

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, OCTOBER 12, 2023 IN THE COUNCIL CHAMBERS OF THE
ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM
COMMENCING AT 9:30 A.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER

9:30 a.m. - New Councillor Oath of Office – Oath to be completed by Edward Gallagher

2. ADOPTION OF AGENDA

Recommendation:

THAT the October 12, 2023 Regular Council Meeting agenda be approved as presented

or

THAT the October 12, 2023, Regular Council Meeting agenda be approved with the following amendment(s) (as noted at meeting time)

3. ADOPTION OF MINUTES

Pg 1-6 a) September 14, 2023 Regular Council Meeting

Recommendation:

THAT the September 14, 2023 Regular Council Meeting minutes be approved as presented

or

THAT the September 14, 2023 Regular Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time)

Pg 7-8 b) September 21, 2023 Special Council Meeting

Recommendation:

THAT the September 21, 2023 Special Council Meeting minutes be approved as presented

or

THAT the September 21, 2023 Special Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time)

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

Pg 9-31 **5. FINANCIAL REPORTS – Q3 Statement of Revenue and Expenses – A Request for Decision is attached**

Recommendation:

THAT Council accept the Q3 Financial Variances as presented

6. POLICIES & BYLAWS – n/a

7. ACTION ITEMS

Pg 32-38 a) **North Saskatchewan Watershed Alliance (NSWA) – A Request for Decision is attached**

Recommendation:

THAT the Town of Onoway renew its 2024 North Saskatchewan Watershed Alliance (NSWA) membership in the amount of \$556.20

or

some other direction as given by Council at meeting time

Pg 39-42 b) **Trunk or Treat – Alberta Beach and Rich Valley – A Request for Decision is attached**

Recommendation:

THAT That Council participate in 2023 Trunk and Treat events in Alberta Beach and Rich Valley by donating, candy, prizes and vehicles and/or anything else discussed.

or

some other direction as given by Council at meeting time

Pg 43-46 c) **Water Loss Analysis – A Request for Decision is attached**

Recommendation:

THAT Council accept the attached Water Loss Analysis as information

- Pg 47-50 d) 2024 Capital Projects – A Request for Decision is attached

Recommendation:

THAT Council direct Administration to procure estimated costs to list of projects discussed

or

some other direction as given by Council at meeting time

- Pg 51-53 e) Best Practices Changes for Procedural Bylaw – A Request for Decision is attached

Recommendation:

THAT Council accept the Best Practices Changes for Procedural Bylaw as Information

or

some other direction as given by Council at meeting time

- f) Non-Operating Landfill Report – A Request for Decision (to be provided prior to meeting)

- Pg 54-61 g) Council Committee Background Report – A Request for Decision is attached

Recommendation:

Direction as given by Council at meeting time

h)

i)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report

- c) Councillor's Reports (x 2)
- Pg 62 d) Chief Administrative Officer Report – written report attached
- Pg 63 e) Corporate and Community Services Director's Report – written report attached
- Pg 64 f) Public Works Report – written report attached
- Pg 65-66 g) Economic Development and Tourism Committee – written report attached

Recommendation:

THAT the Council, Chief Administrative Officer, Corporate and Community Services, Public Works and Committee written and verbal reports be accepted for information as presented

or

some other direction as given by Council at meeting time

9. INFORMATION ITEMS

- Pg 67-71 a) Town of Onoway Development Permit Application 23DP10-24 – 5113B Lac Ste. Anne Trail South - Renovation of an existing commercial building and operation of a day care facility
- Pg 72-74 b) Onoway 2023 By-Election – September 25, 2023 report from Reanne Springer, Returning Officer
- Pg 75-85 c) Pembina Pipeline Corporation – August 24, 2023 letter advising of the Proposed Devil's Lake Crossing Pipeline Replacement Project
- Pg 86-89 d) Lac Ste. Anne Foundation – June 28, 2023 meeting minutes
- Pg 90-98 e) Health Canada Online Engagement – Medical Assistance in Dying (MAID) – October 3, 2023 email from Alberta Health Services
- Pg 99-100 f) Courageous K9 Advertising Information – September 11, 2023 email
- Pg 101-110 g) Lac Ste. Anne County – September 18, 2023 letter with Notice of October 12, 2023 Public Hearing re Lake Matchayan Club
- h)

Recommendation:

THAT Council accept the above noted items for information

10. CLOSED SESSION

1. Pursuant to Section 197(2) of the Municipal Government Act and Section 24(1)(a)
FOIP - "Proposals" (2 items for discussion)
2. Pursuant to Section 197(2) of the Municipal Government Act and Section 16(1)(c)
FOIP - "Disclosure harmful to business interests of a third party (Labour)"
3. Pursuant to Section 197(2) of the Municipal Government Act and Section 17(4)(d)
FOIP - "Personnel"

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|---|-----------|
| - October 26, 2023 – Regular Council Meeting | 9:30 a.m. |
| - November 9, 2023 – Regular Council Meeting | 9:30 a.m. |
| - November 23, 2023 – Regular Council Meeting | 9:30 a.m. |
| - December 14, 2023 – Regular Council Meeting | 9:30 a.m. |
| - January 11, 2024 – Regular Council Meeting | 9:30 a.m. |
| - January 25, 2024 – Regular Council Meeting | 9:30 a.m. |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	PRESENT	<p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Robin Murray</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary</p> <p>6 members of the public joined the meeting in person 7 members of the public joined the meeting via Zoom</p>
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. Mayor Kwasny offered congratulations to Councillor-elect Sheila Pockett who was in attendance as an observer at the meeting.
2.	AGENDA Motion #243/23	<p>MOVED by Councillor Robin Murray that Council adopt the agenda of the Regular Council meeting of Thursday, September 14, 2023 with the following additions:</p> <p>6) Request to reallocate dollars within budget (requested by CAO Thompson)</p> <p>7k) Special Meeting (requested by CAO Thompson)</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #244/23	<p>MOVED by Councillor Bridgitte Coninx that the August 10, 2023 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: center;">Motion #245/23</p> <p>MOVED by Deputy Mayor Lisa Johnson that the August 10, 2023 Municipal Planning Commission Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	Jody Smears, Krystal Creed and Ryan Balash from the MAD House Daycare attended the meeting from 9:33 a.m. until 10:10 a.m. to discuss the development permit and proposed daycare expansion.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

DRAFT

	<p>Motion #246/23</p> <p>Motion #247/23</p> <p>Motion #248/23</p> <p style="text-align: center;">DRAFT</p>	<p>MOVED by Councillor Bridgitte Coninx that the Town of Onoway provide a letter in support of the expansion of The MAD House Daycare, located at NE 35-54-2-W5M, 5459 Lac Ste. Anne Trail North to the Subdivision and Development Appeal Board to approve the variance of a reduced setback requirement of the Subdivision and Development Regulations s. 17, for the MAD House Daycare, subject to conditions that the Development Officer and/or the Subdivision and Development Appeal Board impose.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Bridgitte Coninx that Council approve the expenditure of approximately \$3,500.00 of unbudgeted funds to complete a Level 1 Environmental Site Assessment on NE 35-54-2-W5M for the non-operating landfill site determination and that if required, a report be requested from Associated Engineering regarding the ground cover on the non-operating landfill at an approximate cost of \$5,000.00 plus contractor costs to complete test pits.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Robin Murray that the discussion with the MAD House Daycare be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>4 members of the public left the meeting at 10:10 a.m.</p>
<p>5.</p>	<p>FINANCIAL REPORTS</p> <p>Motion #249/23</p>	<p>MOVED by Councillor Bridgitte Coninx that Administration be authorized to reallocate \$6,400.00 that was budgeted for office renovations to repair overhead doors in the fire station.</p> <p style="text-align: right;">CARRIED</p>
<p>6.</p>	<p>POLICIES AND BYLAWS</p> <p>Motion #250/23</p> <p>Motion #251/23</p>	<p>MOVED by Councillor Robin Murray that Council approve the Policy C-WS-SEW-1 Sanitary Sewer Lines Blockage Policy with amendments as discussed at meeting time.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lisa Johnson that Council approve the Policy C-HUM-RES-1 Respect in the Workplace Policy as presented.</p> <p>As per Section 185 of the Municipal Government Act, Councillor Bridgitte Coninx requested a recorded vote:</p>

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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		FOR THE MOTION Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Robin Murray	AGAINST THE MOTION Councillor Bridgitte Coninx
	Motion #252/23	CARRIED	
		MOVED by Councillor Bridgitte Coninx that Council approve the Policy C-FIN-DAI-1 Donations and Issuing Official Income Tax Receipts Policy as presented.	
		CARRIED	
7.	ACTION ITEMS		
	Motion #253/23	MOVED by Councillor Robin Murray that Council authorize Administration to accept the proposed 2023-2025 FCSS agreement with the Province of Alberta.	
		CARRIED	
	Motion #254/23	MOVED by Councillor Bridgitte Coninx that Council approve the 2023 FCSS Funding Round 2 in the amount of \$5,400.00 towards the FCSS grant applicants as listed below:	
		<ul style="list-style-type: none"> - Northern Gateway Schools National Indigenous Peoples Day Celebration for Onoway Schools - \$500.00 - Alberta Beach & District Senior Citizens Club Life Members Lunch - \$200.00 - Alberta Beach & District Museum & Archives Society Senior's Tea - \$100.00 - Alberta Beach & District Senior Citizens Club Christmas Design Workshop - \$267.00 - Alberta Beach & District Senior Citizen Club Annual Christmas Dinner and Dance - \$333.00 - Onoway & District Agricultural Society Free Community Ice Use Programming and Volunteer Drive Program - \$2,000.00 - Lac Ste. Anne East End Bus Seniors in Motion 2023 - \$1,500.00 - Onoway Golden Club 2023 Seniors Christmas Dinner - \$500.00 	
		CARRIED	
	Motion #255/23	MOVED by Councillor Robin Murray that Council approve Little Village Daycare – NFP, the operator of a facility based childcare program licenced under the Early Learning and Child Care Act that requires outdoor play space for the children in its care, to utilize Shaul Park and Elks Park subject to the execution of an agreement.	
		CARRIED	

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<p>Motion #256/23</p> <p>Motion #257/23</p> <p>Motion #258/23</p> <p>Motion #259/23</p> <p>Motion #260/23</p> <p>Motion #261/23</p> <p>Motion #262/23</p> <p>Motion #263/23</p>	<p>MOVED by Councillor Robin Murray that Council accept the Safety Codes audit findings to be implemented before November 8, 2023.</p> <p>MOVED by Councillor Bridgitte Coninx that Council approve Councillor-elect Sheila Pockett to attend the Munis 101 Program through the Elected Officials Education Program with expenses to be reimbursed as per policy.</p> <p>MOVED by Councillor Bridgitte Coninx that Council request Municipal Affairs attend in the region to deliver the Council Roles and Responsibilities training and that the Town of Onoway participate with regional counterparts to share the cost of this training.</p> <p>MOVED by Councillor Bridgitte Coninx that Council of the Town of Onoway notify Fire Rescue International Ltd. of the Town's intent to continue contracted fire services beyond December 31, 2025 with Fire Rescue International Ltd. pending successful contract negotiations.</p> <p>Council recessed from 11:35 a.m. until 11:40 a.m.</p> <p>MOVED by Mayor Lenard Kwasny that Council approve setting the 2024 ATCO Gas Franchise fee at 10.50% for the year 2024, which is an increase of 0.50%.</p> <p>MOVED by Councillor Bridgitte Coninx that Council authorize Administration to begin planning for the Town's Light Up 2023 festivities to be held on Friday, November 24, 2023.</p> <p>MOVED by Deputy Mayor Lisa Johnson that Council authorize Mayor Kwasny and CAO Thompson to sign the engagement letter authorizing Metrix Group LLP to be the 2023 named auditor.</p> <p>MOVED by Councillor Bridgitte Coninx that Council schedule a Special Council Meeting to be held on September 21, 2023 at 10:00 a.m., subject to a Commissioner for Oaths or a Notary being available to attend.</p>
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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	Motion #264/23	MOVED by Councillor Bridgitte Coninx that Council hold the annual Organizational Meeting on Thursday, October 26, 2023, prior to the Regular Council Meeting. CARRIED
8.	COUNCIL, COMMITTEE AND STAFF REPORTS Motion #265/23	MOVED by Deputy Mayor Lisa Johnson that the Council, Chief Administrative Officer, Corporate and Community Services and Public Works written and verbal reports be accepted for information. CARRIED
9.	INFORMATION ITEMS Motion #266/23	MOVED by Councillor Bridgitte Coninx that Council accept the following items for information: <ul style="list-style-type: none"> a) Rural Municipalities of Alberta (RMA) Report – Understanding and Responding to the Challenges Faced by FCSS Programs in Rural Alberta b) Summer Village of Birch Cove – August 29, 2023 letter from CAO Wildman advising of Councillor resignation and by-election results c) Summer Village of Sunrise Beach – August 28, 2023 letter from CAO Wildman advising of Councillor resignation and by-election results d) Town of Onoway Development Permit DP09-24 – Renovation of an existing commercial building – 4915 Lac Ste. Anne Trail South e) Alberta Health Services AHS – August 18, 2023 letter to municipal leaders from President Chies and Karen Horon regarding Lab Services in Alberta transitioning to Alberta Precision Laboratories f) September Towns West Update – September 7, 2023 email from Krista Gardner, AB Munis, Towns West CARRIED
10.	CLOSED SESSION	Tabled to the next meeting.
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 12:19 p.m.
12.	UPCOMING EVENTS	September 27-29, 2023 AB Munis Edmonton October 12, 2023 Regular Council Meeting 9:30 a.m. October 26, 2023 Regular Council Meeting 9:30 a.m. November 9, 2023 Regular Council Meeting 9:30 a.m.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		November 23, 2023	Regular Council Meeting	9:30 a.m.
		December 14, 2023	Regular Council Meeting	9:30 a.m.

 Mayor Lenard Kwasny

 Debbie Giroux
 Recording Secretary

UNAPPROVED

TOWN OF ONOWAY
SPECIAL COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 21, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	PRESENT	Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson
	ABSENT	Administration: Jennifer Thompson, Chief Administrative Officer Debbie Giroux, Recording Secretary Councillor: Bridgitte Coninx Councillor: Robin Murray Administration: Gino Damo, Director of Corporate and Community Services
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 10:02 a.m. and advised that the meeting will be recorded. Mayor Kwasny acknowledged that the meeting was being held on Treaty 6 Land. Mayor Kwasny advised that there is not quorum present for the meeting to proceed.
2.	AGENDA	n/a
3.	MINUTES	n/a
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCIAL REPORTS	n/a
6.	POLICIES AND BYLAWS	n/a
7.	ACTION ITEMS	n/a
8.	COUNCIL, COMMITTEE AND STAFF REPORTS	n/a
9.	INFORMATION ITEMS	n/a
10.	CLOSED SESSION	n/a
11.	ADJOURNMENT	At 10:17 a.m., due to Council not being able to complete the item on the agenda, Council did not attend and therefore this meeting did not achieve quorum. The meeting is absolutely adjourned as per Bylaw 792-21 Council Procedure Bylaw, until the next Regular Meeting of Council on October 12, 2023.

TOWN OF ONOWAY
SPECIAL COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 21, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

Mayor Lenard Kwasny

Debbie Giroux
Recording Secretary

UNAPPROVED



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	April 24, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2023 Q3 Financial Variances

BACKGROUND / PROPOSAL

During the April 24, 2023 Council Meeting, Council made the following motion regarding the 2023 Budget:

Motion #124/23	MOVED by Councillor Robin Murray that Council approve the 2023 Operating Budget as presented. <p style="text-align: right;">CARRIED</p>
Motion #125/23	MOVED by Councillor Bridgitte Coninx that Council approve the capital budget as revised: \$20,000.00 to be allocated for office renovations; \$30,000.00 to be allocated to road repair projects. <p style="text-align: right;">CARRIED</p>

It is imperative that Administration keeps Council informed throughout the year of the financial health of the Town of Onoway.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The attached report outlines operational revenues collected and operational expenses incurred up to the end of September 2023 in contrast to the approved 2023 operational budget allocations.

It is important to note that at this time bank reconciliation for September has not been processed.

The list below highlights some areas where the variances differ materially and is not a comprehensive list.

Revenue

GL 1-01-00-550 Return on Investment (Bank Interest)

Approximately 202% above budget. Main reasons for this are that the prime rate has increased many times over the past year which has increased the bank account interest.

GL 1-01-00-740 Provincial Unconditional Grants

No amount approved in budget as the Climate Resiliency Funding that was awarded after budget approval, this project is to be completed by February 29, 2024 and expenses have been incurred.

GL 1-01-00-840 Conditional Operational Grants

Approximately 42% above budget. The reason for this is the amount of \$6,295 was received from the Federal Government for the Canada Summer Jobs grant recently however was not budgeted.

GL 1-12-00-510 A/R Penalty Revenue

Approximately -112% below budget. Amounts are penalty revenue uncollectible.

GL 1-51-00-850 FCSS – Municipalities Contribution

Approximately 9% above budget. The reason for this is that \$4,000 was received from LSAC in January for reimbursement in Home Support Services in 2022.

GL 1-61-00-523 Compliance Certificates

Approximately 672% above budget. The reason for this is approximately \$2,034 was reimbursed for 3rd plan review of new subdivision development adjacent to Payne Avenue.

Expense

GL 2-31-00-520 Oil & Gas (Fuel)

Approximately 69% below budget. Winter months usage still need to be accounted for.

GL 2-12-00-245 Administration/CAO Contract

Approximately 88% below budget however potential accounting contracts may impact this line item.

GL 2-12-00-514 Public Relations/Promotion

Approximately 105% above budget. Additional promotional items were purchased for the Town Centennial event and coded to this account. This amount was included in the Centennial Budget

GL's 2-12/31/41/42/-00-542 Power & Natural Gas

Approximately 63% (Power) & 52% (Natural Gas) of budget, respectively. These are anticipated to be on budget by year end due to winter months usage unless any unforeseen circumstances occur.

GL 2-12-00-110 Wages-Admin

Approximately 80% of budget and anticipated to be on budget by year end unless any unforeseen circumstances occur. Includes October 6 pay period.

GL 2-12-00-130 Employee Benefits-Admin

Approximately 66% of budget. Administration currently reviewing the benefit calculation & allocation process within the Muniware software and implemented reconciliation process that is on track to balance 2023.

GL 2-23-00-542 Propane

Approximately 119% below budget. In credit position due to double payment in June.

GL's 2-31/32/41/42/72-00-110 Wages-Public Works

Approximately 73% of budget and anticipated to be on budget by year end unless any unforeseen circumstances occur. Also, 10% is built in to wages for Overtime and it is expected to be utilized during the coming winter months. Includes October 6 pay period.

GL's 2-31/32/41/42/72-00-130 Employee Benefits-Public Works

Approximately 66% of budget. Administration currently reviewing the benefit calculation & allocation process within the Muniware software and implemented reconciliation process that is on track to balance 2023.

GL 2-11-00-513 Council Supplies

Approximately 72% below budget. This includes purchase of new devices. Devices were purchased at a significant discount.

GL 2-12-00-271 Admin – Election

No amount approved in budget due By-Election occurring after budget approval. Not all expenses are posted for the By-Election held September 11, 2023; these were unbudgeted funds that were required.

GL 2-31-00-250 PW – Building Repair & Maintenance.

Approximately 161% above budget due to unforeseen expense of replacing holding tank due to collapse.

GL 2-31-00-253 PW – Equipment Repair & Maintenance

Approximately 36% below budget. Staff anticipate overages in equipment repair due to required maintenance after CVIP.

GL 2-32-00-252 Streets - CNR Crossing Maintenance

Approximately 32% above budget. Includes 50% cost share from damage at railway crossing lights from a MVC due to winter conditions.

GL 2-41-00-245 Water – Contract WK (Meter Rd/Labs)

Approximately 100% below budget. Credit based on cheque cancellation.

GL 2-42-00-243 Sewer – Computer Services/Support

Approximately 220% above budget due to Unforeseen expense of replacing keypad at the Sewage Lagoon. Remainder is sewer lift station work.

GL 2-69-00-516 EDC – Ind Invest/Partn Pro

Approximately 100% below budget. Project has been approved and completion of the project is expected in early 2024.

GL 2-69-00-516 EDC – Support Physician Retention (ORMC)

Approximately 100% below budget. At this time the town has not been approached by any physicians.

GL 2-71-00-768 Rec-Tax Arena

Approximately 100% below budget. As per agreement, Town of Onoway to provide \$7,000 to Onoway and District Agricultural Society in Q4.

GL 2-74-00-771 Culture – Grants to Library

Approximately 74% below budget. \$10,000 operational transfer to the library to occur in Q4.

STRATEGIC ALIGNMENT

Fiscal Sustainability

COSTS / SOURCE OF FUNDING

No financial impact to 2023 operational or capital budgets.

RECOMMENDED ACTION

- That Council accept the Q3 Financial Variances as presented.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Q3 Revenue & Expense Report as of September 30, 2023



TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
TAXES REVENUE			
1-00-00-111	RESIDENTIAL TAXES	(656,309.03)	(644,897.00)
1-00-00-112	FARMLAND TAXES	(618.00)	(618.00)
1-00-00-113	COMMERCIAL TAXES	(660,662.05)	(641,679.00)
1-00-00-114	INDUSTRIAL TAXES	(280.55)	(305.00)
1-00-00-120	COST SHARE ROAD TAX	0.00	0.00
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION	(22,852.00)	(23,150.00)
1-00-00-190	ELEC. POWER, PIPE, CABLE TV	(51,870.68)	(72,364.00)
1-19-00-750	ASFF SCHOOL REQUISITION RESIDENTIAL	(189,866.87)	(195,547.17)
1-19-00-751	LSA FOUNDATION REQUISITION	(23,395.48)	(23,491.76)
1-19-00-754	ASFF SCHOOL REQUISITION NON-RESIDENTIAL	(117,548.00)	(120,354.99)
TOTAL TAXATION REVENUE		(1,723,402.66)	(1,722,406.92)
REQUISITIONS			
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL	146,660.37	195,547.17
2-19-00-751	LAC STE. ANNE FOUNDATION REQUISITION	23,491.76	23,491.76
2-19-00-752	DESIGNATED INDUSTRIAL PROPERTY	0.00	281.00
2-19-00-754	SCHOOL REQUISITION, OVER/UNDER LEVY NON-RES	0.00	0.00
2-19-00-755	SCHOOL REQUISITION NON-RESIDENTIAL	90,266.25	120,354.99
2-19-00-756	SCHOOL REQUISITION OVER/UNDER LEVY RESID.	0.00	(7,000.00)
TOTAL REQUISITIONS		260,418.38	332,674.92
TAX REVENUE AVAILABLE FOR MUNI		(1,462,984.28)	(1,389,732.00)
GENERAL REVENUE			
1-01-00-510	PENALTIES & COSTS ON TAXES	(26,116.62)	(24,240.00)
1-01-00-540	FRANCHISE REVENUE - ATCO	(30,923.90)	(30,300.00)
1-01-00-541	FRANCHISE REVENUE - FORTIS	(63,227.71)	(83,830.00)
1-01-00-550	RETURN ON INVESTMENT (BANK INTEREST	(24,400.05)	(8,080.00)
1-01-00-740	PROVINCIAL UNCONDITIONAL GRANTS	(60,000.00)	0.00
1-01-00-840	CONDITIONAL OPERATIONAL GRANTS	(21,295.00)	(15,000.00)
1-03-12-920	RESERVE TRANSFER - ADMIN.	0.00	(54,780.42)

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TOWN OF ONOWAY

Revenue & Expense For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
TOTAL GENERAL REVENUE		(225,963.28)	(216,230.42)
LEGISLATIVE EXPENSE			
2-11-00-130	COUNCIL - CPP	1,214.01	2,101.20
2-11-00-131	COUNCIL - EI	0.00	0.00
2-11-00-132	COUNCIL-EMP. BENEFIT ER-AMS	17,274.22	28,016.00
2-11-00-137	COUNCIL-WCB	622.11	727.58
2-11-00-141	COUNCIL DEVELOPMENT	8,800.75	8,080.00
2-11-00-150	COUNCIL FEES	30,700.00	55,620.00
2-11-00-211	COUNCIL MILEAGE & SUBSISTANCE	4,552.14	6,060.00
2-11-00-216	COUNCIL-TELEPHONE/INTERNET/MEETIN G PREP.	11,385.02	18,200.00
2-11-00-242	COUNCIL LEGAL FEES	18,583.00	20,050.00
2-11-00-252	COUNCIL DONATION	0.00	1,000.00
2-11-00-270	COUNCIL MEMBERSHIPS	0.00	0.00
2-11-00-274	COUNCIL INSURANCE	290.00	351.00
2-11-00-513	COUNCIL SUPPLIES	2,367.43	8,434.00
2-11-00-514	PUBLIC RELATIONS/PROMOTIONS	1,196.81	4,000.00
2-11-00-770	COUNCIL -LEADERSHIP BURSARY	0.00	1,750.00
TOTAL LEGISLATIVE EXPENSE		96,985.49	154,389.78
SURPLUS/DEFICIT LEGISLATIVE		96,985.49	154,389.78
ADMIN REVENUE			
1-12-00-274	INSURANCE -CLAIMS/REBATES	0.00	0.00
1-12-00-410	GENERAL SERVICE & SUPPLY REVENUE	(1,035.00)	(2,215.00)
1-12-00-510	A/R PENALTY REVENUE	119.43	(1,005.00)
1-12-00-560	RENTALS, LEASES	(1,100.00)	(1,260.00)
1-12-00-591	REBATES, DIVIDENDS	(109.34)	(305.00)
1-12-00-840	ADMIN. - MSI O	(90,428.00)	(90,428.00)
1-12-00-850	ADMIN - TRANSFER FROM RESERVES	0.00	(10,000.00)
1-12-00-930	CONTRIBUTION-OTHER FUNCTIONS- FIRE/ELECT	0.00	0.00
1-12-00-940	ADMIN -SENATE ELECTION	0.00	0.00
1-12-00-990	OTHER REVENUE	(2,351.93)	(3,030.00)
1-12-00-991	OTHER REVENUE - 100 YR ANNIVERSARY	(27,250.00)	(31,000.00)
1-12-00-992	TRANSFER FROM RESERVE - STAFF CHANGES	0.00	0.00
TOTAL ADMIN REVENUE		(122,154.84)	(139,243.00)

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Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
ADMIN EXPENSE			
2-12-00-110	ADMIN - SALARIES AND WAGES	326,632.71	407,725.30
2-12-00-130	ADMIN - EMP. BENEFIT ER - CPP/EI/AMS/RPP	65,220.92	82,047.62
2-12-00-131	ADMIN - EMP. BENEFIT ER - E.I.	0.00	0.00
2-12-00-132	ADMIN - EMP. BENEFIT ER - AMS	0.00	0.00
2-12-00-133	ADMIN - EMP. BENEFIT ER - RPP	0.00	0.00
2-12-00-137	ADMIN - WORKER'S COMPENSATION	3,931.41	4,573.36
2-12-00-141	ADMIN - STAFF DEVELOPMENT	3,064.00	2,520.00
2-12-00-142	ADMIN- EMPLOYEE RECOGNITION	430.70	3,045.00
2-12-00-211	ADMIN - TRAVEL & SUBSISTANCE	2,783.24	4,040.00
2-12-00-215	ADMIN - POSTAGE, FREIGHT, COURIER	3,732.98	7,560.00
2-12-00-216	ADMIN - TELEPHONE, FAX	11,040.17	12,000.00
2-12-00-221	ADMIN - ADVERTISING	2,008.69	1,515.00
2-12-00-231	ADMIN - AUDIT FEES	16,164.76	16,000.00
2-12-00-232	ADMIN - ASSESSMENT FEES	13,199.20	13,420.22
2-12-00-241	ADMIN - INSURANCE FEES	33,941.32	33,839.64
2-12-00-242	ADMIN - LEGAL FEES	5,792.01	15,050.00
2-12-00-243	ADMIN - COMPUTER SERVICE & SUPPORT	26,193.21	25,535.00
2-12-00-244	ADMIN - GIS PROJECT	1,474.75	6,060.00
2-12-00-245	ADMINISTRATION/CAO CONTRACT	4,229.62	35,392.45
2-12-00-246	ADMIN - BYLAW/POLICY REVIEW	0.00	0.00
2-12-00-247	ADMIN - RECORDS RETENTION PROJECT	0.00	0.00
2-12-00-250	ADMIN - BUILDING MAINT & REPAIR	1,188.64	25,050.00
2-12-00-252	ADMIN - OFFICE CLEANING	6,000.00	9,000.00
2-12-00-260	ADMIN - OFFICE MACHINES MAINT/REPAI	6,490.58	7,575.00
2-12-00-261	ADMIN - OFFICE MACHINES RENT/LEASE	8,800.91	12,120.00
2-12-00-270	ADMIN - MEMBERSHIP FEES	3,732.61	3,850.00
2-12-00-271	ADMIN - ELECT/ PLEB/CENSUS (TO RESERVE)	9,158.42	0.00
2-12-00-272	ADMIN - 100 YR ANNIVERSARY EXPENSE	48,123.20	42,407.00
2-12-00-511	ADMIN - STATIONERY	3,570.30	4,545.00
2-12-00-512	ADMIN - OFFICE LANDSCAPING	0.00	0.00
2-12-00-513	ADMIN - GENERAL SUPPLIES	2,963.15	6,550.00
2-12-00-514	ADMIN - PUBLIC RELATIONS/PROMOTION	6,207.06	3,030.00
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	6,023.74	14,850.00
2-12-00-542	ADMIN - NATURAL GAS	2,660.87	9,350.00
2-12-00-810	ADMIN - INTERES-SHORT TERM BORROW	1,749.51	7,000.00
2-12-00-811	ADMIN - BANK CHARGES	1,411.89	3,030.00
2-12-00-990	ADMIN-CAO CONTINGENCY FUND (MOST)	0.00	0.00

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Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-12-00-992	ADMIN - ALLOWANCE FOR STAFF CHANGES	0.00	0.00
2-12-99-625	ADMINISTRATION-BUILDING AMORTIZATION	0.00	5,101.00
2-12-99-635	ADMINISTRATION-M & E AMORTIZATION	0.00	4,080.00
TOTAL ADMIN EXPENSE		627,920.57	827,861.59
SURPLUS/DEFICIT ADMIN		505,765.73	688,618.59
FIRE REVENUE			
1-23-00-420	BAY RENTAL FEES	(22,000.00)	(26,400.00)
1-23-00-850	FIRE - ORFS CONTRIB ADM/COPIES/POSTAGE	0.00	(13,000.00)
1-23-00-920	FIRE - TRANSFER FROM RESERVES	0.00	0.00
1-23-00-930	CONTRIBUTION - OTHER FUNCTIONS-DISPATCH	(4,822.32)	(4,377.68)
1-23-00-931	FIRE REV. - LSAC MVA RESPONSE	0.00	0.00
1-23-00-940	FIRE - ONOWAY INCIDENT RECOVERY	0.00	(10,000.00)
1-23-00-990	OTHER REVENUE - ADMIN CHARGES	0.00	0.00
1-23-00-991	BLDG REIMBURSEMENT(\$5000/\$7370)	0.00	(12,370.00)
TOTAL FIRE REVENUE		(26,822.32)	(66,147.68)
FIRE EXPENSE			
2-23-00-110	FIRE - ONOWAY INCIDENT RESPONSES	3,456.77	10,000.00
2-23-00-111	FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	0.00	0.00
2-23-00-112	FIRE EXP. - LSAC MVA RESPONSES	0.00	0.00
2-23-00-216	FIRE - RADIOS/LEGAL	0.00	0.00
2-23-00-226	FIRE ADMIN FEE (\$11,779.64)	9,175.14	11,897.80
2-23-00-241	FIRE HALL INSURANCE	313.43	313.43
2-23-00-250	FIRE - BUILDING REPAIR, MAINTENANCE	4,198.28	5,050.00
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	0.00	0.00
2-23-00-350	FIRE-CONTRACT (\$51425)	39,795.42	51,938.91
2-23-00-351	911 DISPATCH CONTRACT PARKLAND COUNTY	3,494.88	6,901.00
2-23-00-352	FIRE - NWFR CONTRACT	0.00	0.00
2-23-00-353	FIRE - WATER USE/MISC	0.00	2,020.00
2-23-00-354	FIRE -ONOWAY PORT BLDG. REIMB (TO RESER)	0.00	0.00
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	5,223.81	3,080.00
2-23-00-542	FIRE - PROPANE	(165.98)	880.00

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Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-23-00-543	FIRE - SEPTIC SERVICES	4,149.98	2,020.00
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	0.00	2,020.00
TOTAL FIRE EXPENSE		69,641.73	96,121.14
FIRE SURPLUS/DEFICIT		42,819.41	29,973.46
ONOWAY REGIONAL FIRE SERVICES			
1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES	(42,126.25)	(45,000.00)
1-23-00-993	ORFS - OPERATIONAL COST (other munis)	(52,807.22)	(52,807.26)
1-23-00-994	ORFS - NWF CONTRACT (other munis)	(217,155.40)	(217,155.43)
1-23-00-995	ORFS - INCIDENT RECOVERY (EXC.ONOWAY)	(128,661.57)	(30,000.00)
1-23-00-996	ORFS - FIRE RESER TRANS.(\$9761 & \$7801)	0.00	0.00
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway)	(9,175.14)	(65,294.07)
TOTAL ONOWAY REGIONAL FIRE SER		(449,925.58)	(410,256.76)
ONOWAY REGIONAL FIRE SERVICES			
2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	7,847.36	14,740.00
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP.	145,843.74	40,000.00
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC. ONOWAY)	5,769.19	30,000.00
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS	0.00	1,941.74
2-23-00-143	ORFS - COPIES/POSTAGE	0.00	1,000.00
2-23-00-211	ORFS - ADMINISTRATION	0.00	12,000.00
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH)	82.50	250.00
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE	1,480.00	1,480.00
2-23-00-218	ORFS - RESERVES	0.00	3,000.00
2-23-00-219	ORFS - NWF CONTRACT(other munis)	0.00	0.00
2-23-00-220	ORFS - ADD OPERATIONAL (AB & ON)	0.00	14,740.00
2-23-00-221	ORFS - HALL IMPR (\$5000 ONO \$6800 AB)	0.00	11,800.00
2-23-00-223	ORFS - RADIOS	3,334.00	0.00
2-23-00-224	ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00
2-23-00-225	ORFS - RADIOS LICENSE	1,000.62	1,189.02
2-23-00-274	ORFS - LEGAL	3,400.00	700.00
2-23-00-513	ORFS - CONTRACT	162,866.58	270,215.99
2-23-00-517	ORFS - RADIO REPAIR	676.00	7,200.00
ONOWAY REGIONAL FIRE SERVICES		332,299.99	410,256.75

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Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
ONOWAY REGIONAL FIRE SERVICES		(117,625.59)	(0.01)
EMERG. MGT/DISASTER SERV. REV.			
1-24-00-840	DIS. SERV - REGIONAL COLL. GRANT	0.00	0.00
1-24-00-841	EMERG. MGT- REG. RADIO NETWORK GRANT	0.00	0.00
1-24-00-990	EMERG. MNGMNT. - RADIO SALES (BINS)	0.00	0.00
TOTAL DISASTER SERVICES REV.		0.00	0.00
EMERGENCY MGT./DISASTER SERVI			
2-24-00-141	DIS SERV. - STAFF DEVELOPMENT	0.00	1,515.00
2-24-00-211	DIS SERV. - TRAVEL & SUBSISTENCE	0.00	505.00
2-24-00-245	DIS. SERV. - CONTRACTED WORK	545.30	0.00
2-24-00-246	DIS. SERV. - REGIONAL EMERG. SERV. STUDY	0.00	0.00
2-24-00-247	EMRG. MGT -REG. RADIO	0.00	0.00
2-24-00-510	DIS SERV. - GENERAL SUPPLIES	112.69	2,020.00
TOTAL DISASTER SERVICES EXPENS		657.99	4,040.00
AMBULANCE REVENUE			
1-25-00-351	CONTRIBUTION - OTHER ORGANIZATIONS	0.00	0.00
1-25-00-840	CONDITIONAL GRANT-AMBULANCE	0.00	0.00
1-25-00-990	AMBULANCE-OTHER REVENUE	0.00	0.00
TOTAL AMBULANCE REVENUE		0.00	0.00
AMBULANCE EXPENSE			
2-25-00-240	AMBULANCE - TRANSFER PAYMENTS	0.00	0.00
2-25-00-262	AMBULANCE - STAFF ACCOMODATION RENT	0.00	0.00
TOTAL AMBULANCE EXPENSE		0.00	0.00
SURPLUS/DEFICIT AMBULANCE		657.99	4,040.00
BYLAW REVENUE			
1-26-00-420	DOG POUND CHARGES, DOG SALES	0.00	(450.00)
1-26-00-513	WEED&SNOW REMOVAL COST RECOVERY	(2,475.00)	(500.00)

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Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
1-26-00-520	ANIMAL LICENSES	(310.00)	(300.00)
1-26-00-530	MUNICIPAL FINES (DOGS, WEEDS)	0.00	(400.00)
TOTAL BYLAW REVENUE		(2,785.00)	(1,650.00)
BYLAW EXPENSE			
2-26-00-242	BYLAW-LEGAL FEES	0.00	505.00
2-26-00-245	BYLAW - CONTRACT	0.00	0.00
2-26-00-271	BYLAW - POUND/VET FEES	0.00	1,010.00
2-26-00-513	BYLAW - CONTRACTED WEED&SNOW REMOVAL	2,585.00	400.00
TOTAL BYLAW EXPENSE		2,585.00	1,915.00
BYLAW SURPLUS/DEFICIT		(200.00)	265.00
POLICING REVENUE			
1-27-00-530	RCMP & CPO FINE REVENUE	(5,286.94)	(10,100.00)
1-27-00-531	SCHOOL RESOURCE OFFICER	0.00	0.00
TOTAL POLICING REVENUE		(5,286.94)	(10,100.00)
POLICING EXPENSE			
2-27-00-240	COMMUNITY PEACE OFFICER CONTRACT	34,110.00	57,600.00
2-27-00-241	POLICE COSTING MODEL	32,599.00	32,599.00
2-27-00-245	POLICING - SCHOOL RESOURCE OFFICER	0.00	0.00
TOTAL POLICING EXPENSE		66,709.00	90,199.00
POLICING SURPLUS/DEFICIT		61,422.06	80,099.00
PW REVENUE			
1-31-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
1-31-00-990	OTHER REVENUE (FROM RESERVES - TIRES)	0.00	0.00
TOTAL PW REVENUE		0.00	0.00
PW EXPENSE			
2-31-00-110	PW - WAGES	26,966.00	42,893.56
2-31-00-111	PW - CONSULTING FEES	0.00	0.00

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Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-31-00-130	PW - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	10,885.57	9,107.96
2-31-00-131	PW - EMPLOYEE BENEFIT EI	0.00	0.00
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS	0.00	0.00
2-31-00-133	PW - EMPLOYEE BENEFIT RPP	0.00	0.00
2-31-00-137	PW - WORKERS COMPENSATION	622.11	727.58
2-31-00-141	PW - STAFF DEVELOPMENT	0.00	1,010.00
2-31-00-211	PW - TRAVEL & SUBSISTANCE	143.96	505.00
2-31-00-215	PW - POSTAGE & FREIGHT	0.00	0.00
2-31-00-216	PW - TELEPHONE CHARGES	3,266.72	4,848.00
2-31-00-221	PW - ADVERTISING	813.02	303.00
2-31-00-224	P.W. - MEMBERSHIPS	185.78	1,100.00
2-31-00-241	PW - INSURANCE PREMIUMS	8,668.59	8,668.99
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT	2,539.52	1,010.00
2-31-00-245	PW - CONTRACT WORK	0.00	0.00
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE	15,833.70	6,060.00
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE	32,430.65	50,500.00
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS)	5,999.60	12,625.00
2-31-00-514	PW - SAFETY EQU. (OH&S) &PROGRAM MANUAL	2,157.24	4,545.00
2-31-00-520	PW - OIL & GAS	12,704.79	40,850.00
2-31-00-541	PW - POWER (5104 - 41 STREET)	2,356.48	4,840.00
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	3,705.26	5,500.00
2-31-00-543	PW - SHOP PUMP OUT FEES	765.86	1,010.00
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER	0.00	0.00
2-31-00-998	P.W. - GAIN/LOSS TCA	0.00	0.00
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION	0.00	1,632.00
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION	0.00	3,060.00
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?	0.00	6,121.00
TOTAL PW EXPENSE		130,044.83	206,917.09
PW SURPLUS/DEFICIT		130,044.83	206,917.09
ROADS REVENUE			
1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING	0.00	0.00
1-32-00-840	ROADS REV. - SHORT TERM BORROWING PRINC.	0.00	0.00
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS	(11.75)	0.00
1-32-00-990	STREETS - OTHER REVENUE	(1,137.50)	(10,100.00)

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Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
TOTAL ROADS REVENUE		(1,149.25)	(10,100.00)
ROAD EXPENSE			
2-32-00-110	STREETS - WAGES	61,802.17	82,511.24
2-32-00-111	STREETS CONSULTING FEES	0.00	0.00
2-32-00-130	STREETS - EMPLOYEE BENEFITCPP/EI/AMS/RPP	9,227.07	17,298.87
2-32-00-131	STREET - EMPLOYEE BENEFIT EI	0.00	0.00
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS	0.00	0.00
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-32-00-137	STREETS - WORKERS COMPENSATION	1,688.56	1,717.00
2-32-00-215	STREETS - POSTAGE & FREIGHT	0.00	0.00
2-32-00-231	STREETS - ENGINEERING	0.00	0.00
2-32-00-241	STREETS - INSURANCE PREMIUMS	1,091.01	1,202.04
2-32-00-245	STREETS - CONTRACTED WORK	54,894.00	51,714.00
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE	4,801.14	3,636.00
2-32-00-513	STREETS - GENERAL SUPPLIES	6,787.34	4,040.00
2-32-00-514	STREETS-SNOW PLOWING DAMAGES	0.00	505.00
2-32-00-531	STREETS - SAND/CHIP/ETC.	5,320.64	32,250.00
2-32-00-532	STREETS - SIGNS, CULVERTS	404.70	1,515.00
2-32-00-533	STREETS - SIDEWALKS	13.56	0.00
2-32-00-534	STREETS - CHRISTMAS DECORATIONS	0.00	3,000.00
2-32-00-542	STREETS - POWER (STREET LIGHTS)	54,692.12	85,800.00
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018-2022)	0.00	0.00
2-32-00-810	STREET-SHORT TERM BORROWING INTEREST	0.00	0.00
2-32-00-811	STREETS REPAY TO RESERVES	0.00	0.00
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT	0.00	2,142.00
2-32-99-635	STREETS M&E AMMORTIZATION	0.00	0.00
TOTAL ROAD EXPENSE		200,722.31	287,331.15
ROADS SURPLUS/DEFICIT		199,573.06	277,231.15
PARKS REVENUE			
1-72-00-410	PARKS - RV SANI DUMP FEES	(4,449.45)	(7,070.00)
1-72-00-590	PARKS - BEAUTIFICATION	0.00	0.00
1-72-00-591	PARKS DONATED FUNDS	0.00	0.00
1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	0.00	0.00

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Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
1-72-00-840	CONDITIONAL GRANTS - RECREATION	0.00	0.00
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR. RESERVES	0.00	0.00
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	(5.00)	(10,500.00)
TOTAL PARKS REVENUE		(4,454.45)	(17,570.00)
PARKS EXPENSE			
2-72-00-110	PARKS - WAGES	58,484.91	72,900.76
2-72-00-130	PARKS - EMPLOYEE BENEFITS CPP/E//AMS/RPP	6,280.31	10,202.74
2-72-00-131	PARKS - EMPLOYEE BENEFIT EI	0.00	0.00
2-72-00-132	PARKS- EMPLOYEE BENEFIT AMS	0.00	0.00
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-72-00-137	PARKS - WORKERS COMPENSATION	1,066.39	1,247.28
2-72-00-141	PARKS - STAFF DEVELOPMENT	0.00	505.00
2-72-00-221	PARKS - ADVERTISING	0.00	202.00
2-72-00-241	PARKS - INSURANCE	1,561.89	1,561.89
2-72-00-243	PARKS - CONTRACT WORK	700.00	3,225.00
2-72-00-250	PARKS - REPAIR & MAINTENANCE	782.23	3,150.00
2-72-00-510	PARKS - GENERAL SUPPLIES	1,346.55	3,030.00
2-72-00-541	PARKS - POWER	2,097.43	5,500.00
2-72-00-542	PARKS-FORTIS (TREES/KIDS COR./RUTH CUST)	1,848.80	11,000.00
2-72-00-543	PARKS-SEPTIC SERVICES	1,934.93	2,525.00
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	2,638.53	3,030.00
2-72-99-615	PARKS-ENGINEERING STRUCTURES AMORTIZATIO	0.00	500.00
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??	0.00	0.00
2-71-00-764	RESERVE TRANSFER	0.00	17,200.00
TOTAL PARKS EXPENSE		78,741.97	135,779.67
PARKS SURPLUS/DEFICIT		74,287.52	118,209.67
STORM WATER REVENUE			
1-37-00-840	CONDITIONAL GRANTS-STORM WATER	0.00	0.00
TOTAL STORM WATER REVENUE		0.00	0.00
STORM WATER EXPENSE			
2-37-00-231	STORM WATER - ENGINEERING	0.00	0.00

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-37-00-245	STORM WATER - CONTRACTED WORK	441.00	14,953.00
2-37-99-615	STORM WATER-ENGINEERING STRUCTURES AMORT	0.00	0.00
2-42-00-540	SEWER - LAGOON POWER	0.00	0.00
TOTAL STORM WATER EXPENSE		441.00	14,953.00
STORM WATER SURPLUS/DEFICIT		441.00	14,953.00
WATER REVENUE			
1-41-00-121	LOCAL IMPROVEMENT - WATER LINES	0.00	0.00
1-41-00-440	BASIC WATER FEE	(94,072.47)	(126,389.00)
1-41-00-441	SALE OF METERED WATER	(168,718.95)	(191,400.00)
1-41-00-442	SALE OF WATER METERS	0.00	0.00
1-41-00-443	SERVICE CHARGES (TURN ON, THAWS)	0.00	(500.00)
1-41-00-444	ADMIN SERVICE FEES	(14,251.57)	(20,163.00)
1-41-00-445	REGIONAL WATER DEBENTURE REVENUE	(48,758.78)	(76,563.00)
1-41-00-446	WATER - REGIONAL WATER PHASE (III & IV)	0.00	0.00
1-41-00-447	REGIONAL WATER CONSUMPTION FEES	(136,277.57)	(191,400.00)
1-41-00-590	PENALTIES	(2,436.26)	(3,030.00)
1-41-00-591	SENIOR'S WATER REBATE	0.00	0.00
1-41-00-592	SENIOR'S ADMIN FEE REBATE	0.00	0.00
1-41-00-840	CONDITIONAL GRANTS - WATER	0.00	0.00
1-41-00-850	LOCAL GOVERNMENT TRANSFERS	0.00	0.00
1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND	0.00	0.00
TOTAL WATER REVENUE		(464,515.60)	(609,445.00)
WATER EXPENSE			
2-41-00-110	WATER - WAGES	42,549.05	60,690.30
2-41-00-111	WATER CONSULTING FEES (2 + 5)	8,108.86	9,020.00
2-41-00-121	WATER - FREEZE UP CONSUMP.ADJUST.	0.00	0.00
2-41-00-130	WATER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	6,902.91	12,559.28
2-41-00-131	WATER - EMPLOYEE BENEFIT EI	0.00	0.00
2-41-00-132	WATER - EMPLOYEE BENEFIT AMS	0.00	0.00
2-41-00-133	WATER - EMPLOYEE BENEFIT RPP	0.00	0.00
2-41-00-137	WATER - WORKERS COMPENSATION	622.11	727.58
2-41-00-141	WATER - STAFF DEVELOPMENT	123.82	4,040.00
2-41-00-211	WATER - TRAVEL/SUBSISTANCE	0.00	1,010.00

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY	0.00	0.00
2-41-00-216	WATER - WTP PHONE/FAX	762.10	1,212.00
2-41-00-217	WATER - WTP INTERNET	540.00	757.50
2-41-00-224	WATER MEMBERSHIPS	0.00	1,318.00
2-41-00-230	WATER - ENGINEERING	0.00	0.00
2-41-00-240	WATER - REGIONAL SYSTEM FEES	13,038.42	13,038.60
2-41-00-241	WATER - INSURANCE PREMIUMS	7,483.24	7,560.00
2-41-00-243	WATER - COMPUTER MAINT/SERVICE	2,700.00	1,010.00
2-41-00-245	WATER - CONTRACT WK (METER RD/LABS)	(10.43)	2,200.00
2-41-00-246	WATER - WTP MAINTENANCE	8,891.70	7,575.00
2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES	113.38	505.00
2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT	0.00	0.00
2-41-00-252	WATER - LINE REPAIR (INC. DRIPS)	3,071.50	44,000.00
2-41-00-447	WATER-REGIONAL WATER USAGE FEES	197,101.30	238,350.00
2-41-00-513	WATER - TREATMENT SUPPLIES	1,352.41	1,515.00
2-41-00-541	WATER - POWER	8,168.06	12,100.00
2-41-00-542	WATER - NATURAL GAS	2,620.52	3,850.00
2-41-00-543	WATER - PUMP OUT FEES	0.00	505.00
2-41-00-591	WATER-SENIORS WATER REBATE	0.00	0.00
2-41-00-592	WATER-SENIORS ADMIN FEE REBATE	0.00	0.00
2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS	0.00	200.00
2-41-00-762	WATER - 1 TIME EXP. REG. WATER CONNECT	0.00	0.00
2-41-00-764	RESERVE TRANSFER - WATER	0.00	0.00
2-41-00-810	WATER - SHORT TERM BORROW INTEREST	0.00	0.00
2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE	0.00	0.00
2-41-00-831	WATER - DEBENTURE INTEREST	31,106.21	32,173.56
2-41-00-832	WATER PRINCIPLE	45,676.67	44,609.32
2-41-00-833	WATER-WILD DEBENTURE(PHASE I & II)	40,717.78	40,718.00
2-41-00-834	WATER-WILD DEBENTURE (PHASE III & IV)	31,695.86	31,695.85
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO	0.00	29,880.00
2-41-99-635	WATER- M&E AMORTIZATION	0.00	8,000.00
TOTAL WATER EXPENSE		453,335.47	610,819.99
WATER SURPLUS/DEFICIT		(11,180.13)	1,374.99

SEWER REVENUE

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	0.00	(88,960.00)
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	(22,630.86)	(30,466.00)
1-42-00-410	SEWER - LAGOON USE (TRSFRR TO RESERVE)	(64,512.50)	(78,780.00)
1-42-00-411	SEWER LAGOON (outside use)	0.00	0.00
1-42-00-440	BASIC SEWER FEE	(34,959.40)	(47,470.00)
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	(112,074.25)	(151,500.00)
1-42-00-444	SEWER - ADMIN. SERVICE FEES	(9,424.42)	(12,786.60)
1-42-00-445	SEWER - GRANT CONSULTING FEES	0.00	0.00
1-42-00-590	SEWER -PENALTIES	(2,565.86)	(3,030.00)
1-42-00-591	SENIOR'S SEWER REBATE	0.00	0.00
TOTAL SEWER REVENUE		(246,167.29)	(412,992.60)
SEWER EXPENSE			
2-42-00-110	SEWER - WAGES	34,346.39	48,445.93
2-42-00-111	SEWER CONSULTING FEES	8,108.86	9,525.00
2-42-00-130	SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	5,685.92	10,055.76
2-42-00-131	SEWER - EMPLOYER BENEFIT EI	0.00	0.00
2-42-00-132	SEWER - EMPLOYER BENEFIT AMS	0.00	0.00
2-42-00-133	SEWER - EMPLOYEE BENEFIT RPP	0.00	0.00
2-42-00-137	SEWER - WORKERS COMPENSATION	355.49	415.76
2-42-00-141	SEWER - STAFF DEVELOPMENT	603.57	1,515.00
2-42-00-211	SEWER - TRAVEL&SUBSITANCE	0.00	1,010.00
2-42-00-215	SEWER - POSTAGE & FREIGHT	0.00	0.00
2-42-00-216	SEWER - LIFT STATION PHONE/FAX	570.10	808.00
2-42-00-217	SEWER - LIFT STATION INTERNET	787.58	808.00
2-42-00-218	SEWER - LAGOON INTERNET	470.00	707.00
2-42-00-224	SEWER-MEMBERSHIPS	0.00	660.00
2-42-00-231	SEWER - ENGINEERING LIFT STATION	0.00	0.00
2-42-00-239	SEWER - BILLING	0.00	0.00
2-42-00-241	SEWER - INSURANCE PREMIUMS	3,953.52	3,240.00
2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	3,229.05	1,010.00
2-42-00-244	SEWER - GRANT CONSULTING FEES	0.00	2,020.00
2-42-00-245	SEWER - CONTRACT WORK	8,231.90	6,450.00
2-42-00-250	SEWER - LINES REPAIR/MAINT. (30+71 MOST)	95,221.05	121,210.00
2-42-00-251	SEWAGE LAGOON MAINTENANCE	24,658.71	20,000.00
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUIP.	0.00	1,515.00

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	5,989.61	6,250.00
2-42-00-542	SEWER - NATURAL GAS	1,896.11	2,200.00
2-42-00-543	SEWER - PUMP OUT FEES	0.00	0.00
2-42-00-591	SEWER-EFFLUENT RESERVE	0.00	20,000.00
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	0.00	0.00
2-42-00-635	SEWER - M&E AMORTIZATION	0.00	0.00
2-42-00-762	SEWER - TRANSFER TO CAPITAL	0.00	0.00
2-42-00-764	RESERVE TRANSFER - FORCEMAIN PAYBACK	0.00	30,466.00
2-42-00-831	SEWER - DEBENTURE INTEREST	31,106.20	29,563.00
2-42-00-832	SEWER PRINCIPLE	45,676.66	46,719.50
2-42-99-615	SEWER-ENGINEERING STRUCTURES AMORTIZATIO	0.00	6,200.00
TOTAL SEWER EXPENSE		270,890.72	372,793.95
SEWER SURPLUS/DEFICIT		24,723.43	(40,198.65)
WASTE COLLECTION REV			
1-43-00-441	WASTE COLLECTION FEES	(51,516.22)	(75,970.00)
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL TIPPAGE	0.00	0.00
1-43-00-443	RECYCLING FEE	(10,127.63)	(14,490.00)
1-43-00-444	WASTE MISC (FIRESMART)	0.00	0.00
TOTAL WASTE COLLECTION REV		(61,643.85)	(90,460.00)
WASTE COLLECT EXP			
2-43-00-239	GARBAGE - BILLING	0.00	0.00
2-43-00-240	GARBAGE - LANDFILL PAYMENTS	12,678.20	18,000.00
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE	0.00	0.00
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6.13)	13,967.81	27,484.43
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS	9,951.85	7,272.00
2-43-00-350	GARBAGE - HHHW	0.00	0.00
2-43-00-351	RECYCLING - CONTRACT FOR PICKUP (3.22)	8,561.21	14,490.00
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5.13)	8,300.62	23,000.81
2-43-00-520	FUEL SURCHARGE	741.83	2,010.00
TOTAL WASTE COLLECT EXP		54,201.52	92,257.24

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
WASTE COLLECT SURPLUS/DEF		(7,442.33)	1,797.24
FCSS REVENUE			
1-51-00-587	FCSS-INTERAGENCY GROUP	0.00	0.00
1-51-00-588	FCSS - YOUTH GROUP	0.00	0.00
1-51-00-589	FCSS-BEAUTIFICATION PROJECT	0.00	0.00
1-51-00-591	FCSS - GRANT FOR OUTSIDE PROJECTS	0.00	0.00
1-51-00-592	FCSS - OUTSIDE PROJECTS CONTRIBUTIONS	0.00	0.00
1-51-00-840	F C S S. PROV. CONDITIONAL GRANT	(24,229.50)	(27,562.00)
1-51-00-850	FCSS - MUNICIPALITIES CONTRIBUTION	(48,205.10)	(44,205.10)
1-51-00-851	FCSS - ADMIN. FEE RE: MUNICIPALITIES	(7,800.90)	(7,800.90)
1-51-00-852	FCSS - ONOWAY ADMIN FEE	0.00	(5,167.95)
1-51-00-990	FCSS - OTHER REVENUE	0.00	0.00
TOTAL FCSS REVENUE		(80,235.50)	(84,735.95)
FCSS EXPENSE			
2-51-00-110	FCSS OUTSIDEPROJECT CONTRACTOR & COSTS	0.00	0.00
2-51-00-111	FCSS-YOUTH GROUP	0.00	0.00
2-51-00-112	F C S S. - ANNUAL COMMUNITY CHRISTMAS	0.00	0.00
2-51-00-113	FCSS - BEAUTIFICATION PROJECT	0.00	0.00
2-51-00-201	FCSS - VOLUNTEER RECOGNITION EVENT	0.00	0.00
2-51-00-750	CONTRIBUTION TO JOINT F.C.S.S. PROG	17,597.75	29,285.05
2-51-00-751	FCSS-MUNICIPALITIES CONTR. TO PROGRAMS	24,332.30	34,205.10
2-51-00-752	FCSS - ADMIN. FEES MUNICIPALITIES	0.00	0.00
2-51-00-753	FCSS-ADMIN. FEE ONOWAY	0.00	5,167.95
TOTAL FCSS EXPENSE		41,930.05	68,658.10
FCSS SURPLUS/DEFICIT		(38,305.45)	(16,077.85)
PLAN REVENUE			
1-61-00-521	PLANNING - DEVELOPMENT PERMITS	(2,278.71)	(1,500.00)
1-61-00-522	SAFETY CODES PERMITS	(1,680.23)	(2,500.00)
1-61-00-523	COMPLIANCE CERTIFICATES	(2,318.91)	(300.00)
1-61-00-524	PERMITS - SAFETY CODES COUNCIL LEVY	0.00	0.00
1-61-00-525	PLANNING - APPEALS	0.00	0.00

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
1-61-00-840	CONDITIONAL GRANTS-PLANNING	0.00	0.00
TOTAL PLAN REVENUE		(6,277.85)	(4,300.00)
PLANNING EXPENSE			
2-61-00-110	PLAN - DEVELOPMENT OFFICER WAGE	0.00	0.00
2-61-00-221	PLAN - ADVERTISING	0.00	0.00
2-61-00-230	PLAN-ENGINEERING SERVICES	23,323.60	0.00
2-61-00-242	PLAN - LEGAL	0.00	0.00
2-61-00-245	PLAN-CONTRACT SERVICES (SDAB)	300.00	1,515.00
2-61-00-270	PLAN - DEV. OFFICER CONTRACT	6,235.00	14,140.00
2-61-00-271	PLAN - SAFETY CODES	0.00	0.00
2-61-00-513	PLAN - SUPPLIES	0.00	0.00
TOTAL PLANNING EXPENSE		29,858.60	15,655.00
PLANNING SURPLUS/DEFICIT		23,580.75	11,355.00
LAND REVENUE			
1-66-00-400	SALE OF LAND INVENTORY	0.00	0.00
1-66-00-401	SALE OF LAND-COST RECOVERY	0.00	0.00
1-66-00-592	OFF-SITE LEVIES	0.00	0.00
TOTAL LAND REVENUE		0.00	0.00
LAND EXPENSE			
2-66-00-221	LAND-ADVERTISING	0.00	0.00
2-66-00-230	LAND - ENGINEERING/CONTRACT SERVICES	0.00	0.00
2-66-00-242	LAND - LEGAL COSTS	411.00	3,000.00
2-66-00-270	LAND - CONTRACTED SERVICES	0.00	3,000.00
2-66-00-570	LAND - COST OF LAND SALES	0.00	0.00
TOTAL LAND EXPENSE		411.00	6,000.00
LAND SURPLUS/DEFICIT		411.00	6,000.00
EDC REVENUE			
1-69-00-410	EDC - BUSINESS LICENCE FEES	(2,850.00)	(2,525.00)
1-69-00-940	EDC - TRSFR DEFERRED	0.00	(53,732.72)
1-69-00-941	RESERVE TRANSFER (MOST)	0.00	0.00

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
TOTAL EDC REVENUE		(2,850.00)	(56,257.72)
EDC EXPENSE			
2-69-00-110	EDC - EDO/GRANT WRITER	0.00	0.00
2-69-00-130	EDC - CPP	0.00	0.00
2-69-00-131	EDC - EI	0.00	0.00
2-69-00-132	EDC - AMS BENEFITS	0.00	0.00
2-69-00-133	EDC - RPP	0.00	0.00
2-69-00-137	EDC - WCB	0.00	0.00
2-69-00-140	EDC - PUBLIC RELATIONS (LSAC DRAINAGE)	0.00	0.00
2-69-00-141	EDC - TOURIST INFO. BOOTH	0.00	0.00
2-69-00-211	EDC - TRAVEL & SUBSISTANCE	0.00	0.00
2-69-00-216	EDC - PHONE & FAX CHARGES	0.00	0.00
2-69-00-221	EDC - ADVERTISING	0.00	1,505.00
2-69-00-270	EDC - MEMBERSHIPS	0.00	110.00
2-69-00-275	EDC-SUPPORT PHYSICIAN RETENTION (ORMC)	0.00	12,120.00
2-69-00-512	EDC - ONOWAY HIGH INVESTMENT-NR RESERVE	0.00	0.00
2-69-00-513	EDC - SUPPLIES	0.00	202.00
2-69-00-514	EDC - BROCHURE/PROMOTION	0.00	0.00
2-69-00-515	EDC - POSTAGE / FREIGHT/	0.00	0.00
2-69-00-516	EDC-IND INVEST/PARTN.PRO(129,900+20,000)	0.00	53,732.72
TOTAL EDC EXPENSE		0.00	67,669.72
EDC SURPLUS/DEFICIT		(2,850.00)	11,412.00
REC PROGRAM REVENUE			
1-71-00-470	FROM UNRESTRICTED SURPLUS/RESERVES	0.00	(11,000.00)
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM. GROUP	0.00	0.00
TOTAL REC PROGRAM REVENUE		0.00	(11,000.00)
REC PROGRAM EXPENSE			
2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00
2-71-00-241	REC. - PROGRAM REGISTRATIONS	0.00	0.00

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-71-00-513	REC - GENERAL SUPPLIES	0.00	0.00
2-71-00-541	REC - POWER (SENIORS CENTRE)	0.00	0.00
2-71-00-765	REC TAX - SENIORS	0.00	0.00
2-71-00-766	REC TAX - HALL (INC. REPAIR/MAINTENANCE)	0.00	5,050.00
2-71-00-767	REC TAX - OTHER	0.00	11,000.00
2-71-00-768	REC TAX-ARENA (\$7000-20/21/22#111/20)	0.00	7,000.00
2-71-00-771	REC TAX - SENIORS TRANSPORTATION	6,600.00	6,600.00
2-71-99-635	REC -AMORTIZATION	0.00	1,938.00
TOTAL REC PROGRAM EXPENSE		6,600.00	31,588.00
REC PROGRAM SURPLUS/DEFICIT		6,600.00	20,588.00
 CULTURE REVENUE			
1-74-00-541	CULTURE - HALL POWER	(4,129.25)	(7,150.00)
1-74-00-542	CULTURE - HALL GAS	(2,931.02)	(3,410.00)
TOTAL CULTURE REVENUE		(7,060.27)	(10,560.00)
 CULTURE EXPENSE			
2-74-00-250	CULTURE - BUILDING REPAIR AND MAINTENANC	0.00	0.00
2-74-00-510	CULTURE - GENERAL SUPPLIES	0.00	0.00
2-74-00-541	CULTURE - HALL POWER/UTILITY (MOST)	3,459.94	7,150.00
2-74-00-542	CULTURE - HALL GAS (MOST)	2,285.31	3,410.00
2-74-00-543	CULTURE - HALL INSURANCE	0.00	6,048.00
2-74-00-771	CULTURE - GRANTS TO LIBRARYS	3,872.62	14,746.00
2-74-00-772	CULTURE - GRANT TO COMMUNITYGROUPS	0.00	0.00
2-74-99-625	CULTURE-BUILDINGS AMORTIZATION	0.00	1,020.00
TOTAL CULTURE EXPENSE		9,617.87	32,374.00
CULTURE SURPLUS/DEFICIT		2,557.60	21,814.00
 MISC EXPENSE			
2-97-00-912	MISC - ALLOW. FOR UNCOLLECT.TAXES	0.00	0.00
2-97-00-913	MISC - ALLOW FOR ASSESS.APEAL TAX	0.00	0.00
2-97-00-990	MISC - ALLOW. FOR EXCESS COLLECTION	0.00	0.00
2-97-00-991	MISC - TAX DISCOUNTS	0.00	0.00
2-97-00-992	MISC - TAX COLLECTION COSTS	2,250.00	3,000.00

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TOWN OF ONOWAY

Revenue & Expense

For the Period Ending September 30, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-97-00-993	MISC - CANCEL UNCOLLECTABLE ACCTS.	0.00	200.00
2-97-00-994	MISC-RESERVE TRSFR LEGAL, INFLATION, MSI	0.00	10,000.00
TOTAL MISC EXPENSE		<u>2,250.00</u>	<u>13,200.00</u>
MISC SURPLUS/DEFICIT		<u>2,250.00</u>	<u>13,200.00</u>
TOTAL SURPLUS/DEFICIT		(694,431.19)	(0.96)

*** End of Report ***



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 12, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	North Saskatchewan Watershed Alliance (NSWA)

BACKGROUND / PROPOSAL

North Saskatchewan Watershed Alliance NSWA has submitted a request for its annual contribution for the Town for 2024. In the past NSWA requests its annual contribution and invoices its members in the previous year. The requested contribution is \$556.20.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Town of Onoway historically has supported NSWA which focuses on water conservation and sustainability.

STRATEGIC ALIGNMENT

Service Excellence

COSTS / SOURCE OF FUNDING

2023 Operating Budget

RECOMMENDED ACTION

THAT the Town of Onoway renew its 2024 North Saskatchewan Watershed Alliance (NSWA) membership in the amount of \$556.20.

or

Direction as given by Council at meeting time.

ATTACHMENTS

NSWA – September 11, 2023 email

NSWA – September 5, 2023 letter

NSWA – 2022-2023 Highlights

From: Jennifer Thompson <cao@onoway.ca>
Sent: September 11, 2023 10:36 AM
To: debbie@onoway.ca; gino@onoway.ca
Cc: finance@onoway.ca
Subject: FW: Municipal Contribution for NSWA
Attachments: NSWA Letter - Onoway.pdf; Inv# 2024.057. Town of Onoway. 2023-09-05.pdf; FINAL NSWA HIGHLIGHTS 2022-2023 rd.pdf

For next Council meeting please.

Jennifer

From: Scott Millar <scott.millar@nswa.ab.ca>
Sent: September 11, 2023 10:25 AM
To: cao@onoway.ca
Subject: Municipal Contribution for NSWA

Good afternoon, Ms. Thompson (Town of Onoway)

Each year in September, the North Saskatchewan Watershed Alliance (NSWA) mails an information package to your Council with a suggested contribution for the NSWA. We have heard that electronic delivery of this information would be helpful for those responsible for administering the NSWA contribution. So, this year we are emailing invoices directly to you.

Please find attached the same materials included in the Council mail-out, including the NSWA Letter to Council, the NSWA invoice for a proposed 2024 contribution, and a one-page overview of *Highlights from the NSWA*.

Thank you. Please let me know if you have any questions or concerns.

Scott



Scott Millar, B.Sc., P.Biol (he/him)

Executive Director | **North Saskatchewan Watershed Alliance**

Email: Scott.Millar@nswa.ab.ca | Office: 587.525.6821 | Mobile: 780.387.8440

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NSWA.AB.CA



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

September 5, 2023

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

Dear Mayor and Council,

RE: Supporting Watershed Management for a Thriving Town of Onoway

I hope this letter finds you in good health and spirits. I am writing to you on behalf of the North Saskatchewan Watershed Alliance (NSWA) to express our sincere gratitude for your past support and to kindly request your continued partnership in 2024. Last year, Onoway was among the more than 40 municipalities who supported the NSWA. This year, as we embark on another year of collaborative efforts, we are again asking for positive consideration by you and your Council in 2024 for a contribution of \$556.20.

As you are aware, water and environmental management stands as a pillar of Onoway's growth and prosperity. The well-being of our citizens and our economy depends on secure access to clean drinking water, the sustained health of our watershed, protection against flooding and drought, and effective stormwater management.

Onoway is important to our watershed because the water the town needs comes from the landscape upstream of the city, while city stormwater and wastewater can affect the ecosystem downstream. This means that improving sustainability is best achieved at a watershed scale and in collaboration with other water managers.

At the NSWA, we believe the complex, multi-faceted nature of water and environmental management is best tackled by bringing people and communities together to collaborate. For more than 23 years, the NSWA has worked tirelessly to bring partners together to improve how we collectively manage our rivers, wetlands, and lakes using the best and most applicable science. This important work is accomplished because of the generous support of municipalities like Onoway, the provincial government, and water utilities.

Your support means that the NSWA can continue to bring municipalities and partners together to address water quality and quantity challenges, build new tools for decision-makers, and improve our understanding of the watershed. One such project is the NSWA's update to the State of the Watershed assessment, last completed in 2005. NSWA is using an internationally recognized method called the Freshwater Health Index developed by Conservation International to calculate a numeric rating for the watershed's vitality, ecosystem services, and governance. The State of the Watershed enables Onoway



to make decisions and set priorities armed with the best information on the health of the watershed. The assessment is also a valuable tool for the town to communicate basin health with its citizens.

We believe that through collective efforts, we can build a future where water resources are managed sustainably, benefiting not only Onoway but our entire watershed. Your continued support is invaluable in shaping this vision into reality. We invite you to explore our 2022-2023 Annual Report and the NSWA website for more information (www.nswa.ab.ca). Enclosed is an invoice to facilitate the administration of your suggested contribution.

I would be happy to connect with you and your Council to provide more information. The NSWA Executive Director, Scott Millar (scott.millar@nswa.ab.ca) is also available to present to Onoway and to answer any questions you may have about the NSWA.

Sincerely,

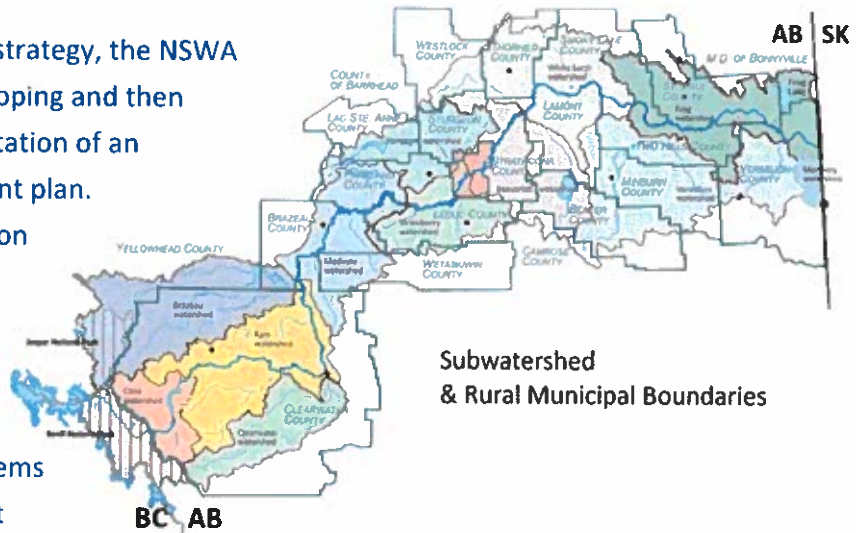
Stephanie Neufeld
Chair, North Saskatchewan Watershed Alliance

Cc: Chief Administrative Officer

HIGHLIGHTS FROM 2022-2023

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to **improving the health and sustainability of the North Saskatchewan River and its watershed.**

Under the Alberta *Water for Life* strategy, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan. Implemented through collaboration and community engagement, the plan sets out the actions needed to protect and enhance the quantity and quality of water and the health of aquatic ecosystems within the watershed and support the social and economic well-being of the region.



STATE OF THE WATERSHED ASSESSMENT

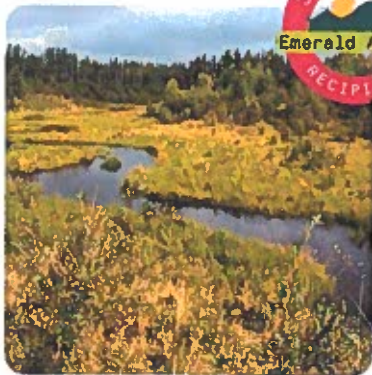
The State of the Watershed assessment examines numerous aspects of watershed health so that we have a baseline from which to determine if actions are needed to improve watershed health.



Building upon the NSWA's 2005 assessment, the **State of the Watershed** will make use of an internationally recognized methodology called the **Freshwater Health Index (FHI)**, developed by Conservation International. This will be the first use of FHI in a North America. The index scores watershed vitality, services, and governance to create scientifically supported, scalable, consistent results that integrate available data and the expertise of local stakeholders, subwatershed alliances, and the NSWA.

WETLAND STRATEGY

The NSWA is developing the **Strategy to Improve Wetland Management for the North Saskatchewan River in Alberta**. This collaborative strategy is intended to coordinate and align the work of partners across the watershed to advance wetland management and implementation of the Alberta Wetland Policy. The NSWA is offering a **Wetland Education Sponsorship** to support municipal partners as they elevate their knowledge and technical capacity to conserve wetlands and implement wetland restoration initiatives in the watershed.



RIPARIAN HEALTH ACTION PLAN

The NSWA continues to promote practices and policies that support riparian health. We initiated a **review of riparian regulations for 24 municipalities** as a foundation for building a **Riparian Regulations Best Management Practices Guide**. As well, we are working to add new dimensions to the provincial riparian setback calculator to support municipal planning processes. The **Riparian Web Portal** (riparian.info) continues showcase restoration projects from across the watershed.

EDUCATION AND OUTREACH

A key role for the NSWA is sharing knowledge and information on the North Saskatchewan River watershed. Staff attend community events throughout the summer, publish a monthly newsletter, hosts workshops and webinars, and is actively growing our social media network. We are proud to say we have engaged with more than **1,900 community members** and reach over **5,700 people** through our social media channels in 2023.



STAY CONNECTED TO NSWA

Email us at water@nswa.ab.ca to join our newsletter and event mailing list.

Visit us at www.nswa.ab.ca to see more on our partners, our work, and our results.

Connect with us on the social media platform of your choice.





Invoice

202 - 9440 49
Street NW
Edmonton, Alberta
T6B 2M9

Date	Invoice #
9/05/2023	2024.057

Phone #	587.525.6821
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
Town of Onoway PO Box 540 Onoway AB T0E 1V0

Description	Amount
Municipal Contribution January 1 to December 31, 2024 - Per Capita Funding Request	556.20
Thank you for your support	Total \$556.20

GST/HST No. 890443419

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Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 12, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2023 Trunk and Treat

BACKGROUND / PROPOSAL

Halloween Trunk and Treat is an annual event held in Alberta Beach, Rich Valley and other communities - and is currently in its second year in Alberta Beach and third year in Rich Valley. Rather than going door to door, trick or treaters approach automobile trunks for treats.

Last year the event drew 200 kids in Alberta Beach and this year more kids are anticipated to come out.

The events will take place on October 28, 2023 between 12-2pm at Rich Valley Arena and from 4-7pm at Beach Wave Park, Alberta Beach.

There will be prizes for best costume and best trunk decorations. Also, in Rich Valley there will be skating; in Alberta Beach there will be a bon fire and hot dogs free of charge along with games including a huge pinata that will need to be filled with candy.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Alberta Beach and Rich Valley Ag Society are requesting if the Town of Onoway can donate prizes and/or candy and also if the Town would have a vehicle to enter in the lineups of cars.

STRATEGIC ALIGNMENT

N/A

COSTS / SOURCE OF FUNDING

Financial impact to 2023 Operating Budget depends on Council decision.

RECOMMENDED ACTION


- That Council participate in 2023 Trunk and Treat events in Alberta Beach and Rich Valley by donating, candy, prizes and vehicles and/or anything else discussed.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS


- 2023 Alberta Beach and Rich Valley Halloween Trunk and Treat Flyers.



BEACHWAVE PARK HALLOWEEN TRUNK & TREAT



October 28, 2023 4-7pm
5000 - 49 Avenue, Alberta Beach



Come out and enjoy Treats, Pumpkin Carving, Crafts, Costume Prizes, Piniata, games and refreshments

Please call 780-267-0171 to register your vehicle or to make a candy / prize donation

Candy Passport: Get 3 or more stamps from visiting other Trunk & Treats to be entered to win a prize. Visit our website or facebook for a map.



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debbie@onoway.ca

From: penny@onoway.ca
Sent: October 4, 2023 4:20 PM
To: debbie@onoway.ca
Subject: FW: Rich Valley Trunk or Treat
Attachments: Truck or Treat Candy Crawl 2023.png; Rich Valley Trunk or Treat 2023.png

From: Ashley Steinkey
Sent: October 4, 2023 3:17 PM
To: info@onoway.ca
Subject: Rich Valley Trunk or Treat

Hello
Ashley Steinkey here , I am the VP at The Rich Valley Ag Society. We are putting on the 3rd Annual Trunk to Treat and we wanted to invite you to come out and support our community by decorating your trunk and handing out Candy for the kiddos on Sat Oct 28th 12-2pm.

Please see the attached flyer,

As well you will see that we have collaborated with 5 other communities and are organizing a Candy Crawl.

Another opportunity for you to get invoiced in the community is to donate a prize for our Best Costume or Best Decorated Trunk.

Please let me know if you are able to attend - the nice part is that ours is from 12- 2 so you would still have time to visit other towns if you wanted.

I look forward to hearing from you
Ashley Steinkey

TRUNK OR TREAT

OCTOBER 28, 2023

CANDY PASSPORT

Get 3 or more stamps from visiting other Trunk or Treats and be entered to win a prize!



Rich Valley 3rd Annual

Trunk or Treat
12pm - 2pm

Best Costume & Best Trunk Contest
Treats & Skating !!!

Concession
Open!!!



Alberta Beach 2nd Annual

Trunk or Treat
4pm - 7pm

Treats, Pumpkin Carving,
Crafts, Costume Prizes,
Piniata, Games &
Refreshments

Darwell 8th Annual

Trunk or Treat 1pm - 4pm

Treats, Games, Free Hot
Dogs & Hot Chocolate, Best
Decorated Trunk Contest



Lake Isle 1st Annual

Trunk or Treat 2pm - 5pm

Treats, Outdoor Games, Hot
Chocolate. Best Decorated
Trunk Contest!



Magnolia 4th Annual

Trunk or Treat 4:30pm

Treats, Bonfire to Follow



CANDY CRAWL

PLAN A ROUTE AND HIT THEM ALL



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 12, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Water Loss Analysis

BACKGROUND / PROPOSAL

The Town of Onoway receives treated water from WILD Water Commission. This water is then pumped through an underground piping distribution system that the town owns, operates, and maintains. Finally, the water is supplied to residential and non-residential customers through a water meter. Water meters measure and record the consumption of water in cubic metres or (m³) which is then included on the utility bill.

Unfortunately, before the water meters all utilities incur “water loss.” Water loss as per the American Water Works Association (AWWA) is defined as either real losses or apparent losses. Real losses as shown in the attached are either *“leakage on transmission and distribution mains, leakage and overflows at utility’s storage tanks and leakage on service connections up to the point of Customer metering.”*

Apparent losses as shown in the attached are *“customer metering inaccuracies, unauthorized consumption and systematic data handling errors.”*

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Currently, Administration is working on a high-level preliminary review of the town’s water loss from 2020 to August 2023. This review consists of comparing the difference between the water purchased from WILD Water Commission and water sold to utility customers.

Based on these calculations, the water loss % is as follows:

Year	Water Loss % Average	\$ Equivalent Based On 2023 Purchase Rate \$2.95 (Apx.)
2020	15.58%	\$38,990
2021	20.76%	\$53,319
2022	25.91%	\$71,279
2023 (Up to August 2023- Partial Year)	29.22%	\$57,585

Further analysis since 2021 shows a majority of water loss occurs from November to March. This time frame aligns with when drip lines are operational throughout the Town. These drip lines are located on the service line before the water meters and therefore are not accounted for. The main purpose of these lines is to allow a continuous flow of water throughout the winter season to prevent water service lines from freezing due to shallow depth. Currently there are approximately 31 drip lines in town.

To provide further context there are a total of approximately 402 residential and non-residential accounts; 7.71% of these accounts have drip lines.

Potential contributing factors to water loss may be:

- Water consumed when a fire hydrant is opened for firefighting or operational tests.
- Leakage in water distribution mains.
- Leakage within Utility Storage Tank/Reservoir.
- Leakage on service connections up to the point of customer metering.
- Unbilled unmetered consumption.
- Unbilled metered consumption.

The above list are examples and not comprehensive and to reiterate may be potential factors. According to the United States Environmental Protection Agency (EPA) public water systems experience non-revenue water loss rates on an average of about 16%. Of this loss, nearly 12% is potentially recoverable and 4% is unrecoverable.

Further investigation of causes of water loss will take some time and resources however Administration is to providing awareness to Council.

STRATEGIC ALIGNMENT

Fiscal Sustainability
Sustainable Infrastructure

COSTS / SOURCE OF FUNDING

No financial impact to 2023 operational or capital budgets.

RECOMMENDED ACTION

That Council accept the attached Water Loss Analysis as information.

ATTACHMENTS

- American Water Works Association (AWWA) Water Balance Diagram.
- Water and Sewer Service Diagram.

Volume from Own Sources (corrected for known errors)	System Input Volume	Water Exported (corrected for known errors)	Billed Water Exported				Revenue Water
			Water Imported (corrected for known errors)		Water Supplied	Authorized Consumption	Billed Authorized Consumption
Billed Unmetered Consumption							
Unbilled Authorized Consumption	Unbilled Unmetered Consumption	Non-revenue Water					
	Unbilled Metered Consumption						
Water Losses	Apparent Losses	Customer Metering Inaccuracies				Non-revenue Water	
		Unauthorized Consumption					
		Systematic Data Handling Errors					
Real Losses		Leakage on Transmission and Distribution Mains				Non-revenue Water	
		Leakage and Overflows at Utility's Storage Tanks					
		Leakage on Service Connections up to the point of Customer Metering					

NOTE: All data in volume for the period of reference, typically one year.
Figure 1 AWWA Water Balance (Source: AWWA M36 Manual, 4th Ed.)



Waste Water Sewer Line

Water Line

Sanitary Sewer Back Up Policy C-WS-SEW-1:
Section 3b., & Section 3eii.

Private Property

Property Line

Town Property

Sanitary Sewer Back Up Policy C-WS-SEW-1:
Section 3ei., Section 3eiv. & Section 4

Waste Water Sewer Main

Water Main



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 12, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Capital Projects

BACKGROUND / PROPOSAL

During the April 24, 2023 Special Council Meeting, Council made the following motion regarding the 2023 Capital Budget:

	CARRIED
Motion #125/23	MOVED by Councillor Bridgitte Coninx that Council approve the capital budget as revised: \$20,000.00 to be allocated for office renovations; \$30,000.00 to be allocated to road repair projects.
	CARRIED

During the September 14, 2023 Council Meeting, Council made the following motion regarding reallocating 2023 capital budget funds:

5.	FINANCIAL REPORTS Motion #249/23	MOVED by <u>Councillor Bridgitte Coninx</u> that Administration be authorized to reallocate \$6,400.00 that was budgeted for office renovations to repair overhead doors in the fire station.
		CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward the approved 2023 Capital Budget with the September 14 amendment to Council to discuss the potential capital projects in 2024.

In 2023 a majority of the Capital Projects were funded by the following Grants:

Grant Program	Grant Program Provider	2023 Allocation
Municipal Sustainability Initiative (MSI) - Operating	Province of Alberta	\$90,428
Municipal Sustainability Initiative (MSI) – Capital	Province of Alberta	\$143,026

Canada Community-Building Fund (CCBF)	Government of Canada	\$64,417
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It is important to note that the MSI grant program will end in 2023 and will be replaced by Local Government Fiscal Framework (LGFF) in 2024. According to the MSI website "A public announcement of the LGFF allocation formula, individual municipal allocations, and program administration is anticipated later in 2023."

According to the CCBF website "The federal government provides the CCBF to provinces and territories. In turn, provinces flow this funding to municipalities. The annual program budget for the CCBF is subject to the federal government advising Alberta of the yearly provincial funding. Municipalities will be advised of their annual CCBF funding allocations after Alberta's funding has been confirmed by the federal government and the department has authorized specific funding allocations."

In addition to grant funding in 2023, \$14,703 for the storm water rehab was funded by property tax revenue.

STRATEGIC ALIGNMENT

Fiscal Sustainability

Service Excellence

Sustainable Infrastructure

COSTS / SOURCE OF FUNDING

No known financial impact to 2023 operational or capital budgets.

RECOMMENDED ACTION

1. That Council direct Administration to procure estimated costs to list of projects discussed.
2. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Capital Plan 2023 Funding as of September 29, 2023.
- Capital Plan 2023-2028 As of September 29, 2023.

TOWN OF ONWAY CAPITAL PLAN 2023 FUNDING As of September 29, 2023

Project						
ASSET GROUP	2023	Tax Levy	Reserves	Grants	User Rates	NOTES:
BUILDINGS						
PW SHOP FACILITY						Lunch room rebuild. Not started in 2022. Carryforward in 2026.
AIR EXCHANGE - FIRE DEPARTMENT BAY						
ADMINISTRATION FURNACE ROOM						Completed in 2022.
ADMINISTRATION OFFICE RENOVATION	\$ 13,600.00			\$ 13,600.00		\$15,214 from One-Time 2023 MSI Operating & \$4,786 from MSI Capital. Operating portion expensed in operating GL 2-12-00-250 Admin- Building Maint & Repair. Motion #249/23- Reallocate \$6,400 to Fire Dept. Over head doors Project.
ASSET MANAGEMENT	\$ 25,360.00			\$ 25,360.00		
FIRE DEPARTMENT - OVERHEAD DOORS	\$ 6,400.00			\$ 6,400.00		Motion #249/23- Reallocate \$6,400 from Administration Office Renovation. Operating portion expensed in operating GL 2-12-00-250 Admin- Building Maint & Repair
MACHINERY AND EQUIPMENT						
MOWER REPLACEMENT						
PW TRUCK						
SIDEWALKS AND TRAILS						
SIDEWALK REPLACEMENT						Cyclical plan - every three years - Gas Tax Fund
ROADWAY INFRASTRUCTURE						
MILLER DR/44ST.						
BACK ALLEY PROJECT						
CHIP SEAL LAC STE. ANNE TRAIL NORTH & SOUTH						
ROAD REPAIRS	\$ 30,000.00			\$ 30,000.00		\$30,214 from One-Time 2023 MSI Operating. Expensed in Operating GL 2-32-00-245 Streets-Contracted Work.
WATER/WASTE WATER						
VALVE AND HYDRANT REPLACEMENT	\$ 85,000.00			\$ 85,000.00		2022- Replaced 2 water valves at intersection of 50 St & 48 Avenue at cost of \$35,000. \$64,417 from CCBF & \$20,583 from MSI Capital.
METER READER						
WTP AND LIFT STATION COMPUTER						
WTP AND LIFT STATION MECHANICAL UPGRADES	\$ 40,000.00			\$ 40,000.00		
LAGOON DESLUDGING PROGRAM (3YR CYCLE)						Completed in 2021 - Cyclical plan every three years.
RIP RAP AT LAGOON						
SURVEY AND MAP VALVES, HYDRANTS, MANHOLES, CC, ETC.						
STORM WATER REHAB	\$ 67,000.00	\$ 14,703.00		\$ 52,297.00		2022 - Ditching and culvert replaced along 52st north (WTP RD) at a cost of \$32,000. 2023-47 Avenue.
SEWER LINE RELINING						
SEWER CAMERA						
SEPTAGE RECEIVING STATION (SRS) SYSTEM						
TOTAL	\$ 267,360.00	\$ 14,703.00	\$	\$ 252,657.00	\$	

TOWN OF ONOWAY CAPITAL PLAN 2023 - 2028 As of September 29, 2023

ASSET GROUP	2023	2024	2025	2026	2027	2028	NOTES:
BUILDINGS							
PW SHOP FACILITY				\$ 80,000.00			Lunch room rebuild. Not started in 2022. Carryforward in 2026.
AIR EXCHANGE - FIRE DEPARTMENT BAY							
ADMINISTRATION FURNACE ROOM							Completed in 2022.
ADMINISTRATION OFFICE RENOVATION	\$ 13,600.00						\$15,214 from One-Time 2023 MSI Operating & \$4,786 from MSI Capital. Operating portion expensed in operating GL 2-12-00-250 Admin- Building Maint & Repair. Motion #249/23- Reallocate \$6,400 to Fire Dept. Over head doors Project.
ASSET MANAGEMENT	\$ 25,360.00	\$ 9,940.00					
FIRE DEPARTMENT- OVERHEAD DOORS	\$ 6,400.00						Motion #249/23- Reallocate \$6,400 from Administration Office Renovation. Operating portion expensed in operating GL 2-12-00-250 Admin- Building Maint & Repair
MACHINERY AND EQUIPMENT							
MOWER REPLACEMENT							
PW TRUCK							
SIDEWALKS AND TRAILS							
SIDEWALK REPLACEMENT							Cyclical plan - every three years - Gas Tax Fund
ROADWAY INFRASTRUCTURE							
MILLER DR/44ST.							
BACK ALLEY PROJECT							
CHIP SEAL LAC STE. ANNE TRAIL NORTH & SOUTH			\$ 200,000.00				
ROAD REPAIRS	\$ 30,000.00						\$30,214 from One-Time 2023 MSI Operating. Expensed in Operating GL 2-32-00-245 Streets- Contracted Work.
WATER/WASTE WATER							
VALVE AND HYDRANT REPLACEMENT	\$ 85,000.00	\$ 85,000.00					2022- Replaced 2 water valves at intersection of 50 St & 48 Avenue at cost of \$35,000.
METER READER							
WTP AND LIFT STATION COMPUTER							
WTP AND LIFT STATION MECHANICAL UPGRADES	\$ 40,000.00						
LAGOON DESLUDGING PROGRAM (3YR CYCLE)		\$ 190,000.00					Completed in 2021 - Cyclical plan every three years.
RIP RAP AT LAGOON							
SURVEY AND MAP VALVES, HYDRANTS, MANHOLES, CC, ETC.							
STORM WATER REHAB	\$ 67,000.00	\$ 67,000.00					2022 - Ditching and culvert replaced along 52st north (WTP RD) at a cost of \$32,000.
SEWER LINE RELINING				\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	
SEWER CAMERA		\$ 75,000.00	\$ 75,000.00				
SEPTAGE RECEIVING STATION (SRS) SYSTEM							
TOTAL	\$ 267,360.00	\$ 426,940.00	\$ 275,000.00	\$ 230,000.00	\$ 150,000.00	\$ 150,000.00	



Town of Onoway Request for Information

Meeting:	Council Meeting
Meeting Date:	October 12, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Best Practices Changes for Procedural Bylaw

BACKGROUND / PROPOSAL

During the December 2, 2021 Council Meeting, Council made the following motions regarding the Procedural Bylaw 792-21:

POLICIES & BYLAWS	
Motion #492/21	MOVED by Councillor Robert Winterford that Bylaw 792-21, being the Council and Council Committee Procedural bylaw, be given first reading. CARRIED
Motion #493/21	MOVED by Councillor Robin Murray that Bylaw 792-21 be given second reading. CARRIED
Motion #494/21	MOVED by Deputy Mayor Lisa Johnson that Bylaw 792-21 be considered for third reading. CARRIED UNANIMOUSLY
Motion #495/21	MOVED by Councillor Bridgitte Coninx that Bylaw 792-21 be given third and final reading. CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is currently reviewing the Town of Onoway Procedural Bylaw 792-21 to apply best practices. Some best practices reviewed are as follows:

Addition of a Committee of the Whole Section

Currently items added to the Council agenda requests an approval from Council. Committee of the Whole would be a separate number section within the Council agenda similar to Action items. Any items added to this section would request a discussion from Council. The discussions arising from these items should provide Administration required direction and information to create a Request for Decision report within the Action Item

section for a future Council meeting. Adding this section should create efficiency within the Council meeting.

Enhancement of Appointments section

Currently within the Council meeting agenda there is a section for Appointments Hearings. This section meets the MGA section 198 "Right of public to be present." It would be prudent to include rules for within the procedural bylaw. The following may be considered but is not comprehensive:

- How much time are they given? Is 15 minutes sufficient?
- How many appointments are to be scheduled per meeting?
- How frequently can an appointment come back to present information on the same topic?
- What type of notice and material are required in advance?
- Is Council bound to make a decision on the appointment at the meeting or will council take time to consider the information?

Addition of an Electronic/Virtual Meeting section

MGA Section 199 allows council by bylaw to conduct their council meetings or council committee meetings through electronic means either electronic or telephonic so long as attendees can hear and communicate during the meeting. The bylaw mentioned above can either be a separate bylaw or be part of the procedure bylaw. All sections within MGA Section 199 would be included however in addition the following point may be considered but is not comprehensive:

- What types of meetings (regular, special or committee) would the bylaw allow electronic participation?

Addition of a Meeting changes section

MGA Section 193 subsections 3a and 3b state that "if council changes date, time, or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change (a) to any councillors not present at the meeting at which the change was made, and (b) to the public."

Adding a notice of motion section

Currently any member of Council may add an item on the Council meeting agenda whether it is written or verbal. Additionally whichever format is chosen, consideration should be given in that a notice of motion to Council or Recommendation should be included with each item agenda added.

Considering that the Procedural Bylaw has a great impact on Council, Administration is bringing forward the above as best practices for consideration. It is important to note that the above are some examples and not a full comprehensive list.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

No known financial impact to 2023 operational or capital budgets.

RECOMMENDED ACTION

1. That Council accept the Best Practices Changes for Procedural Bylaw as information.
2. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

N/A



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 12, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Council Committees Background Information

BACKGROUND / PROPOSAL

Annually Council appoints members to sit on various Boards, Commissions and Committees. In advance of Council's October 26, 2023 Organizational Meeting, Administration has prepared background material on the Committees for discussion of Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is providing this to Council if they wish to review the Committees and consider options for future representation. Having this discussion prior to the Organizational Meeting will allow Council to consider the necessity and effectiveness of representation and the time required by Council to attend all of these Boards and Committees.

STRATEGIC ALIGNMENT

Financial Sustainability/Good Governance/Service Excellence

COSTS / SOURCE OF FUNDING

Not applicable at this time.

RECOMMENDED ACTION

Direction as given by Council at meeting time.

ATTACHMENTS

None

Town of Onoway
2023 Organizational Meeting – Commission/Committee
Background Report

Various Regional Service Commissions

- **Capital Region Assessment Services Commission.** The CRASC was formed by ministerial order in 1996 and has 31 member municipalities to which Onoway is a member. The CRASC provides the Town's assessment services (actual assessments of each property). Executive meetings are quarterly, and then there is an annual meeting in Fall. One member of Council is appointed to this Commission.

- Subdivision and Development Appeal Board.** Milestone Municipal Services is under agreement with the Town to provide Subdivision and Development Appeal (SDAB) services (provide the board members and secretary (clerk) to hear any SDAB appeals). There are no Councillors on this Board.

- **Highway 43 East Waste Commission.** This Commission is made up of 17 member municipalities from within Lac Ste. Anne County boundaries and it owns and operates the regional landfill site located just west of Gunn along Highway 43. There is an executive board of 7 members (LSAC 2, Mayerthorpe 1, Alberta Beach 1, Onoway 1, Summer Villages 2) who meet as required (every couple months or quarterly), usually in the morning at the County office. The administration and management of the Commission is contracted to Lac Ste. Anne County. One Councillor and alternate are appointed to this Board.

- **West Inter Lake District (WILD) Regional Water Services Commission.** The start up meetings for this Commission commenced back in 2005 and the Commission was established by Ministerial Order in 2007. Member municipalities have continued to increase over the years and currently there are 17, with 4 additional municipalities pending. The Town has been a member since inception. The mandate of this group was to bring treated water to the communities of the member municipalities. It was late in 2017 when regional water actually came to Onoway. Phase I is a waterline constructed to Wabamun and Paul First Nation. Phase II is a waterline constructed to Onoway, Alberta Beach and north around the lake past Gunn and to Alexis First Nations. Phase III is

still in construction and is extending out to Seba Beach and Entwistle areas, and Phase IV is complete to Sandy Beach and yet to be constructed to Rich Valley. Total construction costs are in excess of 100 Million to which the member municipalities have to cover 10%. The Town pays annual governance and operating costs (prorated based on membership of around \$19,000.00) and annual debenture costs for Phase I and II construction of around \$41,000.00; Phase III (\$17,702.73) and IV (\$13,993.12). The executive of the WILD Water Commission consists of 8 members (1 from each Parkland County, Paul First Nation, Lac Ste. Anne County, Alberta Beach, Oneway, Alexis Nakota First Nation and 2 from the Summer Villages group) and this executive board meets every couple of months. Board members are paid their respective honorariums directly by the Commission. One Councillor and alternate are appointed to this Commission.

a) Appointments to Regional Boards

- **East End Bus Society.** A regional initiative and partnership that has been in existence since 2008. The Society executive consists of 5 members on the Board and they meet quarterly. This Society owns and operates the east end bus and the various trips and programs provided within. The 3 larger partners being the County, Oneway and Alberta Beach each provide in kind support (Oneway provides administration, Alberta Beach houses the bus, and the County covers repair costs) and each also provides an annual contribution towards the annual operating costs and bus replacement fund. Oneway's portion is \$6,600.00/year for Operating and \$2,233.00/year Capital replacement fund (which was waived for 2023). Each of the 12 Summer Villages provide an annual contribution to the bus replacement of \$350.00 each. One Councillor and alternate are appointed to this Society.

- **Yellowhead East Community Futures.** This group has been in existence for 20 plus years and has gone through some name changes over that time. YECF consists of 10 member municipalities each having 1 member representative, and they meet once a month. They offer many programs and services to the various communities. Council previously approved the Town participating in the CFYE Traveling Incubator One Year Pilot Project and provide occasional office space (Council Chambers) for CFYE to work out of and meet with clients, beginning in January 2022. The incubator was paused in 2023 and we have not had a further request for use of Council Chambers for this purpose. One Councillor and alternate are appointed to YECF.

- **Lac Ste. Anne Foundation.** Every municipality in the Province of Alberta must belong to a Seniors Foundation and in our area it is the Lac Ste. Anne Foundation. Our Foundation runs from Fox Creek to Onoway and owns and operates, or just operates on behalf of the Province, the Seniors facilities and assisted living, and/or affordable housing facilities in the various member communities. The Board meets monthly, and Foundation covers the members respective honorariums. Directors include 1 rep from each Onoway, Alberta Beach, Lac Ste. Anne County, Mayerthorpe, Whitecourt and Woodlands County, and 2 from the Summer Villages group. One member of Council is appointed to the Foundation.

- **Yellowhead Regional Library Board.** There are various regional library boards struck throughout the Province and in our area it's the YRL which in general terms is the greater Edmonton area west to the BC border and consists of municipalities and school boards. They have an executive board which meets every couple of months, and then one annual meeting. One member of Council is appointed to this Board.

- **Economic Development Committee/Partnership Committee.** This is an initiative between the Town and Lac Ste. Anne County which really rolled its sleeves up and got working in 2019. In 2021 Alberta Beach joined the partnership. This committee has created Partners in Progress, Shop the County and Come to Life in Lac Ste. Anne. The group was meeting monthly (second Tuesday of the month) and the Town and County each had 2 reps and Alberta Beach 1. Meetings have not taken place recently. The administration is provided by Lac Ste. Anne County and they have a consultant(s) working with them. It was in response to this committee that the Town initiated its business license program. Two members of Council and one alternate are appointed to this Committee.

- **Community Policing Advisory Committee (CPAC).** Meetings take place at the Spruce Grove RCMP detachment and include RCMP and various other community stakeholders. The Town has had a Council rep on this group for many years. One Council member and one alternate are appointed to this Committee.

- **Onoway Regional Medical Clinic/Physician Recruitment Retention Committee.** This group was originally formed 20 years ago and consisted of majority of the communities within Lac Ste. Anne County. In 2015 when the County disbanded the municipal services package, many Summer Villages and Alberta Beach withdrew from this committee. Currently this committee consists of Lac Ste. Anne County, Onoway and 4 Summer Villages (Ross Haven, Val Quentin, West Cove and Silver Sands). This

group oversees the operation of the medical clinic in Town. In 2020 the County purchased the medical clinic building/pharmacy in Onoway and proceeded with the expansion to the medical clinic. In recent years we have recruited 3 new Doctors and demand for this service continues. As of November 2022, 2 doctors are employed. Meetings are at the call of the Chair, usually quarterly. One member of Council and one alternate are appointed to this Committee.

- **North Saskatchewan Watershed Alliance.** This group includes the municipalities and various stakeholders within the watershed area. Meetings are quarterly, with occasional workshops. The Town is a member and our annual membership fee is \$556.20. One member of Council and one technical member (Administration/Public Works) are appointed.

- **Onoway Regional Fire Services.** Previous to 2015 the County provided our fire service and rented our fire hall, but in 2015 the County advised they were pulling their fire department out of our hall and would station them somewhere in east end of Lac Ste. Anne County and that our fees for service would double (based on call volume as opposed to parcel count). In 2016, a group of east end municipalities contracted North West Fire Rescue (now Fire Rescue International) to provide fire service to our communities. There are 10 municipalities in this group known as Onoway Regional Fire Services and two fire stations are operated - one in Alberta Beach and one in Onoway. The Town provides the administration to this group. Executive meetings are normally 2 to 4 per year, and one annual meeting. The Executive consists of 1 Alberta Beach rep, 1 Onoway rep and 1 rep from the 8 Summer Village members. One member of Council and alternate, as well as the CAO are appointed to this Committee.

- **Emergency Management/Disaster Services Committee.** After the many Provincial natural disaster (fires of Slave Lake, Fort Mac, Calgary flood, etc) the Province raised the bar with respect to expectations on municipalities to have a emergency management plan in place. The Town has been working on bringing our program up to standards. Meetings are usually a couple of times a year. Two members of Council are appointed to this Committee.

- **Revenue and Cost Sharing Study Committee.** This committee started approximately 6 years ago with the approval of grant funding and Alberta Beach provided the administration. A consultant was hired to complete assessments of the various recreational buildings in our municipalities. All municipalities within Lac Ste. Anne County are included in this committee.

The building assessments are completed and nothing has happened now for over 3 years. One member of Council and alternate, and CAO are appointed to this Committee.

b) Appointments to Local Boards:

- **Town of Onoway Library Board.** In 2019 the Town restructured its OPL and currently have 8 members (maximum is 10) of which 2 are Town Council members and the remainder are appointed at large. Meetings are usually quarterly, and the Town provides the administration.

- **Region 1 Recreation and FCSS Board. Region 1 Recreation and FCSS Board.** The Town has been administering this program on behalf of the Town and several other municipalities when the County withdrew its services in 2016. There have not been meetings in several years and funds are distributed simply by respective Council or municipal direction. The Town has an agreement with the Province for FCSS funds which on an annual basis the Province provides \$27,562 (80%) and the Town \$6,891 (20%) for a total annual allocation of \$34,453 (this allocation changed in the middle of 2023 based on the increased funding from the Province for 2023-2025). These funds are then distributed to community groups and individuals to provide various services and events throughout the community. Council as a whole are appointed.

- **Onoway and District Chamber of Commerce.** This group started up several years back and has done some great work. I believe meetings are held monthly. One member of Council and one alternate are appointed to the Chamber.

- **Onoway Beautification Committee.** Council will need to discuss terms of reference of a Beautification Committee and whether a volunteer member expression of interest is required or whether this is a task that should be assigned to staff to complete. Council as a whole are appointed.

- **Onoway & District Agricultural Society (ODAS) – Arena.** ODAS owns and operates the Onoway Arena and the outdoor arena known as “the Joe”. The Town appoints a rep to attend their executive board meetings which are held monthly. In April 2022, the Town agreed to a further 3 year financial contribution of \$7,500.00/year for the years 2023, 2024 and 2025, for operation of the arena facility and the outdoor rink. One member of Council and one alternate are appointed to this Society.

- **Onoway Facility Enhancement Association (OFEA) – Community Hall**
The Community Hall and parking lot are owned by the Town. For many years the OFEA has had a lease with the Town with respect to the operation of the hall. A new three year lease has been agreed to (expires 31 December 2025). Meetings are once a month. Council has one member and one alternate appointed to this Association.

- **Onoway & District Historical Guild.** This group owns and operates the museum and heritage centre building. Their meetings are once a month. One member of Council and one alternate are appointed to this Society.

- **Regional Wastewater Line Committee.** For several years now the County has been proposing a regional sewer system that would encompass communities in both Lac Ste. Anne as well as Parkland Counties. There was one phase of the project which Town Council had agreed in principle to and that was a sewer transmission line from the Sandy Beach lagoon directly to the Onoway lagoon. Back in 2017 the Town of Onoway negotiated to receive wastewater effluent from the Summer Villages of Sunrise Beach and then in 2018 from the Summer Village of Sandy Beach (their sewage lagoon had been closed). Currently there is only one sewage hauler who has been granted truck access to the lagoon and that is Standstone. Late In 2023, CAO Thompson joined the technical committee. One member of Council and one alternate are appointed to this Committee.

- **Onoway Ball Diamonds Committee.** The Onoway ball diamonds are located on lands now owned by Northern Gateway (NG). This committee is intended for ball diamonds upgrades and collaboration and this is separate from the Onoway Minor Ball Association. Currently one member of Council and two members of Administration are appointed to this Committee.

- **Regional Trail Master Plan Committee.** The County is leading this initiative to connect by developing trails in Onoway and area, in conjunction with Alberta Beach, West Cove, Sunset Point, Parkland County, Town of Stony Plain and Onoway. Sunset Point has applied for grant dollars on behalf of the group. Maps are being drawn and a review of trails with the public is being undertaken. Hopefully will increase tourism and offer more local choices to our residents. Council has two members appointed to this Committee.

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- **Centennial Committee 2023.** Complete
- **Economic Development and Tourism Committee (Onoway).** Further to a presentation by Dale Johnson earlier in 2022, Council has directed administration to complete work required to create an economic development and tourism committee. An advertisement in the Bulletin requested volunteers or an Economic Development Committee. The Committee is currently completing the 2024 workplan. Council has two members appointed to this Committee.

c) Miscellaneous Council Appointments:

- **Inter Municipal Development Plan Negotiating Committee.** This is a planning document requirement by the Province and is in partnership with Lac Ste. Anne County for lands within close proximity of the Town. This committee has not met in years (since the IDP was approved) but I do believe a review of our IDP should take place within the next year or so (abandoned landfill and lagoon at Ruth Cust Park needs to be included in IDP for example). One member of Council and one alternate are appointed to this Committee.
- **Highway 43 Functional Planning Study – Technical Review Committee** this committee has not met in years and probably won't until Alberta Transportation, the County or the Town decides to initiate something. This committee was looking at the future access to Onoway (current access off Hwy 43 would be removed and future access would move farther north and swing northeast to Hwy 37 and then south past WTP road). One member of Council and one alternate are appointed to this Committee.
- **Onoway and Area Interagency Committee.** This Committee is led by Lac Ste. Anne County and members include: Alberta Health; Alberta Health Services; Onoway Moms and Tots; Towns of Whitecourt and Onoway; Healthy Family Futures; NorQuest College Whitecourt; Northern Gateway School Division representatives and a representative from both Onoway Schools (Elementary and Jr./Sr. High). They meet every other month and discuss collaboration and share information on their local projects/initiatives. One member of Council and one alternate are appointed to this Committee.



ADMINISTRATION MONTHLY REPORT- SEPTEMBER 2023

COMPLETED BY: Jennifer Thompson, CAO

TASKS

- Climate Resilience Workshops
- Research the non-operating landfill documentation and met with MAD House Daycare representatives
- Attended AB Munis
- Attended Local Government Administration Association meeting
- Completion of By-election process with Returning Officer
- Attended meeting with LSAC and Alberta Conservation regarding wetlands project
- Met with contractors to obtain quote to present in 2024 budget
- Assisted staff with individual projects and continued training
- Senior Staff Budget meeting and initial capital project planning
- Met with MLA Getson, Development Officer Tony Sonneleitner, Mayor Kwasny and MADHouse Daycare regarding setback requirements of provincial legislation
- Provided amending Fire agreement to member municipalities with name changes and rate updates. One member municipality has returned the agreement and is not willing to authorize the amendments as suggested by legal counsel. Administration will work with legal counsel and the municipality to compromise on changes as proposed.

UPCOMING

- East End Bus (EEB) – 30 Oct meeting regarding budget and messaging; board member insurance coverage and (to be scheduled) a meeting with County re Operations overview of EEB
- Fire Services Executive Meeting (10 Oct) and All Munis (24 Oct)
- Continue Climate Resilience workshops

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DIRECTOR OF CORPORATE AND COMMUNITY SERVICES

MONTHLY REPORT- September 2023

COMPLETED BY: Gino Damo, Director of Corporate and Community Services

TASKS

- Drafting and submitting Canada Summer Jobs Final Report September 7.
- Risk Awareness Webinar September 12.
- Town of Onoway Library Board Meeting September 19.
- Partners in Progress meeting August 9.
- Climate Resilience Capacity Building Program Grant meetings September 20 & 21.
- Drafting 2024 Budget to present at a future Council meeting.
- Sent FCSS Final Round-Town of Onoway email reminders directly to 2022 FCSS recipients.
- Prepared and presenting Final Round FCSS Tri-Village Funding during Oct. 12 Committee meeting.
- Prepared and presenting Council items for Oct. 12 Council meeting.

CONTINUING TASKS

- Sending FCSS Final Round Town of Onoway email reminders directly to 2022 FCSS recipients.
- Drafting 2024 Budget to present at a future Council meeting.
- Providing information to LSAC for Partners in Progress Economic Development Project.
- Preparing and presenting Final Round Town of Onoway during November 9 Council meeting.



PUBLIC WORKS MONTHLY REPORT- SEPT 2023

COMPLETED BY: Gary Mickalyk

UPDATE

- Normal operation for the PW department. Work Orders received from rate payers were completed in a timely manner. We continue to address issues as they come up.
- Work has begun on some maintenance items at both the water treatment and the lift station. Valve exercise and hydrant testing underway to address problem valves and hydrants.

PROJECTS:

- Asphalt crack seal and pot hole filling continue until end of season
- Grass cutting and whipping complete for season
- Lagoon discharge complete and lagoon berm repair T.B.D
- Fire hall doors and PW doors serviced and in working order. Panels on order will be installed in fire hall upon arrival.
- Fire hall electrical problems being dealt with - mapped out receptacles to electrical panel and suggestions made to fix problems.
- CVIPS and repairs done to Plow truck and Tandem
- Heaters and furnaces in all facilities. Seasonal maintenance and operational

ITEMS COMING UP IN OCT.

- Prep for fall and inventory winter related items.
- Removal of baskets and hanging of banners for Remembrance Day (second week in Oct until after Nov 11)

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TOWN OF ONOWAY

ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

Meeting held on October 3, 2023 at 10:00 AM in Town of Onoway Council Chambers.

PRESENT:

Mayor Lenard Kwasny
Deputy Mayor Lisa Johnson
Dale Johnson

ADMINISTRATION:

Jennifer Thompson, Chief Administrative Officer

CALL TO ORDER:

The meeting was CALLED TO ORDER at 10:00 AM by Dale Johnson

DISCUSSION ITEMS:

- 1) Meeting attended by Mayor Kwasny with Bloom CME on regional opportunities via introductions through Mr. Duhamel's network. Connection was made with the Greater Parkland Regional Chamber.
- 2) Implement bi-annual business breakfast
- 3) Collaborate with the Onoway & District Chamber of Commerce
- 4) Economic Development Officer position feasibility for 2024
- 5) There has been some movement in the Industrial district with a new business in the planning and implementation stage.
- 6) Possibility for Chairman & CAO to meet with Delburne and Castor regarding high-speed internet feasibility.
- 7) Attendance at Edmonton Home shows to promote the Town of Onoway.
- 8) Grant opportunities
- 9) Business retention and attraction
 - a. Branding and print materials
 - b. Internet Service Providers Opportunities
 - c. Engagement with regional partners
 - d. Grant opportunities for Economic Development

ADJOURN

Mayor Lenard Kwasny ADJOURNED the meeting at 12:22 P.M.

RECOMMENDATIONS TO COUNCIL:

- 1) THAT the Committee recommend advertising in the Greater Parkland Regional Chamber Annual Magazine for 2024 with a ½ page colour ad at a cost of \$1,309.50

- 2) THAT the Committee recommend an increased in the Economic Development budget for 2024 to accommodate the following work plan
 - a. Increase advertising and trade show budget
 - b. Committee member drive
 - c. Engagement of the Onoway Chamber of Commerce
 - d. Membership in Economic Development Alberta
 - e. Capacity of administration
 - f. Inventory of privately owned industrial properties
 - g. Engagement opportunities

UNAPPROVED



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

August 14, 2023

File: 23DP10-24

**Re: Development Permit Application No. 23DP10-24
Plan 4401 HW, Block 6, Lot 11 : 5113B Lac Ste. Anne Trl. S. (the "Lands")
C1 – Commercial – Office, Retail & Service District : Town of Onoway**

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit with regard to the following:

**RENOVATION OF AN EXISTING COMMERCIAL BUILDING AND
OPERATION OF A DAY CARE FACILITY**

has been **APPROVED** subject to the following conditions:

- 1- All municipal taxes must be paid.
- 2- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 3- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, plumbing, gas, electricity and drainage, and all other permits required in connection with the proposed development, including the renovation of the building. Copies of all permits shall be submitted to the Town of Onoway for review.
- 4- All permits and approvals required from Provincial regulatory bodies, including those as specified under the Early Learning and Child Care Regulation AR 143/2008 in conjunction with the operation of the Day Care Facility.
- 5- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 6- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- That all improvements shall be completed within twelve (12) months of the effective date of the permit.




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- 8- The improvements take place in accordance with the plans and sketches submitted as part of the permit application.
- 9- Existing parking spaces are deemed to satisfy the requirements of Section 259 Off-Street Parking of the Town of Onoway Land Use Bylaw 712-13.
- 10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed Complete	August 14, 2023
Date of Decision	August 14, 2023
Effective Date of Permit	September 12, 2023
Signature of Development Officer	

Tony Sonleitner, Development Officer for the Town of Onoway
cc Jennifer Thompson, CAO, Town of Onoway
cc Inspections Group Inc.

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:

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

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$150.00.

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Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

NOTE:

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

IMPORTANT NOTES

1. *Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.*
2. *Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.*
3. *This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.*
4. *The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.*
5. *A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.*
6. *In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Demolition, Building, Electrical, Gas, Plumbing, Private Sewage, and Water). The issuance of these permits is under the jurisdiction of Agencies Authorized by Alberta Municipal Affairs to Issue Permits and Provide Compliance Monitoring.*



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcmf1@telusplanet.net

Within the municipal limits of the Town of Onoway, the authorized agency is Inspections Group Inc., and may be contacted at

Edmonton:

12010 - 111 Ave.
Edmonton, Alberta T5G 0E6

Phone: (780) 454-5048

Fax: (780) 454-5222

Toll-Free: (866) 554-5048

Toll-Free Fax: (866) 454-5222

Email: questions@inspectionsgroup.com

7. *Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.*
8. *All plans submitted for the construction, or alteration, of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.*

Other contacts:

ALBERTA HEALTH

Jennifer Fearnough, BSc, BEH(AD), CPHI(C)

Public Health Inspector/Executive Officer

Environmental Public Health, Onoway

Phone: 780-967-6221

Fax: 780-967-2060

Jennifer.Fearnough@albertahealthservices.ca>



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

Public Notice

DEVELOPMENT APPLICATION NUMBER: 23DP10-24

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property, Plan 4401 HW, Block 6, Lot 11 : 5113B
Lac Ste. Anne Trl. S., with regard to the following:

RENOVATION OF AN EXISTING COMMERCIAL BUILDING AND OPERATION OF A DAY CARE FACILITY

Has been **CONDITIONALLY APPROVED** by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Development Officer a written statement of his objection to such use indicating the following:


1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Development Officer **no later than September 4, 2023.**

Statements of concern with regard to this development permit should be addressed to:

Town of Onoway
Box 540
Onoway, Alberta T0E 1V0 Attention: Tony Sonnleitner, Development Officer

Should you have any questions please contact this office at (780) 718-5479

Date Application Deemed Complete	August 14, 2023
Date of Decision	August 14, 2023
Effective Date of Permit	September 12, 2023
Signature of Development Officer	

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office (780) 718-5479 and should include a statement of the grounds for the appeal.

Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT

September 25, 2023

Springer Voting
Reanne Springer
PO Box 123
Onoway, Alberta, T0E 1V0

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

ATTENTION: JENNIFER THOMPSON AND COUNCIL

RE: 2023 BY-ELECTION

Dear Jennifer and Council:

Included in this Report is information, observations and recommendations following the September 11, 2023 By-Election for 1 councilor.

As there was no formal training done for the previous election a Training Program was designed for this election that can be updated and used for future elections.

An optional Candidate meeting was held after nomination day. At this meeting (all candidates attended) procedures, forms, notices were reviewed, questions answered and everyone had the opportunity to meet. This was well received and gave candidates all the information they required for the campaign period and what to do after the election.

ID requirements poster needs to be very clear, many electors showed up with their Driver's License with a post office box on it. Following the Local Authorities Election Act, I required all electors to have proof of physical residence. Some electors had to go home to get proof, but over-all most came prepared. All election workers were trained on vouching procedure and this was used in instances where the elector could not prove physical residence.

The Audit question ballot added to the By-Election created no problems and was dealt with efficiently. Jennifer Thompson and staff designed an information page on the question and most electors took this handout and read it before voting.

Summary of voter turnout at voting opportunities:

Institutional Voting (Cheateau, Beaupre and Seely residents): 18 electors

Advance Thursday Evening: 48 electors

Advance Saturday: 32 electors

Election Day: 83 electors

Total Voter Turnout: 181 electors

(72)

...2

Recommendations for the next General Municipal Election (October 25, 2025):

- 1) Pass a resolution to allow Special Ballot Voting as per LAEA 77.1 (1). This would allow any electors that are out of the area on Advance and Election Day (either working, Snowbirds, on a holiday, in hospital, etc.) to request a special ballot package and vote by mail or in person prior to scheduled voting days due to an absence or other.
- 2) During an Election we always have to be mindful of conflicts of interest but more importantly the appearance of any conflict of interest, especially in a close-knit town such as Onoway. In order to minimize, I would recommend the development of a Code of Conduct manual for Candidates as well as a general Conduct Policy for Council and Administration and Scrutineers for future elections. This would give some guidance on best practices and the do's and do not's during an election or by-election. There was some "drama" (for lack of a better word) and I feel if some general rules were laid out there would be less of this.
- 3) Ensure the ID notice to electors is crystal clear.
- 4) Schedule 2 shorter days (4 hours each) of advance voting, one weekday evening and the other on a Saturday.
- 5) Appoint a Returning Officer in December 2024 in order to be prepared to accept the filing of Nomination papers on January 1, 2025 as per the Local Authorities Election Act legislated opening of Nomination period.

It has been a pleasure working with Jennifer and the staff at the Town of Onoway administration office.

Thank you for this opportunity.

Sincerely,



Reanne Springer
Springer Voting
Phone 780-967-4674

place until it is opened for the counting of ballots at the close of the voting stations on election day.

RSA 2000 cL-21 s75;2003 c27 s25;2018 c23 s29

76 Repealed 2006 c22 s36.

77 Repealed 2018 c23 s30.

Vote by special ballot

77.1(1) An elector who is unable to vote at an advance vote or at the voting station on election day because of

- (a) physical disability,
- (b) absence from the local jurisdiction, or
- (c) being a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence

may apply to vote by special ballot.

(2) An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:

- (a) in writing;
- (b) by telephone;
- (c) by fax;
- (d) in person;
- (e) by e-mail;
- (f) by secure website.

(2.1) If an elected authority has made a resolution described in subsection (2), an elector may apply to the returning officer of the elector's local jurisdiction for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.

(2.2) Repealed 2012 c5 s114.

File #: PC22055
Date: August 24, 2023



Urban Authorities(s) within 1.5 km

TOWN OF ONOWAY
4812 - 51 Street, Box 540
Onoway, Alberta T0E 1V0

Legal: SW 04-55-01 W5M, SE 05-55-01 W5M, SW 05-55-01 W5M, NE 05-55-01 W5M

Dear Urban Authorities,

RE: The Proposed Devil's Lake Crossing Pipeline Replacement Project

Pembina Pipeline Corporation (Pembina) is planning to replace approximately 900 meters of existing High Vapour Pressure (HVP) product 12-inch pipeline (License 3071) with new pipeline of the same size, and request 2-year license. This new pipeline will be installed in a new right of way (ROW) from SE 05-55-01 W5M to SW 04-55-01 W5M. The replaced portion of the pipeline will be cleaned, purged, capped and abandoned in place.

Being a good neighbour starts with understanding the impact of our activities on local communities. Pembina is committed to sharing information related to its planned projects so potentially affected parties or individuals with interests in the area, are informed of our proposed activities. We are writing to you because you live within the notification criteria of our proposed Project.

The attached Project Specific Information Package provides more information on our proposed Project.

Please find enclosed the following materials in regard to the proposed Project:

- Project Specific Information Package
- Project Map/Plan

If you have any questions or concerns about the information, please contact me at your earliest convenience.

Yours truly,

Pembina Pipeline Corporation

Corey Aldrich
Senior Advisor Land Negotiator
Direct: (403) 218-6924
Toll Free: 1-888-428-3222



Project Specific Information Package (PSIP) Devil's Lake Crossing Pipeline Replacement Project

Pembina Pipeline Corporation ("Pembina") is a leading pipeline transportation and midstream service provider that has been serving North America's energy industry for over 60 years. As a trusted member of the communities in which we operate, Pembina is committed to safe, responsible, and reliable operations.

Pembina is committed to sharing information on upcoming projects so landowners, residents, occupants, Crown disposition holders, local and urban authorities, Indigenous communities, and other groups or individuals with interests in the area are informed of the proposed activities. Through ongoing engagement with interested stakeholders, we can address project-related questions and concerns. Feedback gathered through this engagement may also help guide our activities during the proposed Devil's Lake Crossing Pipeline Replacement Project (Project).

Project Description

Pembina is planning to replace approximately 900 meters of existing High Vapour Pressure (HVP) product 12-inch pipeline (License 3071) with new pipeline of the same size. This new pipeline will be installed in a new right of way (ROW) from SE 05-55-01 W5M to SW 04-55-01 W5M. The replaced portion of the pipeline will be cleaned, purged, capped and abandoned in place.

Pembina plans to make an application to the Alberta Energy Regulator (AER) for the two year approval to construct and operate the proposed Devil's Lake Crossing Pipeline Replacement Project, which consists of:

- Installation of one new 12-inch steel pipeline. The pipeline will be approximately 900 m in length and will be installed within the new ROW from SE 05-55-01 W5M to SW 04-55-01 W5M. Two year license.
- Line Split of existing AER pipeline license 3071 line 36, as a portion of this licensed line segment will be abandoned in place.
- The abandonment of 12-inch pipeline approximately 900 m in length, after the new replacement portion of pipe is tied-in place.

The table on the following pages summarizes Pembina's plans regarding the Project. If you require any additional information or would like to speak with a Pembina representative regarding the Project, please contact the representative listed at the end of this information package.

Devil's Lake Crossing Pipeline Replacement Project



Project Information Table

Applicant Name and Contact Information	<p>Pembina Pipeline Corporation Suite 4000, 585 – 8 Avenue SW Calgary, Alberta T2P 1G1 Email: community@pembina.com Website: www.pembina.com Toll Free Community Relations Line: 1-888-920-1979</p>
Emergency Contact Number	<p>Pembina's 24-hour toll-free emergency line is 1-800-360-4706.</p>
AER Category Type of Proposed Development	<p>The Project will be classified by the AER as a Category D, Type 530 pipeline.</p>
Location	<p>The new 12-inch steel replacement pipeline will be located from SE 05-55-01 W5M to SW 04-55-01 W5M. A map showing the Project route is attached.</p>
Project Details	<p>Pembina is planning to replace approximately 900 meters of existing HVP 12 inch pipeline with new pipe and request 2 year license. The old portion of the pipeline (replaced section) will be cleaned, purged, capped and abandoned in place.</p> <p>The Project will be designed, licensed and constructed to comply with all applicable codes, standards, and regulations.</p>
Need for Proposed Development	<p>The work is part of Pembina's ongoing integrity and maintenance program. This section of line has been identified for replacement.</p>
Substance Type	<p>High Vapour Pressure (HVP) product</p>
Presence of Hydrogen Sulphide (H₂S) and Associated Setbacks	<p>There will be no H₂S associated with this Project.</p>
Project Schedule	<p>Pending the receipt of all applicable regulatory approvals, Pembina plans to begin construction as early as Q3/Q4 2023 and complete construction by the end 2025.</p> <p>Pipeline abandonment will be completed at the same time.</p> <p>Pembina will provide updated information if timing changes materially.</p>
Proposed Description of On-site Equipment	<p>The Project will be designed, licensed, and constructed to comply with all applicable codes, standards, and regulations.</p> <ul style="list-style-type: none"> - Line pipe

Devil's Lake Crossing Pipeline Replacement Project



<p>Potential Restrictions regarding the Development of Adjacent Land</p>	<p>There are minimum setback distances required between energy facilities or pipelines and dwellings, public facilities, rural housing projects, or urban centers. Setbacks prevent populated areas from being developed too close to energy facilities or pipelines and prevent energy facilities and pipelines from being developed too close to people. The setback distance for the Project is the Pipeline ROW.</p>
<p>Continuous Flaring, Incinerating, and/or Venting</p>	<p>There will be no new continuous, permanent flaring, incinerating, and/or venting associated with the Project.</p> <p>Temporary flaring may be required and if required, Pembina will provide further notification.</p>
<p>Odours/Emissions</p>	<p>Pembina does not expect any emissions or odours from the Project during normal operating conditions. Pembina is committed to complying with all applicable environmental standards and regulations regarding emissions from its operations. Stakeholders are encouraged to report any unusual odours immediately by calling our local operations representative or our 24-hour emergency number 1-800-360-4706. We will promptly investigate any reports.</p>
<p>Noise, Traffic and Dust</p>	<p>During construction, there will be a temporary increase in noise and traffic due to the movement of equipment and construction personnel. Truck traffic will utilize existing primary and secondary roads. Efforts will be made to schedule major equipment moves outside of peak travel hours and school bus travel times.</p> <p>Once the Project is operational, Pembina will require access to the above ground valve and access to the pipeline right-of-way for ongoing operations and maintenance.</p> <p>The Project will be designed to ensure that noise levels meet the requirements described in <i>AER Directive 038: Noise Control</i>.</p> <p>If there are concerns regarding excessive noise during construction, please contact the Pembina representative listed below under the heading "Contact Us".</p>



<p>Emergency Management</p>	<p>Pembina is committed to the health and safety of our personnel and community members, and environmental stewardship throughout the lifecycle of all our projects. In addition to emergency response planning and ongoing emergency preparedness, Pembina personnel are trained to recognize hazards and deal with emergency situations so any abnormal conditions that might arise may be quickly detected and corrected.</p> <p>The Emergency Response Plan (ERP) is developed to meet the requirements of <i>Directive 071: Emergency Preparedness and Response Requirements for the Petroleum Industry</i> addressing public safety and environmental protection through the implementation of Pembina's Emergency Management Program. External resources are identified in the ERP to help ensure proper management and resolution of an event. The ERP is reviewed and updated on a regular basis.</p> <p>A key element to an ERP is the calculation of an Emergency Planning Zone (EPZ). The EPZ is the geographical area surrounding the pipeline within which specific emergency response planning is required. The pipelines EPZ radius distance is a maximum of 1,100 metres measured from either side of the center line of the pipeline. Those who live inside the EPZ will be contacted by Pembina representatives so that we have accurate contact information to review public safety strategies.</p>
<p>Derrick Height</p>	<p>A derrick is not required as the Project does not involve oil or gas exploration.</p>

Devil's Lake Crossing Pipeline Replacement Project



Pipeline Integrity	<p>Pembina's integrity management program is founded on quality management principles, technical programs and system-specific analysis. It incorporates industry best practices and is designed to meet regulatory requirements. A strict focus on safe and reliable operations lessens the likelihood of pipeline incidents, sustains Pembina's license to operate, and ultimately reduces the cost of operations.</p> <p>The cornerstone of Pembina's pipeline integrity management program is the use of in-line inspection technologies to detect corrosion and ultrasonic devices to detect cracks. Pembina also employs customized Supervisory Control and Data Acquisition (SCADA) technology to monitor pipeline flow and operating conditions. Operators oversee the SCADA system and associated leak detection software 24 hours a day, 365 days per year. Pembina maintains a geotechnical database designed to help minimize integrity hazards associated with ground movement and watercourse channelling. Such technologies allow Pembina to proactively identify potential pipeline threats at an early stage and prevent spills from occurring.</p> <p>To further protect the integrity of Pembina's pipelines against possible damage by third-party excavators or construction activity, Pembina maintains routine aerial patrols and is a long-standing member of the Alberta One-Call system. Pembina continues to enhance its public awareness program by regularly meeting with local first-responders and visiting with landowners.</p>
Environment	<p>Pembina takes environmental interests (e.g., waterbodies, wildlife) into consideration during Project planning. The final Project footprint will be assessed to determine applicable legislation (e.g., <i>Water Act</i>, <i>Fisheries Act</i>, <i>Environmental Protection and Enhancement Act</i>) and to develop appropriate mitigation.</p>

Additional Information

More information about the AER's regulation of oil and gas development can be found in the enclosed documents:

- *Letter from the Chief Executive Officer of the Alberta Energy Regulator*
- *AER brochure: Understanding Oil and Gas Development in Alberta*
- *AER EnerFAQ: Proposed Oil and Gas Wells, Pipelines, and Facilities: A Landowner's Guide*
- *AER EnerFAQ: Expressing Your Concerns - How to File a Statement of Concern About an Energy Resource Project*

Upon request, Pembina would be pleased to provide copies of the following EnerFAQs:

- *What is the AER?*



Devil's Lake Crossing Pipeline Replacement Project



- *The AER and You: Agreements, Commitments, and Conditions*
- *Inspections and Enforcement of Energy Development in Alberta*
- *How to Register a Private Surface Agreement*
- *All About Alternative Dispute Resolution (ADR)*
- *Having Your Say at an AER Hearing*
- *All About Critical Sour Wells*
- *Explaining AER Setbacks*
- *Flaring and Incineration*
- *Oil Sands*

For more information on the AER and its processes or if you wish to speak with your local AER field centre, or have general questions about oil and gas in Alberta, please contact the AER as follows:

AER - Calgary Main Office

1000, 250 - 5 Street SW
Calgary Alberta, T2P 0R4
Toll-free: 1-855-297-8311
Local: 403-297-8311
E-mail: inquiries@aer.ca
Website: www.aer.ca



Contact Us

If you have questions or concerns, please call the Pembina representative listed below. If you are calling outside business hours, please leave a message and your call will be returned in a timely manner.

Corey Aldrich, Senior Advisor, Land Negotiator at (403) 218-6924 or e-mail caldrich@pembina.com

Pembina 24-Hour Emergency Number: 1-800-360-4706

Alternatively, you can write to:

Pembina Pipeline Corporation

4000, 585 – 8 Avenue SW

Calgary, Alberta, T2P 1G1

Privacy Statement By communicating with us, you consent to Pembina collecting and using the personal information gathered during this public notification or consultation process for the purposes of Pembina reviewing and responding to your comments or addressing your safety in the event of an emergency. Your personal information will be accessed only by Pembina personnel and by third parties, including our affiliates and partners, who need to know the information for the purposes of reviewing and responding to your comments or addressing your safety. Pembina will hold and protect the personal information provided with appropriate safeguards and we will ask third parties to do the same. Your personal information will be retained in accordance with Pembina's document retention schedule and legal requirements. Your personal information may also be provided to the Alberta Energy Regulator (AER). The AER is governed by applicable freedom of information and protection of privacy legislation. You can confirm your personal information at any time by calling and asking us. If there are any errors or omissions that need correction, we will ask you to submit the requested changes in writing. If you would like to know more about how we comply with personal information protection legislation, please contact Pembina's Privacy Officer and/or access Pembina's Privacy Policy at privacy@pembina.com.

Forward-Looking Statements & Information

This document contains certain forward-looking statements and information (collectively, "forward-looking statements") that are based on Pembina's current expectations, estimates, projections and assumptions in light of its experience and its perception of historical trends.

In particular, this document contains forward-looking statements, pertaining to, without limitation, the following: expected industry activity and production increases; expected benefits and efficiencies of the Project; expected location, length and size; expected in-service date for the Project; expectations regarding setbacks, flaring, incinerating, venting, odours and emissions of the Project; anticipated regulatory applications and filings; and anticipated construction and regulatory timelines. These forward-looking statements and information are being made by Pembina based on certain assumptions that Pembina has made in respect thereof as at the date of this document including: that third parties will provide any required support; that there are no unanticipated changes to the regulatory or commercial environment in which the Project is planned; ongoing utilization and future expansion, development, growth and performance of Pembina's business and asset base; that there are no unforeseen changes to labour requirements, or shortages, or unusually inclement weather leading to project delays.

Readers are cautioned that events or circumstances could cause results to differ materially from those predicted, forecasted or projected. By their nature, forward-looking statements involve numerous assumptions, known and unknown risks and uncertainties. The forward-looking statements contained in this document speak only as of the date of this document. Pembina does not undertake any obligation to publicly update or revise any forward-looking statements or information contained herein, except as required by applicable laws. The forward-looking statements contained in this document are expressly qualified by this cautionary statement.

Call or click before you dig

Personnel are required to contact area One Call Centres by phone or online to arrange for marking of the location of buried facilities prior to any ground disturbance.

For assets where Pembina is the owner and the operator of underground infrastructure, Pembina is a member of the One Call Centre applicable to those assets.



Alberta
1-800-242-3447
utility-safety.ca



British Columbia
1-800-474-6886
bc1c.ca



Saskatchewan
1-866-826-4688
www.sask1stcall.com



Calgary Head Office
Suite 1000, 250 – 5 Street SW
Calgary, Alberta T2P 0R4
Canada

www.aer.ca

A Letter from the Chief Executive Officer of the Alberta Energy Regulator

I am writing to you because a representative of a petroleum company proposing development has recently approached you, and you may have questions. The company plans to apply to the Alberta Energy Regulator (AER) for an energy development (which may include a facility, a pipeline, or a well) on your lands or your neighbours' lands. The AER requires the company to either notify or personally consult you before obtaining a licence and provide you with information that may include the documents described below. When the AER does not require that the documents be provided, you may request them from the company.

AER Public Information Documents—These include this letter, the brochure *Understanding Oil and Gas Development in Alberta*, *EnerFAQs* publications *Proposed Oil and Gas Development: A Landowner's Guide*, *Expressing Your Concerns—How to File a Statement of Concern About an Energy Resource Project*, and other *EnerFAQs* publications related to energy development. These documents contain information about your rights and options, as well as the roles and responsibilities of the AER in the regulating energy development in Alberta and how we can help you.

Company's Information Package—This includes information about the proposed project so that you can understand the nature, scope, and potential impacts the proposed development may have on you and your family. You will be asked to bring forward any questions or concerns you may have and to go over the specifics of the proposed development with the company representative. The company is required to answer all reasonable questions posed by you.

I encourage you to carefully review the information provided and to meet with company representatives to discuss the proposed development. Discuss any measures that the company could put in place to reduce potential impacts, any existing alternatives to the proposal, and the overall future of the development proposed in your area.

If there are matters that cannot be resolved, the AER can provide you with more information on its Alternative Dispute Resolution (ADR) program, which includes AER facilitation and third-party mediation. Unresolved issues could ultimately result in the AER holding a public hearing to consider the application. If you have questions about our materials or our processes, please call the AER for assistance at the numbers listed on the back of this letter.

For more information about the AER and its regulations, visit our website at www.aer.ca.

Sincerely,

Jim Ellis
President and CEO

AER Field Centres and Contacts

Field Centres

Bonnyville
780-826-5352

Drayton Valley
780-542-5182

Grande Prairie
780-538-5138

High Level
780-926-5399

Medicine Hat
403-527-3385

Midnapore
403-297-8303

Red Deer
403-340-5454

St. Albert
780-460-3800

Wainwright
780-842-7570

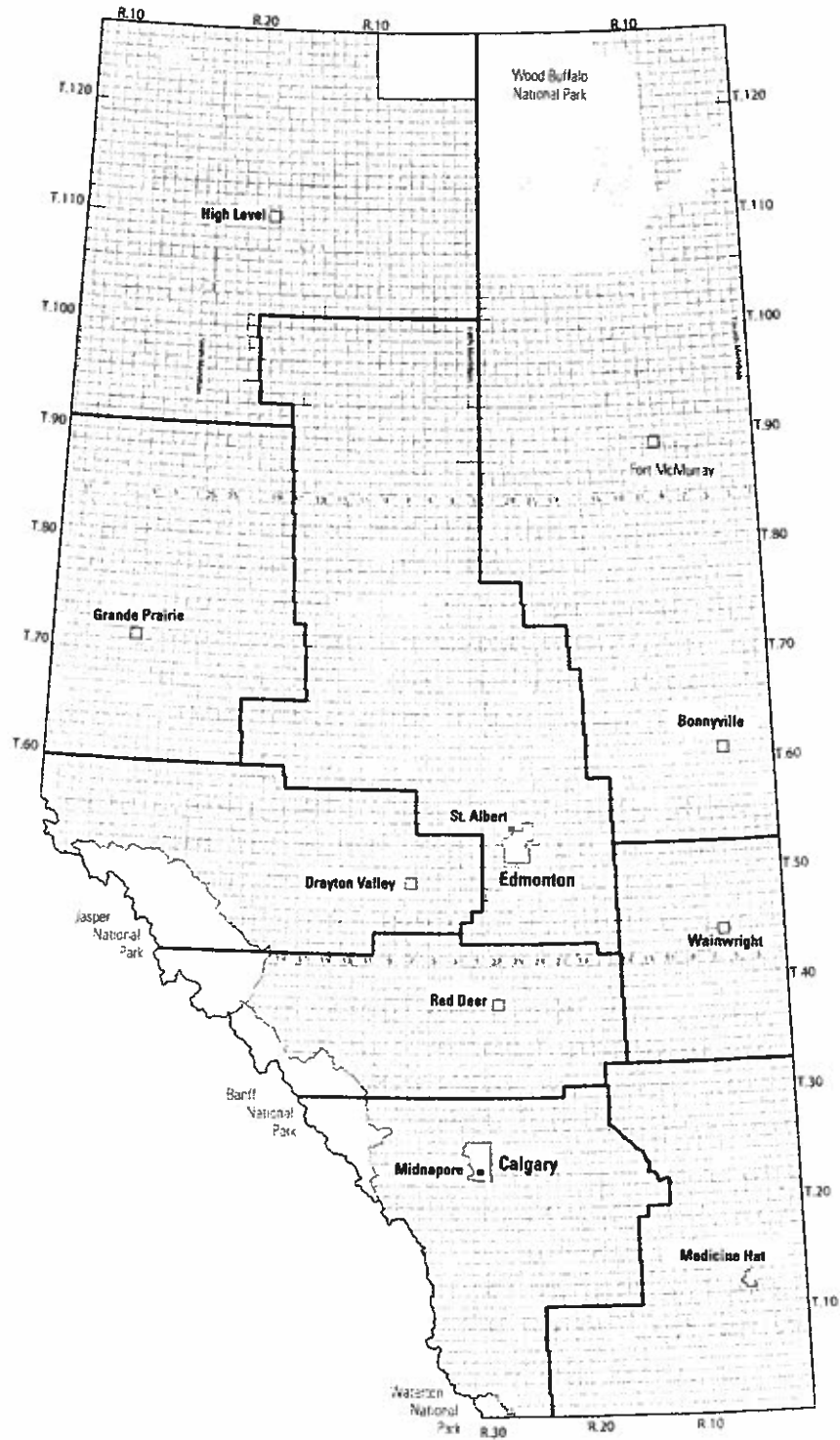
**Fort McMurray
Regional Office**
780-743-7214

**Calgary Head Office
Customer Contact Centre**
403-297-8311
1-855-297-8311
(toll free)

**Facilities Applications
Group**
403-297-4369

E-mail
Directive56.help@aer.ca

**Alternative Dispute
Resolution Team**
1-855-297-8311

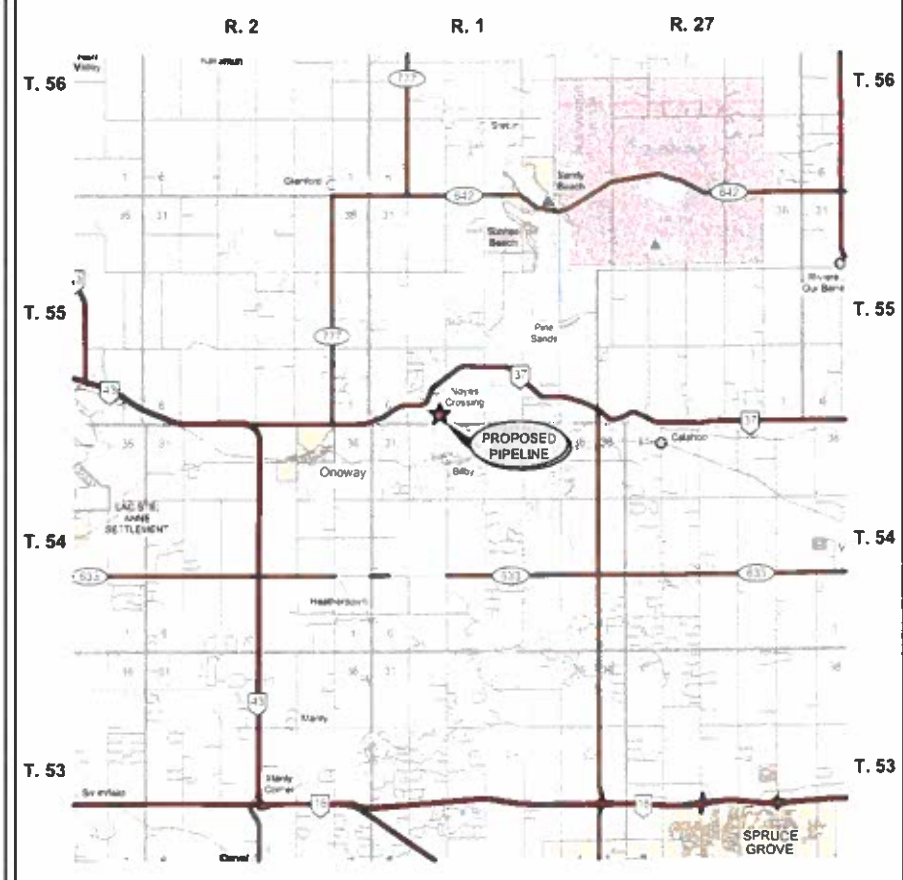


To call the above numbers toll free, dial 310-0000 and follow the prompts or ask the operator for the desired number.

LOCATION PLAN: (1:10000)



ACCESS SKETCH: (1:250,000)



Primary Highway:
Secondary Highway:
Road / Trail:
Railroad:



The QR Code will show you the point of interest in Google Maps® (Internet service required)

1. Download a QR code reader for your mobile device.
2. Open the reader and scan the QR code using the camera on your mobile device.



LAND TITLES:

ID.	Location	Title No.	Owner(s)
A	S.W. 4-55-1 W.5M.	142 267 298 +1	1569835 ALBERTA LTD.
B	LOT 1, BLOCK 1, PLAN 092 6635	142 290 599	JACK H ALTMIKS
C	S.E. 5-55-1 W.5M.	142 202 429	CHARLES RISKE, JEROME NAVARRO
D	S.E. 5-55-1 W.5M.	172 019 165	LUCILLE ANN ALTMIKS
E	S.W. 5-55-1 W.5M.	892 293 618	MARK F DUNSTALL, LAURA J DUNSTALL
F	LOT 2, BLOCK A, PLAN 5231TR	202 022 524	DONALD WATERMAN, DONNA WATERMAN
G	BLOCK 3, PLAN 792 2967	232 109 401	KATHARINE MACKOW, STEVEN ROSS

NOTES:

Imagery provided by Bing



LEGEND:

200 0m Radius
Proposed Right of Way (HDD):
Proposed Right of Way (Open Cut):
Parcel Identifier:

OPERATOR:



AER NOTIFICATION SKETCH SHOWING:

Notification Radius for:
PEMBINA PIPELINE CORPORATION
Pipeline Right of Way
Within
S.E.1/4 Sec.5 Twp.55 Rge.1 W.5M.,
Lot 1, Block1, Plan 092 6635
and
S.W.1/4 Sec.4 Twp.55 Rge.1 W.5M.
Lac Ste. Anne County

PROJECT NAME: JUDY CREEK TO NAMAO C-LINE NON-CONFORMANCE

AFE No.: PC22055

No.	DATE	REVISION / ISSUED	STATUS	JOB No.	PAGE 1 OF 1
00	OCT 1, 2021	PLAN ISSUED	IFU	PA-0035-21	01 REVISION
01	AUG 15, 2023	ADDED HDD & OPEN CUT OPTIONS	IFU	PA-0035-21	

Document No.: PA-0035-21-J1-NOT-0001_01

(85)

**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
June 28, 2023
Chateau Lac Ste. Anne – Family Room
1:00 p.m.**

1. Call to Order- 1:03 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Daryl Weber, Paul Chauvet, Marge Hanssen & Len Kwasny

Absent: Jeremy Wilhelm, Bernie Poulin

Guest: Erin Haubrich

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

2. Approval of Agenda

Board Member Paul Chauvet moves:

Motion #23-024: The Board approves the agenda for June 28, 2023 as amended.

- 5cii. CLSA Dry System Failure
- 8c. 2023/24 AHS Funding Summary

Carried

3. Presentation – Regional Housing Needs Assessment

Board Member Len Kwasny moves:

Motion #23-025: The Board approves the Regional Housing Needs Assessment and authorizes the submission to the Government of Alberta as presented.

Carried

4. Board Meeting Minutes

Board Member Daryl Weber moves:

Motion #23-026: The Board approves the April 26, 2023 Board meeting minutes as presented.

Carried

5. Financial

Board Member Marg Hanssen moves:

- **Motion #23-027: The Board approves to renew the investment to the TD Canada Trust GIC/Term deposit in the amount of \$1,959,348.62 for a term of 365 days at an interest rate of 5.25% effective July 4, 2023.**

Carried

Board Member Sandy Morton moves:

- Motion #23-028: The Board ratifies the grant application submission to the Green Kickstarter Fund in the amount of \$10,000 to upgrade Chateau Lac Ste. Anne and Pleasant View Lodge lighting**

Carried

Board Member Paul Chauvet moves:

- **Motion #23-029: The Board approves the request to re-allocate \$9500.00 to complete the replacement of the hot water tank mixing valves and \$10,276.23 to complete the removal and replacement of the dry pipe valve at the Chateau Lac Ste. Anne Lodge.**

Carried

Board Member Len Kwasny moves:

- **Motion #23-030: The Board accepts the grant completion submission to the Canada Alberta Job Grant for the Managerial Excellence Program the management team has completed through Norquest College in the amount of \$16,000.00 as presented.**

Carried

6. New/Other Business

Board Member Daryl Webber moves:

- Motion #23-031: The Board approves the 2023 Business Plan submission as amended.**

Carried

Board Member Len Kwasny moves:

Motion #23-032: The Board approves the LSAF group benefit premium renewal effective July 1, 2023 as presented.

Carried

7. Policy Review

Board Member Sandy Morton moves:

Motion #23-033: That the Board approves the LSAF Health & Safety Commitment letter as presented.

Carried

Board Member Marg Hanssen moves:

Motion #23-034: That the Board approves the Health & Safety Committee – Terms of Reference as presented.

Carried

8. Information Items

Board Member Paul Chauvet moves:

Motion #23-035: The Board accepts items 8a, 8b, & 8c for the June 28, 2023 meeting as information.

Carried

9. In Camera

Board Member Len Kwasny moves:

Motion #23-036: The Board Moves to go into Camera at 3:04 pm.

Carried

Board Member Len Kwasny moves:

Motion #23-037: The Board Moves to come out of Camera at 3:24 pm.

Carried

10. Date Place & Time of Next Meeting

All Board members move:

Motion #23-038: The next Board Meeting is to be determined.

Carried

11. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 3:26 pm.

Carried



Chairperson

Sept 20/23
Date



Chief Administrator Officer

Sept 29/23,
Date

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: October 3, 2023 4:10 PM
To: debbie@onoway.ca
Subject: FW: Health Canada Online Engagement - Indigenous Perspectives on MAID

For agenda information please.

Jennifer

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: October 3, 2023 4:09 PM
To: Community Engagement <Community.Engagement@albertahealthservices.ca>
Subject: Health Canada Online Engagement - Indigenous Perspectives on MAID

Good afternoon,

Alberta Health Services is forwarding the below attached information to you at the request of Health Canada. If you have any follow-up questions about this engagement opportunity, please reach out to Health Canada by emailing ieloc.sfva@hc-sc.gc.ca.

For your information, Health Canada has launched an [online engagement tool](#) to gather the views and perspectives of Indigenous Peoples on medical assistance in dying (MAID). Developed in collaboration with Indigenous Partners, the online [platform](#) has multiple options for giving feedback - a quick poll, a story sharing space, and a more in depth survey, as well as some basic information on MAID. The online survey will be open until **November 17th, 2023**. Results from the online engagement will help inform and guide how MAID policies are shaped across the country and support greater awareness of culturally appropriate end-of-life care services, including MAID.

Please see the announcement from Health Canada's Indigenous End-of-Life Care Policy team for additional details:

<https://www.canada.ca/en/health-canada/programs/engagement-indigenous-perspectives-medical-assistance-dying.html>

Many thanks,

Community Engagement
Alberta Health Services



Learn more about how AHS is improving healthcare by [Subscribing](#) to our biweekly newsletter, Together4Health Headlines.



Engagement on Indigenous Perspectives on Medical Assistance in Dying

From [Health Canada](#)

Current status: Open

Opened on August 17, 2023 and will close to new input on November 17, 2023.

Health Canada has launched an online engagement tool to gather the views and perspectives of Indigenous Peoples on medical assistance in dying (MAID). This online tool is part of a [broader engagement process](#) underway in collaboration with Indigenous Peoples on MAID in 2023 and 2024.

Join in: how to participate

We hope that you join the discussion and share it with your family, friends and community. You can participate by questionnaire, by poll, by sharing your story, or by email or mail. Choose one or all ways to participate. Please contact us in the language of your choice.

Participate by questionnaire

[Complete the questionnaire](#). All responses are anonymous.

Participate by poll

Answer the poll. All responses are anonymous.

Participate by sharing your story

Share your story. Stories shared through this function are public.

Send us an email

Send an email with your ideas or comments to ieloc.sfva@hc-sc.gc.ca.

Participate by mail

Send your comments to:

Indigenous End-of-Life Care Policy

Strategic Policy Branch

Mail Stop 1904

4th Floor Jeanne Mance Building

200 Eglantine Driveway

Ottawa, ON K1A 0K9

Who is the focus of this engagement

This online engagement is open to any person self-identifying as Indigenous in Canada, including:

- Inuit
- Métis
- First Nations
- urban Indigenous People
- non-status/off-reserve Indigenous People
- Indigenous organizations and associations

- Two-Spirit and Indigenous LGBTQQIA+ and gender diverse people

If you don't identify as Indigenous and would like to share your perspectives and views on MAID policy, email ieloc.sfva@hc-sc.gc.ca.

Purpose of engagement

This online engagement tool will help support the inclusion of Indigenous perspectives and experiences in federal policy on MAID. The information collected through the online tool and broader engagement activities will be used to build a *What We Heard* report on the views and experiences of Indigenous Peoples on MAID, planned for release in 2025. The *What We Heard* report will help to guide culturally safe and informed MAID policy at all levels of government and respect the diversity of Indigenous Peoples.

Health Canada is committed to walking the shared path of reconciliation guided by the Principles respecting the Government of Canada's Relationship with Indigenous Peoples and aligned with the United Nations Declaration on the Rights of Indigenous Peoples. We recognize the ongoing barriers to receiving culturally safe end-of-life care, including:

- limited access to health care and services
- systemic racism and discrimination in the health care system

Health Canada is dedicated to working with Indigenous Peoples to address these challenges and improve access to culturally appropriate end-of-life care services, including MAID.

Broader engagement approach

Health Canada has begun a 2-year engagement process to hear from First Nations, Inuit and Métis, including urban Indigenous People, non-status/off-reserve Indigenous People, Two-Spirit, LGBTQQIA+ and gender diverse people, on MAID. During this time, we are partnering with some Indigenous organizations who are leading their own community engagement activities. Indigenous-led engagement will be supported by a series of national knowledge exchange roundtables in 2023 and 2024.

Our next steps will combine knowledge shared through the online tool and views expressed through other Indigenous-led and Health Canada-led engagement activities. This will help inform an approach to MAID policy design that is more:

- inclusive
- appropriate
- culturally safe

If you would like to get involved further, email ieloc.sfva@hc-sc.gc.ca.

What we are hearing

As part of public engagements in 2020, Health Canada and the Department of Justice hosted a roundtable on MAID with Indigenous Peoples. During the roundtable, we heard from:

- Elders
- Cultural Carriers
- Indigenous Leaders
- Knowledge Keepers
- Indigenous practitioners

Participants shared some of the unique challenges around MAID in their communities. Specifically, the historic and ongoing harms of colonialism, and the intergenerational trauma experienced by individuals and communities, have resulted in health inequities and barriers to accessing health services for Indigenous communities across Canada. This is made even more difficult by other forms of intersectional discrimination, such as:

- sexism
- ableism
- transphobia
- homophobia

Roundtable participants noted that access to MAID is more limited in remote and northern communities. Many said that cultural safety was an important safeguard needed for Indigenous Peoples, and that it would be important to train health care providers to deliver culturally safe care.

Attendees shared that culturally safe MAID included:

- culturally safe care
- access to equitable health services
- the building of trust in the medical system and in health care providers
- the elimination of systemic racism in health care

Participants also spoke about the:

- need to engage Indigenous communities more broadly about MAID
- importance of recognizing self-determination and the Rights of Indigenous Peoples

Participants also shared the importance of respectful collaboration and engagement between healthcare workers and Elders, spiritual leaders, Knowledge Keepers and Cultural Carriers. They emphasized that

collaboration is key to support the culturally safe provision of MAID to eligible individuals, that reflects the distinct needs of:

- Inuit
- Métis
- First Nations
- urban Indigenous People
- non-status/off-reserve Indigenous People
- Two-Spirit and Indigenous LGBTQQIA+ and gender diverse people

Related information

[Medical assistance in dying \(MAID\)](#)

Contact us

Contact us in the language of your choice.

Indigenous End-of-Life Care Policy

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Mail Stop 1904

4th Floor Jeanne Mance Building

200 Eglantine Driveway

Ottawa, ON K1A 0K9

Email: ieloc.sfva@hc-sc.gc.ca

Resources

Some information on this web page may be sensitive, triggering or difficult to deal with emotionally. We encourage you to take time to care for your mental and emotional well-being. Confidential mental health and crisis

intervention supports are available.

Hope for Wellness Helpline

Available 24 hours a day, 7 days a week to all Indigenous people across Canada.

Telephone: 1-855-242-3310

Online chat counselling service

Indian Residential School Crisis Line

Provides 24-hour crisis support to former Indian Residential School students and their families.

Telephone: 1-866-925-4419 (toll-free)

Indian Residential Schools Resolution Health Support Program

Missing and Murdered Indigenous Women and Girls

An independent, national support call line that addresses issues such as:

- suicide
- self-harm
- child abuse
- sexual assault
- domestic violence
- bullying and harassment

Available 24 hours a day, 7 days a week.

Telephone: 1-844-413-6649 (toll-free)

Missing and Murdered Indigenous Women and Girls: Contact

Wellness Together Canada

Provides access to support services 24 hours a day, 7 days a week. Includes counselling and peer support, especially when in a crisis.

Telephone: 1-855-242-3310

Text: WELLNESS to 741741

Wellness Together Canada

Talk Suicide

Available to listen 24 hours a day, 7 days a week, and to provide support and resources available in your local area.

Telephone (outside Québec): 1-833-456-4566

Text (outside Québec): 45645 (4pm to 12am EST)

Telephone (Québec): 1-866-277-3553

Text (Québec): 535353 (4pm to 12am EST)

Talk Suicide

Date modified:

2023-08-17

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: September 11, 2023 11:52 AM
To: debbie@onoway.ca
Subject: FW: Courageous K9 Advertising Information
Attachments: Courageous_K9_Advertising_Rates.pdf; SAMPLE_PAGES.pdf

Please add to agenda.

Jennifer

-----Original Message-----

From: sponsor@courageousk9.ca <sponsor@courageousk9.ca>
Sent: September 11, 2023 8:27 AM
To: cao@onoway.ca
Subject: Courageous K9 Advertising Information

Dear Mayor Kwasny & Council,

Further to my messagw with reception today, we are hoping to add our request to the agenda for an upcoming Council meeting. Please accept this email as our official sponsorship request for the 2023 campaign. Thank you for your time and consideration. Please feel free to email or call the office at 1-866-767-1731. We hope to have the Town of Onoway join us in support of Courageous Companions. We look forward to hearing from you. Have a wonderful day!
www.courageousk9.ca

Courageous Companions is an extraordinary organization which provides certified service dogs to military veterans and first responders who suffer with physical and/or psychological injuries as a result of their service. Service dogs are provided at no charge, which is why Courageous Companions relies entirely on the support of individuals, service organizations and the business community. Please help by placing a sponsorship ad or message of support in our upcoming annual edition of Courageous K9 Magazine. In return, we will send you a full colour copy of the yearbook once it has been published. To learn more and to see our rates and stories from our last edition, please visit our website, www.courageousk9.ca. Without the support of the business community, this important publication would not be possible.
We hope to count on your participation.

Yours truly,
Stacey Biekx
T: (866) 767-1731
E: sponsor@courageousk9.ca
W: www.courageousk9.ca

Back Covers \$2200.00
Inside Covers \$1600.00
Full page \$1300.00
1/2 page \$870.00
1/4 page \$670.00
Banner \$570.00
1/8th page \$395.00
Business Card \$295.00

Honour Roll Listing \$175.00 (three lines-non-graphical)

debbie@onoway.ca

From: debbie@onoway.ca
Sent: October 4, 2023 4:28 PM
To: 'devassistant@LSAC.ca'
Cc: Jennifer Thompson
Subject: DIRECT CONTROL DISTRICT - LAKE MATCHAYAN CLUB
Attachments: LSAC-Lake Matchayan Club Public Hearing.pdf

Mitchell:

Tony Sonnleitner, Town of Onoway's Development Officer reviewed the Notice of Public Hearing of Bylaw 22-2017-07-2023 and provided the following comment:

"The Development Officer for the Town of Onoway has reviewed the proposed new district and finds such appropriate for the lands."

Our Council is unable to provide its comments prior to the Public Hearing deadline as their next meeting is not until October 12.

Regards,

ONOWAY
HUB OF THE HIGHWAYS

www.onoway.ca

Follow

Debbie Giroux
Administrative Assistant

780-967-5338
debbie@onoway.ca
Town Office: 4812-51 Street
Mail: Box 540 Onoway, AB T0E-1V0

Town of Onoway

Report to Council

Meeting: Regular Council Meeting

Originated By: Tony Sonnleitner, Development Officer, Town of Onoway.

Issue: Notice of Public Hearing of Bylaw 22-2017-07-2023
SE 32-54-01-W5M – Lac Ste. Anne County

Amendment of the County's Land Use Bylaw to Create a Direct Control District to control development for the Lake Matchayan Club (Devil's Lake).

Purpose:

The sole purpose of the Bylaw amendment is to create a new Land Use District to accommodate the existing Lake Matchayan Club. The purpose of the Club is to provide a recreational area for their members while preserving the land upon which the club is situated.

Permitted Uses within the proposed district are: Cabin, Mobile Home, Modular Home, Garage, and Recreational Facility.
Discretionary Uses include: Accessory Buildings / Uses, Communication Tower, and Temporary Storage.

Comment:

The development exists, and the uses that are in place currently are permitted under the MGA.

The Development Officer for the Town of Onoway has reviewed the proposed new district and finds such appropriate for the lands.

Recommendation:

It is recommended that Council either do nothing (quiet consent) or respond with a positive response to the proposed Bylaw Amendment.

Regards,

Tony Sonnleitner, Development Officer, Town of Onoway

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September 18, 2023
File: 009REDST2023

TOWN OF ONOWAY
PO BOX 540
ONOWAY, AB T0E 1V0



Dear Sir or Madame:

**Re: NOTICE OF PUBLIC HEARING of Bylaw 22-2017-07-2023
SE 32-54-01 W5M
Lac Ste. Anne County**

A BYLAW TO AMEND THE LAC STE. ANNE COUNTY LAND USE BYLAW 22-2017 FOR THE CREATION OF A DIRECT CONTROL DISTRICT FOR THE LAKE MATCHAYAN CLUB

A formal public hearing as required under the provisions of Part 17 of the Municipal Government Act (Sections 216.4, 606, 632, 633, 640, and 692) will be held to hear formal presentations on the following proposal:

The Lac Ste. Anne County Bylaw 22-2017 is hereby amended in accordance with the attached Bylaw 22-2017-07-2023:

Purpose:

- Lac Ste. Anne County Bylaw No. 22-2017-07-2023, is hereby adopted in accordance with Schedule "A", "B" and "C":
 - a. Redistricting the lands legally described in Schedule "A" from Country Residential Ranch (CRR) District to Direct Control (DC) District.
 - b. Amending Land Use Bylaw Map 6 Region F to reflect the redistricting of the lands legally described and shown in Schedule "A" as a Direct Control (DC) District.
 - c. Create the 26 DC (23-01) district described and shown in Schedule "C" to be included in the Appendix A section of the Land Use Bylaw.

First reading was given to Bylaw 22-2017-07-2023 on September 14, 2023. Public Hearing for 009REDST2023 is scheduled below.

Place: Council Chambers, Lac Ste. Anne County Office
56521 Range Road 65
Date: October 12, 2023
Time: 10:15 a.m.

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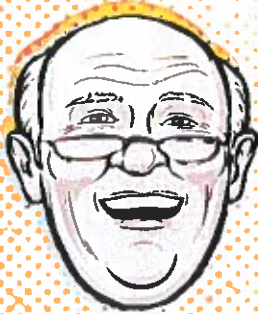
Should you have any comments or concerns regarding this proposed development, please forward them to the undersigned by October 11, 2023. Alternatively, you can bring your comments and concerns up at the Public Hearing Scheduled for October 12, 2023 at 10:15 a.m. at the County Office. To attend the meeting via zoom please use the link: <https://us06web.zoom.us/j/84351879077>

The proposed amendment and/or application may be reviewed during regular business hours at the County Office located at 56521 Range Road 65 or on the County website at www.LSAC.ca.

Yours truly,

Mitchell Kofluk

Mitchell Kofluk, Development Officer
Planning & Development Department
Lac Ste. Anne County
devassistant@LSAC.ca



OK, so what all this fancy language means is that a landowner/developer has applied to the municipality to rezone their property which requires the creation of a new Direct Control district, which can be done by amending the Lac Ste. Anne County Land Use Bylaw 22-2017 to create a Direct Control district for the Lake Matchayan Club within SE 32-54-01 W5M.

In order to amend the Land Use Bylaw, a bylaw must be drafted and a public hearing held first under the provisions of Part 17 of the Municipal Government Act (Sections 216.4, 606, 632, 633, 640, and 692).

The above is to let folks know about when and where the Public Hearing will take place.

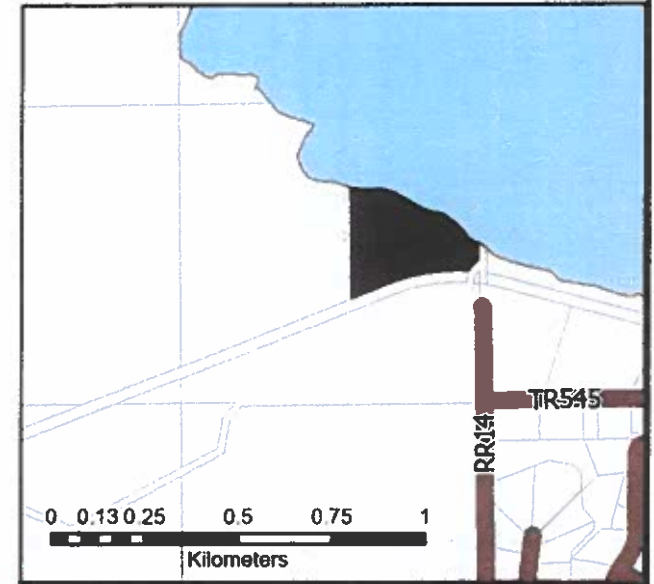
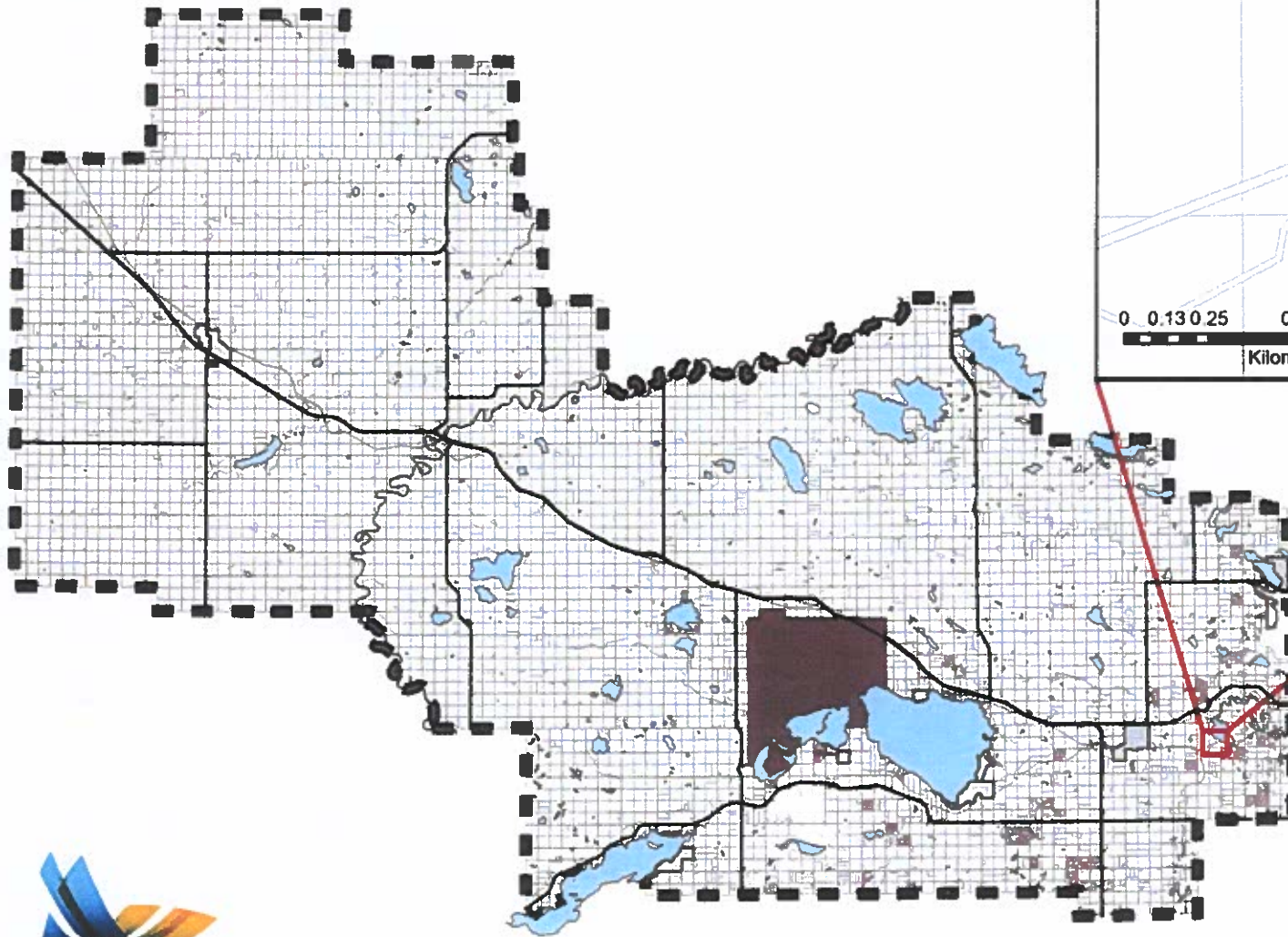
**LOCATION SKETCH
LAC STE. ANNE COUNTY
REDISTRICTING APPLICATION 009REDST2023**



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Lac Ste. Anne County
Land Use Bylaw

Appendix A
Lake Matchayan Camp (DC23-01)



26 DC 23-01

Lake Matchayan Club

Purpose

The purpose of this District is solely to accommodate the existing Lake Matchayan Club. The Lake Matchayan Club is a registered non-profit Alberta Society that has been in existence since 1945. The area has been developed and operated as a family oriented recreational retreat for the benefit of the Club's members. The club is made of 16 seasonal sites, a recreational area, and a large Conservation Easement.

In addition to having common recreational and community facilities, the members have access to unsubdivided sites of varying sizes. These sites are governed by the Lake Matchayan Club. The sites are used by the members to locate cabins and sheds for seasonal recreational living.

It is the purpose of the Lake Matchayan Club to provide a recreational area for their members to enjoy within a safe, family and community setting while experiencing the lake and maintaining and preserving the land upon which the club is situated.

Regulations

26.1.1 Principal uses within this district are outlined in Table 26.1.

26.1.2 Accessory uses within this district are outlined in Table 26.2.

26.1.3 Parcel development regulations for this district are outlined in Table 26.3. Regulations not outlined shall be subject to the discretion of the Development Authority.

26.1.4 The existing camp, buildings, amenities, and structures located within the area of the adoption date of this Bylaw shall be considered to be permitted and conforming uses for the purposes of the bylaw.

Use Definitions

26.1.5 For the purposes of this DC 23-01 District only, the following definitions shall be used:

- a. "Accessory Building" means a building separate and subordinate to the principal building (including such a building on a site or a seasonal site), the use of which is incidental to that of the principal building and is located on the same site but and may include a building or structure used for sleeping accommodation.
- b. "Accessory Use" means the use of a building or land that is incidental to and subordinate to the principal use of the site which it is located.
- c. "Cabin" mean a self-contained building with provisions for sleeping and may include cooking and toilet facilities.
- d. "Communication Tower" means an accessory structure, either freestanding or attached to a building, the purpose of which is to support a telecommunication antenna for the transmitting or receiving of television, radio, internet, or telephone. For these purposes this does not include a structure of use that require approval from Industry Canada.

- e. "Garage" means an Accessory Building or part of the principal building designed and used primarily for the storage of non-commercial motor vehicles and other equipment and includes a carport.
- f. "Mobile Home" means a dwelling unit which is constructed with a heavy transport chassis that allows for the permanent or temporary attachment of a hitch and wheel assembly to enable the relocation of the dwelling.
- g. "Modular Home" means a finished section(s) of a complete dwelling built in a factory for transport to the site for installation. Finished means fully enclosed on the exterior and interior but need not include interior painting, taping, and installation of cabinets, floor covering, fixtures, heating systems, and exterior finishes.
- h. "Recreational Facility" means any building, structure, or equipment for either active or passive recreation, excluding washroom and changing facilities.
- i. "Temporary Storage" means outdoor storage of goods and materials where such storage of goods and materials does not involve the erection of permanent structure or the material alteration of the existing state of the land.

Table 26.1 – Principal Uses

Principal Uses	Permitted	Discretionary
Cabin	P	
Mobile Home	P	
Modular Home	P	

Table 26.2 – Accessory Uses

Accessory Uses	Permitted	Discretionary
Accessory Building/Accessory Use		D
Communication Tower		D
Garage	P	
Recreational Facility	P	
Temporary Storage		D

Table 26.3 – Parcel Development Regulations

Regulation	Standard
Density	Max: 1 principal use per site
Floor Area (Principal Building)	Max: 92.9 m ² (1,000 ft ²)
Structure Height	Max: 8.2 m (27 ft)
Mln. Setbacks	Rear: 7.5 m (24.61 ft) Side: 6.0 m (19.69 ft) Front: 10.0 m (32.81 ft) 25.0 m (82.02 ft) from any Municipal roadway From Lakeshore: As established by the Lac Ste. Anne County Environmental Inventory.

Additional Regulations

26.1.6 The Lake Matchayan Club bylaws, policies and Board govern site development and the use of common areas by the members of the Club and their guests. For clarity and uniformity these land use regulations are included in the DC 23-01 District to apply to all new Development Permits on the Parcel.

26.1.7 All development permit applications shall have written approval by the Lake Matchayan Club prior to their submission to Lac Ste. Anne County. The written approval shall describe the type of structure and placement within the district.

26.1.8 For a Cabin, Mobile Home, or Modular Home located on a site:

- a) Shall not have a basement.
- b) The maximum age of a structure when it's first located on to a site shall be twenty (20) years.
- c) The foundation shall be poured concrete, concrete pads, screw pile, pressure treated wood posts, concrete pile and grade beam system, or floating concrete slab.
- d) The exterior finish shall be stone, brick, vinyl, metal stucco, or wood. All exteriors shall be kept in a neat and clean appearance.

26.1.9 No structure on a site shall be used as a permanent residence, and occupancy shall be restricted from November 1st to March 31st.

26.1.10 All sites may be serviced with potable water and electrical power. Water supply to sites and seasonal sites may be seasonally provided.

26.1.11 All sites with a structure must have a waste disposal system provided in accordance with the Alberta Safety Codes Act, The provincial Board of Health Regulations and the Environmental Protection and Enhancement Act. Pump out tanks are the required method of waste management.

26.1.12 Development applications within this district will require a site-specific assessment (to identify 1:100 Year Flood plain level) to determine the exact flood risk and flood mitigation measures of the proposed development.

26.1.13 All development shall comply with the Riparian Setback Matrix Model.

26.1.14 The area subject to this DC are located SE 32-54-1-W5.

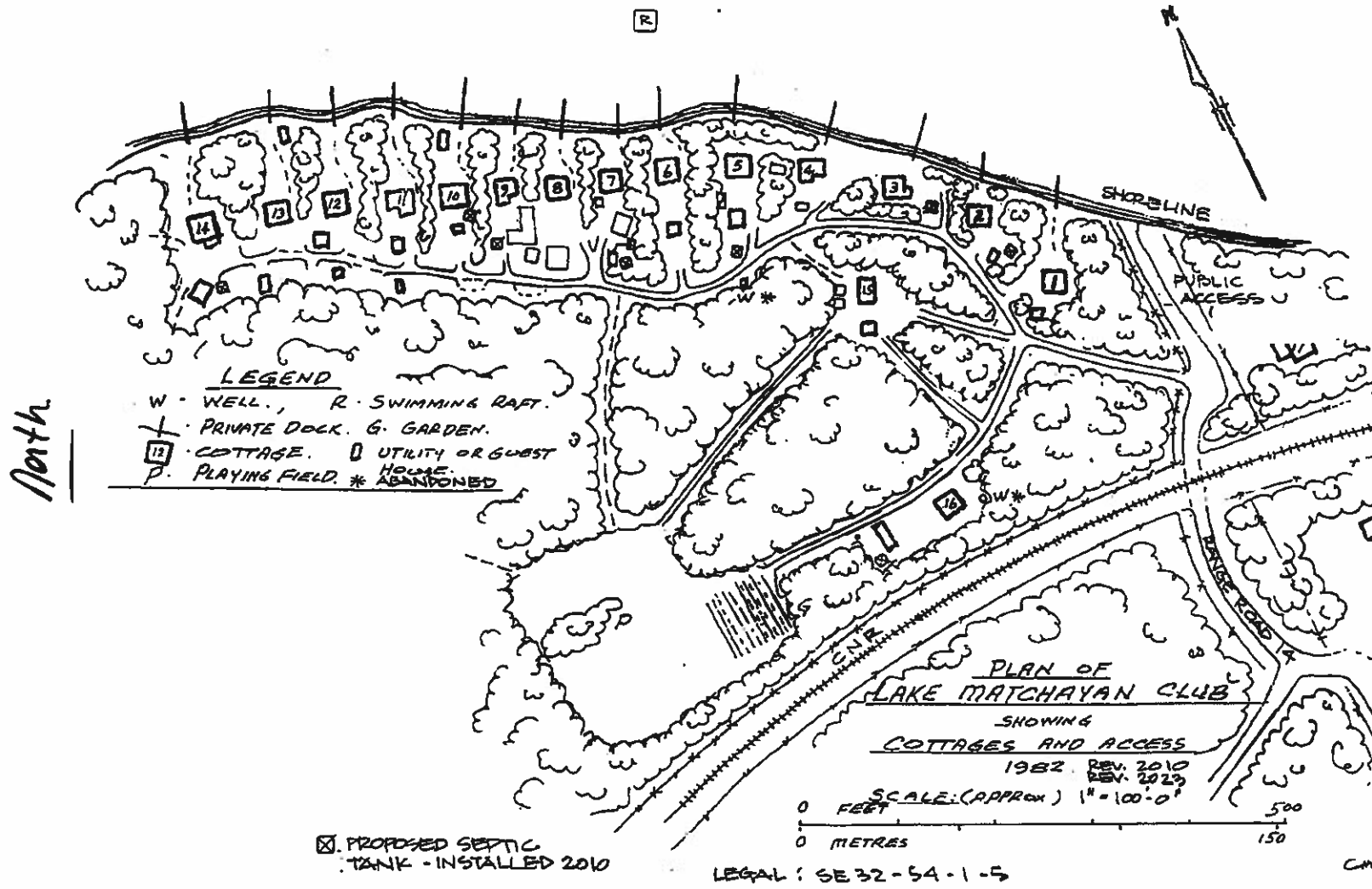


Figure 1: Plan of Lake Matchayan Club.

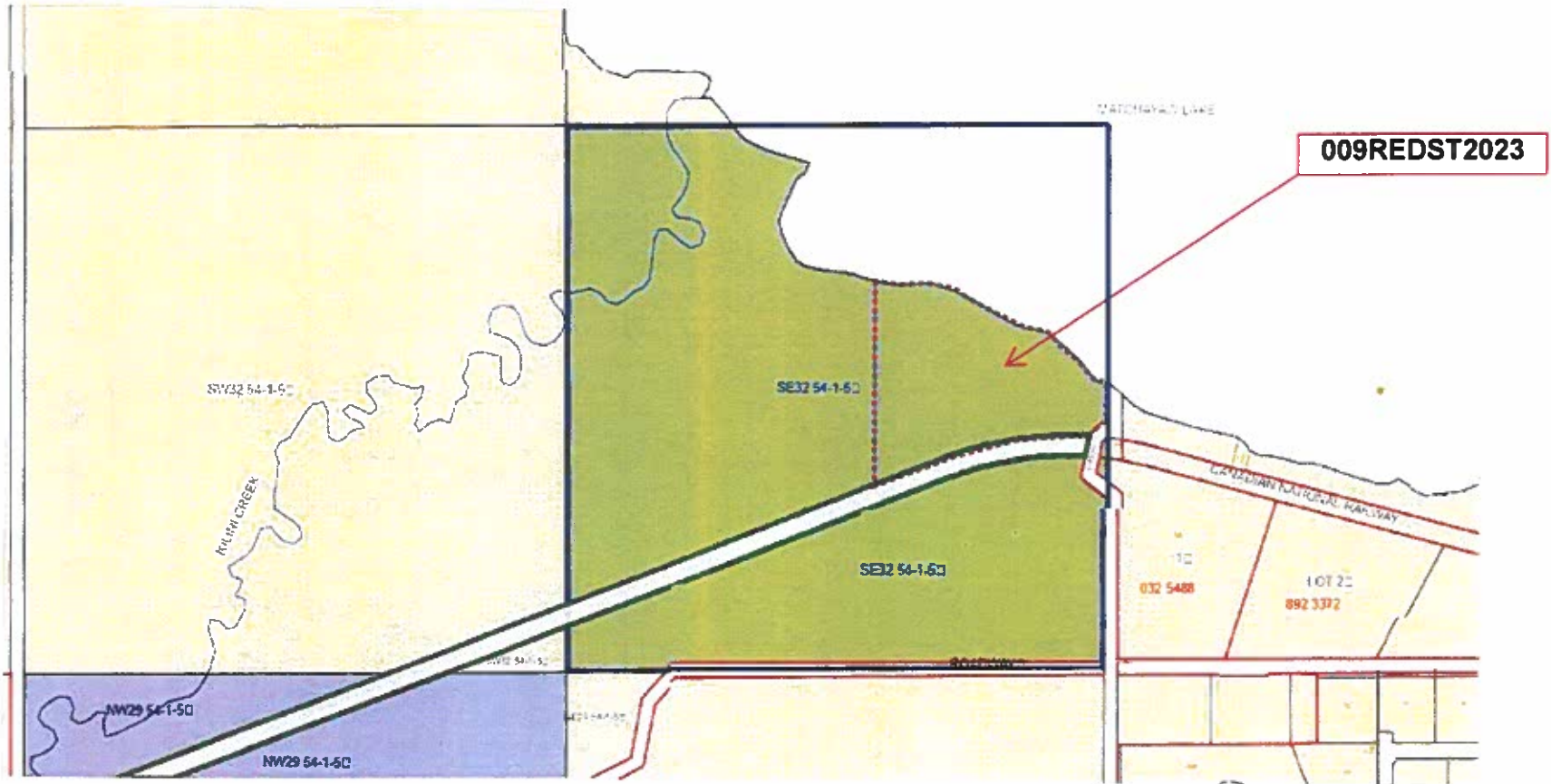


Figure 2. Spatial of SE 32-54-1-W5.

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