientation [Front]: *East*
Storeys Above Grade: *1*
Year built: *1984*

Interior Building floor area: *4,477 [sq-ft]*
Average indoor temperature: *21 C*

The Town of Onoway's Administration Office building, constructed in 1984, has primarily served the community as the Town Office and Council Chambers. Occasionally, local non-profit organizations rent the space for events, typically held twice a year for approximately two hours each. The building houses six employees and operates Monday through Friday, from 8:00 a.m. to 4:30 p.m.

3. ENERGY USES

Heating and cooling: Three natural gas furnaces. Facility does not have cooling.

Water heating: One conventional natural gas water tank and one space saver tank. Two full bathrooms and a kitchen sink.

Lighting: The building is currently equipped with an outdated T12 ballast lighting system.

Equipment and appliances: Six computer stations, one TV, printers, two evaporative coolers, one microwave and fridge in the kitchen.

4. FACILITY USE AND OCCUPANCY

Name	Mon-Fri Hours	Average People	Sat-Sun Hours	Average People	Events Frequency	Hours	Drawings/information Available
ADMIN BLD	8:00 am - 4:30 pm	6	NA	0	Twice a month Twice a year event	Total 4 hours	Utility bills.

5. AIR LEAKAGE

- A double-door entry system has been installed at both main entrances, enhancing the building's overall airtightness and reducing heat loss.
- The existing flat roof appears to be a source of potential air leakage and may benefit from further inspection or upgrades.
- Windows throughout the facility demonstrate strong airtightness and contribute positively to the building's energy efficiency.
- No additional points of air leakage were identified during the building walkthrough, indicating generally sound envelope performance.

6. LIGHTING

Zone Name	Room	#T12 Lights
South Wing (new Council Chambers)	Server Room	3
	Back Hall	2
	Back Bathroom	1
	Hall & File Room	8
	New Council Chambers (were replaced to LED during chamber reno)	15
	South Vestibule	1
	Possible 2nd Bathroom	1
Central Office	Main Office	15
	Work Room	1
	Kitchen	4
	Mechanical	1
	Coatroom	1
	Entry Door Vestibule	1
Back Hall Area	Back Hall	3
	Women's Washroom	1
	Women's Washroom Storage	1
	Men's Washroom	1
North Wing	Hall outside Jennifer/Gino Office	1
	Jennifer/Gino Office flex office	3
TOTAL		64

Note: No Lighting have additional controls, like dimmers or occupancy sensors.

- The facility would benefit from a full upgrade to modern, energy-efficient lighting (LED) systems to improve performance and reduce operational costs.
- Strategic placement of motion-sensor-controlled switches is recommended in select areas to enhance energy efficiency and convenience. i.e. washrooms, file room, hallways, server room, mechanical room, and kitchen.
- Rooms adjacent to windows should incorporate daylight sensors to automatically adjust lighting levels based on available natural light.
- Areas with a high concentration of light fixtures should undergo a comprehensive redesign, replacing outdated units with optimized solutions based on the lumen requirements of each space rather than replacing fixtures individually.
- Exterior lighting should also be upgraded and configured to operate based on ambient light conditions, rather than fixed timers, to ensure optimal efficiency and reliability.
- Some of the council lights have already been retrofitted to LED.

7. THERMOSTATS AND SENSORS

- The facility is currently equipped with three furnaces, each controlled by its own thermostat. These existing thermostats include programmable setback features, which allow for temperature adjustments

based on occupancy schedules. It is highly recommended to fully utilize this functionality to optimize energy use and reduce heating costs.

- To further enhance climate control and operational efficiency, upgrading to advanced smart thermostats is advised. Integrating these thermostats with the building's existing security system could provide the foundation for a more comprehensive Building Management System (BMS). It is recommended to consult with the current security provider to explore the feasibility of this integration, which would allow centralized control of HVAC and security systems, streamline building operations, and improve overall energy efficiency.

8. ELECTRICAL LOADS

- Currently, office employees rely on individual space heaters to address localized heating needs. This practice presents significant opportunities for improving energy efficiency within the facility.
- As a first step, it is recommended to assess and clear any obstructions around heating vents to ensure proper airflow and more effective heat distribution throughout the workspace.
- As an alternative to energy-intensive space heaters, the promotion of energy-efficient personal warming solutions such as low-wattage heated blankets or blanket warmers is encouraged. These options provide comfort while consuming significantly less energy.

9. WATER CONSUMPTION

- To mitigate water waste, it is recommended to implement water-saving measures for the building's toilets. This can be achieved through the installation of low-flow toilets or the use of water-displacement filler devices in existing toilet tanks. These measures will contribute to a reduction in water consumption and promote sustainable water management practices.

10. HVAC HEATING / COOLING / VENTILATION EQUIPMENT INVENTORY

Tag	Heating/ Cooling Zone	Make/Model/Serial Number	Input Capacity (kW or BTUH)
1	South Wing	Make: LENNOX Model: <u>ML 195 or EL 195</u> Efficiency: 95%	Unknown
2	Central Wing	Make: Lennox Model: EL296DF090XV60C Efficiency: 96% Energy Star	88,000 BTUH

3	North Wing	Make: LENNOX Model: <u>ML 195 or EL 195</u> Efficiency: 95%	Unknown
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Notes:

- Conduct Regular Professional Maintenance and Air Filter Replacement: To keep the heating system operating at peak efficiency, it's essential to schedule annual inspections by qualified HVAC technicians. These professionals can identify and resolve potential issues before they affect performance. In addition, air filters should be checked and replaced regularly—typically every 1 to 3 months—as clogged filters can significantly restrict airflow, forcing the furnace to work harder and consume more energy.
- Inspect and Seal Ductwork for Maximum Efficiency: Duct leakage is a common source of energy loss, with some systems losing up to 30% of heated air through unsealed or poorly insulated ducts. A thorough inspection and proper sealing of ductwork can greatly enhance system efficiency and help maintain consistent indoor temperatures throughout the facility.
- Ensure Vents and Registers Remain Unobstructed: Clear airflow is critical to effective heating. All supply and return vents should remain unobstructed by furniture, rugs, or other objects to ensure even heat distribution and to reduce strain on the furnace.

11. DOORS

Notes:

- Regular maintenance of door hinges is essential to ensure smooth operation and prevent misalignment that could compromise the door's seal and overall efficiency.
- Inspect and maintain weather stripping around all doors routinely to preserve airtightness and prevent unwanted drafts or heat loss.
- Installing a heated air curtain above frequently used exterior doors is recommended. This helps create an invisible barrier that minimizes heat exchange between indoor and outdoor environments, especially in high-traffic areas.
- Ensure doors are properly closing and latching every time automatic closers may be beneficial in certain areas to prevent doors from being left open.
- When upgrading doors consider upgrading with energy-efficient models that provide better insulation and thermal performance, particularly for exterior access points.
- When using main entrance and council entrance there were buffer doors that provided extra air tightness and thermal conductivity to the area. The external metal exiting from the kitchen had a temp of around 8 C.

12. WINDOWS

Notes:

- Windows: Recently replaced with double-pane. Recommend triple-pane replacement at end of lifespan.

13. ELECTRICAL PLUG LOAD FOR HIGH USAGE EQUIPMENT

Plug Load Description	Location	Wattage (W) or (HP)	Quantity	Operating Schedule
Portable space heater	Offices	Unknown	1	when needed in Wintertime

Notes:

- Staff frequently use of individual space heaters, suggesting a reliance on personal comfort solutions, which are often inefficient and energy intensive. To mitigate this, it is recommended to promote or provide alternatives such as energy-efficient heated blanket warmers, which provide comparable localized warmth at a fraction of the energy cost.
- All future equipment purchases should prioritize Energy Star rated appliances, which are designed for high efficiency and long-term operational savings.

14. HOT WATER SYSTEM

Make	Model	Serial Number	Type	Energy Source	Capacity [liters]	Input [BTU/HR]
Gemco	GG40-9-34LF-N2U	B0156053	Conventional tank	Natural Gas	151.4	38000
Space Saver	SS12SEB15	S1131J700343		Electric	43	5115

Notes:

- Lower water heater temperature to reduce energy consumption.
- Evaluate heat pump or on-demand water heater during future water heater replacement
- The natural gas hot water tank has volunteer recall due to some potential danger, learn more and make appropriate arrangement for the system [Giant Inc. recalls Giant and Best Canadian hot water heaters - Canada.ca](#)
- Insulate water pipes to reduce heat loss from pipes

15. RECOMMENDED ENERGY MANAGEMENT OPPORUNITIES

Potential EMO	EMO Type	Comments
Replace all T12 with LED fixtures	Simple	Significant energy savings will be achieved with better visual conditions.
Add occupancy sensors	Simple	Adding occupancy sensors in corridors and other commonly used area will reduce energy usage
Replace outdoor light with LED fixtures with lumen sensor		Significant energy savings and increased visibility around the building
Upgrade doors without buffer door to an Energy Star door.	Simple	Energy efficient doors translate into lower energy consumption, offering substantial annual saving and more comfort for building occupants.


Consider upgrading older hot water tank to a on-demand water heater.	Simple	Conventional water tanks are 55% AFUE efficient at most. Standalone Hot Water air source Heat Pumps are over 3.00 UEF.
Lower the temperature on the water heater to reduce energy consumption.	Simple	To reduce energy consumption, consider lowering the water heater temperature. A setting of 120°F (49°C) is generally safe and efficient, minimizing heat loss and scalding risk.
Use power strips to make it easy to turn off multiple electronics at once, or smart power strips that can be controlled by occupancy or “lead” load.	Simple	Power strips, simplify energy savings by allowing simultaneous shutdown of multiple electronics, eliminating standby power waste.
Regularly clean and maintain HVAC systems to ensure they are working efficiently.	Simple	Regular HVAC cleaning and maintenance ensure efficiency by preventing buildup that restricts airflow, reduces performance, and increases energy use, ultimately prolonging system lifespan and preventing costly repairs.
Replace space heaters with heated blankets.	Simple	Heated blankets offer targeted warmth, using less energy than space heaters.
Use the already installed programmable thermostats to reduce energy consumption during off-hours.	Simple	Programmable thermostats reduce off-hour energy waste by automatically adjusting temperatures, ensuring efficient heating and cooling only when needed.
Replace kitchen and office appliances with Energy Star models.	Simple	Replacing appliances with Energy Star models reduces energy consumption and lowers utility costs due to their higher efficiency ratings.
Clean or replace air filters regularly to improve the efficiency of heating.	Simple	Regular air filter cleaning or replacement optimizes HVAC efficiency by ensuring proper airflow, reducing energy consumption, and improving indoor air quality.
Install low-flow toilets.	Simple	Low-flow toilets conserve water by using less water per flush, reducing overall water consumption and utility costs.
Provide education and training on energy efficiency and sustainability.	Simple	Education and training empower individuals to make informed energy-saving choices, fostering a culture of sustainability and reducing overall energy consumption.
Encourage employees to suggest ideas for improving energy efficiency.	Simple	Active employee engagement in energy efficiency initiatives leads to the development of tailored and effective strategies to reduce energy consumption.

16. APPENDIX: PHOTOS





Town of
Oneway
ADMINISTRATION OFFICE
4811 ST. STREET

PARKING RESERVED
FOR TOWN OF ONOWAY
STAFF AND VISITORS ONLY
NO AFTER HOURS PARKING
VIOLATORS WILL BE TOWED
AND TOWED AT THEIR OWN
EXPENSE

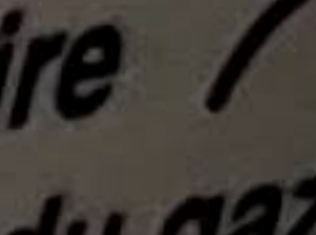
- and call a qualified service technician or the gas supplier.
10. Replace the outer access door.
 11. Turn the gas control knob counterclockwise  to the "ON" position.
 12. Turn the temperature dial to the desired setting.

- portion supérieure de cette étiquette.
- a pas d'odeur de gaz, passez à l'étape suivante.
5. Retirez la porte extérieure.
 6. Trouvez le bouton de l'allumage piézo-électrique.
 7. Vérifiez visuellement la veilleuse à travers la visière d'observation.

TURN OFF GAS TO APPLIANCE

- Turn the gas control knob clockwise  to the "PILOT LIGHTING" position.
- Turn the gas control knob clockwise to  the "OFF" position.

COMMENT COUPER L'ADMISSION

1. Tournez le cadran du contrôle au gaz dans le sens horaire .
2. Enfoncez légèrement et tournez la manette d'admission du gaz.

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11 021, Notre-Dame, Montreal-Est, Quebec, Canada H1B 2V5
Sans frais/Toll free: 1 800 363-9354 www.gemcoinc.com

2014-02-11



Modele/Model :

GG40-9-34LF-N2U

No.serie/Serial number :

B 0156053

Combustible :

NATUREL/NATURAL

Capacite/Capacity :
Recup. par hr/per hrs:

	Imp.	US	Met.
33.3 Gal.	40.0 Gal.	151.4 Lit.	
26.8 Gal.	32.2 Gal.	121.7 Lit.	

ATTENTION / CAUTION

Une soupape de surete limitant la pression a 150 PSI doit etre installée.
Pressure relief valve limiting the pressure to 150 PSI must be installed.

Convient au chauffage combine de l'eau (potable) et des locaux mais non au chauffage des locaux uniquement.
Suitable for combination water (potable) heating & space heating and not for space heating applications only.

Pression de test / Hydrostatic test pressure: 300 PSI.
Pression de fonctionnement / Working pressure: 150 PSI.

Chauffe-eau a accumulation automatique.
Automatic storage water heater.
ANSI Z21.10.1a-2009 / CSA 4.1a-2009
Ce chauffe-eau est muni d'un orifice convenable pour de basse et haute altitudes.
This water heater is equipped with an orifice suitable for normal and high altitude.
* Installé en usine / Factory installed

Pres. tubulaire / Manifold pres. :
Pres. max. entree / Max. inlet pres. :
Pres. min. entree / Min. inlet pres. :
Altitude pied-ft / m : 0-2000' / 0-610
Altitude pied-ft / m : 0-4500' / 0-1372

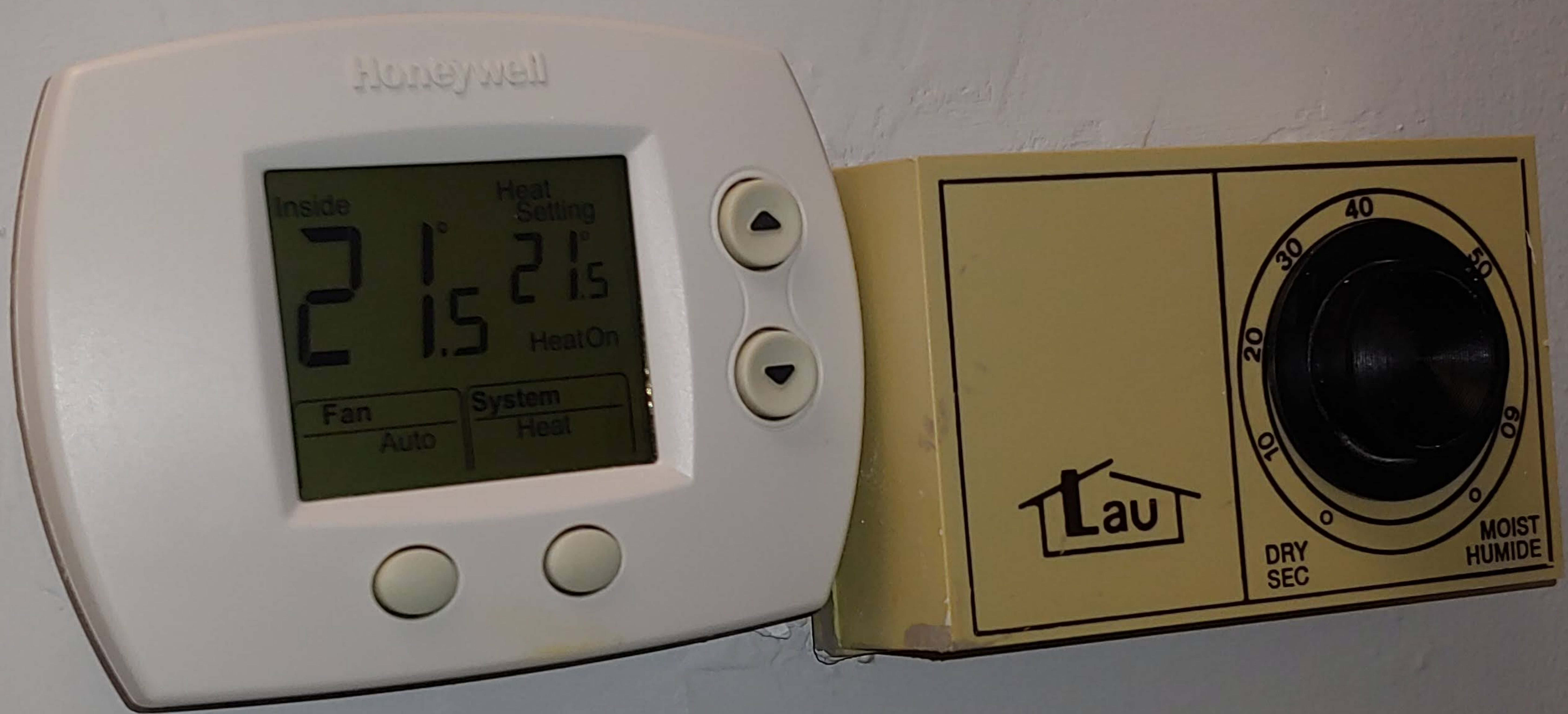
Orifice : 33
Orifice : 35 *
Ampere/Amp : 0.0
Volt-Phase-Fq : 0 VAC - 0 - 0 Hz

Puis. par hr./Input per hr: MAX:38000 BTU















FLUKE

°C
- 4.2
EMS 0.95
M - 4

SEL



SET



Burn
Wat
Soci
Trans
FIRE
ADMIN
RATG



WATER. THE BLACK LINE ON THE ADAPTOR MUST BE POINTING UP.

L'ADAPTEUR DOIT POINTER VERS LE CIEL.

"IMPORTANT"

DO NOT APPLY HEAT TO TANK FITTINGS CONTAINING PLASTIC LININGS AND/OR THE PLASTIC DIP TUBE. SWEAT TUBING TO AN ADAPTOR BEFORE FITTING THE ADAPTOR TO THE TANK CONNECTIONS.

"AVERTISSEMENT"

NE PAS APPLIQUER DE CHALEUR SUR LES RACCORDS DES RÉSERVOIRS CONTENANT UNE DOUBLURE EN PLASTIQUE ET/OU LE TUBE D'IMMERSION. SOUDER LE CONDUIT À UN ADAPTEUR AVANT DE FIXER L'ADAPTEUR AUX RACCORDS DU RÉSERVOIR.

70510

Model - Modèle
SS12SEB15
Cat. No. Serial - No. de Série
A1229 S1131 J700343

Factory Installed: 120 Volts AC

1 Elements
Lower Element int
1500W
Phase

T&P Inst.
Max heat
1500W

Capacity
43 Litre

Maximum Allowable Rating:
Max Watts/Element
1500W
Max Load (Watts)
1500W

Pressure Test Pressure
300psi/2070kPa
Working - Norm
150psi/1034kPa

GSW Water Heating, Fergus ON Canada

USE Copper Conductors Only AUTOMATIC STORAGE WATER HEATER

For currently installed rating see element

CAUTION: Pressure relief valve limiting the pressure to 1034 kPa (150 psi) must be installed. For safe operation, do not block pressure relief.

This tank is equipped with a temperature limiting device located under the upper access door.

It is recommended that a thermostatically controlled tempering valve be installed in the outlet of this unit to reduce the risk of scald injury.

CAUTION: Risk of electric shock. Turn off power before opening access door. Do not turn on electric current until tank is full of water. Elements will burn out if tank is operated without water.

Pour seulement conducteurs cuivre
CHAUFFE - EAU A ACCUMULATION AUTOMATIQUE
La puissance installée est indiquée sur l'élément.
ATTENTION: Une soupape de sécurité limitant la pression à 1034 kPa (150 psi) doit être installée. Pour un fonctionnement sécuritaire, ne pas enlever.

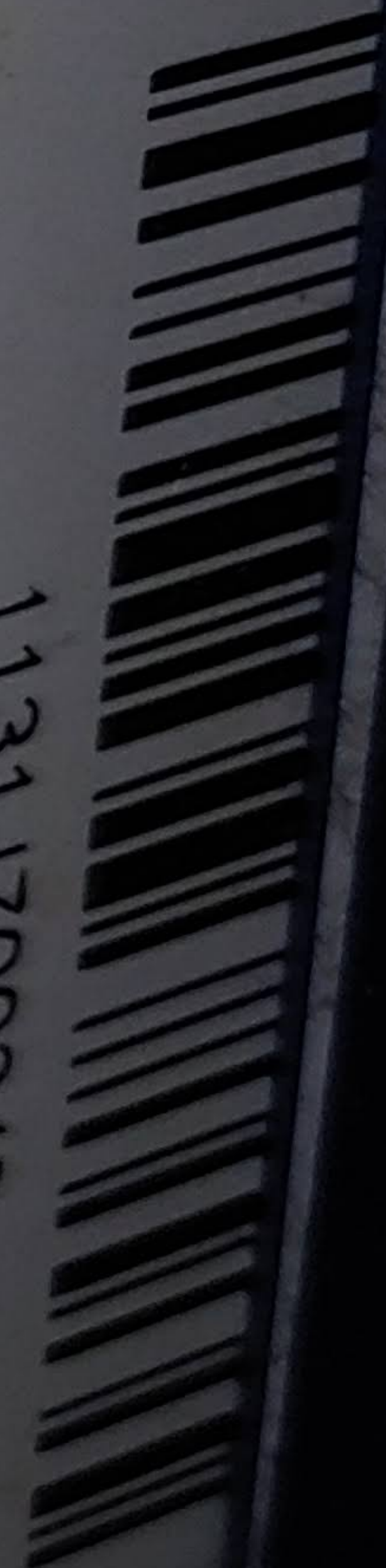
Ce réservoir est muni d'un dispositif de réglage automatique de la température situé sous la porte.

Il est recommandé d'installer dans la sortie de cette unité une soupape de mélange contrôlée par le thermostat afin de réduire le risque de blessure ébouillante.

ATTENTION: Risque de choc électrique. Coupez le courant avant d'ouvrir la porte d'accès. Ne remettez pas le courant en marche avant que le réservoir soit rempli d'eau. Si le réservoir fonctionne sans eau, les éléments brûleront.

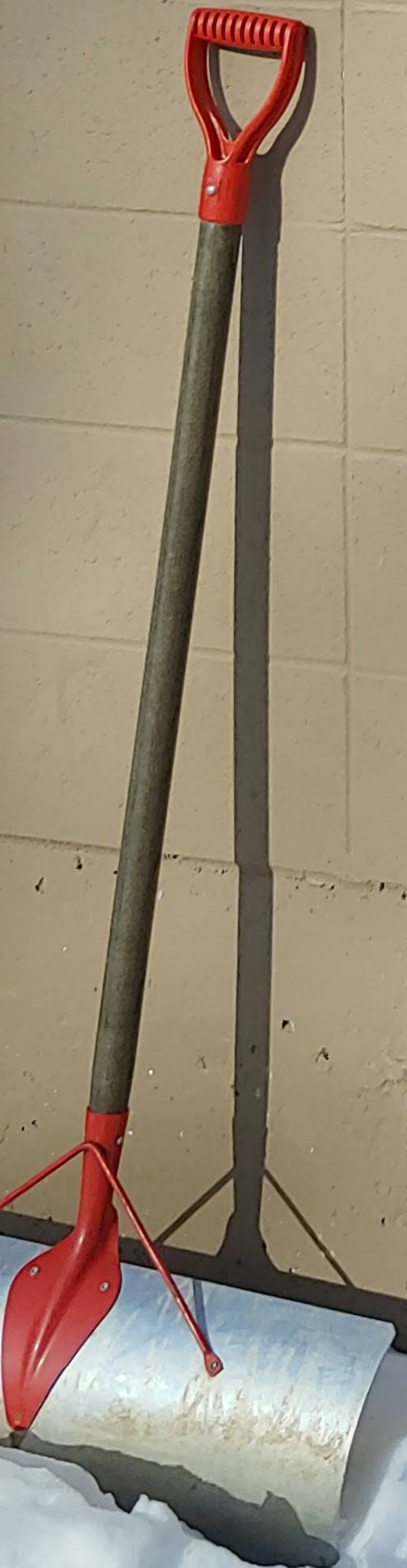


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**ALBERTA
ALARMS**
780-995-0364
1-844-476-0707
Honeywell







Founding partners of the Municipal Climate Change Action Centre



**Municipal
Climate Change
Action Centre**

780.433.4431
300-8616 51 Ave. NW
Edmonton, AB T6E 6E6

mccac.ca





To provide high quality living options and support to all those we serve

Board of Directors Strategic Planning Session Report

April 28 & 29, 2025

The Lac Ste. Anne Foundation is proud to be a community leader committed to provide superior client focused care and an exceptional living experience

Facilitated by:

Nolan Crouse – Crouse Developments Inc.
Derek Weiss – Independent Consultant

Summary Report Developed by:

Dena Krysik – LSAF Chief Administrative Officer

In April 2025, the following Board of Directors of the Lac Ste. Anne Foundation attended a strategic planning session:

Ross Bohnet – Board Chair	Sandy Morton – Vice Chair
Jeremy Wilhelm – Director	Bernie Poulin – Director
Paul Chauvet – Director	Daryl Weber - Director
Keith Pederson - Director	

The purpose of the session was to review and determine:

- A path forward from 2025 for the next 5 to 10 years at a high level
- To reaffirm/define our:
 - Vision of our organization in the future
 - Mission... the goals and objectives that will allow us to reach our vision

During this planning session, the following priorities were established:

- **Operations:**
 - Assess & create a succession plan for key positions
 - Implement a funded maintenance plan
 - Design & implement an asset renewal plan
- **Governance & Communications:**
 - Assess Board composition and explore members at large, indigenous partnerships and regional balance
 - Pursue opportunities to participate in and advocate for changes affecting Housing Management Bodies
 - Develop a communication plan for Board advocacy
- **Asset Management and Development:**
 - Develop a sustainable revenue model for the Lodge facilities
 - Assess and address recommendations from the Lodge building condition assessments
 - Explore and pursue funding and financing that may be available through provincial and federal programs
 - Develop a 10-year capital plan & establish priority projects in alignment with community need, identified resources and general demand, including the exploration of funding and financing that informs this plan.

In addition, the remainder of this report outlines the results of the discussions and brainstorming.

- **Topics affecting Housing Management Bodies:**
 - Federal results and housing platform
 - Provincial Priorities Regulation implementation
 - Potential Tariff impacts
 - Provincial/Federal collaboration
 - Stronger Foundations Affordable 10-year Housing Strategy
 - Growing demand for affordable housing
 - Diverse & unique needs in various regions
 - Challenges to increasing the supply of affordable housing
 - Aging infrastructure
 - Fiscal Challenges
 - System complexity
- **LSAF Risks:**
 - AHS contracts – Continuing Care transition to the Housing Ministry
 - Current funding and financing programs administered at Provincial and Federal levels in which the capital plan may be based
 - Leadership/management skillset availability
 - Aging infrastructure
- **LSAF Successes:**
 - Cohesive administration and board relationship
 - Board consistency – consecutive appointments
 - Positive community and resident feedback
 - Increased revenue (Provincial/AHS)
- **LSAF Areas for Consideration:**
 - Potential changes to Board members following the fall Municipal Election
 - Pursuit of seed funding through the Community Housing Transformation Centre
 - Pursuit of capital funding as it relates to the 10-year capital plan

- Strategies for continued staff retention
- Provincial relationships at the Board level
- Board advocacy – develop elevator pitches for consistent communication

Next Steps & Timelines:

- Update the LSAF Strategic Plan (2025-2030) for Board review & approval – June 2025
- Review the current Board orientation process in preparation for the October 2025 election – August 2025
- Review and develop a revenue model for the Lodge facilities for Board review – August 2025
- Review and develop a short- and long-term capital maintenance & funding plan to address recommendations outlined in the building condition assessments related to the current lodge buildings – October 2025
- Explore expansion and new build opportunities & sustainability models and determine communities of priority – February 2026

25th Annual Alberta CARE Conference

Please forward registrations & payment to:
ALBERTA C.A.R.E.
Linda McDonald, Executive Director
5212-49 Street
Leduc, AB T9E 7H5
Cell: 1-780-668-6767
Email: executivedirector@albertacare.org
Web: www.albertacare.org

Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

Silent Auction
Going once...
Going twice...

Beginning September 10th
OneWay Town Council Agenda July 10, 2025
Ending September 11th at 8pm

25th Annual Alberta CARE Conference

September 10th-12th

2025

Accommodations

Westlock Inn and Conference Centre
10411 100 Street Westlock, AB
1-780-349-4483

Group Reservation "Alberta CARE"



All Stay Inn
10520-100 Street, Westlock, AB
1-780-349-4102
Group Reservation "Alberta CARE"



Ramada Hotel
11311-100 Street, Westlock, AB
1-780-349-2245
Group Reservation "Alberta CARE"

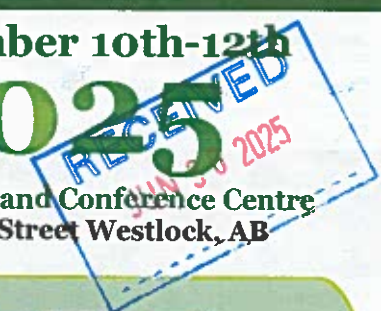
Coordinated Action for
Recycling Enterprises

25th Annual Alberta CARE Conference

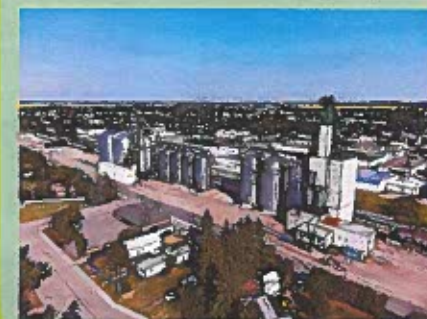
September 10th-12th

2025

Westlock Inn and Conference Centre
10411 100 Street Westlock, AB



Town Clock



Grain Elevators

Tuesday, September 9th

Course: Course: SWANA - Landfill Fire Training

Where: Westlock Inn

Time: 8:30 a.m. to 4:30 p.m.

Who should attend: landfill operators, managers, scale house operators, equipment operators, spotters, labourers, Municipal Firefighting professionals, Emergency Response staff, landfill regulators, landfill designers, and other employees.

Cost per person: \$350.00

Register: executivedirector@albertacare.org

Wednesday, September 10th

9:00 a.m. - 11:00 a.m. Registration and Exhibit Set Up.

11:00 a.m. - 12:30 p.m. Light Lunch and Refreshments

12:30 p.m. TOUR 1

- Westlock Regional Landfill
 - Pilot Project with ARMA and Liberty Tire
 - Equipment Overview
 - Plastics

(Bus Provided)

AND

- 2:00 p.m. • Verticale Swiss Lettuce Farm
David Pfaffle, Owner Operator
Busby, AB

OR

TOUR 2

- 12:45 p.m. • Golf - Westlock Golf Club
18 Holes/ ½ Cart 1:03 p.m. Tee Time

(Travel on your own)

5:00 p.m. Cocktails (Cash Bar)

6:00 p.m. Welcoming Remarks from the Mayor of Westlock
Welcoming Remarks from the Reeve of Westlock County

6:15 p.m. BUFFET BANQUET

\$600.00 Registration Per Person
Register 3 or more Delegates
and receive a....

10% Discount!



Alberta CARE

Thursday, September 11th

9:00 a.m. Welcome –Tom Moore, MC

9:15 a.m. The Why and How to move from Authority to Commission
Co-Presenters - Lane Monteith, Big Lakes County Councilor, Rob Smith, and Tom Moore

10:00 a.m. Operational Scale Issues
Kendra Johnson, Newell Regional Solid Waste Authority

10:45 a.m. Alberta Recycling Management Authority EPR
Ed Gugenheimer, CEO

11:30 a.m. Alberta Recycling Management Authority
Presenting Municipal Awards

(Coffee Side Board)

NOON BUFFET LUNCHEON

1:30 p.m. TOUR 3

- Robotic Dairy Farm New Technologies
Nelson Jespersen, Westlock County

(Bus Provided)

OR

TOUR 4

- Canadian Tractor Museum

OR

TOUR 5

- Golf - Westlock Golf Club
18 Holes/ ½ Cart

(Travel on your own)

5:00 p.m. Cocktails

6:30 p.m. BUFFET BANQUET

8:00 p.m. Silent Auction Ends



County of Westlock

This Conference is Alberta Environment approved
for 'Continuing Education Units'

Friday, September 12th

9:00 a.m. Managing Plastics within Rural, Remote and Indigenous Communities
Jule Asterisk, Project Manager

9:45 a.m. Clean Farms
Davin Johnson, Operations Advisor Alberta

10:30 a.m. Circular Materials Updates

11:30 a.m. Closing Remarks - Tom Moore, MC
(Coffee Side Board During Morning Session)



Westlock Rotary Spiritual Centre



Westlock Aquatic Centre



A jaunt for a round of Golf



Westlock Rodeo

Cancellation Deadline
Onway Town Council Agenda July 10, 2025
August 29th 2025

Printed on 100% Post-Consumer Recycled Paper



ALBERTA Coordinated Action for
Recycling Enterprises (CARE)
1-780-980-8089 Office
1-780-668-6767 Cell

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Onoway Public Library 2024 Return on Investment

Your Membership

Total Financial Benefits

\$342,873.72

Return on Investment

\$1.00 = \$79.54

Municipality Membership Levy

On behalf of Onoway Public Library in 2024	\$4,310.55
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Direct Financial Return

2024 Materials allotment from YRL	\$695.25
Allotment from other municipalities (if applicable)	\$1,870.50

Total Funds	\$2,565.75
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Benefits of YRL Services

Technology

Website	\$323.00
Software and licensing	\$1,076.90
SuperNet and hardware	\$11,745.79
Cost avoidance	\$13,145.69

Resource Sharing

Items borrowed from other libraries: 5,492	\$79,634.00
Digital items borrowed through YRL: 4,743	\$237,150.00
Cost avoidance	\$316,784.00

Library Operations Software, Kits and Materials¹

Cost avoidance	\$8,839.98
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Training²

Free YRL training/workshop participation hours	11
<i>Note: May not reflect all training provided, such as informal sessions.</i>	
Cost avoidance	\$1,538.30

Total Financial Savings	\$340,307.97
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With YRL membership, residents gain:

- Access to more than three million items in the TRAC³ collection.
- Free Canada-wide resource sharing of physical material collections including interlibrary lending and onsite borrowing.
- Free digital content access (eAudiobooks, eBooks, eComics and eManga, eMagazines, movies, music, and television shows) through 25 online resources, including:
 - Accessible Alberta, Centre for Equitable Library Access and National Network for Equitable Library Service: provincial and national collections for those with print disabilities.
 - Beanstack: creation support for a community of readers in the YRL region.
 - CISCO Networking Academy and LinkedIn Learning: business and computer technology video tutorials to help develop the skills to participate in the modern workforce.
 - ComicsPlus: Unlimited access to thousands of digital comics, graphic novels and manga for all ages.
 - Solaro: Alberta curriculum support for students in grades K-12.
 - The Athletic: A digital sports news platform that is the go-to resource for fans looking for comprehensive sports journalism beyond traditional outlets.
- Supplementary shared eBooks with Parkland Regional Library System in Lacombe.

And your library has access to:

- Free broadband Internet connection via SuperNet (paid for by the Government of Alberta) and WiFi.
- IT support and services including password managers for library leadership teams, cybersecurity awareness training, and Microsoft 365.
- The library software that manages borrowers, circulation, and materials.
- An online catalogue and mobile app for the public to access library resources, manage their personal account and self-checkout items on the app.
- A bulk discount of 37% on library books purchased through YRL.
- Cataloguing and shelf-ready processing of purchased and donated materials.
- Free delivery and pick up of materials at least once every week.
- Physical library cards at no cost.
- Professional library expertise and access to regional knowledge sharing.
- Training and materials for onboarding, skill building and professional development of library staff and board members.
- An onsite Learning Lab including space and tools for group and individual facilitation and meetings – free for all YRL member libraries to reserve.

¹ Tools and resources that support library operations and governance, including subscriptions to Environics, LibraryAware and community profiles with data to support budget, plan of service, programming, collection development, and more. 129 shared specialty kit collections including makerspace, themed-storytime, storywalk, world languages, and the UK's Happiness Programme. A comprehensive YRL Professional Development collection, available through TRACpac, with current resources on leadership, management, library operations and governance.

² May include participation in Crucial Conversations training, Homelessness Academy for Librarians, Issues Management: Speaking to the Media, Mental Health in the Workplace Training and YRL Library Leaders Retreat: Setting the Vision for the Year Ahead.

³ Originally formed in 2001, The Regional Libraries Computer Automation Systems Consortium (TRAC) Society is comprised of Marigold Library System in Strathmore, Northern Lights Library System in Elk Point, Peace Library System in Grande Prairie, and YRL in Spruce Grove.

About Access to Information Act (ATIA)

ATIA provides the rules and processes for accessing records from the Government of Alberta and other public bodies.

Overview

The [Access to Information Act](#) (ATIA) is the cornerstone of open, accessible, and accountable government for the people of Alberta.

The ATIA aims to strike a balance between transparency and the confidentiality required to ensure effective operation of government.

Principles of the ATIA

1. Any person has a right of access to the records in the custody or under the control of a public body subject to specific and limited exceptions.
2. Allows individuals a right to access personal information about themselves, subject to specific and limited exceptions.
3. Provides for independent reviews of decisions made by public bodies and resolution of complaints under the ATIA.

ATIA governance

ATIA regulations

There are 2 supporting regulations that establish administrative and procedural requirements of the Act:

- Access to Information Regulation, authorized by the Lieutenant Governor in Council, integrates access to information related provisions from the former FOIP Regulation and incorporates new and revised provisions to provide clarity and outline additional information to support the updated legislative requirements under the ATIA.

- The Designation of Public Bodies Regulation, under the authority of the Minister of Service Alberta and Red Tape Reduction, is a list of entities that may not definitively meet the requirements established in the ATIA definition of a 'public body' and need to be explicitly designated (such as, by name) as a public body in this Regulation.

The Act and regulations work together to provide detailed, practical guidance to help public bodies implement the new rules.

Proclamation of law

The [Access to Information Act](#) (ATIA) provides access to records held by public bodies in Alberta. Individuals can also submit an ATI request to access their own personal information.

Public bodies under the ATIA include:

- [agencies, boards and commissions](#)
- [government departments](#)
- local public bodies
- other designated public bodies (by regulation)

Local public bodies administer their own records under the guidance of the ATIA. Some of these include:

- municipalities
- post-secondary educational institutions
- police services and commissions
- housing management bodies
- school boards
- regional health authorities, but health information has additional restrictions under the [Health Information Act](#)



ONOWAY & DISTRICT HISTORICAL GUILD

4708 Lac Ste. Anne Trail North
Box 1368
Onoway, Alberta T0E 1V0

Phone: (780) 967-1015
or (780) 916-1815
admin@onowaymuseum.ca



Date: 23-June-2025

Onoway Mayor and Town Council

4812 – 51 Street
Box 540
Onoway, Alberta
T0E 1V0

Re: Invitation to the 2025 Fall Harvest Festival

Dear Onoway Town Council,

On behalf of the Onoway and District Historical Guild, it is our pleasure to invite you to our **Fall Harvest Festival**, taking place on **Saturday, September 20th, 2025** from 10:00am to 3:00pm, at the **Onoway Heritage Centre**.

This event is a celebration of local history, community spirit, and the agricultural roots of our region. It will feature live entertainment, family-friendly activities, historical displays, local vendors, and a market — all in support of preserving and sharing the rich heritage of Onoway and the surrounding area.

Your presence would be an honour to our organization and to the many volunteers and community members who make this event possible. We hope you'll consider joining us for an afternoon of celebration, connection, and community pride.

Please let us know if you plan to attend or would like further details. We can be reached at **(780) 967-1015** or by email at **admin@onowaymuseum.ca**.

We sincerely hope you will join us for this special event.

Warm regards,

Brandon Olson
Facility Manager
Onoway and District Historical Guild
(780)967-1015
admin@onowaymuseum.ca