



THE TOWN OF ONOWAY
REGULAR MEETING OF COUNCIL
AGENDA

Thursday, September 11, 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 September 11, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the September 11, 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. Regular Council Meeting August 14, 2025 Minutes 8 - 8
- b. Special Council Meeting August 21, 2025 Minutes 9 - 13

c. 11. Information Items

a. Onoway and District Agricultural Society - August 15, 2025 letter regarding Town Council representative

b. Alberta Municipal Affairs - Bill 20/50 Resources LAEA Amendments - Nominations and Forms Factsheets - July 22, 2025 letter

c. CCBF Allocation for 2025-26 - August 8, 2025 letter from Minister Dan Williams

d. CCBF Online Portal Update - August 18, 2025 email from Alberta Municipal Affairs

e. Summer Village of South View August 2025 Organizational Meeting Results

f. Summer Village of Castle Island 2025 Organizational Meeting Results

g. Summer Village of Val Quentin 2025 Organizational Meeting Results

h. Community Futures Yellowhead East Regional Investment and Attraction Marketing Strategy Newsletter (RIAMS) (August)

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS

- a. 9:35 a.m. - Town of Onoway 2025 Citizen Engagement Survey Results Presentation - Ben Proulx (Catalyst Communications) attending via Zoom

7. FINANCIAL REPORTS

- a. Monthly Cheque Listing August 1-31, 2025 - A Request for Decision is attached 14 - 17

Recommendation:

THAT Council approve the monthly cheque listing from August 1 – August 31, 2025, as presented.

or

Direction provided after Council deliberations.

8. POLICIES & BYLAWS

- a. Bylaw 834-25 - Repeal Bylaw for Code of Conduct - A Request for Decision is attached 18 - 33

Recommendation:

THAT Bylaw # 834-25 the Repeal Bylaw be given First reading.

THAT Bylaw # 834-25 the Repeal Bylaw be given Second reading.

THAT Bylaw # 834-25 the Repeal Bylaw be considered for third reading at this meeting.

THAT Bylaw # 834-25 the Repeal Bylaw be given third and final reading and adopted.

Or direction provided after Council deliberations.

9. ACTION ITEMS

- a. Alberta Munis Convention - Meeting with Honourable Dan Williams, Minister of Municipal Affairs - A Request for Decision is attached 34 - 38

Recommendation:

THAT Council request a meeting with Minister Williams, Minister of Municipal Affairs to discuss:

Or

Direction provided after Council deliberations.

- b. Sanitary Sewer Main Spot Replacement 47 Street - A Request for Decision is attached 39 - 41

Recommendation:

THAT Council approve the sanitary sewer main replacement in two areas on 47 Street as discussed.

Recommendation:

THAT Council authorize Administration to submit the sanitary sewer main replacement in two areas on 47 Street as a Canada Community-Building Fund Project.

- c. FCSS Round 2 - A Request for Decision is attached 42 - 47

Recommendation:

THAT Council approve the following Committee funding amounts for the 2025 FCSS Funding Round 2 to a total amount of \$2,350:

Organization Name	Project/Program Name	Committee Funding Amount	Recommendation
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Lac Ste Anne Foundation (Chateau)	Flowers for Residences	\$750.00	
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Lac St. Anne East End Bus Society	Seniors In Motion 2025	\$1,000.00	
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Town of Onoway Public Library	Harvest Festival Entertainment Hula Hoop Circus	\$1,000.00	
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Recommendation:

THAT Council approve the minutes from the May 23, 2025 FCSS Committee Meeting as presented

or

Direction provided by Council deliberations.

- d. 2025 Recreation Services Tax - A Request for Decision is attached 48 - 48

Recommendation:

Direction provided after Council deliberations.

- e. ATCO Franchise Fees - A Request for Decision is attached 49 - 51

Recommendation:

THAT Council approve that the 2026 ATCO Gas Franchise fee remain at the current rate of 10.50% for 2026.

- f. FortisAlberta Franchise Fee - A Request for Decision is attached 52 - 53

Recommendation:

THAT Council approve that the 2026 FortisAlberta Franchise fee remain at 10.50% for the year 2026.

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 Council accept the information items as presented.

- | | | |
|----|--|---------|
| a. | Onoway and District Agricultural Society - August 15, 2025 letter regarding Town Council representative | 54 - 54 |
| b. | Alberta Municipal Affairs - Bill 20/50 Resources LAEA Amendments - Nominations and Forms Factsheets - July 22, 2025 letter | 55 - 57 |
| c. | CCBF Allocation for 2025-26 - August 8, 2025 letter from Minister Dan Williams | 58 - 58 |
| d. | CCBF Online Portal Update - August 18 email from Alberta Municipal Affairs | 59 - 59 |
| e. | Summer Village of South View August 2025 Organizational Meeting Results | 60 - 61 |
| f. | Summer Village of Castle Island 2025 Organizational Meeting Results | 62 - 63 |
| g. | Summer Village of Val Quentin 2025 Organizational Meeting Results | 64 - 65 |
| h. | Community Futures Yellowhead East Regional Investment and Attraction Marketing Strategy Newsletter (RIAMS) (August) | 66 - 70 |

12. CLOSED MEETING

Pursuant to Section 197(2) of the Municipal Government Act and Division 2 of the Access to Information Act (AITA); Section 19 - Disclosure harmful to business interests of a third party.

13. ADJOURNMENT

14. UPCOMING EVENTS

September 25, 2025 9:30 a.m. Regular Council Meeting

October 9, 2025 9:30 a.m. Regular Council Meeting



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES

August 14, 2025
9:30 a.m.
Council Chambers
Onoway Civic Centre (and Virtually Via Zoom)

Council Present: Councillor Bridgitte Coninx
Councillor Sheila Pockett

Council Absent: Mayor Lenard Kwasny
Deputy Mayor Lisa Johnson
Councillor Robin Murray

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

1. CALL TO ORDER

Councillor Bridgitte Coninx called the meeting to order at 9:32 a.m. and advised that quorum is not present for the meeting to proceed.

As per Bylaw 831-25, the Council Procedure Bylaw, Clause 13 states:

- 13.1 Quorum for a Council meeting is a majority of all Members.
- 13.2 If Quorum is not present fifteen (15) minutes following the scheduled start time for a meeting, the meeting may be recessed to attempt to obtain Quorum.
- 13.3 If Quorum cannot be obtained within a reasonable time, the CAO will record the names of the Members present, and the meeting will be adjourned for lack of Quorum.

13. ADJOURNMENT

At 9:47 a.m. due to quorum not being present, Councillor Bridgitte Coninx declared the Regular Council Meeting adjourned.

Bridgitte Coninx
Councillor

Jennifer Thompson
Chief Administrative Officer



**TOWN OF ONOWAY
SPECIAL COUNCIL MEETING MINUTES**

August 21, 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

1 person attended the meeting in person

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 # 202-25

MOVED by: Councillor Sheila Pockett

THAT the August 21, 2025 Special Council Meeting agenda be approved as presented.

CARRIED UNANIMOUSLY

3. PUBLIC INPUT SESSION

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

Motion # 203-25

MOVED by: Councillor Robin Murray

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

CARRIED UNANIMOUSLY

- a. July 10, 2025 Regular Council Meeting Minutes
- b. 11. Information Items
 - a. Lac Ste. Anne Foundation Board Meeting Minutes - April 29, 2025
 - b. RCMP Alberta - June 25, 2025 introductory letter from Commanding Officer Trevor Daroux
 - c. Alberta Municipal Affairs Community Organization Property Tax Exemption Regulation - July 25, 2025 email from Ethan Bayne
 - d. Northwest of 16 Regional Tourism Association Newsletter - July, 2025
 - e. Northwest of 16 Regional Tourism Association - Guided Day Trip August 22, 2025

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS - n/a

7. FINANCIAL REPORTS

- a. Monthly Cheque Listing - July 1-31, 2025

Motion # 204-25

MOVED by: Councillor Robin Murray

THAT Council approve the monthly cheque listing report from July 1 to July 31, 2025 as presented.

CARRIED UNANIMOUSLY

- b. 2025 Operating Statement, Capital Statement and Balance Sheet

Motion # 205-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council approve the 2025 Operating Statement from January 1 to July 2, 2025, as presented.

CARRIED UNANIMOUSLY

Motion # 206-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council approve the 2025 Capital Statement from January 1 to July 2, 2025, as presented.

CARRIED UNANIMOUSLY

Motion # 207-25

MOVED by: Councillor Sheila Pockett

THAT Council approve the 2025 Balance Sheet as at July 2, 2025 as presented.

CARRIED UNANIMOUSLY

8. POLICIES & BYLAWS

- a. Bylaw 833-25 - Closing to Public Travel a Public Roadway

Motion # 208-25

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw # 833-25 the 2025 Road Closure Bylaw be given First reading.

CARRIED UNANIMOUSLY

Motion # 209-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council schedules a Public Hearing on September 25th, 2025 at 10:00 a.m. for Bylaw #833-25 the 2025 Road Closure Bylaw.

CARRIED UNANIMOUSLY

9. ACTION ITEMS

- a. Rail Safety Week Resolution 2025

Motion # 210-25

MOVED by: Councillor Robin Murray

THAT Council support CN's request by proclaiming the week of September 15-21, 2025 as Rail Safety Week.

CARRIED UNANIMOUSLY

- b. Strategic Transportation Infrastructure Program (STIP) Grant Funding

Motion # 211-25

MOVED by: Councillor Sheila Pockett

THAT Council authorize Administration to submit an application for the Strategic Transportation Infrastructure Program (STIP) Program.

CARRIED UNANIMOUSLY

- c. FCSS Committee Meeting Minutes May 16, 2025

Motion # 212-25

MOVED by: Councillor Robin Murray

THAT Council approve the minutes from the May 16, 2025 FCSS Committee Meeting as presented.

CARRIED UNANIMOUSLY

- d. Municipal Accountability Program (MAP) - 3rd response to Government

Motion # 213-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council accept the information provided in Administration's third response to the 2023/24 Municipal Accountability Program Report.

CARRIED UNANIMOUSLY

10. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 214-25

MOVED by: Councillor Robin Murray

THAT the Council and staff reports be accepted as presented.

CARRIED UNANIMOUSLY

11. INFORMATION ITEMS

Approved under the Consent Agenda Motion 203-25

- a. Lac Ste. Anne Foundation Board Meeting Minutes - April 29, 2025
- b. RCMP Alberta - June 25, 2025 introductory letter from Commanding Officer Trevor Daroux

- c. Alberta Municipal Affairs Community Organization Property Tax Exemption Regulation - July 25, 2025 email from Ethan Bayne
- d. Northwest of 16 Regional Tourism Association Newsletter - July, 2025
- e. Northwest of 16 Regional Tourism Association - Guided Day Trip August 22, 2025

12. CLOSED MEETING - n/a

13. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Special Council Meeting adjourned at 10:12 a.m.

Lenard Kwasny
Mayor

Jennifer Thompson
Chief Administrative Officer

UNAPPROVED



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	September 11, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Monthly Cheque Listing- August 1 – August 31, 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 August 1 – August 31, 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 can provide additional information should Council request clarification.

STRATEGIC ALIGNMENT

Good Governance
Financial Sustainability

COSTS / SOURCE OF FUNDING

No material financial impact to 2025 operational budgets.

RECOMMENDED ACTION

1. That Council approve the monthly cheque listing from August 1 – August 31, 2025, as presented.
2. (Or some other directions as given by Council at meeting time).

ATTACHMENTS

- Monthly Cheque Listing Report for Council – August 1 – August 31, 2025.



TOWN OF ONOWAY

Cheque Listing For Council

2025-Sep-2
10:43:25 AM

Cheque	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20250441	8/1/2025	EPCOR	2-42-00-541	JULY142025	JULY 2025 STATEMENT	83.62	83.62
20250442	8/1/2025	PITNEYWORKS	3-00-00-260 2-12-00-215	JULY132025 JULY132025	JULY 13, 2025 STATEMENT - POSTAGE JULY 13, 2025 STATEMENT - POSTAGE	50.00 1,015.00	1,065.00
20250450	8/12/2025	ACCU-FLO METER SERVICE LTD	2-41-00-243	120077	NEPTUNE 360 RENEWAL	2,724.75	2,724.75
20250451	8/12/2025	AMSC INSURANCE SERVICES LTD.	3-00-00-260 4-12-00-233	1790-2025-08 1790-2025-08	BENEFIT PREMIUMS AUG 1 - 31, 2025 BENEFIT PREMIUMS AUG 1 - 31, 2025	2.38 10,299.76	10,302.14
20250452	8/12/2025	CAM-TRAC INSPECTIONS SERVICES LTD	2-42-00-250 2-42-00-250	13610 13727	2025 SANITARY SEWER ASSESSMENT FLUSH & CCTV FOR MAINTENANCE REPAIRS 5104 41ST	32,961.99 18,262.12	51,224.11
20250453	8/12/2025	CANOE , PROCUREMENT GROUP OF CANADA	3-00-00-260 2-31-00-520	PF-12723-12245 PF-12723-12245	GAS/DIESEL JULY 2025 GAS/DIESEL JULY 2025	1.34 108.75	110.09
20250454	8/12/2025	GRAND & TOY	2-12-00-511	V928736	COPY PAPER/PENS	81.00	81.00
20250455	8/12/2025	GREGG DISTRIBUTORS CO. LTD.	2-31-00-513	000-410514	SHARPIES/GARBAGE BAGS	109.99	109.99
20250456	8/12/2025	HORIZON AG & TURF	3-00-00-260 2-31-00-513	P64899A P64899A	OIL FILTER OIL FILTER	0.74 14.67	15.41
20250457	8/12/2025	INTERCON MESSAGING	2-12-00-216	117728	JULY 2025 TELEPHONE ANSWERING SERVICE	122.59	122.59
20250458	8/12/2025	ONOWAY BIGWAY FOODS	2-12-00-513	00631574	GENERAL SUPPLIES-CC	40.52	40.52
20250459	8/12/2025	PATRIOT LAW GROUP	3-00-00-260 2-26-00-242	14028 14028	ENFORCEMENT ISSUE ATIA Section 20-Disclosure harmful to personal privacy- Subsection (4)(b) ENFORCEMENT ISSUE ATIA Section 20-Disclosure harmful to personal privacy- Subsection (4)(b)	111.00 2,540.00	2,651.00
20250460	8/12/2025	ROADWAY TRAFFIC PRODUCTS (AB)	2-32-00-513	1598	PAINT-YELLOW/WHITE RDS	775.28	775.28
20250461	8/12/2025	SEALTECH ASPHALT SERVICES LTD.	6-32-00-610 6-32-00-610 6-32-00-610	1580 1581 1582	LSATR ROAD REPAIRS ROAD PATCH - LSATR. NORTH AREA PATCHING LSATR. NORTH	18,110.40 48,921.60 23,467.50	90,499.50
20250462	8/12/2025	SPRINGER, REANNE	2-12-00-271	17-25	RETURNING OFFICER SERV - JULY 2025 GEN ELECTION	220.00	220.00
20250463	8/12/2025	STANDSTONE WASTE & WATER SERVICES LTD.	2-43-00-520 3-00-00-260 2-43-00-351 2-43-00-352 2-43-00-246	162048733 162048733 162048733 162048733 162048733	JULY 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING JULY 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING JULY 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING JULY 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING JULY 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING	80.59 299.98 1,310.19 2,109.87 2,499.00	6,299.63
20250464	8/12/2025	SUDS UP CAR WASH	2-31-00-253	271-1051	WASHING OF PUBLIC WORKS VEHICLES	26.00	26.00
20250465	8/12/2025	TRACE ASSOCIATES	2-43-00-353	112673	LANDFILL GW PROGRAM APR2025-JUNE2025	5,121.90	5,121.90
20250466	8/12/2025	TYSCHUK CONSTRUCTION LTD	6-37-00-762	6870	CATCH BASINS	6,129.52	6,129.52
20250467	8/12/2025	VISION CONCRETE LTD	6-37-00-762	VC1101	REPLACE DBL CATCH BASIN/PATCHWRK/RPL APPROACH	10,815.00	10,815.00
20250468	8/12/2025	Western Alberta Structural Pest Services Ltd.	2-31-00-250 2-31-00-250	045 045A	PEST CONTROL - PW PEST CONTROL WATER PLANT	78.75 78.75	157.50
20250469	8/12/2025	XEROX CANADA LTD.	2-12-00-260 2-12-00-260	F64422622 F64429161	C8170 JUNE 26 - JULY 28, 2025 C8135 JUNE 26 - JULY 28, 2025	143.18 15.21	158.39
20250470	8/12/2025	YELLOWHEAD REGIONAL LIBRARY	2-74-00-771	14884	2ND INSTALLMENT OF LOCAL APPROPRIATION FEE 2025	2,294.25	2,294.25
20250471	8/12/2025	MAGNETSIGNS SPRUCE GROVE	2-12-00-271	7120	4 WEEK MASTER RENTAL - SIGN FOR ELECTION	623.70	623.70
20250472	8/13/2025	NORTHERN LIGHTS FIBER	2-31-00-216 2-41-00-217 2-12-00-243	AUG2025 AUG2025 AUG2025	AUG 2025 INTERNET PW/WTP/ADMIN AUG 2025 INTERNET PW/WTP/ADMIN AUG 2025 INTERNET PW/WTP/ADMIN	155.40 229.95 450.45	835.80
20250473	8/13/2025	1209653 ALBERTA LIMITED	2-32-00-513 2-72-00-510 2-31-00-513 2-31-00-250 2-31-00-250 2-31-00-250 2-31-00-250 2-31-00-250 2-32-00-513 2-72-00-510	2507-026088 2507-026122 2507-026219 2507-027020 2507-027028 2507-027364 2507-027874 2507-027937	DUCT TAPE CLOTH PAINT - PARKS SOCKET ADAPTOR/JIG CONNECTOR/FAUCET RETURNED CONNECTOR & PURCHASED NEW CONNECTOR HEAT SHRINK TUBING/SWITCH REFILL ROL 2X6 SEALANT	35.05 80.80 41.13 147.76 (12.21) 14.31 19.18 42.86	368.88
20250474	8/13/2025	ASSOCIATED ENGINEERING ALBERTA LTD.	2-42-00-245 2-41-00-230	3014005 3014006	REVIEW OF ATCO BOREHOLE NEAR SANI FORCEMAIN WTR SYSTEM & IND. DEVELOP. WTR SERVICE	298.78 298.78	597.56
20250475	8/13/2025	LAC STE ANNE COUNTY	2-51-00-750 2-27-00-240	34701 34705	HOME SUPPORT CHGBK ONOWAY APR-JUN 2025 JULY 2025 CPO CONTRACTED SERVICES	228.00 7,638.60	7,866.60
20250476	8/13/2025	MLT Aikins LLP	2-12-00-242	6590104	FORENSIC AUDIT	1,698.48	1,698.48
20250477	8/13/2025	SAFESIDEWALKS CANADA	6-32-00-641 2-32-00-245	JA24087 JA25048	SIDEWALK TRIP LEDGE REMOVAL SIDEWALK CRACK SEALING	36,750.00 1,417.50	38,167.50
20250478	8/13/2025	UNITED FARMERS OF ALBERTA	2-31-00-520 2-31-00-513 2-31-00-253 2-31-00-253	116266172 SOINV7767397 SOINV7799749 SOINV7799753	GAS/DIESEL - JULY 2025 PROPANE PENN 10W30 & 5W30 PENN 10W30	879.79 52.08 51.29 19.87	1,003.03
20250479	8/13/2025	WEST INTER LAKE DISTRICT (WILD)	2-41-00-447	2025-40	JULY 2025 WATER CONSUMPTION	24,887.52	24,887.52
20250480	8/1/2025	MANULIFE FINANCIAL	4-12-00-235	JULY2025	JULY 2025 PENSION PLAN	5,291.38	5,291.38
20250481	8/12/2025	TELUS	2-12-00-216 3-00-00-260 2-42-00-216 2-41-00-216 2-31-00-216 2-31-00-216	JUL232025 JUL232025 JUL232025 JUL232025 JUL232025 JUL232025	JULY 23 2025 STATEMENT JULY 23 2025 STATEMENT JULY 23 2025 STATEMENT JULY 23 2025 STATEMENT JULY 23 2025 STATEMENT JULY 23 2025 STATEMENT	14.95 31.92 73.10 97.21 188.50 284.38	670.06
20250482	8/14/2025	CANADA REVENUE AGENCY	4-12-00-232 4-12-00-231	JULY2025 JULY2025	JULY 2025 REMITTANCE JULY 2025 REMITTANCE	1,785.92 6,752.30	18,638.38

			4-12-00-230	JULY2025	JULY 2025 REMITTANCE	10,100.16	
20250483	8/20/2025	ACCU-FLO METER SERVICE LTD	3-00-00-260	120185	WALL SCOTCH LOCKS/SCREWS	16.50	361.30
			2-41-00-247	120185	WALL SCOTCH LOCKS/SCREWS	344.80	
20250484	8/20/2025	BEAULIEU, MELINIE	2-12-00-252	AUG2025-A	AUG 2025 CLEANING ADMIN (2 WEEKS)	375.00	375.00
20250485	8/20/2025	CATALIS TECHNOLOGIES CANADA LTD.	2-12-00-271	INV308357576	GIS WEBMAP-PROF . SERVICES	1,134.00	1,134.00
20250486	8/20/2025	FRIZZELL, PENNY	2-12-00-252	AUG2025	AUG 2025 CLNG ADMIN OFFICE (2 WEEKS)	375.00	375.00
20250487	8/20/2025	HORIZON AG & TURF	3-00-00-260	S78924	GAS MIDZ MOW - R&R PTO CLUTCH/DRIVE TENS./DECK IDL	137.54	2,887.79
			2-31-00-253	S78924	GAS MIDZ MOW - R&R PTO CLUTCH/DRIVE TENS./DECK IDL	2,750.25	
20250488	8/20/2025	PATRIOT LAW GROUP	3-00-00-260	14049	ENFORCEMENT ISSUE 19-0525	11.75	256.75
			2-26-00-242	14049	ENFORCEMENT ISSUE 19-0525	245.00	
20250489	8/20/2025	PITNEY BOWES	2-12-00-261	3202610667	LEASE INVOICE JULY 1 - SEPT 30, 2025	525.51	525.51
20250490	8/20/2025	STANDARD RENTALS	2-72-00-250	179303	PARKS - RENTED LOG SPLITTER	92.66	92.66
20250491	8/20/2025	TYSCHUK CONSTRUCTION LTD	6-37-00-762	6844	STORMWATER FALL OUT	12,600.00	12,600.00

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ATIA Section 20-Disclosure harmful to personal privacy- Subsection (2)(d)
Cheques # 253-281 Totalling \$44, 976.29

Total 355,260.38

*** End of Report ***



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	September 11, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	The Repeal Bylaw Bylaw # 834-25

BACKGROUND / PROPOSAL

Bylaw 816-24 – A Bylaw for the Purpose of Establishing a Code of Conduct for Councillors and members of Council Committees needs to be repealed as it is no longer legally enforceable due to changes in the Municipal Government Act (MGA).

This Bylaw was passed on February 13, 2025.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES.

The Municipal Government Act (MGA) Section 63(2)(a) states that “A bylaw under this section may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.”

Newly passed MGA Section 145(9) states that “a Council may not make a bylaw or a resolution under this Act that addresses the behaviour of Councillors or of members of Council committees who are not Councillors”.

Although the existing Code of conduct bylaw can be removed by Administration from the list of Onoway’s list of active bylaws, best practice is to repeal the Bylaw.

STRATEGIC ALIGNMENT

- Service Excellence
- Good Governance

COSTS / SOURCE OF FUNDING

None

RECOMMENDED ACTION

- That Bylaw # 834-25 the Repeal Bylaw be given First reading.
- That Bylaw # 834-25 the Repeal Bylaw be given Second reading.
- That Bylaw # 834-25 the Repeal Bylaw be considered for third reading at this meeting.

- That Bylaw # 834-25 the Repeal Bylaw be given third and final reading and adopted.
- Or direction provided after Council deliberations.

ATTACHMENTS

- Proposed Bylaw # 834-25, the Repeal Bylaw.
- Bylaw 816-24 – A Bylaw for the Purpose of Establishing a Code of Conduct for Councillors

BYLAW 834-25
A BYLAW FOR THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA
TO BE KNOWN AS THE “REPEAL BYLAW”

WHEREAS, pursuant to provisions of the *Municipal Government Act*, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, Section 63(1) states a Council of a municipality may, by bylaw, revise any of its bylaws in accordance with this section; and Section 63(2)(a) A bylaw under this section may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

Section 145(9) states that a Council may not make a bylaw or a resolution under this Act that addresses the behaviour of Councillors or of members of Council committees who are not Councillors.

NOW THEREFORE, the Council of the Town of Onoway, in the Province of Alberta, duly assembled, enacts that the following Bylaw is repealed as it is no longer legally enforceable.

Bylaw 816-24 – Code of Conduct Bylaw (Approved Bylaw for the Purpose of Establishing a Code of Conduct for Councillors -Approved 28th day of November, 2024)

This Bylaw shall come into force and effect upon passing of this Bylaw.

READ a first time this ____ day of September, 2025.

READ a second time this ____ day of September, 2025.

UNANIMOUS CONSENT to proceed to third reading this ____ day of September, 2025.

READ a third and final time this ____ day of September, 2025.

SIGNED this ____ day of September, 2025.

Lenard Kwasny, Mayor

Jennifer Thompson
Chief Administrative Officer

**TOWN OF ONOWAY
By-Law 816-24**

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

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

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

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

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

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

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

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

1. Short Title

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

2. Purpose

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

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

3. Definitions and Interpretation

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

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

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

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

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

4. Representing the Town

4.1. Members shall:

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

5. Communicating on Behalf of the Town

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

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

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

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

6. *Respecting the Decision-Making Process*

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

7. *Adherence to Policies, Procedures and Bylaws*

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

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

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

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

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

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

9. Confidential Information

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

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

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

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

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

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

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

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

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

10. Conflicts of Interest

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

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

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

11. Improper Use of Influence

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

12. Use of Municipal Assets and Services

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

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

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

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

14. Orientation and Other Training Attendance

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

Council term.

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

15. Gifts and Hospitality

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

16. Election Campaigns

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

17. Informal Complaint Process

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

18. Formal Complaint and Investigation Process

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

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

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

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

19. Compliance, Enforcement and Sanctions

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

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

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

20. Review

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

21. Repeal

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

READ a First time this 8th day of August, 2024.

READ a Second time this 8th day of August, 2024.

READ a Third time this 28th day of November, 2024.

SIGNED AND PASSED this 28th day of November, 2024.

SIGNED BY LENARD KWASNY, MAYOR

SIGNED BY JENNIFER THOMPSON
CHIEF ADMINISTRATIVE OFFICER



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	September 11, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Invitation to Request a Meeting with the Minister

BACKGROUND / PROPOSAL

An invitation has been received to request to meet with Honourable Dan Williams, Minister of Municipal Affairs at the AB Munis Convention in November, 2025.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Each municipality is granted a meeting of 15 minutes, if successful in the request. Council would need to submit a request to the Minister under the following guidelines: "policy items directly relevant to the Minister of Municipal Affairs". The deadline for the request to be submitted is September 12, 2025. Correspondence is attached.

Previously, Council had submitted a request to meet with Minister McIver regarding the following items:

1. Local Government Fiscal Framework (LGFF)
2. Downloading of services to municipalities
3. Distribution of casino funds

There has been Council discussion for advocacy of an ambulance stationed in Onoway to ensure reliable, timely emergency medical care for residents of Onoway and may wish to speak with the minister regarding the provision of this essential service within rural Alberta.

Administration recommends that council consider requesting that the infrastructure deficit be discussed to support ABMunis advocacy. Municipalities own 60% of Alberta's public infrastructure. (<https://www.abmunis.ca/advocacy-resources/infrastructure>)

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

N/A

RECOMMENDED ACTION

THAT Council request a meeting with Minister Williams, Minister of Municipal Affairs to discuss: _____.

Or

Direction provided after Council deliberations.

ATTACHMENTS

August 13, 2025 email from MA Engagement Team

FW: Invitation to meet with Minister Dan Williams

From Jennifer Thompson <CAO@onoway.ca>

Date Wed 8/13/2025 10:15 AM

To Debbie Giroux <Debbie@onoway.ca>

 1 attachment (31 KB)

2025 ABmunis Meeting Template.xlsx;

For next agenda please

From: MA Engagement Team <ma.engagement@gov.ab.ca>

Sent: August 13, 2025 8:53 AM

To: MA Engagement Team <ma.engagement@gov.ab.ca>

Cc: ljeoma Okolo <ljeoma.Okolo@gov.ab.ca>

Subject: Invitation to meet with Minister Dan Williams

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Calgary TELUS Convention Centre from November 12-14, 2025. These meetings will be in person at the convention centre, as scheduling permits.

Should your council want to meet with Minister Williams during the convention, please submit a request by email with three potential topics for discussion to ma.engagement@gov.ab.ca **no later than September 12, 2025**. The meeting request template is attached.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - Please ensure details on the discussion topics are provided.
- Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet had an opportunity to meet with.

Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Thank you.

Engagement Team
Municipal Services Division
Municipal Affairs

Classification: Protected A

Meeting Request:
Alberta Municipalities Fall 2025 Convention

If you have questions, require support and to submit form, please email: ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: _____

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

- 1 _____ Mayor/Reeve
- 2 _____ Chief Administrator
- 3 _____ Councillor
- 4 _____ Councillor
- 5 _____ Councillor
- 6 _____ Councillor
- 7 _____ Councillor
- 8 _____ Councillor
- 9 _____ Councillor



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	September 11, 2025
Presented By:	Gary Mickalyk, Public Works Manager Gino Damo, Director of Corporate and Community Services
Title:	Sanitary Sewer Main Spot Replacement - 47 Street

BACKGROUND / PROPOSAL

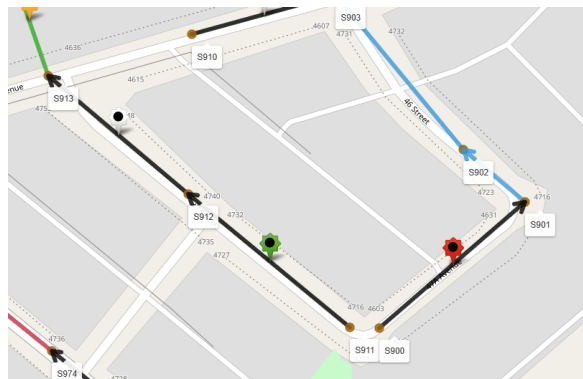
As part of Asset Management progress year one of the sanitary sewer line video inspection was completed at the end of May 2025. This inspection included all residential sewer lines east of 48th Street and a portion of Lac Ste Anne Trail North. Overall the sewer lines for their age are in fair/good condition.

The premise behind CCTV of the sewer lines is to determine the health of the sewer infrastructure. This allows for future planning. If a sewer line is in poor condition, it would most likely mean full replacement. When planning other infrastructure renewal, the deep infrastructure health needs to be assessed. It is difficult to allocate funds to pavement replacement, if the deep infrastructure needs to be replaced before the end of life of new pavement.

In addition to the sewer line video inspection, sewer root removal and debris removal were remediated for a majority sewer lines where blockages and roots noted in the sewer cleaning report.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

During the sewer camera line video inspection, the following was noted for upstream manhole S911 & downstream S912 on 47 Street.

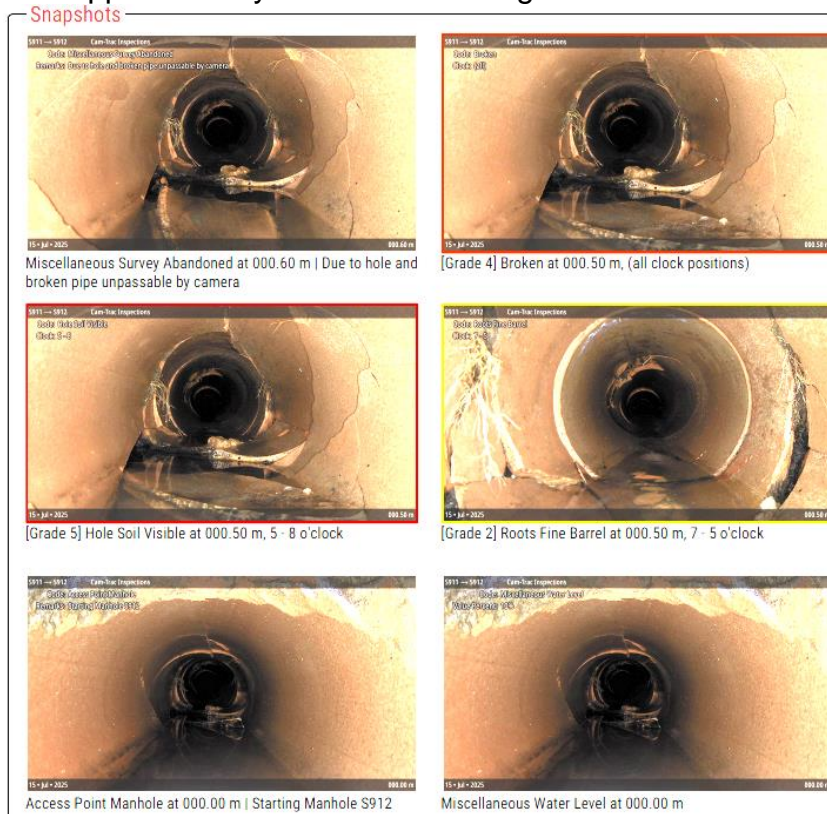


S911:S912 The report shows a few areas of concern. This line needs further assessment. From the initial report, there are a lot of cracks, a small accumulation of roots

As a result of the sewer root and debris removal and a sewer line video reinspection between Upstream manhole S911 & Downstream S912, a broken clay tile pipe was determined in two different areas.

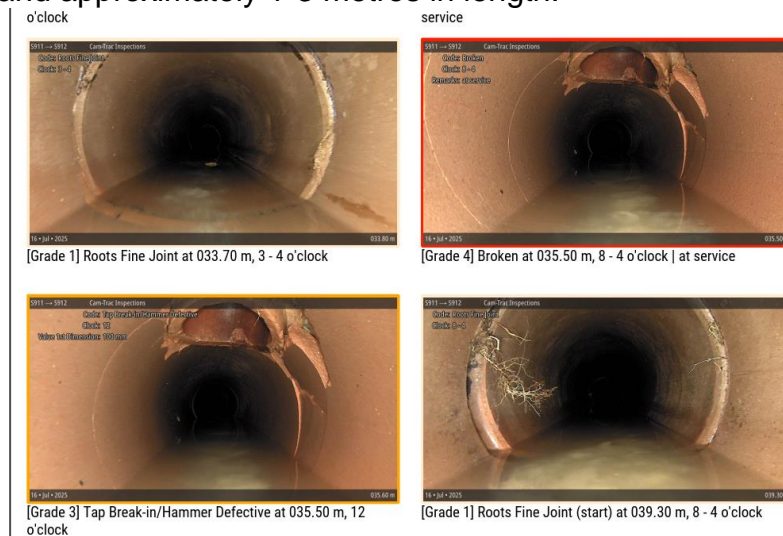
Area #1 (Approximate Cost = \$24,250)

The broken pipe is 0.50 metres in from the downstream manhole S912 as shown in the pictures below and approximately 1-2 metres in length.



Area #2 (Approximate Cost = \$24,250)

The broken pipe is 0.35.50 metres in from the upstream manhole S911 as shown in the pictures below and approximately 1-3 metres in length.



The approximate total cost to replace Area #1 & #2 is \$48,500.

The above is an emergency repair and the cost for the repair is unbudgeted.

Administration contacted Canada Community-Building Fund (CCBF) regarding the eligibility for CCBF funding for both projects and both are eligible.

STRATEGIC ALIGNMENT

Sustainable Infrastructure
Service Excellence

COSTS / SOURCE OF FUNDING

See above.

RECOMMENDED ACTION

THAT Council approve the sanitary sewer main replacement in two areas on 47 Street as discussed.

THAT Council authorize Administration to submit the sanitary sewer main replacement in two areas on 47 Street as a Canada Community-Building Fund Project.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	September 11, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Family & Community Support Services (FCSS) Applications Round 2 & Committee – Meeting Minutes

BACKGROUND / PROPOSAL

2025 FCSS Round 1 & 2

During the June 12, 2025, Council meeting, Council made the following motion to approve FCSS Committee funding amounts for the 2025 FCSS Funding Round 1:

- a. FCSS Round 1 Applications

Motion # 162-25

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the following Committee funding amounts for the 2025 FCSS Funding Round 1 to a total amount of \$13,950:

Organization Name	Project/Program Name	Committee Funding Amount Recommendation
Lac Ste Anne Foundation (Chateau)	Flowers for residences	\$1,000
Onoway & District Heritage Society	Heritage Days	\$4,000
Onoway United Church Thrift Store	Volunteer Appreciation Dinner	\$1,000
Onoway Legion Branch 132	Remembrance Day Recognition of Veterans	\$1,250
Onoway Legion Branch 132	Valour Café	\$1,500
Onoway Golden Club	Senior Christmas Supper	\$1,000
Lac St. Anne East End Bus Society	Seniors In Motion 2025	\$1,700
Town of Onoway Public Library	Stories & Tunes for Tots & Takeaway Kits	\$2,500

On Friday August 29, 2025, the Committee reviewed the submitted FCSS applications for Round 2 and adopted the attached May 23, 2025, Committee minutes.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

2025 FCSS

Administration is bringing forward Round 2 Family & Community Support Services (FCSS) Applications recommended by the Town of Onoway FCSS Onoway Committee

for 2025. It is important to note that Administration is only bringing forward requests made by application and highlighted in green in the attached.

Tri-Village FCSS Committee Round 1 & 2 approved funding amounts are provided along with Lac Ste Anne County request amounts only as they have yet to be approved (expected to be approved mid-September).

Home Support programming

During February 13, 2025, Council meeting, Council approved a maximum allocation of \$1,500 towards Home Support Programming in 2025. It is important to note that this allocation amount can be adjusted during Round 3 if required.

In the first 6 months of 2025, the actual amount is \$456 with two clients in the Town of Oneway and no new clients/applications received.

May 23, 2025 Oneway FCSS Committee Minutes

The minutes of the FCSS Committee meeting of May 23, 2025, are attached for Council review and approval. The recommended action is listed below.

STRATEGIC ALIGNMENT

Safe Community

COSTS / SOURCE OF FUNDING

2025 Approved operating budget.

RECOMMENDED ACTION

- That Council approve the following Committee funding amounts for the 2025 FCSS Funding Round 2 to a total amount of \$2,350:

Organization Name	Project/Program Name	Committee Funding Amount Recommendation
Lac Ste Anne Foundation (Chateau)	Flowers for residences	\$ 750
Town of Oneway Public Library	Harvest Festival Entertainment/Hula Hoop Circus	\$ 600
Lac St. Anne East End Bus Society	Seniors In Motion 2025	\$ 1,000

- THAT Council approve the minutes from the May 23, 2025, FCSS Committee Meeting as presented.
- (Or some other directions as given by Council at meeting time).

ATTACHMENTS

- 2025 FCCS/Recreation Programming Tracking Spreadsheet Round 2.
- Minutes – May 23, 2025 FCSS Committee meeting.

2025 FCSS Applications

Organization Name	Project/Program Name	Expected Project/Program Completion Date	2021 Approved Amount	2022 Approved Amount	2023 Approved Amount	2024 Approved Amount	Town of Onoway				2025 Lac St Anne County		2025 Tri-Village		Notes
							Application Funding Amount Eligible Costs	Committee Recommendation/Council Funding Amount Approved	Application Funding Amount Requested (After Round 1 Approval)	Committee Recommendation/Council Funding Amount Approved	Lac St Anne County Funding Amount Requested	Lac St Anne County Approved Funding Amount	Tri-Village Funding Amount Requested	Tri-Village Approved Funding Amount	
Alberta Beach & District Seniors Citizen's Club	Open House	Sunday, April 6, 2025	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ -			\$ 400	\$ 400	Tri-Village Committee has allocated \$400 or 80% of requested amount of \$500.
St. John Lutheran Ladies Aid	Quilting Group	Monday, March 31, 2025	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -					\$ 500	\$ 500	Tri-Village Committee has allocated \$500 or 50% of requested amount of \$1000. *FULLY FUNDED*
George Pegg Botanic Garden Society	Summer 2025 Events	Sunday, August 31, 2025	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -			\$ 500	\$ 500	Tri-Village Committee has allocated \$500 or 33% of requested amount of \$1500.
Lac Ste Anne Foundation (Chateau)	Flowers for residences	Friday, October 31, 2025	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,750	\$ 1,000	\$ 750	\$ 750					
Onoway & District Heritage Society	Heritage Days	Sunday, June 15, 2025	\$ -	\$ 4,000	\$ -	\$ 4,950	\$ 5,000	\$ 4,000					\$ 5,000	\$ 1,000	Tri-Village Committee has allocated \$1000 or 20% of requested amount of \$5000 during Round 1. *FULLY FUNDED*
Alberta Beach & District Museum & Archives Society	Spring Events Season Opener (May long weekend) & July Celebrations (July 1st & 4th)	Friday, July 11, 2025	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -					\$ 1,200	\$ 1,200	Tri-Village Committee has allocated \$1200 or 100% of requested amount of \$1200 during Round 1. *FULLY FUNDED*
Town of Onoway Public Library	Harvest Festival Entertainment/Hula Hoop Circus	Saturday, September 20, 2025	\$ -	\$ -	\$ -	\$ 1,000			\$ 1,200	\$ 600			\$ 1,200		Requesting \$1,200 from both Onoway FCSS Committee and Tri-Village Committee.
Alberta Beach & District Museum & Archives Society	Summer Events- Senior's Tea, Penny Carnival & Family Sports Day	Tuesday, September 30, 2025	\$ -	\$ -	\$ 100	\$ -	\$ 1,450	\$ -	\$ 1,450	\$ -			\$ 1,450	\$ 1,200	Tri-Village Committee has allocated \$1200 or 83% of requested amount of \$1450.
Onoway United Church Thrift Store	Volunteer Appreciation Dinner	Saturday, November 1, 2025	\$ -	\$ -	\$ 1,380	\$ 1,380	\$ 1,000	\$ 1,000					\$ 1,000	\$ 1,000	Tri-Village Committee has allocated \$1000 or 50% of requested amount of \$2000. *FULLY FUNDED*
Onoway Legion Branch 132	Remembrance Day Recognition of Veterans	Tuesday, November 11, 2025	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,250	\$ 1,250					\$ 1,000	\$ 1,000	Tri-Village Committee has allocated \$1000 or 44% of requested amount of \$2250. *FULLY FUNDED*
Onoway Legion Branch 132	Valour Café	Wednesday, December 31, 2025	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500					\$ 900	\$ 900	Tri-Village Committee has allocated \$900 or 38% of requested amount of \$2400. *FULLY FUNDED*
Onoway Golden Club	Senior Christmas Supper	Wednesday, December 31, 2025	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000			\$ 1,800				*FULLY FUNDED*
Lac St. Anne East End Bus Society	Seniors In Motion 2025	Wednesday, December 31, 2025	\$ 2,500	\$ 1,300	\$ 3,704	\$ 3,600	\$ 3,400	\$ 1,700	\$ 1,700	\$ 1,000	\$ 12,500		\$ 3,400		Tri-Village Committee has allocated \$3,400 or 50% of requested amount of \$6,800. LSAC FCSS not finalized and have not provided funding.
Town of Onoway Public Library	Stories & Tunes for Tots & Takeaway Kits	Wednesday, December 31, 2025	\$ 2,000	\$ 2,000	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500					\$ 2,500		*FULLY FUNDED*
Lac St. Anne County	Home Support	Wednesday, December 31, 2025	\$ -	\$ 4,000	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,500					\$ -	\$ -	Council motion #055-25 during Feb. 13 meeting to utilize max \$1500. Allocation amount can be adjusted during Round 3 if required.
Onoway Golden Club	Senior Week (AB), Strawberry Tea	Tuesday, June 4, 2024	\$ -	\$ -	\$ -	\$ 500									
Alberta Beach & District Agricultural Society	Hamburger Night	Monday, June 17, 2024	\$ -	\$ -	\$ -	\$ -									
Alberta Beach & District Seniors Citizen's Club	Life Members Lunch	Sunday, August 11, 2024	\$ -	\$ -	\$ 200	\$ -									
Alberta Beach & District Seniors Citizen's Club	Alberta Beach Show & Shine	Friday, August 30, 2024	\$ -	\$ -	\$ -	\$ -									
Onoway & District Historical Guild	Fall Harvest Festival 2025	Saturday, September 20, 2025	\$ 500	\$ 500	\$ 750	\$ 750		\$ 750	\$ 250	\$ -			\$ 250		Sent an email regarding funds set aside. Received application. Requesting \$1,000 (\$750 from Onoway & \$250 from Tri-Village). Presenting application to Tri-Village FCSS during Sept. 23, 2025 meeting.
Onoway Facility Enhancement Association	Community Halloween Event	Thursday, October 31, 2024	\$ -	\$ 733	\$ 733	\$ 650		\$ 650							Sent an email regarding funds set aside. Received application; requested amount is \$650.
Onoway Legion Branch 132	Audio-Visual System Upgrade	Friday, November 15, 2024	\$ -	\$ -	\$ -	\$ 1,000									
Grasmere School	Alberta Musical Theatre Company	Tuesday, November 26, 2024	\$ -	\$ -	\$ -	\$ -									
Onoway Facility Enhancement Association	Volunteer Appreciation Dinner	Saturday, November 30, 2024	\$ -	\$ -	\$ -	\$ 700									
Alberta Beach & District Seniors Citizen's Club	Christmas Design Workshop	Thursday, December 5, 2024	\$ -	\$ 600	\$ 534	\$ -									
Onoway Facility Enhancement Association	Kids Christmas Party	Sunday, December 15, 2024	\$ 1,000	\$ 734	\$ 734	\$ 850		\$ 850							Sent an email regarding funds set aside. Received application; requested amount is \$850.

Alberta Beach & District Seniors Citizen's Club	Christmas Party	Monday, December 16, 2024	\$ -	\$ -	\$ 333	\$ -												
Onoway Moms and Tots c/o Tracy Alden	Annual program	Wednesday, December 18, 2024	\$ 2,000	\$ 1,000	\$ -	\$ 1,700	\$ 1,000											Sent an email regarding funds set aside
Onoway Parents Educational Fundraising Association	Spirit Wear T Shirt for Spirit Days	Friday, December 20, 2024	\$ -	\$ -	\$ -	\$ 2,788												
Onoway Facility Enhancement Association	Adult Christmas Craft	Wednesday, December 25, 2024	\$ -	\$ -	\$ -	\$ 600												
Grasmere School	Leadership Lunches	Tuesday, December 31, 2024	\$ 1,600	\$ 750	\$ -	\$ -												
Alberta Beach & District Agricultural Society	Beachwave Park	Tuesday, December 31, 2024	\$ -	\$ -	\$ -	\$ -												
Onoway Facility Enhancement Association	Seniors Tea	Tuesday, December 31, 2024	\$ -	\$ 733	\$ 733	\$ 700	\$ 700											Sent an email regarding funds set aside. Received application; requested amount is \$700.
Town of Onoway Public Library	2025 Community Christmas Fair	Saturday, December 6, 2025	\$ 900	\$ 900	\$ -	\$ 500	\$ 500											Received application to the amount of \$500 after Round 2 presentation. *FULLY FUNDED*
Lac Ste Anne Foundation (Chateau)	Chateau Lac Ste Anne Activities- Games Room	Tuesday, December 31, 2024																
Celebrate Kids: Onoway Children's Health and Wellness Fair	Celebrate Kids: Onoway Children's Health and Wellness Fair	Saturday, March 8, 2025	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000											Sent an email regarding funds set aside. Will submit application within the next month.
Cherished Memories Parents and Tots	Annual program	Monday, June 30, 2025	\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,500												
Onoway Elementary School	Pre-school Interactive Resources	Monday, June 30, 2025	\$ -	\$ -	\$ -	\$ 250												
Onoway & District Heritage Society	Onoway Floor Curling	Monday, June 30, 2025	\$ -	\$ -	\$ -	\$ 935												
Onoway & District Historical Guild	Children's Programming at the Museum	Tuesday, September 30, 2025	\$ -	\$ -	\$ -	\$ 1,000												
Rich Valley School	Learning Commons- Library Lego Stations	Tuesday, September 30, 2025	\$ -	\$ -	\$ -	\$ -												
Northern Gateway Public School	National Indigenous Peoples Day Celebration for Onoway Schools	Wednesday, June 21, 2023	\$ -	\$ -	\$ 500	\$ 500												
Onoway & District Quilt Guild	Onoway Quilts 2023	Saturday, June 24, 2023	\$ 500	\$ 1,000	\$ -	\$ -												
Emergency Services Appreciation Evening	Summer Village of Silver Sands	October or November 2023	\$ 3,000	\$ -	\$ -	\$ -												
Alberta Beach & District Lions Club	Lion's Christmas Hampers	Saturday, December 16, 2023	\$ 2,000	\$ -	\$ -	\$ -												
Onoway & District Agricultural Society	Free Community Ice Use Programming/ Volunteer Drive Program	Wednesday, December 20, 2023	\$ 1,923	\$ 4,000	\$ 2,204	\$ 3,500	\$ 2,000											Sent an email regarding funds set aside. Received application however awaiting clarification on requested amount as it is not indicated.
Onoway Community Care	Meals On Wheels	Sunday, December 31, 2023	\$ 1,850	\$ 800	\$ -	\$ -												
Total			\$ 21,773	\$ 25,050	\$ 20,905	\$ 38,853	\$ 23,150	\$ 22,900	\$ 9,150	\$ 2,350	\$ 14,300	\$ -	\$ 19,300	\$ 7,700				

TOWN OF ONOWAY
FCSS COMMITTEE MEETING MINUTES
FRIDAY, MAY 23, 2025
TOWN OF ONOWAY CIVIC CENTRE- COUNCIL CHAMBERS

	PRESENT	Robin Murray – Chair - Town Elected Board Member Dave Kenney – Vice-Chair - Board Member at Large Judy Moore – Board Member at Large Administration – Gino Damo, Director of Corporate and Community Services																											
1.	CALL TO ORDER	Robin Murray, Chair, called the meeting to order at 2:45 p.m.																											
2.	AGENDA Motion #004/25	MOVED by Robin Murray that the Committee approve the agenda of the Town of Onoway FCSS Committee meeting of Friday, May 23, 2025, as presented. CARRIED																											
3.	MINUTES	MOVED by Judy Moore that the Committee approve Town of Onoway FCSS Committee minutes dated Friday May 16, 2025, as presented. CARRIED																											
4.	ACTION ITEMS																												
	2025 FCSS Applications received for Round 1 Motion #005/25	MOVED by Dave Kenney to recommend the following funding amounts for the 2025 FCSS Funding Round 1 to a total amount of \$13,950 to the Town of Onoway Council: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Organization Name</th> <th style="text-align: center;">Project/Program Name</th> <th style="text-align: center;">Committee Funding Amount Recommendation</th> </tr> </thead> <tbody> <tr> <td>Lac Ste Anne Foundation (Chateau)</td> <td>Flowers for residences</td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td>Onoway & District Heritage Society</td> <td>Heritage Days</td> <td style="text-align: right;">\$ 4,000</td> </tr> <tr> <td>Onoway United Church Thrift Store</td> <td>Volunteer Appreciation Dinner</td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td>Onoway Legion Branch 132</td> <td>Remembrance Day Recognition of Veterans</td> <td style="text-align: right;">\$ 1,250</td> </tr> <tr> <td>Onoway Legion Branch 132</td> <td>Valour Café</td> <td style="text-align: right;">\$ 1,500</td> </tr> <tr> <td>Onoway Golden Club</td> <td>Senior Christmas Supper</td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td>Lac St. Anne East End Bus Society</td> <td>Seniors In Motion 2025</td> <td style="text-align: right;">\$ 1,700</td> </tr> <tr> <td>Town of Onoway Public Library</td> <td>Stories & Tunes for Tots & Takeaway Kits</td> <td style="text-align: right;">\$ 2,500</td> </tr> </tbody> </table>	Organization Name	Project/Program Name	Committee Funding Amount Recommendation	Lac Ste Anne Foundation (Chateau)	Flowers for residences	\$ 1,000	Onoway & District Heritage Society	Heritage Days	\$ 4,000	Onoway United Church Thrift Store	Volunteer Appreciation Dinner	\$ 1,000	Onoway Legion Branch 132	Remembrance Day Recognition of Veterans	\$ 1,250	Onoway Legion Branch 132	Valour Café	\$ 1,500	Onoway Golden Club	Senior Christmas Supper	\$ 1,000	Lac St. Anne East End Bus Society	Seniors In Motion 2025	\$ 1,700	Town of Onoway Public Library	Stories & Tunes for Tots & Takeaway Kits	\$ 2,500
Organization Name	Project/Program Name	Committee Funding Amount Recommendation																											
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Lac St. Anne East End Bus Society	Seniors In Motion 2025	\$ 1,700																											
Town of Onoway Public Library	Stories & Tunes for Tots & Takeaway Kits	\$ 2,500																											
	Motion #006/25	MOVED by Dave Kenney to recommend the following funding amounts for the 2025 FCSS Funding Round 1 to a total amount of \$7,450 and distribute funds in the condition that an application is submitted and funding request is equal or lesser than previous year to the Town of Onoway Council: CARRIED																											

TOWN OF ONOWAY
FCSS COMMITTEE MEETING MINUTES
FRIDAY, MAY 23, 2025
TOWN OF ONOWAY CIVIC CENTRE- COUNCIL CHAMBERS

		Organization Name	Project/Program Name	Committee Funding Amount Recommendation
		Onoway & District Historical Guild	Fall Harvest Festival 2024	\$ 750
		Onoway Facility Enhancement Association	Community Halloween Event	\$ 650
		Onoway Facility Enhancement Association	Kids Christmas Party	\$ 850
		Onoway Moms and Tots c/o Tracy Alden	Annual program	\$ 1,000
		Onoway Facility Enhancement Association	Seniors Tea	\$ 700
		Town of Onoway Public Library	Community Christmas Fair	\$ 500
		Celebrate Kids: Onoway Children's Health and Wellness Fair	Celebrate Kids: Onoway Children's Health and Wellness Fair	\$ 1,000
		Onoway & District Agricultural Society	Free Community Ice Use Programming/ Volunteer Drive Program	\$ 2,000
		CARRIED		
5.	INFORMATION ITEMS	N/A		
6.	ADJOURNMENT	As all matters on the agenda have been addressed, Chair Robin Murray declared the meeting adjourned at 4:10 p.m.		



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	September 11, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Recreation Services Tax

BACKGROUND / PROPOSAL

During the April 24, 2025, Council meeting, Council made the following motion to approve the 2025 Operating Budget.

Motion # 116-25

MOVED by: Councillor Bridgitte Coninx

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

CARRIED UNANIMOUSLY

As part of the 2025 Operating Budget Approval, within GL # 2-71-00-241 Rec Programming an amount of \$4,050 was approved as an allocation to be set aside for Recreation programming.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As indicated above an amount of \$4,050 was approved and required to be allocated towards recreation programming and distributed by December 31, 2025. For any excess revenue, Section 386(2) of the Municipal Government Act states "*If there is any excess revenue, the municipality must advertise the use to which it proposes to put the excess revenue.*"

Currently there are no applications or requests to apply the above amount to therefore Administration is bringing forward the above matter for discussion and direction. A recommendation that Administration proposes is to advertise that recreation programming is available and to request submission.

STRATEGIC ALIGNMENT

Safe Community

COSTS / SOURCE OF FUNDING

2025 Approved operating budget.

RECOMMENDED ACTION

Direction provided after Council deliberations.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	September 11, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2026 ATCO Gas Franchise Fee

BACKGROUND / PROPOSAL

The definition of a Natural Gas Franchise fee taken directly from the ATCO website is as follows:

“Municipal franchise fee is collected for the municipality for the exclusive right to provide gas distribution service to the residents and businesses located in the municipality as well as the right to use the municipality’s property for the construction, operation and extension of our gas distribution system.” (ATCO Gas website)

During the September 12, 2024, Council meeting, Council made the following Motion #260/23 regarding setting the 2025 ATCO Gas Franchise fee.

j. 2025 ATCO Gas Franchise Fee

Motion # 274-24

MOVED by: Councillor Bridgitte Coninx

That Council approve that the 2025 ATCO Gas Franchise fee remain at the current rate of 10.50% for 2025.

CARRIED

On August 22, 2025, Administration received the attached 2026 franchise fee forecast letter. The letter states that the 2026 forecasted Delivery Tariff revenue is \$408,169. Based on the current rate of 10.50%, the 2026 forecasted franchise fee revenue the Town would receive is \$42,858.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward the letter from ATCO to request that the current franchise fee rate remain at the current rate of 10.50% for 2026. In comparison, below are 2025 municipal franchise fee rates of municipalities in proximity to the Town of Onoway:

- Alberta Beach – 8.00% (2024, 2025 not available)
- Mayerthorpe – 20.20% (No change from 2024)
- Seba Beach – 20.00% (No change from 2024)
- Spruce Grove – 35.00% (No change from 2024)
- Stony Plain – 35.00% (No change from 2024)
- Wabamun – 15.00% (No change from 2024)

- Whitecourt – 33.55% (No change from 2024)

To align with the previous decision made by Council regarding the ATCO Franchise Fee and with most of the above municipalities, Administration recommends no change to the natural gas franchise fee rate for the year 2025.

The natural gas franchise fee rate of 10.50% will yield a forecasted franchise fee revenue of \$42,858 in 2026.

It is important to note that the above information applies to the natural gas franchise fee and not the electricity franchise fee.

STRATEGIC ALIGNMENT

Financial Sustainability

Good Governance

COSTS / SOURCE OF FUNDING

2026 operating budget.

RECOMMENDED ACTION

That Council approve that the 2026 ATCO Gas Franchise fee remain at the current rate of 10.50% for 2026.

ATTACHMENTS

- ATCO Natural Gas Franchise Fee Estimate for 2026 - Onoway Letter August 22, 2025.

August 22, 2025

Town of Onoway
PO Box 540
Onoway, AB, T0E 1V0

Attention: Jennifer Thompson, Chief Administrative Officer

Re: Natural Gas Franchise Fee Estimate for 2026 - Onoway

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO) and the Town of Onoway, ATCO pays the Town of Onoway a franchise fee. The franchise fee is calculated as a percentage of ATCO’s revenue derived from the delivery tariff and is collected from gas customers within Onoway.

The franchise agreement requires that we provide ATCO’s total revenues derived from the delivery tariff within Onoway for 2024 and an estimate of total revenues to be derived from the delivery tariff within Onoway for 2026. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2026 calendar year.

ATCO’s Delivery Tariff Revenue in 2024	ATCO’s Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
\$397,726	\$408,169	10.5%	\$42,858

Please note that the estimated delivery tariff revenue for 2026 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2026 delivery rates; however, they have not yet been approved by the Alberta Utilities Commission (AUC). ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the Town of Onoway has the option of changing the franchise fee percentage for 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process. The franchise fee change process is regulated by AUC Rule 029, which mandates specific steps to take, timelines, and a new public notice template to be used for advertising. We will guide you through the process and will file the application with the AUC for approval. A request to change the franchise fee must be made in writing to ATCO before the end of October 2025.

We trust you will find this information useful. Should you have any questions or require anything further, please do not hesitate to contact me at Chance.Herring@atco.com.

Yours truly,



Chance Herring
Senior Manager, Edmonton Region Field Operations
ATCO Gas & Pipelines Ltd.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	September 11, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2026 FortisAlberta Electricity Franchise Fee

BACKGROUND / PROPOSAL

The definition of a Municipal Franchise fee as stated on the Alberta Utilities Commission website is as follows:

A municipality may grant the exclusive right to a utility distribution company to provide services to the municipality through a franchise agreement. The municipality then charges the distribution company a franchise fee for the exclusive right to serve utilities.

The municipality is largely responsible for establishing the level of the fee through the franchise agreement with the distribution company; however, the Alberta Utilities Commission must approve the franchise agreement. The distribution company is then able to recover these costs from its customers.

During the November 14, 2024 Council meeting, Council made the following Motion regarding setting the 2025 FortisAlberta Franchise fee.

- d. 2025 Fortis Franchise Fee

Motion # 380-24

MOVED by: Councillor Bridgitte Coninx

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

CARRIED

Administration received the attached 2026 franchise fee revenue forecast. Based on the current rate of 10.50%, the 2025 forecasted franchise fee revenue the Town would receive is \$106,929.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Below are 2025 municipal franchise fee rates of municipalities in proximity to the Town of Onoway:

- Alberta Beach – 8.00% (No change from 2024)
- Mayerthorpe – 14.75% (Previously 14% in 2024)
- Seba Beach – 4.00% (No change from 2024)

- Spruce Grove – 20.00% (No change from 2024)
- Stony Plain – 20.00% (No change from 2024)
- Wabamun – 10.00% (No change from 2024)
- Whitecourt – 5.34% (Previously 4.47% in 2024)

To align with the previous decision made by Council regarding the FortisAlberta Franchise Fee and with most of the above municipalities, Administration recommends no change to the electricity franchise fee rate for the year 2025.

If the electricity franchise fee rate remains at 10.50%, the estimated franchise fee revenue will increase approximately \$2,382 from \$108,520 in 2025 to \$110,902 in 2026 based on the 2025-2026 Fortis Franchise Calculator.

It is important to note that this increase only applies to the electricity franchise fee and not the natural gas franchise fee.

STRATEGIC ALIGNMENT

Financial Sustainability
Good Governance

COSTS / SOURCE OF FUNDING

2026 operating budget.

RECOMMENDED ACTION

That Council approve that the 2026 FortisAlberta Franchise fee remain at 10.50% for the year 2026.

ATTACHMENTS

N/A



August 15, 2025

PO Box 458
Onoway, Alberta
T0E 1V0

To the Onoway Town Council and CAO,
PO Box 540
Onoway, Alberta
T0E 1V0

The Onoway District Agricultural Society would like to extend our sincere appreciation for the positive and collaborative relationship we have shared with the Town Council. We are especially grateful for the provision of a Council representative to our Society.

Councillor Coninx has been a pleasure to work with and has brought immense value to our board since being elected and appointed as our Town Council liaison. Their dedication and insight have been instrumental in strengthening the connection between our organizations.

With the upcoming municipal election this October, the Onoway District Agricultural Society respectfully requests that, as part of the transition, a new representative from the incoming Town Council be appointed to our board.

We look forward to continuing this strong and productive partnership and thank you once again for your ongoing support and representation.

Sincerely,

The Onoway District Agricultural Society

AR119757

July 22, 2025

Dear Chief Administrative Officer:

Subject: Bill 20/50 Resources – LAEA Amendments – Nominations and Forms

Bill 20 and Bill 50, the *Municipal Affairs Statutes Amendment Act, 2024 and 2025*, received Royal Assent on October 31, 2024, and May 15, 2025, respectively. Both Acts made amendments, in part, to the *Local Authorities Election Act (LAEA)*.

Attached are two fact sheets highlighting changes made under these Acts. The first addresses amendments changing the process when insufficient nominations are received, new rules around withdrawal of candidates, and declaring when an acclamation comes into effect.

The second fact sheet covers changes to the *Local Authorities Election Forms Regulation* that could not be made in advance of the October 20, 2025, general local election. Variations to the prescribed forms are permitted as long as the changes are not intended to mislead and are consistent with the Act. Guidance is also provided on which prescribed forms do not currently align with the Act and may be altered to better align with the amended legislation.

Lastly, the Expense Limits Regulation made under the LAEA has recently been amended to add subsection 5(2). This new clause applies to the 2025 general local election and specifies that the 2024 Municipal Affairs Population List is to be used to determine the number of persons residing in an area for the purposes of the expense limits calculation.

Should you have any questions about the *Municipal Affairs Statutes Amendment Act, 2024 or 2025*, please contact us toll-free in Alberta by first calling 310-0000, then 780-427-2555, or by email at ma.advisory@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Attachments: Fact Sheet – Bill 20/50 Amendments to the LAEA – Nominations
Fact Sheet -- LAEA Forms Regulation - Variances of Prescribed Forms

Local Authorities Election Act - Change Summary – Sections 31, 32, 34(1)

Municipal Affairs Statutes Amendment Acts, 2024 and 2025 Nominations

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Local Authorities Election Act* Sections

- Section 31
- Section 32
- Section 34(1)

Previous *Local Authorities Election Act* requirements

Under Section 31, when an insufficient number of nominations was received at the close of nominations, the municipality was required to re-open nominations every day from 10 a.m. to noon (or sooner if dictated by bylaw) for five additional days until enough nominations were received to fill all elected positions.

Under Section 32, if more nominations were received than the minimum to fill all vacancies for that office, candidates had 24 hours, on a first-come-first-withdrawn basis, to withdraw their nomination. As soon as enough nominations were withdrawn such that all vacancies were exactly filled, no further withdrawals could be accepted by the Returning Officer

Under Section 34(1), if the number of candidates for an office was the same as the number of vacancies, at the close of nominations the Returning Officer would declare those candidates elected.

What has changed?

Now, Section 31 states if an insufficient number of nominations are filed on nomination day, the municipality must re-open the nominations for all five additional days.

Under Section 32, candidates have 24 hours from the close of nominations to withdraw, even if this creates an insufficient number of nominations for that office. If an insufficient number of nominations occurs this way, the municipality would be required to follow the process under Section 31.

Finally, under Section 34(1), the returning officer can only declare a council acclaimed after the 24-hour withdrawal period has passed.

What do municipalities have to do?

If a municipality has received an insufficient number of nominations at the end of nomination day, they **MUST** open nominations for the next five business days (or five calendar days for a Summer Village).

The Returning Officer must accept all candidate withdrawals filed within the 24-hour period (48 for Summer Villages) even if this would create an insufficient number of nominations. This could lead to opening nominations up again to fill all elected positions.

The Returning Officer must monitor withdrawals and the withdrawal period closely to ensure correct action is taken at the end of the withdrawal period.

Effective date

The full suite of changes took effect on May 15, 2025.

Resources

To learn more, please refer to:

- <https://kingsprinter.alberta.ca/documents/acts/I21.pdf>

Contact us

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Email: ma.advisory@gov.ab.ca

Local Authorities Election Act (LAEA)

LAEA Forms Regulation

Variations of Prescribed Forms

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant LAEA sections

- LAEA s. 49
- LAEA s. 53
- LAEA s. 147.25

The Local Authorities Election Forms Regulation and the Interpretation Act

The Local Authorities Election Forms Regulation provides the forms prescribed under the LAEA that must be used for all local elections, including byelections, school board trustee elections and votes on bylaws or questions. Due to the time needed to update, translate and prepare the forms each time amendments are needed, it was not possible to amend the Forms Regulation to reflect the newest 2025 LAEA amendments, or to account for nuances that have now been identified.

Section 26(1) of the Interpretation Act allows for modifications to a prescribed form as long as the changes align with the LAEA, do not affect the substance of the form, and are not intended to mislead.

Previous LAEA requirements

Previously, the LAEA did not allow for financial transfers to or from a candidate and a local political party (LPP). With the passing of Bill 50: *Municipal Affairs Statutes Amendment Act, 2025*, such transfers of funds may now occur. However, there is no place on the candidate disclosure form (Form 26) to list the transfer amount received or sent to an LPP, as now required under the LAEA.

Secondly, although the Forms Regulation was amended in 2025 to reflect the 2024 LAEA amendments related to a permanent electors register (PER), Forms 7 and 8 do not clearly state that in addition to providing identification, if an elector is not listed on the PER they must complete a statement in the prescribed form (Form 13: Elector Register) to confirm their eligibility to vote. Form 13SV also included the option for electors to validate their

residency by vouching, which is no longer an option for residents in a municipality which is not using a PER.

It is noted that prior to the 2024 LAEA amendments, all electors were required to complete a Form 13, thus the need to complete it should be something electors are used to and should not be a concern for most electors who are not on the PER and thus need to complete it now.

Lastly, previous versions of the LAEA only required candidates, local political parties, and third party advertisers to provide annual disclosures by March 1 of each year. The amendments in Bill 50 require a new partial year disclosure by September 30 of data for the year of the general election from January 1 to July 31. The date fields in both Form 26 and Form 28 may be modified to accommodate this requirement.

What Forms are affected

Form 26

Form 26: Campaign Disclosure Statement and Financial Statement may be modified to account for transfers between a candidate and a local political party (and vice versa). As transfers are not considered contributions under the LAEA, transfers to a candidate should be listed on the campaign disclosure statement under the 'Other Sources' section. Likewise, transfers from a candidate to an LPP are not considered to be expenses and should be reported as a separate line item from the existing expenditures section.

The date fields in Form 26 may also be modified to reflect the new partial year disclosure that all candidates, local political parties, and third party advertisers must complete by September 30 in the year of a municipal general election.

Form 28

The date fields in Form 28: Third Party Advertising Contribution Statement may also be modified so that third party advertisers can complete the partial year



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR119711

August 8, 2025

His Worship Lenard Kwasny
Mayor
Town of Onoway
PO Box 540
Onoway AB T0E 1V0

Dear Mayor Kwasny:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Town of Onoway, your 2025 CCBF allocation is \$108,672.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Jennifer Thompson, Chief Administrative Officer, Town of Onoway

FW: Update on Canada Community-Building Fund Online Portal

From Jennifer Thompson <CAO@onoway.ca>
Date Mon 8/18/2025 3:53 PM
To Debbie Giroux <Debbie@onoway.ca>; Gino Damo <Gino@onoway.ca>

Deb,
For information on the next agenda.

Jennifer

From: ma.ccbfgrants@gov.ab.ca <ma.ccbfgrants@gov.ab.ca>
Sent: August 18, 2025 2:23 PM
To: Jennifer Thompson <CAO@onoway.ca>
Subject: Update on Canada Community-Building Fund Online Portal

Dear Chief Administrative Officers,

I am emailing to inform you of a significant service disruption affecting the Canada Community-Building Fund (CCBF) online portal, which was taken offline on July 19 due to a global cybersecurity incident.

A project is currently underway to transition the CCBF portal to a new platform and is expected to go live in fall 2025. Until then, the CCBF portal will remain unavailable to local governments for the submission of applications, amendments and financial reporting. During this time, local governments will also be unable to obtain information on prior projects, payments, and reporting without contacting program staff.

We recognize the operational and financial implications this may have for your local government and are committed to keeping you informed as we work toward restoring full service. Our teams are actively collaborating with the Ministry of Technology and Innovation to expedite solutions and minimize disruption for the delivery of the CCBF program.

We appreciate your patience and understanding during this time. If you have any questions or require further information, please contact the CCBF team at ma.ccbfgrants@gov.ab.ca.

Sincerely,

JD Kliewer
Executive Director
Grants and Education Property Tax Branch



Box 8,
Alberta Beach, AB T0E 0A0
Phone: 780-967-0271
Fax: 780-967-0431
Email:
svsouthview@outlook.com

August 20, 2025

Lac Ste. Anne County
Town of Onoway
Town of Mayerthorpe
Village of Alberta Beach
Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy
Beach, Silver Sands, Sunrise Beach, Sunset Point, Val Quentin, West Cove,
and Yellowstone
Darwell Lagoon Commission
Yellowhead Regional Library
SVREMP

RE: Summer Village of South View Organizational Meeting Results & Committee Appointments

The Summer Village of South View held their organizational meeting on August 19, 2025.

Sandi Benford remains Mayor and Garth Ward remains Deputy Mayor. The Summer Village of South View Council Organization Chart, which includes committee appointments and contact information is attached for your information.

Please don't hesitate to contact me if you require any further information at 780-967-0271 or svsouthview@outlook.com.

Sincerely,

Angela Duncan
Chief Administrative Officer
Summer Village of South View

Cc: Summer Village of South View Council

Encl: Council Organizational Chart

Summer Village of South View

Council Organizational Chart

Updated August 20, 2025

Name	Sandi Benford	Garth Ward	Colleen Richardson
Position	Mayor	Deputy Mayor	Councillor
Public Email	Sandi@summervillageofsouthview.com	Garth@summervillageofsouthview.com	Colleen@summervillageofsouthview.com
Public Phone	780-967-0271	780-967-0271	780-967-0271
Public Works Liason		Rep	Alt
Summer Villages of Lac Ste. Anne County East (all of Council to attend - rep to vote)	Rep	Alt	Alt
Highway 43 East Waste Commission		Alt	Rep
Darwell Sewage Lagoon Committee & Darwell Regional Waste Water Line		Rep	Alt
Lake Isle Aquatic Management Society (LIAMS)	Rep		Alt
Yellowhead Regional Library	Rep		Alt
Summer Village Regional Emergency Management Partnership (SVREMP)	Rep	Alt	
Flowering Rush Abatement Project	Rep		Alt
Alberta Beach Regional Fire Service	Rep		Alt
Family and Community Support Services (FCSS)	Rep		Alt



Box 8,
Alberta Beach, AB T0E 0A0
Phone: 780-967-0271
Fax: 780-967-0431
Email: cvcastle@telus.net

June 26th, 2025

Lac Ste. Anne County
Town of Onoway
Town of Mayerthorpe
Village of Alberta Beach
Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone
Darwell Lagoon Commission
Yellowhead Regional Library
SVREMP

Re: Summer Village of Castle Island Organizational Meeting Results & Committee Appointments

The Summer Village of Castle Island held their Organizational Meeting on June 16th, 2025.

Calvin Smith is the new Mayor and Jeff Elkow is the new Deputy Mayor. Gary Guy is the new Council member. The Summer Village of Castle Island Council Organization Chart, which includes committee appointments and contact information is attached for your information.

Please do not hesitate to contact our office if you require any further information at (780)967-0271 or svcastle@telus.net.

Thank you,

Diane Wannamaker
Administrative Assistant

c.c. Castle Island Council

encl/ Organizational Chart

Summer Village of Castle Island
Council Organizational Chart

Updated June 26th, 2025

Name	Calvin Smith	Jeff Elkow	Gary Guy
Position	Mayor	Deputy Mayor	Councillor
Public Email	svcastle.smith@gmail.com	jeff@elkow.ca	ggltr@yahoo.ca
Public Phone	780-967-0271	780-967-0271	780-967-0271
Summer Villages of Lac Ste. Anne County East (all of Council to attend - rep to vote)	Rep	Alt	Alt
North 43 Lagoon Commission	Rep		Alt
Yellowhead Regional Library	Rep	Alt	
West Interlake Regional Water Serv. Comm.	Rep		Alt

**COMMITTEE APPOINTMENTS
SUMMER VILLAGE OF VAL QUENTIN IN THE PROVINCE OF ALBERTA**

EFFECTIVE: WEDNESDAY, AUGUST 20, 2025

Mayor
Deputy Mayor
Councillor

- Kathy Dion - Mayor
- Barrie Ronaldson - Deputy Mayor
- Kent Galusha - Councillor

COMMITTEE
APPOINTMENTS

- **Alberta Beach Library**
Mayor Kathy Dion
- **Alberta Summer Villages Association (ASVA)**
Deputy Mayor Barrie Ronaldson
- **Development Appeal Board**
All Council Members
- **East End Bus**
Mayor Kathy Dion
- **FCSS and Beachwave Park**
Mayor Kathy Dion
Alternate: Deputy Mayor Barrie Ronaldson
- **Highway 43 Regional Waste Commission**
Deputy-Mayor Barrie Ronaldson
Alternate: Mayor Kathy Dion
- **Joint Tri Village Regional Meetings**
All Council Members
- **Lake Isle & Lac Ste. Anne Stewardship Society (LILSA)**
Deputy-Mayor Barrie Ronaldson
- **Onoway Regional Medical Clinic**
Mayor Kathy Dion
Alternate: Deputy Mayor Barrie Ronaldson
- **Public Works / Parks**
Deputy-Mayor Barrie Ronaldson
Alternate: Kent Galusha
- **Summer Villages Lac Ste Anne County East (SVLSACE)**
All Council Members
- **SVREMP / Ste Anne Regional Emergency Management**
Regional Director of Emergency Management &
Director of Emergency Management - Val Quentin
Janice Christiansen

- **SVREMP / Ste Anne Regional Emergency Management**
Regional Deputy Director of Emergency Management & and
Deputy Director of Emergency Management - Val Quentin
Marlene Walsh
- **SVREMP / Ste Anne Regional Emergency Management
Advisory Committee**
Councillor Kent Galusha
Alternate: Deputy Mayor Barrie Ronaldson
- **Tri Village Regional Sewer Services Commission**
Councillor Kent Galusha
Deputy-Mayor Barrie Ronaldson
Alternate: Mayor Kathy Dion
- **Water Feasibility Distribution Committee**
Mayor Kathy Dion
Councillor Kent Galusha
- **West Inter Lake District Regional Water Commission (WILD)**
Councillor Kent Galusha
Alternate: Mayor Kathy Dion
- **Yellowhead Regional Library Appointee**
Mayor Kathy Dion

August 2025

Message from RIAMS

Hello everyone - I'm excited to share the very first update for our Regional Investment Attraction & Marketing Strategy project! This initiative represents a major step forward in positioning your region for sustainable growth and new opportunities, and I'm thrilled to be working alongside each of you to make it a success.

As we continue building momentum, a quick reminder: if you haven't yet completed your community survey, please do so at your earliest convenience. These surveys are a critical first step as they ensure that each municipality's unique strengths and priorities are reflected in our regional strategy.



Tara Zeller, Marketing Strategist

What's Next?

The next stage of the project will focus on Community Investment Readiness Assessments (CIRs). I'll begin working with the municipalities that I've already met with and who have submitted their surveys. Once all CIRs are complete and we have a baseline analysis of the region, we'll move forward together to form an Investment Attraction Regional Marketing Committee.

This committee will guide the creation of a Business Investment & Attraction (BI&A) Strategy and Marketing Plan - a key deliverable, that will showcase your region's value to potential investors, businesses, and talent.

STAY CONNECTED

I encourage you to stay in touch throughout the process. Please don't hesitate to reach out with questions, updates, or ideas at any time. Your input is essential to ensuring that this strategy truly reflects the strengths and opportunities of your communities.

tara@tarazeller.ca | 780.827.1778
mjones@albertacf.com | 780.791.0977

NRED Grant Milestones

Regional Assessment of Investment Readiness

Assessing the current state of investment readiness across municipalities and SMEs is critical to understand where challenges, gaps and opportunities exist. This will provide a baseline for the development of tailored solutions for each community, business, as well as the region as a whole.



Project Status

Partner Municipality	Virtual Meet & Greet	Community Survey Completed	Ready for CIR Assessment
Whitecourt			
Swan Hills	✓		
Woodlands County	✓	✓	★
Mayerthorpe	✓	✓	★
Onoway	✓	✓	★
Barrhead County	✓		
Town of Barrhead	✓	✓	★
Alberta Beach	<i>scheduled</i>		
Lac Ste Anne			

NEXT STEPS

Community Investment Readiness Framework



We will work together to assess how ready your community is to attract, receive, and retain business investment, starting with assessing your readiness based on current:

- Assets & Infrastructure
- Data & Information
- Workforce
- Business Climate
- Partnerships
- Marketing Tools
- Housing & Amenities
- Individual Municipal Strategic Direction

After the above steps are finalized with each municipal partner, we will complete a Community Investment (CIR) and Gap Analysis. This will provide the foundation to move forward with tailored municipal plans, small business strategies, and the development of the RIAMS BI&A Strategy and Marketing Plan.

When we invest in our own communities, the impact is multiplied — every dollar spent locally can circulate up to seven times, creating jobs, supporting families, and strengthening local services.

Through this RIAMS initiative, your municipalities are coming together, combining your strengths to attract new opportunities and help your businesses thrive. This partnership isn't just about today's projects - it's about building a resilient, diverse regional economy that will carry your communities forward for decades to come. Together, you are shaping a future to be proud of!

SMALL BUSINESS & COMMUNITY RESOURCES



Canada-Alberta Productivity Grant:

Eligible employers can get government funding to help employees and unemployed Albertans access training opportunities.

In preparation for application intake this September, the Canada-Alberta Productivity Grant (CAPG) portal is now open for business registration. This means you will know if your company is an eligible employer before submitting a CAPG application.



Government of Alberta, Community Engagement Fall 2025 Webinars:

- Basic Facilitation Skills
- Building Consensus
- Non-Profit Board Governance
- Understanding Your Legal Landscape
- Board Roles and Responsibilities
- Legal Responsibilities and Conflict of Interest
- Strategic Thinking, Then Strategic Planning
- SWOT Analysis



Small Community Opportunity Program - Alberta's government is providing Indigenous and small communities with an additional \$3M in grants to maximize opportunities in rural areas











Alberta Manufacturing Productivity Grant: More than \$4M available to help small and medium sized businesses (between 5 and 750 employees) boost their productivity and thrive across the province. This two-year pilot Manufacturing Productivity Grant program offers businesses access to advice, expertise and up to \$30,000 in matching funding for technology upgrades along with new machinery and equipment.



Seeds of Innovation: Investing in Agri-Research: Alberta's government has provided a one-time grant of \$3.2M to twelve applied research associations to upgrade equipment, facilities and infrastructure



Alberta Agri-processing Investment Tax Credit intake is open for the Agri-processing Investment Tax Credit (APITC) provides a 12% non-refundable tax credit against eligible capital expenditures for corporations investing \$10 million or more to build or expand agri-processing facilities in Alberta.

-  **Alberta Food Processors Association- Food Futures** open until September 30, 2025 - the Alberta Food Processors Association (AFPA) has received funding from the Alberta Government to support Work Integrated Learning placements in the food processing industry.
-  **Northern and Regional Economic Development Program (NRED)**: Organizations can apply for funding for projects that support economic development and diversification.
-  **Prairies Economic Development Canada**: Different funding options for businesses and not-for-profit organizations with projects that advance economic growth and diversity in the Prairie provinces.
-  **Training, Guidance, and Financial Support for Small Business Owners through Community Futures**: Community Futures staff offer a wide variety of business coaching and training services, as well as flexible business loans.
-  **Free Resources for Small Business Owners and Entrepreneurs in the Yellowhead East region**
-  **Travel Alberta Industry Funding Opportunities**
-  **Decentralised Energy Forum**: Early-stage and growth-stage companies have the opportunity to showcase their innovative products and services, secure investments, and forge strategic partnerships in decentralised energy solutions — whether it's data-driven grid operations, intelligent energy management, or security.
-  **Distributed Energy Management Initiative (DEMI)**: Project Seed Funding (PSF) program aims to stimulate innovation in Alberta's electrical energy sector by contributing up to \$150,000 CAD to applied research collaborations between NAIT Applied Research and small-medium enterprises with the aim to progress grid modernization and energy transition initiatives, and the ultimate goal of reducing green-house gases.

This project is supported through funding provided
by NRED and the Government of Alberta.

