

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, NOVEMBER 23, 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**

**2. ADOPTION OF AGENDA**

*Recommendation:*

*THAT the November 23, 2023 Regular Council Meeting agenda be approved  
as presented*

*or*

*THAT the November 23, 2023, Regular Council Meeting agenda be approved  
with the following amendment(s) (as noted at meeting time)*

**3. ADOPTION OF MINUTES**

a) November 9, 2023 Regular Council Meeting

*Recommendation:*

Pg 1-5

*THAT the November 9, 2023 Regular Council Meeting minutes be approved  
as presented*

*or*

*THAT the November 9, 2023 Regular Council Meeting minutes be approved  
with the following amendment(s) (as noted at meeting time)*

**4. APPOINTMENTS/PUBLIC HEARINGS**

**9:35 a.m. – Cpl. Justin Auld, RCMP, Parkland Detachment**

*Recommendation*

*THAT Council accept the discussion with Cpl Auld for information*

*or*

*some other direction as given by Council at meeting time*

**5. FINANCIAL REPORTS – 2024 Draft Budget (portion)**

P96-18 Recommendation

*THAT Council accept the draft budget for information  
or  
some other direction as given by Council at meeting time*

**6. POLICIES & BYLAWS – n/a**

**7. ACTION ITEMS**

P919-70 a) Associated Engineering Report on MAD House Daycare and Proximity to a Landfill  
– A Request for Information is attached

*Recommendation*

*THAT Council accept the Non-operating Landfill Proximity to the Mad House  
Day Care report prepared by Associated Engineering as information.  
or  
some other direction as given by Council at meeting time*

b)

c)

**8. COUNCIL, COMMITTEE & STAFF REPORTS**

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

- f) Public Works Report – n/a

*Recommendation:*

*THAT the Council written and verbal reports be accepted for information as presented*

*or*

*some other direction as given by Council at meeting time*

## **9. INFORMATION ITEMS**

- a) Alberta Government Consultations on Local Authorities Election Act and the MGA – November 15, 2023 email from Tyler Gandam, President

b)

c)

*Recommendation:*

*THAT Council accept the above noted items for information*

## **10. CLOSED SESSION – 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)”

## **11. ADJOURNMENT**

## **12. UPCOMING EVENTS:**

- |   |           |
|---|-----------|
| - 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. |
| - February 8, 2024 – Regular Council Meeting  | 9:30 a.m. |
| - February 22, 2024 – Regular Council Meeting | 9:30 a.m. |

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, NOVEMBER 9, 2023  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  Deputy Mayor: Lisa Johnson  Councillor: Robin Murray  Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer  Gino Damo, Director of Corporate and Community Services  Debbie Giroux, Recording Secretary</p>
	<b>ABSENT</b>	<p>Councillor: Bridgitte Coninx</p> <p>3 members of the public joined the meeting in person  4 members of the public joined the meeting via Zoom</p>
1.	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.
2.	<b>AGENDA Motion #351/23</b>	<p><b>MOVED</b> by Councillor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Thursday, November 9, 2023 with the following additions:</p> <p>7f) Lac Ste. Anne East Food Bank Relocation (requested by CAO Thompson)</p> <p>9i) Chamber Christmas Party (requested by CAO Thompson)</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES Motion #352/23</b>	<p><b>MOVED</b> by Councillor Sheila Pockett that the October 26, 2023 Organizational Council Meeting minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #353/23</b>	<p><b>MOVED</b> by Councillor Robin Murray that the October 26, 2023 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	Sgt. Dallas Choma, Chief Enforcement Officer, Lac Ste. Anne County attended the Council meeting from 9:34 a.m. until 9:55 a.m. to provide a year to date enforcement report for the Town of Onoway.

**TOWN OF ONOWAY**  
**REGULAR COUNCIL MEETING MINUTES**  
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	<b>Motion #354/23</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the discussion with Chief Enforcement Officer Sgt. Dallas Choma for information.  <b>CARRIED</b>  At 9:58 a.m. Council moved to discuss agenda item 7f) Lac Ste. Anne East Food Bank Relocation.
<b>7.</b>	<b>ACTION ITEMS</b>  <b>Motion #355/23</b>	At 9:58 a.m. Development Officer Tony Sonnleitner attended the meeting for council's deliberation of agenda item 7f).  <b>MOVED</b> by Councillor Robin Murray that Administration proceed to redistrict the land at 5031 – 48 Avenue, Plan 5726 CL: Pt H from R1 Residential-Single Family to US - Urban Services District for the purpose of relocation of the Lac Ste. Anne East Food Bank and that the Town absorb the cost of such redistricting.  <b>CARRIED</b>  The Development Officer left the meeting at 10:10 a.m. Council moved to 5) Financial Reports.
<b>5.</b>	<b>FINANCIAL REPORTS</b>  <b>Motion #356/23</b>	Council recessed from 10:45 a.m. until 11:00 a.m.  <b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the draft budget for information.  <b>CARRIED</b>
<b>6.</b>	<b>POLICIES AND BYLAWS</b>	n/a
<b>7.</b>	<b>ACTION ITEMS</b> <b>Motion #357/23</b>  <b>Motion #358/23</b>  <b>Motion #359/23</b>	<b>MOVED</b> by Councillor Robin Murray that the discussion of the request for reconsideration for change of Council meeting times be accepted for information.  <b>CARRIED</b>  <b>MOVED</b> by Councillor Robin Murray that Council confirm the Town of Onoway is assisting MAD House Daycare by working with a professional engineer to ensure that the Matters Relating to Subdivision and Development Regulations regarding the distance from a non-operating landfill are confirmed by a professional engineer.  <b>CARRIED</b>  <b>MOVED</b> by Councillor Sheila Pockett that Council approve the closure of the Administration office and Public Works (if there is no emergency) with staff using banked time or vacation days, from the end of the day on Friday, December 22 and returning to the office on Tuesday, January 2, 2024.  <b>CARRIED</b>



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	<p><b>Motion #360/23</b></p> <p><b>Motion #361/23</b></p>	<p><b>MOVED</b> by Councillor Robin Murray that Council cancel the Regular Council Meeting of December 28, 2023.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Sheila Pockett that Council approve the 2023 FCSS Funding Round 3 (Final Round) in the amount of \$6,408.00 towards the FCSS grant applicants as listed below:</p> <ul style="list-style-type: none"> <li>- Onoway Legion Branch 132 for Remembrance Day Recognition of Veterans - \$1,500.00</li> <li>- Celebrate Kids: Onoway Children's Health and Wellness Fair - \$1,000.00</li> <li>- Onoway and District Agricultural Society (ODAS) for free community ice use and volunteer drive - \$2,204.00</li> <li>- Alberta Beach and District Senior Citizens Club for Show and Shine - \$500.00</li> <li>- Lac Ste. Anne East End Bus Society for Seniors in Motion - \$1,204.00</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<p><b>COUNCIL, COMMITTEE AND STAFF REPORTS</b></p> <p><b>Motion #362/23</b></p>	<p><b>MOVED</b> by Councillor Robin Murray that the Council, Chief Administrative Officer, Corporate and Community Services and Public Works written and verbal reports be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<p><b>INFORMATION ITEMS</b></p> <p><b>Motion #363/23</b></p>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the following items for information:</p> <ul style="list-style-type: none"> <li>a) Town of Onoway Development Officer Tony Sonnleitner Report to Council November 9, 2023</li> <li>b) Town of Onoway Development Permit Application 23DP14-24 – 4708 Lac Ste. Anne Trail, N - Renovation of an existing building and operation of a day care facility</li> <li>c) Alberta Municipal Affairs – October 30, 2023 email from Gary Sandberg, Assistant Deputy Minister regarding 2022 Municipal Indicator Results (Administration has report available)</li> <li>d) Fortis Alberta – October 26, 2023 letter from Dave Hunka, Senior Manager regarding Maximum Investment Levels (Administration has report available)</li> </ul>

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		<p>e) Community Futures Yellowhead East – Minutes of June 15, 2023 meeting</p> <p>f) Lac Ste. Anne Foundation – Minutes of September 20, 2023 Board meeting</p> <p>g) Lac Ste. Anne Foundation – Thank you card for help at Chateau incident</p> <p>h) Government of Alberta news release from Jobs, Economy and Trade regarding investment in new projects to help promote regional economic growth</p> <p>i) Onoway and District Chamber of Commerce Christmas Party Invitation – November 1, 2023 letter from Grant Johnson</p> <p style="text-align: right;"><b>CARRIED</b></p>
10.	<p><b>CLOSED SESSION</b> <b>Motion #364/23</b></p> <p style="text-align: right;"><b>Motion #365/23</b></p>	<p><b>MOVED</b> by Councillor Robin Murray that, pursuant to Section 197(2) of the Municipal Government Act, and Section 16(1)(c) FOIP, Council move into a Closed Session at 1:00 p.m. to discuss the following item:</p> <p>Disclosure harmful to business interests of a third party (labour)</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 1:00 p.m. to 1:02 p.m. to allow the Director of CCS; Recording Secretary and members of the public to leave the meeting.</p> <p><b>CLOSED SESSION:</b>  The following individuals were present for the Closed Session:  Mayor Lenard Kwasny  Deputy Mayor Lisa Johnson  Councillor Robin Murray  Councillor Sheila Pockett  Jennifer Thompson, CAO</p> <p>Council recessed from 2:08 p.m. to 2:10 p.m. to allow the Director, Recording Secretary and members of the public to return to the meeting.</p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council move out of Closed Session at 2:10 p.m.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	<b>Motion #366/23</b>	<b>MOVED</b> by Councilor Robin Murray that Administration proceed as discussed in Closed Session.  <b>CARRIED</b>																		
<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 12:12 p.m.																		
<b>12.</b>	<b>UPCOMING EVENTS</b>	<table> <tr> <td>November 23, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>December 14, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>January 11, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>January 25, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 8, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 22, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	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.	February 8, 2024	Regular Council Meeting	9:30 a.m.	February 22, 2024	Regular Council Meeting	9:30 a.m.
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\_\_\_\_\_  
Mayor Lenard Kwasny

\_\_\_\_\_  
Debbie Giroux  
Recording Secretary

UNAUTHORISED





TOWN OF ONOWAY  
Revenue & Expense

0% 0%

General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>TAXES REVENUE</b>											
1-00-00-111	RESIDENTIAL TAXES Taxation	(572,472.74)	(598,319.10)	(658,309.03)	(644,898.00)					(644,897)	Calculated at end
1-00-00-112	FARMLAND TAXES Taxation	(548.52)	(589.01)	(618.00)	(617.52)					(618)	Calculated at end
1-00-00-113	COMMERCIAL TAXES Taxation	(575,241.80)	(608,641.80)	(660,662.05)	(641,878.87)					(641,878)	Calculated at end
1-00-00-114	INDUSTRIAL TAXES Taxation	(248.57)	(280.43)	(280.55)	(304.00)					(305)	Calculated at end
1-00-00-120	COST SHARE ROAD TAX Taxation	(55,320.00)	(55,580.00)	0.00	0.00					0	Ended in 2022
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION Taxation	(23,050.00)	(23,200.00)	(22,852.00)	(23,150.00)					(23,150)	Calculated at end
1-00-00-190	ELEC. POWER, PIPE, CABLE TV Taxation	(64,090.13)	(51,802.83)	(51,870.88)	(72,364.00)					(72,364)	Calculated at end
1-19-00-750	ASFF SCHOOL REQUISITION RESIDENTIAL Taxation	(322,184.85)	(315,902.16)	(189,888.87)	(195,547.17)					(195,547)	Based on requisition. Based on AIMS invoice that we will receive in March 2024.
1-19-00-754	ASFF SCHOOL REQUISITION NON-RESIDENTIAL Taxation	0.00	0.00	(23,395.48)	(120,354.99)					(120,355)	Based on requisition. Based on AIMS invoice that we will receive in March 2024.
1-19-00-751	LSA FOUNDATION REQUISITION Taxation	(24,151.74)	(23,531.08)	(117,548.00)	(23,491.78)					(23,492)	Based on requisition. Based on Requisition invoice that we will receive in November 2023.
<b>TOTAL TAXATION REVENUE</b>		<b>(1,837,308.15)</b>	<b>(1,877,605.99)</b>	<b>(1,723,402.66)</b>	<b>(1,722,405.98)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,722,405.98)</b>	
<b>REQUISITIONS</b>											
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL Requisitions	198,962.00	195,547.17	146,680.37	195,547.17					195,547	Based on requisition. Based on AIMS invoice that we will receive in March 2024.
2-19-00-755	SCHOOL REQUISITION NON-RESIDENTIAL Requisitions	124,572.81	120,354.99	90,266.25	120,354.99					120,355	Based on requisition. Based on AIMS invoice that we will receive in March 2024.
2-19-00-756	SCHOOL REQUISITION OVER/UNDER LEVY RESID. Requisitions	0.00	(7,000.00)	0.00	(7,000.00)					(7,000)	Based on requisition. In 2023, \$308,902 in school req. was collected as per Tax Rate Bylaw 800-23 however appx. \$315K was paid in GOA.
2-19-00-754	SCHOOL REQUISIT OVER/UNDER LEVY NON-RES Requisitions	0.00	0.00	0.00	0.00					0	Based on requisition
2-19-00-751	LAC STE. ANNE FOUNDATION REQUISITIN Requisitions	24,151.87	23,527.41	23,491.78	23,491.78					23,492	Based on requisition. Based on Requisition invoice that we will receive in November 2023.
2-19-00-752	DESIGNATED INDUSTRIAL PROPERTY Requisitions	0.00	0.00	0.00	281.00					281	Based on requisition
<b>TOTAL REQUISITIONS</b>		<b>347,686.68</b>	<b>332,429.57</b>	<b>260,418.38</b>	<b>332,674.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>332,674.92</b>	
<b>TAX REVENUE AVAILABLE FOR MUNI</b>		<b>1,289,621.47</b>	<b>1,345,176.42</b>	<b>1,462,984.28</b>	<b>1,389,731.04</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,389,731.04</b>	



**TOWN OF ONOWAY**  
Revenue & Expense

0% 0%

General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>ADMIN REVENUE</b>											
1-12-00-274	INSURANCE -CLAIMS/REBATES	(8,176.67)	0.00	0.00	0.00	0.00	0.00			0	
1-12-00-410	GENERAL SERVICE & SUPPLY REVENUE	(2,204.85)	(1,885.90)	(1,035.00)	(2,215.00)	0.00	0.00			(2,215)	Based on 2021 & 2022 actual avg
1-12-00-510	A/R PENALTY REVENUE	(847.34)	(370.27)	119.43	(1,005.00)	0.00	0.00		500.00	(505)	Based on 2021 & 2022 actual avg
1-12-00-560	RENTALS, LEASES	(12,400.00)	(8,910.00)	(1,100.00)	(1,290.00)	0.00	0.00		60.00	(1,200)	Based on Telus Property for lower lease at \$100 per month
1-12-00-591	REBATES, DIVIDENDS	(27.76)	(95.90)	(109.34)	(305.00)	0.00	0.00			(305)	Reduced in line with actuals
1-12-00-840	ADMIN - MSIO	(47,272.00)	(45,214.00)	(90,428.00)	(90,428.00)	0.00	0.00		45,214.00	(45,214)	Based on 2023 Allocation- \$45,214. (Decrease amount of \$45,214 based on increased 2023 approved budget amount, no confirmation of increased funding to be one-time or ongoing.)
1-12-00-850	ADMIN - TRANSFER FROM RESERVES	(2,040.00)	0.00	0.00	(10,000.00)	0.00	0.00		23,800.00	13,800	\$10K FCSS transfer for Centennial in 2023. \$13,600 increase as carry forward for Admin. Office reno. in 2023
1-12-00-930	CONTRIBUTION-OTHER FUNCTIONS- FIRE/ELECT	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-12-00-940	ADMIN-SENATE ELECTION	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-12-00-990	OTHER REVENUE	(12,880.77)	(5,081.98)	(2,351.93)	(3,030.00)	0.00	0.00			(3,030)	Remain the same.
1-12-00-991	OTHER REVENUE - 100 YR ANNIVERSARY	0.00	(500.00)	(27,250.00)	(31,000.00)	0.00	0.00		31,000.00	0	\$31K decreased based on 2023 Centennial Budget approved one-time amount.
<b>TOTAL ADMIN REVENUE</b>		<b>(85,649.39)</b>	<b>(62,058.03)</b>	<b>(122,154.84)</b>	<b>(139,243.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,374.00</b>	<b>(38,869.00)</b>	
<b>ADMIN EXPENSE</b>											
2-12-00-110	ADMIN - SALARIES AND WAGES	188,151.51	246,520.88	326,532.71	407,726.30	0.00	0.00		10,042.29	417,768	Based on 2023 with some 2024 % increase based on merit and not COLA. Reallocated 10% of Finance Officer from GL PW Salary & Wages 2-31-00-110 and budget correction with one position Admin Assistant
2-12-00-130	ADMIN - EMP BENEFIT ER - CPP	6,901.20	12,982.92	65,220.92	82,047.82	0.00	0.00		1,217.98	83,266	Combined all contributions. Includes All Admin including CAO. Based on 2023 without 2024 % increase.
2-12-00-131	ADMIN - EMP BENEFIT ER - E.I.	2,842.78	5,075.77	0.00	0.00	0.00	0.00			0	
2-12-00-132	ADMIN - EMP BENEFIT ER - AMS	18,428.34	21,151.63	0.00	0.00	0.00	0.00			0	
2-12-00-133	ADMIN - EMP BENEFIT ER - RPP	8,047.74	9,926.89	0.00	0.00	0.00	0.00			0	
2-12-00-137	ADMIN - WORKER'S COMPENSATION	3,922.50	4,385.82	3,931.41	4,573.38	0.00	0.00			4,573	
2-12-00-141	ADMIN - STAFF DEVELOPMENT	0.00	758.99	3,064.00	2,820.00	0.00	0.00		1,500.00	4,020	Course & Convention Fees for all staff. Increase of \$500 due to anticipated training needs for staff (GFOA in Edmont for DCSS and Finance Officer)
2-12-00-142	ADMIN - EMPLOYEE RECOGNITION	3,988.92	582.19	430.70	3,045.00	0.00	0.00		(1,000.00)	2,045	Decrease \$1k based on 2021 & 2022 actual average.
2-12-00-211	ADMIN - TRAVEL & SUBSISTANCE	3,573.91	4,864.85	2,783.24	4,040.00	0.00	0.00			4,040	
2-12-00-215	ADMIN - POSTAGE FREIGHT COURIER	7,820.62	8,888.32	3,732.98	7,580.00	0.00	0.00		(1,500.00)	6,000	Decrease \$1,560 to align with 2023 expenses
2-12-00-216	ADMIN - TELEPHONE, FAX	9,562.12	10,157.29	11,040.17	12,000.00	0.00	128.48		(2,000.00)	10,128	Budget based on \$2000 decrease to reflect 2021 & 2022 actuals average and Intercom messaging (phone bill) increase of 9% or \$10.54 appx. per bill/month.
2-12-00-221	ADMIN - ADVERTISING	2,244.99	2,273.91	2,008.89	1,515.00	0.00	0.00		815.41	2,330	Based on difference between 2021,2022 & 2023 (Q3) Actuals average and 2023 approved budget.
2-12-00-231	ADMIN - AUDIT FEES	11,491.60	19,063.40	16,164.76	16,000.00	0.00	0.00		40,000.00	56,000	Based on \$16K Annual Audit Fees + \$40K for Forensic Audit.
2-12-00-232	ADMIN - ASSESSMENT FEES	12,394.20	12,356.71	13,199.20	13,420.22	0.00	0.00			13,420	
2-12-00-241	ADMIN - INSURANCE FEES	23,499.29	31,132.80	33,941.32	33,839.84	0.00	0.00			33,840	
2-12-00-242	ADMIN - LEGAL FEES	3,827.25	43,384.34	5,792.01	15,050.00	0.00	0.00		10,000.00	25,050	Increase \$10k based on apx. amount for Forensic Audit.
2-12-00-243	ADMIN - COMPUTER SERVICE & SUPPORT	23,839.40	34,064.42	26,183.21	26,536.00	0.00	0.00	36,206.20	(23,325.00)	38,415	Budget includes Loop annual fee of \$420 (webguide basic subscription), Muniware annual fee of \$7,409.68 in Q1, Webnames Hosting Plan annual fee of \$780. Decrease is for Website upgrade amount of \$4,325 one-time cost in 2023 and IT transition of \$19K apx. \$36,205.20= (\$2,659.50/mth x 12 mths=\$31,914 for Support costs) + \$357.60/mth x 12 mths=\$4,291.20 for Microsoft Office Licensing & Subscription).
2-12-00-244	ADMIN - GIS PROJECT	5,870.81	3,513.31	1,474.75	6,080.00	0.00	0.00			6,080	Shared Cost with Mayerthorpe and AB Beach for cost-savings. Munisight Fees based on service hours as follows: AB(21.87%)/Mayerthorpe(48.44%)/Onoway(29.69%). If separated would cost apx. \$8300 per municipality.
2-12-00-245	ADMINISTRATION/CAO CONTRACT	153,924.59	143,871.86	4,229.82	35,392.45	0.00	600.00			35,992	In 2024, leaving \$20K Contracted Services with 3% inflation + \$15K for ACP Grant Contracted Services expenses carry forward from 2023.
2-12-00-246	ADMIN - BYLAW/POLICY REVIEW	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-12-00-247	ADMIN - RECORDS RETENTION PROJECT	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-12-00-250	ADMIN - BUILDING MAINT & REPAIR	4,480.79	3,888.80	1,188.84	25,050.00	0.00	0.00		(8,400.00)	16,650	Decrease of \$20k based on MSI 2023 amount for office renovation. \$5K for general repairs. Unexpected expense apx. \$13K anticipated due to structural in SE corner door in 2023.
2-12-00-252	ADMIN - OFFICE CLEANING	9,000.00	9,000.00	8,000.00	9,000.00	0.00	0.00			9,000	
2-12-00-260	ADMIN - OFFICE MACHINES MAINT/REPAI	7,340.88	7,301.43	6,490.58	7,575.00	0.00	0.00			7,575	
2-12-00-281	ADMIN - OFFICE MACHINES RENT/LEASE	11,028.05	11,222.82	6,800.91	12,120.00	0.00	0.00			12,120	Lease ends in 2023.
2-12-00-270	ADMIN - MEMBERSHIP FEES	3,106.51	3,459.53	3,732.61	3,850.00	0.00	0.00			3,850	
2-12-00-271	ADMIN - ELECT/PLEBCENSUS (TO RESERVE)	87,862.26	0.00	9,158.42	0.00	0.00	0.00			0	No need for reserve transfer.
2-12-00-272	ADMIN - UNEXPECTED EXP (OPER)100 YR ANN	0.00	0.00	48,123.20	42,407.00	0.00	0.00		(42,407.00)	0	\$42,407 decreased based on 2023 Centennial Budget approved one-time amount.
2-12-00-511	ADMIN - STATIONERY	4,604.73	4,672.20	3,570.30	4,545.00	0.00	0.00		(215.40)	4,330	Decreased based on forecasted 2023 actuals.
2-12-00-512	ADMIN - OFFICE LANDSCAPING	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-12-00-513	ADMIN - GENERAL SUPPLIES	6,809.50	5,658.87	2,963.15	6,550.00	0.00	0.00		(2,000.00)	4,550	Decreased based on forecasted 2023 actuals.
2-12-00-514	ADMIN - PUBLIC RELATIONS/PROMOTION	3,088.45	1,935.91	6,207.06	3,030.00	0.00	0.00	5,000.00	3,495.00	11,525	\$3,495 based on one-time fee for logo redesign, tag line development and brand standards guide. \$5K apx. based on implementing Annual Citizen Satisfaction/Budget Survey as per 2023-2025 Vision Action Plan Priority ongoing. Focus Area #2- Service Excellence possibly
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	12,594.17	9,319.09	6,023.74	14,850.00	0.00	519.76		(5,000.00)	10,370	Decrease based on Power Consumption for Office only. Fire Hall Power Consumption in GL 2-23-00-541. 3.5% Inflation.
2-12-00-542	ADMIN - NATURAL GAS	7,914.03	6,953.32	2,660.87	9,350.00	0.00	327.25			9,677	3.5% Inflation.
2-12-00-810	ADMIN - INTERES-SHORT TERM BORROW.	0.00	0.00	1,749.51	7,000.00	0.00	0.00		(3,000.00)	4,000	Accurately record interest charges for line of credit used year over year. Decreased based on anticipated usage of line of credit in 2024.
2-12-00-811	ADMIN - BANK CHARGES	2,129.82	6,925.70	1,411.89	3,030.00	0.00	0.00			3,030	
2-12-00-990	ADMIN-CAO CONTINGENCY FUND (MOST)	18,151.44	2,936.18	0.00	0.00	0.00	0.00			0	
<b>TOTAL ADMIN EXPENSE</b>		<b>645,800.19</b>	<b>684,106.75</b>	<b>627,920.57</b>	<b>816,680.59</b>	<b>0.00</b>	<b>1,573.48</b>	<b>41,205.20</b>	<b>(19,836.74)</b>	<b>841,822.53</b>	
<b>ADMIN RESERVE TRANSFER</b>											
	ADMIN - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
<b>TOTAL ADMIN RESERVE TRANSFER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>SURPLUS/DEFICIT ADMIN</b>		<b>559,950.80</b>	<b>622,048.72</b>	<b>505,765.73</b>	<b>679,437.59</b>	<b>0.00</b>	<b>1,573.48</b>	<b>41,205.20</b>	<b>80,537.26</b>	<b>802,753.53</b>	
<b>ADMIN AMORTIZATION</b>											
2-12-99-825	ADMINISTRATION-BUILDING AMORTIZATION	17,506.44	18,406.81		5,101.00					5,101	Based on amort schedule
2-12-99-835	ADMINISTRATION-M & E AMORTIZATION	8,517.56	5,002.58		4,080.00					4,080	Based on amort schedule
<b>TOTAL ADMIN AMORTIZATION</b>		<b>26,024.00</b>	<b>23,409.37</b>		<b>9,181.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,181.00</b>	

(7)



TOWN OF ONAWAY  
Revenue & Expense

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General Ledger	Description		2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>FIRE REVENUE</b>												
1-23-00-420	BAY RENTAL FEES	Admin fees/other	(25,800.00)	(26,400.00)	(22,000.00)	(26,400.00)	0.00	0.00			(26,400)	Contract does not allow inflationary increase.
1-23-00-850	FIRE - ORFS CONTRIB. ADM/COPIES/POSTAGE	Admin fees/other	(208,171.68)	(13,000.00)	0.00	(13,000.00)	0.00	0.00		(10,000.00)	(23,000)	Based on Draft 2024 ORFS Budget for September 2023 meeting. \$10K increase based on "true cost" of the Town administrating ORFS.
1-23-00-920	FIRE - TRANSFER FROM RESERVES	Reserve transfers	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-23-00-930	CONTRIBUTION - OTHER FUNCTIONS-DISPATCH	Admin fees/other	(4,613.34)	0.00	(4,822.32)	(4,377.68)	0.00	0.00		(444.64)	(4,822)	Based on 2024 Actuals.
1-23-00-931	FIRE REV. - LSAC MVA RESPONSE	Admin fees/other	(45,824.08)	0.00	0.00	0.00	0.00	0.00			0	Replaced by 992 Code.
1-23-00-940	FIRE - ONOWAY INCIDENT RECOVERY	Admin fees/other	(71,117.93)	(3,643.82)	0.00	(10,000.00)	0.00	0.00			(10,000)	Based on Draft 2024 ORFS Budget for September 2023 meeting.
1-23-00-990	OTHER REVENUE - ADMIN CHARGES	Admin fees/other	(48,781.36)	0.00	0.00	0.00	0.00	0.00			0	Replaced by 993 Code.
1-23-00-991	BLOG REIMBURSEMENT(\$5000/\$7370)	Admin fees/other	0.00	(12,370.00)	0.00	(12,370.00)	0.00	0.00		(1,630.00)	(14,000)	Onoway receives \$5,000 for Hall Improvements and \$7,370 for Additional Operational. Draft 2024 Budget has \$5k for Hall Improvements and \$9K for Additional Operational (increase of \$1,630 from 2023)
<b>TOTAL FIRE REVENUE</b>			<b>(402,308.39)</b>	<b>(55,413.82)</b>	<b>(26,822.32)</b>	<b>(66,147.68)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(12,074.64)</b>	<b>(78,222.32)</b>	
<b>FIRE EXPENSE</b>												
2-23-00-110	FIRE - ONOWAY INCIDENT RESPONSES	Contracted Services	71,862.64	5,240.44	3,456.77	10,000.00	0.00	0.00			10,000	Flow through from revenue GL 1-23-00-940
2-23-00-111	FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	Contracted Services	14,740.00	3,725.54	0.00	0.00	0.00	0.00			0	Replaced by 113 code
2-23-00-112	FIRE EXP. - LSAC MVA RESPONSES	Contracted Services	33,846.15	0.00	0.00	0.00	0.00	0.00			0	Replaced by 114 code
2-23-00-216	FIRE - RADIOS/LEGAL	Contracted Services	9,034.72	0.00	0.00	0.00	0.00	0.00			0	Replaced by 225,274 & 517 codes.
2-23-00-228	FIRE ADMIN FEE (\$11,779.64)	Contracted Services	0.00	11,779.73	9,176.14	11,897.80	0.00	0.00		2,635.19	14,533	Based on Draft 2024 ORFS Budget for September 2023 meeting
2-23-00-241	FIRE HALL INSURANCE	Insurance	1,744.23	321.25	313.43	313.43	0.00	0.00			313	Based on 2023 Actuals
2-23-00-260	FIRE - BUILDING REPAIR, MAINTENANCE	Repairs & Maint	3,935.40	2,487.28	4,198.28	5,050.00	0.00	0.00			5,050	
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	Goods & Supplies	14,170.00	0.00	0.00	0.00	0.00	0.00			0	
2-23-00-360	FIRE-CONTRACT (\$51425)	Contracted Services	50,864.00	50,811.31	39,795.42	51,938.91	0.00	0.00		4,570.59	56,509	Based on Draft 2024 ORFS Budget for September 2023 meeting
2-23-00-351	911 DISPATCH CONTRACT PARKLAND COUNTY	Contracted Services	6,713.17	6,722.19	3,494.88	6,901.00	0.00	0.00			6,901	
2-23-00-352	FIRE - NWFR CONTRACT	Contracted Services	208,167.00	0.00	0.00	0.00	0.00	0.00			0	Reallocated to GL 2-23-00-513- ORFS- Contract.
2-23-00-353	FIRE - WATER USE/MISC	Utilities	1,720.32	1,874.20	0.00	2,020.00	0.00	0.00			2,020	
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	Utilities	2,466.88	5,515.47	5,223.81	3,080.00	0.00	0.00		4,000.00	7,080	
2-23-00-542	FIRE - PROPANE	Utilities	668.39	928.61	(165.98)	880.00	0.00	0.00			880	
2-23-00-543	FIRE - SEPTIC SERVICES	Utilities	2,059.12	2,029.13	4,149.98	2,020.00	0.00	0.00		2,200.00	4,220	Increase based on scheduled maintenance, also includes fire hall sump.
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	Contracted Services	0.00	1,286.73	0.00	2,020.00	0.00	0.00			2,020	
<b>TOTAL FIRE EXPENSE</b>			<b>421,792.02</b>	<b>92,721.88</b>	<b>69,641.73</b>	<b>96,121.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,405.78</b>	<b>109,526.92</b>	
<b>FIRE RESERVE TRANSFER</b>												
2-23-00-354	FIRE -ONOWAY PORT BLDG. REIMB (TO RESER)		0.00	0.00	0.00	0.00					0	No Reserve transfer required.
<b>TOTAL FIRE RESERVE TRANSFER</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FIRE SURPLUS/DEFICIT</b>			<b>19,483.63</b>	<b>37,308.06</b>	<b>42,819.41</b>	<b>29,973.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,331.14</b>	<b>31,304.60</b>	
<b>FIRE AMORTIZATION</b>												
2-12-99-635	FIRE EQUIP.-AMMORTIZATION		10,299.00	0.00		0.00					0	Based on amort schedule
<b>TOTAL ADMIN AMORTIZATION</b>			<b>10,299.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	



TOWN OF ONOWAY

Revenue & Expense

0% 0%

General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>ORFS REVENUE</b>											
1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES Admin fees/other	0.00	(18,344.47)	(42,126.25)	(45,000.00)	0.00	0.00			(45,000.00)	Not inflated, base on actuals if increase
1-23-00-993	ORFS - OPERATIONAL COST (other munis) Admin fees/other	0.00	(50,848.10)	(52,807.22)	(52,807.26)	0.00	0.00		(9,926.02)	(62,733.28)	Based on Draft 2024 ORFS Budget for September 2023 meeting.
1-23-00-994	ORFS - NWF CONTRACT (other munis) Admin fees/other	0.00	(210,460.33)	(217,155.40)	(217,155.43)	0.00	0.00		(14,115.10)	(231,270.53)	Based on Draft 2024 ORFS Budget for September 2023 meeting.
1-23-00-995	ORFS - INCIDENT RECOVERY (EXC. ONOWAY) Admin fees/other	0.00	(26,417.39)	(128,661.57)	(30,000.00)	0.00	0.00			(30,000.00)	
1-23-00-996	ORFS - FIRE RESER TRANS (\$9761 & \$7801) Admin fees/other	0.00	(17,124.00)	0.00	0.00	0.00	0.00			0	No longer req. as radio replacement completed in 2022.
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway) Admin fees/other	0.00	(11,779.73)	(9,175.14)	(65,294.07)	0.00	0.00		(5,748.42)	(71,042.49)	Based on Draft 2024 ORFS Budget for September 2023 meeting.
<b>TOTAL ORFS REVENUE</b>		<b>0.00</b>	<b>(334,974.02)</b>	<b>(449,925.58)</b>	<b>(410,256.76)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(9,926.02)</b>	<b>(440,046.30)</b>	
<b>ORFS EXPENSE</b>											
2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$5/PARCEL) Contracted Services	0.00	15,395.27	7,847.36	14,740.00	0.00	0.00			14,740.00	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP. Contracted Services	0.00	62,346.75	145,843.74	40,000.00	0.00	0.00			40,000.00	
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC. ONOWAY) Contracted Services	0.00	9,517.57	5,769.19	30,000.00	0.00	0.00			30,000.00	
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS Contracted Services	0.00	0.00	0.00	1,941.74	0.00	0.00			1,941.74	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-143	ORFS - COPIES/POSTAGE Contracted Services	0.00	1,000.00	0.00	1,000.00	0.00	0.00			1,000.00	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-211	ORFS - ADMINISTRATION Contracted Services	0.00	12,000.00	0.00	12,000.00	0.00	0.00		10,000.00	22,000.00	Based on Draft 2024 ORFS Budget for September 2023 meeting. \$10K increase based on "true cost" of the Town administrating ORFS.
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH) Contracted Services	0.00	166.00	82.50	250.00	0.00	0.00			250.00	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE Contracted Services	0.00	1,480.00	1,480.00	1,480.00	0.00	0.00		96.20	1,576.20	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-218	ORFS - RESERVES Contracted Services	0.00	0.00	0.00	3,000.00	0.00	0.00			3,000.00	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-219	ORFS - NWF CONTRACT (other munis) Contracted Services	0.00	207,951.43	0.00	0.00	0.00	0.00			0.00	Reallocated to GL 2-23-00-513- OFRS- Contract.
2-23-00-220	ORFS - ADD. OPERATIONAL (AB & ON) Contracted Services	0.00	14,670.00	0.00	14,740.00	0.00	0.00		3,260.00	18,000.00	Based on Draft 2024 ORFS Budget for September 2023 meeting. Increase based on increase in additional operational
2-23-00-221	ORFS - HALL IMPR (\$5000 ONO. \$6800 AB) Contracted Services	0.00	11,800.00	0.00	11,800.00	0.00	0.00			11,800.00	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-223	ORFS - RADIOS Contracted Services	0.00	6,008.45	3,334.00	0.00	0.00	0.00		4,492.00	4,492.00	Based on Draft OFRS Budget for September 2023 meeting. Critical Communications. Based on \$1,111 (Q1) + \$1,100 (Q2) x 2 x 6.8% increase. Previously budgeted as part of GL 2-23-00-517 ORFS - Radio Repair. Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-224	ORFS - RADIOS (AFRRCs SETUP) Contracted Services	0.00	19,735.89	0.00	0.00	0.00	0.00			0.00	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-225	ORFS - RADIOS LICENSE Contracted Services	0.00	936.88	1,000.62	1,189.02	0.00	0.00		77.31	1,266.33	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-274	ORFS - LEGAL Contracted Services	0.00	0.00	3,400.00	700.00	0.00	0.00			700.00	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-513	ORFS - CONTRACT Contracted Services	0.00	694.40	162,666.58	270,215.99	0.00	0.00		17,664.04	287,780.03	Based on Draft 2024 ORFS Budget for September 2023 meeting.
2-23-00-517	ORFS - RADIO REPAIR Contracted Services	0.00	44.05	676.00	7,200.00	0.00	0.00		(5,700.00)	1,500.05	Based on Draft 2024 ORFS Budget for September 2023 meeting. Portion reallocated to GL 2-23-00-223 ORFS - Radios.
<b>TOTAL ORFS EXPENSE</b>		<b>0.00</b>	<b>363,744.69</b>	<b>332,299.99</b>	<b>410,256.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29,789.55</b>	<b>440,046.30</b>	
<b>ORFS SURPLUS/DEFICIT</b>		<b>0.00</b>	<b>28,770.67</b>	<b>-117,625.59</b>	<b>-0.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,863.53</b>	<b>0.00</b>	



**TOWN OF ONOWAY**  
Revenue & Expense

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General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>PW REVENUE</b>											
1-31-00-930	CONTRIBUTION - OTHER FUNCTIONS Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-31-00-990	OTHER REVENUE (FROM RESERVES - TIRES) Reserve transfers	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL PW REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>PW EXPENSE</b>											
2-31-00-110	PW - WAGES Wages & Cont	76,299.39	41,841.67	26,968.00	42,893.56	0.00	0.00		(5,636.56)	37,257	Based on 2023 without 2024 % increase based on merit and not COLA Lower due to staff changeover. Reallocated 10% of Finance Officer to GL Admin Salary & Wages 2-12-00-110
2-31-00-111	PW - CONSULTING FEES Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-31-00-130	PW - EMPLOYEE BENEFITS CPP Wages & Cont	3,657.44	2,807.95	10,885.57	9,107.96	0.00	0.00		(1,473.44)	7,635	Combined all contributions. Based on 2023 without 2024 % increase.
2-31-00-131	PW - EMPLOYEE BENEFIT EI Wages & Cont	1,453.06	1,041.72	0.00	0.00	0.00	0.00			0	
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS Wages & Cont	7,089.11	6,286.07	0.00	0.00	0.00	0.00			0	
2-31-00-133	PW - EMPLOYEE BENEFIT RPP Wages & Cont	3,298.70	3,531.74	0.00	0.00	0.00	0.00			0	
2-31-00-137	PW - WORKERS COMPENSATION Insurance	624.04	697.67	622.11	727.58	0.00	21.83			749	
2-31-00-141	PW - STAFF DEVELOPMENT Training & Other	1,137.00	1,137.00	0.00	1,010.00	0.00	30.30			1,040	Anything big expected here? No anticipated
2-31-00-211	PW - TRAVEL & SUBSISTANCE Training & Other	0.00	356.78	143.96	605.00	0.00	15.15			520	Anything big expected here? No anticipated
2-31-00-215	PW - POSTAGE & FREIGHT Postage & Copies	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-31-00-216	PW - TELEPHONE CHARGES Utilities	4,735.72	4,140.98	3,266.72	4,848.00	0.00	145.44			4,983	Phone and Fax.
2-31-00-221	PW - ADVERTISING Goods & Supplies	118.00	627.00	813.02	303.00	0.00	9.09	324.00		636	To align with 2022 for summer student ads.
2-31-00-224	P.W. - MEMBERSHIPS Training & Other	996.93	444.09	185.78	1,100.00	0.00	33.00	(324.00)		809	Altalis annual membership
2-31-00-241	PW - INSURANCE PREMIUMS Insurance	7,428.09	8,054.71	8,668.59	8,668.99	0.00	260.07			8,929	
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT Contracted Services	968.67	0.00	2,539.52	1,010.00	0.00	30.30			1,040	
2-31-00-245	PW - CONTRACT WORK Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE Repairs & Maint	3,708.09	5,855.95	15,833.70	6,060.00	0.00	181.80			6,242	Anything big expected here? No anticipated
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE Repairs & Maint	52,464.96	77,487.91	32,430.65	50,500.00	0.00	1,515.00			52,015	Aligns with 3 year average 2021-2023.
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS) Goods & Supplies	14,734.82	12,797.13	5,999.60	12,625.00	0.00	378.75			13,004	
2-31-00-514	PW - SAFETY EQU. (OH&S) & PROGRAM MANUAL Goods & Supplies	4,735.81	4,636.33	2,157.24	4,545.00	0.00	136.35			4,681	
2-31-00-520	PW - OIL & GAS Vehicle Expenses	35,969.82	29,794.00	12,704.79	40,850.00	0.00	1,225.50	(15,076.00)		27,000	Decreased based on 2023 Anticipated Year End forecast amount of \$22K with contingency.
2-31-00-541	PW - POWER (5104 - 41 STREET) Utilities	4,145.19	2,977.25	2,356.46	4,840.00	0.00	145.20			4,985	
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET) Utilities	4,844.39	6,812.86	3,705.26	5,500.00	0.00	165.00			5,665	
2-31-00-543	PW - SHOP PUMP OUT FEES Utilities	850.56	1,690.66	765.86	1,010.00	0.00	30.30			1,040	
2-31-00-998	P.W. - GAIN/LOSS TCA	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL PW EXPENSE</b>		<b>229,059.79</b>	<b>213,019.47</b>	<b>130,044.83</b>	<b>196,104.09</b>	<b>0.00</b>	<b>4,323.08</b>	<b>0.00</b>	<b>(22,186.00)</b>	<b>178,241.17</b>	
<b>PW RESERVE TRANSFER</b>											
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER	0.00	0.00	0.00	0.00				0.00	0	
<b>TOTAL PW RESERVE TRANSFER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>PW SURPLUS/DEFICIT</b>		<b>229,059.79</b>	<b>213,019.47</b>	<b>130,044.83</b>	<b>196,104.09</b>	<b>0.00</b>	<b>4,323.08</b>	<b>0.00</b>	<b>(22,186.00)</b>	<b>178,241.17</b>	
<b>PW AMORTIZATION</b>											
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION	6,302.94	6,302.94	0.00	1,632.00				0.00	1,632.00	Based on amort schedule
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION	36,919.20	36,964.20	0.00	3,060.00				0.00	3,060.00	Based on amort schedule
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?	23,717.13	11,072.25	0.00	6,121.00				0.00	6,121.00	Based on amort schedule
<b>TOTAL PW AMORTIZATION</b>		<b>66,939.27</b>	<b>54,339.39</b>	<b>0.00</b>	<b>10,813.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,813.00</b>	

10



**TOWN OF ONWAY**

Revenue & Expense

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General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>ROADS REVENUE</b>											
1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-32-00-840	ROADS REV - SHORT TERM BORROWING PRINC.	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	(13.73)	(11.75)	0.00	0.00	0.00			0	Grant used to fund road rehab, ended in 2022
1-32-00-990	STREETS - OTHER REVENUE	(6,191.44)	(2,432.07)	(1,137.50)	(10,100.00)	0.00	0.00		9,000.00	(1,100)	Decrease of \$9K to align with 2023 actuals.
<b>TOTAL ROADS REVENUE</b>		<b>(6,191.44)</b>	<b>(2,445.80)</b>	<b>(1,149.25)</b>	<b>(10,100.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>(1,100.00)</b>	
<b>ROAD EXPENSE</b>											
2-32-00-110	STREETS - WAGES	105,132.13	91,507.26	61,802.17	82,511.24	0.00	0.00		4,421.76	86,933	Based on 2023 without 2024 % increase based on merit and not COLA.
2-32-00-111	STREETS CONSULTING FEES	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-32-00-130	STREETS - EMPLOYEE BENEFIT CPP	3,926.27	3,804.81	9,227.07	17,298.87	0.00	0.00		515.01	17,814	Combined all contributions
2-32-00-131	STREET - EMPLOYEE BENEFIT EI	1,588.62	1,424.63	0.00	0.00	0.00	0.00			0	
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS	7,770.19	5,139.54	0.00	0.00	0.00	0.00			0	
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP	4,131.78	2,783.63	0.00	0.00	0.00	0.00			0	
2-32-00-137	STREETS - WORKERS COMPENSATION	1,683.81	1,883.79	1,688.56	1,717.00	0.00	0.00			1,717	
2-32-00-215	STREETS - POSTAGE & FREIGHT	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-32-00-231	STREETS - ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-32-00-241	STREETS - INSURANCE PREMIUMS	1,040.13	1,112.98	1,091.01	1,202.04	0.00	0.00			1,202	
2-32-00-245	STREETS - CONTRACTED WORK	21,244.15	83,494.13	54,894.00	51,714.00	0.00	0.00			51,714	
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE	3,583.00	3,291.50	4,801.14	3,636.00	0.00	0.00			3,636	
2-32-00-513	STREETS - GENERAL SUPPLIES	6,956.94	979.55	6,787.34	4,040.00	0.00	0.00			4,040	
2-32-00-514	STREETS-SNOW PLOWING DAMAGES	0.00	190.00	0.00	505.00	0.00	0.00			505	
2-32-00-531	STREETS - SAND/CHIP/ETC.	36,923.81	15,363.77	5,320.64	32,250.00	0.00	0.00	(13,218.00)		19,032	Based on healthy inventory of sand/chip that was purchased in 2021.
2-32-00-532	STREETS - SIGNS, CULVERTS	440.00	3,951.11	404.70	1,515.00	0.00	0.00			1,515	
2-32-00-533	STREETS - SIDEWALKS	0.00	0.00	13.56	0.00	0.00	0.00			0	
2-32-00-534	STREETS - CHRISTMAS DECORATIONS	2,483.95	2,286.96	0.00	3,000.00	0.00	0.00			3,000	Keep for 2023 replenishment
2-32-00-542	STREETS - POWER (STREET LIGHTS)	74,827.84	77,973.99	54,602.12	85,800.00	0.00	0.00			85,800	
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018-2022)	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-32-00-810	STREET-SHORT TERM BORROWING INTEREST	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL ROAD EXPENSE</b>		<b>271,742.62</b>	<b>294,997.45</b>	<b>200,722.31</b>	<b>285,189.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,281.23)</b>	<b>276,907.92</b>	
<b>ROAD RESERVE TRANSFER</b>											
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018-2022)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	Completed in 2022
2-32-00-811	STREETS REPAY TO RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
<b>TOTAL ROAD RESERVE TRANSFER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>ROADS SURPLUS/DEFICIT</b>		<b>265,551.18</b>	<b>292,551.65</b>	<b>199,573.06</b>	<b>275,089.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>718.77</b>	<b>275,807.92</b>	
<b>ROADS AMORTIZATION</b>											
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT	102,417.79	111,655.23	0.00	2,142.00				0.00	2,142	Based on amort schedule
2-32-99-635	STREETS M&E AMMORTIZATION	0.00	0.00	0.00	0.00				0.00	0	Based on amort schedule
<b>TOTAL ROADS AMORTIZATION</b>		<b>102,417.79</b>	<b>111,655.23</b>	<b>0.00</b>	<b>2,142.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,142.00</b>	

11



TOWN OF ONOWAY

Revenue & Expense

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General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>STORM WATER REVENUE</b>											
1-37-00-840	CONDITIONAL GRANTS-STORM WATER Grants	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL STORM WATER REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>STORM WATER EXPENSE</b>											
2-37-00-231	STORM WATER - ENGINEERING Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-37-00-245	STORM WATER - CONTRACTED WORK Contracted Services	5,333.33	42,221.30	441.00	14,953.00	0.00	0.00		(9,703.00)	5,250	Budget decrease based on 2023 Storm water rehab one-time tax levy \$14,703. Catch basin work potentially
<b>TOTAL STORM WATER EXPENSE</b>		<b>5,333.33</b>	<b>42,221.30</b>	<b>441.00</b>	<b>14,953.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(9,703.00)</b>	<b>5,250.00</b>	
<b>STORM WATER RESERVE TRANSFER</b>											
2-32-00-811	STORM WATER - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
<b>TOTAL STORM WATER RESERVE TRANSFER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>STORM WATER SURPLUS/DEFICIT</b>		<b>5,333.33</b>	<b>42,221.30</b>	<b>441.00</b>	<b>14,953.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(9,703.00)</b>	<b>5,250.00</b>	
<b>STORM WATER AMORTIZATION</b>											
2-37-99-815	STORM WATER-ENGINEERING STRUCTURES AMORT	8,948.01	8,948.01	8,948.01	0.00					0	Based on amort schedule
<b>TOTAL STORM WATER AMORTIZATION</b>		<b>8,948.01</b>	<b>8,948.01</b>	<b>8,948.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

(12)



**TOWN OF ONOWAY**  
Revenue & Expense

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General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>WATER REVENUE</b>											
1-41-00-121	LOCAL IMPROVEMENT - WATER LINES	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-41-00-440	BASIC WATER FEE	(125,729.64)	(125,928.42)	(94,072.47)	(126,389.00)	0.00	0.00			(126,389)	Based on 2023 approved budget with no increase to be conservative.
1-41-00-441	SALE OF METERED WATER	(191,363.03)	(198,036.19)	(168,718.96)	(191,400.00)	0.00	0.00			(191,400)	Based on 2023 approved budget with no increase to be conservative.
1-41-00-442	SALE OF WATER METERS	(400.00)	0.00	0.00	0.00	0.00				0	
1-41-00-443	SERVICE CHARGES (TURN ON, THAWS)	(450.00)	0.00	0.00	(500.00)	0.00				(500)	
1-41-00-444	ADMIN SERVICE FEES	(18,791.99)	(17,335.72)	(14,251.57)	(20,163.00)	0.00	0.00		2,028.00	(18,135)	\$3.75/month (75%) of \$5 overall per account admin fee. Decreased based change in allocation from 50% for water in 2023 to 75% for water in 2024 and to align budget with actuals.
1-41-00-445	REGIONAL WATER DEBENTURE REVENUE	(40,622.38)	(55,696.30)	(48,758.78)	(76,563.00)	0.00	0.00		4,998.12	(71,565)	WILD Debentures III & IV. Decrease based on difference between 2023 approved amount \$76,563 and average revenue of \$5,963.74/month x 12 months= 71564.88
1-41-00-446	WATER - REGIONAL WATER PHASE ( III & IV)	0.00	0.00	0.00	0.00	0.00	0.00			0	WILD Debentures III & IV rate recovery reclassified to GL 1-41-00-445
1-41-00-447	REGIONAL WATER CONSUMPTION FEES	(191,694.87)	(198,269.98)	(136,277.57)	(191,400.00)	0.00	(22,968.00)			(214,368)	Based on anticipated WILD Member Rate increase of \$0.34/m3 from \$2.95/m3
1-41-00-590	PENALTIES	(3,024.39)	(2,669.87)	(2,436.29)	(3,030.00)	0.00	0.00			(3,030)	
1-41-00-840	CONDITIONAL GRANTS - WATER	(94,402.50)	0.00	0.00	0.00	0.00	0.00			0	
1-41-00-850	LOCAL GOVERNMENT TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-41-00-591	SENIOR'S WATER REBATE	0.00	0.00	0.00	0.00	0.00	0.00			0	
1-41-00-592	SENIOR'S ADMIN FEE REBATE	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL WATER REVENUE</b>		<b>(666,478.60)</b>	<b>(597,936.46)</b>	<b>(464,515.60)</b>	<b>(609,445.00)</b>	<b>0.00</b>	<b>(22,968.00)</b>	<b>0.00</b>	<b>7,026.12</b>	<b>(625,368.88)</b>	
<b>WATER EXPENSE</b>											
2-41-00-110	WATER - WAGES	55,578.06	59,969.43	42,549.05	60,690.30	0.00	0.00		700.13	61,390	Based on 2023 without 2024 % increase based on merit and not COLA. \$12K apx. For Municipal Clerk.
2-41-00-111	WATER CONSULTING FEES (2 + 5)	0.00	0.00	8,108.86	9,020.00	0.00	0.00			9,020.00	when certified operator is away. Certified Operator coverage required for 4 months Jan-April at \$3,500/month.
2-41-00-121	WATER - FREEZE UP CONSUMP ADJUST	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-130	WATER - EMPLOYEE BENEFITS CPP	1,618.89	2,485.02	6,902.91	12,559.28	0.00	0.00		168.67	12,727.95	Combined all contributions. \$2K for Municipal Clerk.
2-41-00-131	WATER - EMPLOYEE BENEFIT EI	644.08	985.02	0.00	0.00	0.00	0.00			0	
2-41-00-132	WATER - EMPLOYEE BENEFIT AMS	3,871.10	3,670.65	0.00	0.00	0.00	0.00			0	
2-41-00-133	WATER - EMPLOYEE BENEFIT RPP	2,353.45	2,043.11	0.00	0.00	0.00	0.00			0	
2-41-00-137	WATER - WORKERS COMPENSATION	624.08	697.70	622.11	727.58	0.00	21.83			749.41	
2-41-00-141	WATER - STAFF DEVELOPMENT	65.00	1,778.70	123.82	4,040.00	0.00	121.20			4,161	
2-41-00-211	WATER - TRAVEL/SUBSTANCE	0.00	2,309.37	0.00	1,010.00	0.00	30.30			1,040	
2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-216	WATER - WTP PHONE/FAX	1,083.12	1,200.02	762.10	1,212.00	0.00	36.36			1,248	
2-41-00-217	WATER - WTP INTERNET	775.00	690.00	640.00	767.50	0.00	22.73			790	
2-41-00-224	WATER MEMBERSHIPS	514.50	752.42	0.00	1,318.00	0.00	39.54			1,358	
2-41-00-230	WATER - ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-240	WATER - REGIONAL SYSTEM FEES	18,106.85	13,617.88	13,038.42	13,038.60	0.00	0.00			13,038.60	Based on 2023 Admin and Governance amount as per March 1, 2023 All Commission Members letter.
2-41-00-241	WATER - INSURANCE PREMIUMS	6,666.79	7,159.52	7,483.24	7,600.00	0.00	226.80			7,787	
2-41-00-243	WATER - COMPUTER MAINT/SERVICE	1,982.13	15,534.31	2,700.00	1,010.00	0.00	30.30			1,040	
2-41-00-245	WATER - CONTRACT WK (METER RD/LABS)	2,093.25	1,448.81	(10.43)	2,200.00	0.00	66.00			2,266	
2-41-00-246	WATER - WTP MAINTENANCE	7,086.00	686.90	8,891.70	7,575.00	0.00	227.25			7,802	
2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES	135.00	568.17	113.38	606.00	0.00	15.15			520	
2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-252	WATER - LINE REPAIR (INC. DRIPS)	103,070.29	23,568.57	3,071.50	44,000.00	0.00	1,320.00			45,320	
2-41-00-447	WATER-REGIONAL WATER USAGE FEES	231,606.20	259,543.46	197,101.30	238,350.00	0.00	28,602.00			266,952.00	Based on anticipated WILD Member Rate increase of \$0.34/m3 from \$2.95/m3
2-41-00-513	WATER - TREATMENT SUPPLIES	3,082.40	1,584.48	1,362.41	1,615.00	0.00	45.45			1,660	
2-41-00-541	WATER - POWER	11,040.89	11,201.15	8,168.08	12,100.00	0.00	363.00			12,463	
2-41-00-542	WATER - NATURAL GAS	3,336.85	4,406.67	2,620.52	3,850.00	0.00	115.50			3,968	
2-41-00-543	WATER - PUMP OUT FEES	71.32	0.00	0.00	605.00	0.00	15.15		(520.00)	0	No expense in GL since 2021, there is no sewer tank as building hooked up to sewer main line.
2-41-00-591	WATER-SENIORS WATER REBATE	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-592	WATER-SENIORS ADMIN FEE REBATE	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS	0.00	100.00	0.00	200.00	0.00	6.00			206	
2-41-00-762	WATER - 1 TIME EXP. REG. WATER CONNECT	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-810	WATER - SHORT TERM BORROW INTEREST	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-41-00-831	WATER - DEBENTURE INTEREST	33,604.85	31,562.08	31,106.21	27,853.09	0.00	0.00			27,853	Confirm with debenture schedule As per financial statement Note 6.
2-41-00-832	WATER PRINCIPLE	42,594.32	44,609.32	45,676.67	48,929.78	0.00	0.00			48,930	Confirm with debenture schedule As per financial statement Note 6.
2-41-00-833	WATER-WILD DEBENTURE(PHASE I & II)	40,712.18	40,717.78	40,717.78	40,718.00	0.00	0.00			40,718	Confirm with debenture schedule CONFIRMED (P&I included, need allocation)
2-41-00-834	WATER-WILD DEBENTURE (PHASE III & IV)	0.00	0.00	31,695.88	31,695.85	0.00	0.00			31,696	Confirm with debenture schedule CONFIRMED (P&I included, need allocation)
<b>TOTAL WATER EXPENSE</b>		<b>572,147.18</b>	<b>533,116.34</b>	<b>453,335.47</b>	<b>572,939.98</b>	<b>0.00</b>	<b>31,304.55</b>	<b>0.00</b>	<b>348.80</b>	<b>604,593.33</b>	
<b>WATER RESERVE TRANSFER</b>											
2-41-00-784	RESERVE TRANSFER - WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	Transfer any surplus to reserves for future expenditure
<b>TOTAL WATER RESERVE TRANSFER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>WATER SURPLUS/DEFICIT</b>		<b>(94,331.42)</b>	<b>(64,820.12)</b>	<b>(11,180.13)</b>	<b>(36,505.02)</b>	<b>0.00</b>	<b>8,336.55</b>	<b>0.00</b>	<b>7,374.92</b>	<b>(20,793.55)</b>	
<b>WATER AMORTIZATION</b>											
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO	123,547.26	123,899.66	0.00	29,880.00				0.00	29,880	Based on amort schedule
2-41-99-635	WATER- M&E AMORTIZATION	25,880.23	26,995.21	0.00	8,000.00					8,000	Based on amort schedule
<b>TOTAL WATER AMORTIZATION</b>		<b>149,427.49</b>	<b>150,894.87</b>	<b>0.00</b>	<b>37,880.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,880.00</b>	





TOWN OF ONOWAY  
Revenue & Expense

n/a n/a

General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>SEWER REVENUE</b>											
1-42-00-410	SEWER - LAGOON USE (TRSF TO RESERVE)	User fees	(66,357.50)	(81,315.00)	(64,512.50)	(78,780.00)	0.00	0.00		(78,780)	Keep Budget at current rate
1-42-00-411	SEWER LAGOON (outside use)	User fees	(15,750.00)	0.00	0.00	0.00	0.00			0	
1-42-00-440	BASIC SEWER FEE	User fees	(46,858.32)	(46,848.52)	(34,959.40)	(47,470.00)	0.00	0.00		(47,470)	Review for final budget
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	User fees	(110,618.11)	(143,728.85)	(112,074.25)	(151,500.00)	0.00	0.00		(151,500)	Review for final budget
1-42-00-444	SEWER - ADMIN. SERVICE FEES	User fees	(12,608.48)	(12,585.81)	(9,424.42)	(12,786.60)	0.00	0.00	4,000.00	(8,787)	\$1.25/month of \$5 overall per account admin fee. Decreased based change in allocation from 50% for sewer in 2023 to 25% for water in 2024
1-42-00-445	SEWER - GRANT CONSULTING FEES	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00		0	Removed
1-42-00-590	SEWER - PENALTIES	User fees	(3,229.15)	(3,293.15)	(2,565.86)	(3,030.00)	0.00	0.00		(3,030)	In line with actuals
1-42-00-591	SENIOR'S SEWER REBATE	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00		0	
1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	Reserve transfers	(190,000.00)	0.00	0.00	(88,960.00)	0.00	0.00		(88,960)	
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	User fees	(30,259.53)	(30,306.15)	(22,630.86)	(30,466.00)	0.00	0.00		(30,466)	as per motion #41/18
<b>TOTAL SEWER REVENUE</b>			(475,481.09)	(317,877.88)	(246,167.29)	(412,992.60)	0.00	0.00	0.00	4,000.00	(408,992.60)
<b>SEWER EXPENSE</b>											
2-42-00-110	SEWER - WAGES	Wages & Cont	47,657.00	47,286.02	34,346.39	48,445.93	0.00	0.00	525.50	48,971	Based on 2023 without 2024 % increase based on merit and not COLA \$12K apx. For Municipal Clerk.
2-42-00-111	SEWER CONSULTING FEES	Contracted Services	0.00	0.00	8,108.86	9,525.00	0.00	0.00		9,525.00	Coverage when certified operator is away. Certified Operator coverage required for 4 months starting April 14, 2023 at \$3,500/month.
2-42-00-130	SEWER - EMPLOYEE BENEFITS CPP	Wages & Cont	1,476.92	2,051.68	5,685.92	10,055.76	0.00	0.00	127.35	10,183	Combined all contributions. \$2K for Municipal Clerk.
2-42-00-131	SEWER - EMPLOYER BENEFIT EI	Wages & Cont	585.68	813.47	0.00	0.00	0.00	0.00		0	
2-42-00-132	SEWER - EMPLOYER BENEFIT AMS	Wages & Cont	3,344.44	2,964.13	0.00	0.00	0.00	0.00		0	
2-42-00-133	SEWER - EMPLOYEE BENEFIT RPP	Wages & Cont	2,042.38	1,639.50	0.00	0.00	0.00	0.00		0	
2-42-00-137	SEWER - WORKERS COMPENSATION	Insurance	356.00	398.70	355.49	415.76	0.00	0.00		416	
2-42-00-141	SEWER - STAFF DEVELOPMENT	Training & Other	512.00	1,069.28	603.57	1,515.00	0.00	0.00		1,515	
2-42-00-211	SEWER - TRAVEL&SUBSTANCE	Training & Other	0.00	995.05	0.00	1,010.00	0.00	0.00		1,010	
2-42-00-215	SEWER - POSTAGE & FREIGHT	Postage	0.00	0.00	0.00	0.00	0.00	0.00		0	
2-42-00-216	SEWER - LIFT STATION PHONE/FAX	Utilities	795.12	888.12	570.10	808.00	0.00	0.00		808	
2-42-00-217	SEWER - LIFT STATION INTERNET	Utilities	655.00	1,125.84	787.58	808.00	0.00	0.00		808	
2-42-00-218	SEWER - LAGOON INTERNET	Utilities	700.00	710.97	470.00	707.00	0.00	0.00		707	
2-42-00-224	SEWER-MEMBERSHIP	Training & Other	23.48	237.92	0.00	660.00	0.00	0.00		660	
2-42-00-231	SEWER - ENGINEERING LIFT STATION	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00		0	
2-42-00-239	SEWER - BILLING	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00		0	
2-42-00-241	SEWER - INSURANCE PREMIUMS	Insurance	2,872.30	3,069.87	3,953.62	3,240.00	0.00	0.00		3,240	
2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	Contracted Services	968.67	732.30	3,229.05	1,010.00	0.00	0.00		1,010	
2-42-00-244	SEWER - GRANT CONSULTING FEES	Contracted Services	895.00	0.00	0.00	2,020.00	0.00	0.00	(2,020.00)	0	Removed. No expense since 2021.
2-42-00-245	SEWER - CONTRACT WORK	Contracted Services	12,985.87	11,167.02	8,231.90	6,450.00	0.00	0.00		6,450	
2-42-00-250	SEWER - LINES REPAIRMAINT. (30+71 MOST)	Repairs & Maint	24,090.39	6,303.57	95,221.05	121,210.00	0.00	0.00		121,210	
2-42-00-251	SEWAGE LAGOON MAINTENANCE	Repairs & Maint	228,180.59	10,231.85	24,658.71	20,000.00	0.00	0.00		20,000	some small project to complete for SRS
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUIP.	Goods & Supplies	245.27	609.47	0.00	1,515.00	0.00	0.00		1,515	
2-42-00-540	SEWER - LAGOON POWER	Utilities	520.24	0.00	0.00	0.00	0.00	0.00		0	
2-42-00-541	SEWER - POWER (NE 35-54-2-W&LAGOON)	Utilities	6,657.35	7,289.22	5,989.61	8,250.00	0.00	0.00		8,250	
2-42-00-542	SEWER - NATURAL GAS	Utilities	2,237.40	2,742.72	1,896.11	2,200.00	0.00	0.00		2,200	
2-42-00-543	SEWER - PUMP OUT FEES	Utilities	0.00	0.00	0.00	0.00	0.00	0.00		0	
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	Finance Charges/Deben	0.00	0.00	0.00	0.00	0.00	0.00		0	
2-42-00-782	SEWER - TRANSFER TO CAPITAL	Finance Charges/Deben	0.00	0.00	0.00	0.00	0.00	0.00		0	
2-42-00-831	SEWER - DEBENTURE INTEREST	Finance Charges/Deben	33,604.65	31,562.08	31,106.20	27,853.09	0.00	0.00		27,853	Based on debenture schedule as per Note 6, Financial Statement
2-42-00-832	SEWER PRINCIPLE	Finance Charges/Deben	42,594.33	44,809.32	45,676.66	48,929.78	0.00	0.00		48,930	Based on debenture schedule as per Note 6, Financial Statement
<b>TOTAL SEWER EXPENSE</b>			414,008.68	178,497.90	270,890.72	316,628.32	0.00	0.00	0.00	(1,367.15)	315,261.17
<b>SEWER RESERVE TRANSFER</b>											
2-42-00-591	SEWER-EFFLUENT RESERVE		25,000.00	20,000.00	0.00	20,000.00				20,000	
2-42-00-784	RESERVE TRANSFER - FORCEMAIN PAYBACK		30,466.00	30,466.00	0.00	30,466.00	0.00	0.00	0.00	30,466	as per motion #41/18 (ends in 2025)
<b>TOTAL SEWER RESERVE TRANSFER</b>			55,466.00	50,466.00	0.00	50,466.00	0.00	0.00	0.00	50,466.00	
<b>SEWER SURPLUS/DEFICIT</b>			(6,014.41)	(88,913.18)	24,723.43	(45,898.28)	0.00	0.00	0.00	2,632.85	(43,265.43)
<b>SEWER AMORTIZATION</b>											
2-42-00-635	SEWER - M&E AMORTIZATION		2,840.00	16,087.50	0.00	0.00				0	Based on amort schedule
2-42-99-815	SEWER-ENGINEERING STRUCTURES AMORTIZATIO		72,692.10	75,880.85	0.00	6,200.00				6,200	Based on amort schedule
<b>TOTAL SEWER AMORTIZATION</b>			75,532.10	91,968.35	0.00	6,200.00	0.00	0.00	0.00	6,200.00	



**TOWN OF ONOWAY**

Revenue & Expense

0% 3.5%

General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>WASTE COLLECTION REV</b>											
1-43-00-441	WASTE COLLECTION FEES User fees	(89,086.81)	(68,513.18)	(51,516.22)	(75,070.00)	0.00	(2,858.95)		0.00	(78,629)	Contract Increases accounted for Waste 3.5%
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL TIPPAGE User fees	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0	
1-43-00-443	RECYCLING FEE User fees	(13,584.57)	(13,484.15)	(10,127.63)	(14,490.00)	0.00	(507.15)		0.00	(14,997)	Contract Increase of 3.5%
1-43-00-444	WASTE MISC (FIRESMART) Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0	
<b>TOTAL WASTE COLLECTION REV</b>		<b>(82,651.18)</b>	<b>(81,997.33)</b>	<b>(61,643.85)</b>	<b>(90,460.00)</b>	<b>0.00</b>	<b>(3,166.10)</b>	<b>0.00</b>	<b>0.00</b>	<b>(93,626.10)</b>	
<b>WASTE COLLECT EXP</b>											
2-43-00-239	GARBAGE - BILLING Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-43-00-240	GARBAGE - LANDFILL PAYMENTS Contracted Services	13,206.82	12,312.51	12,678.20	18,000.00	0.00	630.00			18,630	3.5% inflation.
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6.13) Contracted Services	26,138.42	28,968.36	13,967.81	27,484.43	0.00	961.95			28,446	Contract 3.5% COLA per year starting in 2022
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS Contracted Services	6,083.38	2,812.95	9,951.85	7,272.00	0.00	254.52			7,527	
2-43-00-350	GARBAGE - HHHW Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-43-00-351	RECYCLING - CONTRACT FOR PICKUP (3.22) Contracted Services	14,395.25	15,962.91	8,561.21	14,490.00	0.00	507.15			14,997	Contract 3.5% COLA per year starting in 2022
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5.13) Contracted Services	21,175.75	24,262.14	8,300.62	23,000.81	0.00	805.03			23,806	Contract 3.5% COLA per year starting in 2022
2-43-00-520	FUEL SURCHARGE Contracted Services	0.00	2,369.70	741.83	2,010.00	0.00	70.35			2,080	
<b>TOTAL WASTE COLLECT EXP</b>		<b>80,999.62</b>	<b>86,688.57</b>	<b>54,201.52</b>	<b>92,257.23</b>	<b>0.00</b>	<b>3,229.00</b>	<b>0.00</b>	<b>0.00</b>	<b>95,486.23</b>	
<b>WASTE RESERVE TRANSFER</b>											
	WASTE - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL WASTE RESERVE TRANSFER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>WASTE COLLECT SURPLUS/DEF</b>		<b>(1,651.56)</b>	<b>4,691.24</b>	<b>(7,442.33)</b>	<b>1,797.23</b>	<b>0.00</b>	<b>62.90</b>	<b>0.00</b>	<b>0.00</b>	<b>1,860.13</b>	



**TOWN OF ONOWAY**  
Revenue & Expense

0% 0%

General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes	
<b>PARKS REVENUE</b>												
1-72-00-410	PARKS - RV SANI DUMP FEES	User fees	(6,741.45)	(7,137.75)	(4,449.45)	(7,070.00)	0.00	0.00		(7,070)		
1-72-00-590	PARKS - BEAUTIFICATION	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00		0		
1-72-00-591	PARKS DONATED FUNDS	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00		0		
1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00		0		
1-72-00-840	CONDITIONAL GRANTS - RECREATION	Grants	0.00	0.00	0.00	0.00	0.00	0.00		0		
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR. RESERVES	Reserve transfers	0.00	0.00	0.00	0.00	0.00	0.00		0		
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	Grants	(9,450.00)	0.00	(5.00)	(10,500.00)	0.00	0.00		(10,500)		
<b>TOTAL PARKS REVENUE</b>			<b>(16,191.45)</b>	<b>(7,137.75)</b>	<b>(4,454.45)</b>	<b>(17,570.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(17,570.00)</b>	
<b>PARKS EXPENSE</b>												
2-72-00-110	PARKS - WAGES	Wages & Cont	68,768.57	55,375.84	58,484.91	72,900.78	0.00	0.00	7,558.24	80,457	Based on salaries budget	
2-72-00-130	PARKS - EMPLOYEE BENEFITS CPP	Wages & Cont	3,600.05	2,543.75	6,280.31	10,202.74	0.00	0.00	637.98	10,841	Combined all contributions	
2-72-00-131	PARKS - EMPLOYEE BENEFIT EI	Wages & Cont	1,547.34	1,044.47	0.00	0.00	0.00	0.00		0		
2-72-00-132	PARKS - EMPLOYEE BENEFIT AMS	Wages & Cont	4,305.42	1,837.47	0.00	0.00	0.00	0.00		0		
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	Wages & Cont	2,401.59	1,102.59	0.00	0.00	0.00	0.00		0		
2-72-00-137	PARKS - WORKERS COMPENSATION	Insurance	1,069.73	1,196.16	1,066.39	1,247.28	0.00	0.00		1,247		
2-72-00-141	PARKS - STAFF DEVELOPMENT	Training & Other	0.00	0.00	0.00	505.00	0.00	0.00		505		
2-72-00-221	PARKS - ADVERTISING	Goods & Supplies	0.00	0.00	0.00	202.00	0.00	0.00	(202.00)	0	No expense since 2012. Removed	
2-72-00-241	PARKS - INSURANCE	Insurance	1,411.87	1,510.09	1,561.89	1,561.89	0.00	0.00		1,562		
2-72-00-243	PARKS - CONTRACT WORK	Contracted Services	3,143.35	450.00	700.00	3,225.00	0.00	0.00		3,225	Weed Inspector	
2-72-00-250	PARKS - REPAIR & MAINTENANCE	Repairs & Maint	2,587.57	228.37	782.23	3,150.00	0.00	0.00		3,150		
2-72-00-510	PARKS - GENERAL SUPPLIES	Goods & Supplies	2,554.84	2,861.49	1,346.55	3,030.00	0.00	0.00		3,030		
2-72-00-541	PARKS - POWER	Utilities	4,610.26	2,865.10	2,097.43	5,500.00	0.00	0.00		5,500		
2-72-00-542	PARKS-FORTIS (TREES/KIDS COR./RUTH CUST)	Contracted Services	10,400.87	0.00	1,848.80	11,000.00	0.00	0.00		11,000	1/3 of Fortis Franchise Fee Revenue	
2-72-00-543	PARKS-SEPTIC SERVICES	Utilities	2,127.25	2,662.19	1,934.93	2,525.00	0.00	0.00		2,525		
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	Repairs & Maint	1,536.00	1,831.13	2,638.53	3,030.00	0.00	0.00		3,030		
<b>TOTAL PARKS EXPENSE</b>			<b>110,064.51</b>	<b>75,508.65</b>	<b>78,741.97</b>	<b>118,079.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,992.22</b>	<b>126,071.89</b>	
<b>PARKS RESERVE TRANSFER</b>												
2-71-00-764	PARKS - TRANSFER TO RESERVES		0.00	0.00	0.00	17,200.00	1,300.00	0.00	0.00	0.00	18,500	1/3 of Fortis Franchise Fee Revenue of \$29,500 less \$11k for Parks expenses GL 2-72-00-542.
<b>TOTAL PARKS RESERVE TRANSFER</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,200.00</b>	<b>1,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,500.00</b>	
<b>PARKS SURPLUS/DEFICIT</b>			<b>93,873.06</b>	<b>68,370.90</b>	<b>74,287.52</b>	<b>117,709.67</b>	<b>1,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,992.22</b>	<b>127,001.89</b>	
<b>PARKS AMORTIZATION</b>												
2-72-99-615	PARKS-ENGINEERING STRUCTURES AMORTIZATIO		7,842.39	7,842.39	0.00	500.00			0.00	500		
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??		2,124.97	2,371.52	0.00	0.00			0.00	0		
<b>TOTAL PARKS AMORTIZATION</b>			<b>9,967.36</b>	<b>10,213.91</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	



**TOWN OF ONOWAY**  
Revenue & Expense

0% 0%

General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>EDC REVENUE</b>											
1-69-00-410	EDC - BUSINESS LICENCE FEES User fees	(1,800.00)	(2,702.50)	(2,850.00)	(2,625.00)	0.00	0.00			(2,625)	
1-69-00-940	EDC - TRSFR DEFERRED Admin fees/other	(49,948.83)	(27,267.28)	0.00	(53,732.72)	0.00	0.00			(53,733)	Leave in for now until further info is found and will include on Final budget. Partners in progress grant \$27K expensed in 2022.
1-69-00-941	RESERVE TRANSFER (MOST) Reserve transfers	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL EDC REVENUE</b>		<b>(51,748.83)</b>	<b>(29,969.78)</b>	<b>(2,850.00)</b>	<b>(56,257.72)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(56,257.72)</b>	
<b>EDC EXPENSE</b>											
2-69-00-110	EDC - EDO/GRANT WRITER Wages & Cont	0.00	0.00	0.00	0.00	0.00	0.00			0	No longer required for 2023.
2-69-00-130	EDC - CPP Wages & Cont	0.00	0.00	0.00	0.00	0.00	0.00			0	Wrong account, should be under Wages for EDO/Grant Writer GL 2-69-00-110.
2-69-00-131	EDC - EI Wages & Cont	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-132	EDC - AMS BENEFITS Wages & Cont	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-133	EDC - RPP Wages & Cont	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-137	EDC - WCB Insurance	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-140	EDC - PUBLIC RELATIONS Contracted Services	0.00	14,000.00	0.00	0.00	0.00	0.00		2,000.00	2,000	Existing Business' Networking Breakfast.
2-69-00-141	EDC - TOURIST INFO BOOTH Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00		4,700.00	4,700	Based on setting up 1 trade show booth.
2-69-00-211	EDC - TRAVEL & SUBSISTANCE Training & Other	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-216	EDC - PHONE & FAX CHARGES Utilities	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-221	EDC - ADVERTISING Goods & Supplies	0.00	0.00	0.00	1,505.00	0.00	0.00		1,505.00	3,010	Increased based on new EDT Committee initiatives.
2-69-00-270	EDC - MEMBERSHIPS Training & Other	0.00	0.00	0.00	110.00	0.00	0.00			110	
2-69-00-275	EDC-SUPPORT PHYSICIAN RETENTION (ORMC) Professional Fees	2,601.85	0.00	0.00	12,120.00	0.00	0.00		(120.00)	12,000	
2-69-00-512	EDC - ONOWAY HIGH INVESTMENT-NR RESERVE Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-513	EDC - SUPPLIES Goods & Supplies	0.00	0.00	0.00	202.00	0.00	0.00		(202.00)	0	Any supplies expensed to GL Admin- Supplies 2-12-00-513
2-69-00-514	EDC - BROCHURE/PROMOTION Goods & Supplies	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-515	EDC - POSTAGE / FREIGHT/ Postage	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-69-00-516	EDC-IND.INVEST/PARTN PRO(129,900+20,000) Contracted Services	49,948.83	27,267.28	0.00	53,732.72	0.00	0.00			53,733	Leave in for now until further info is found and will include on Final budget. Partners in progress grant \$27K expensed in 2022.
<b>TOTAL EDC EXPENSE</b>		<b>52,450.88</b>	<b>41,267.28</b>	<b>0.00</b>	<b>67,669.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,683.00</b>	<b>75,552.72</b>	
<b>EDC RESERVE TRANSFER</b>											
LAND - TRANSFER TO RESERVE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL EDC RESERVE TRANSFER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>EDC SURPLUS/DEFICIT</b>		<b>701.85</b>	<b>11,297.50</b>	<b>(2,850.00)</b>	<b>11,412.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,683.00</b>	<b>19,295.00</b>	



**TOWN OF ONOWAY**

Revenue & Expense

n% n%

General Ledger	Description	2021 Actual	2022 Actual	2023 Q3 Actuals (Jan-Sep)	2023 Approved Budget	Growth	Inflation	Service Changes	Other	2024 Proposed Budget	Notes
<b>REC PROGRAM REVENUE</b>											
1-71-00-470	FROM UNRESTRICTED SURPLUS/RESERVES Reserve transfers	0.00	0.00	0.00	(11,000.00)	0.00	0.00			(11,000)	\$11k for ball diamond upgrades as per Motion #191/22.
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM. GROUP Admin fees/other	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL REC PROGRAM REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(11,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(11,000.00)</b>	
<b>REC PROGRAM EXPENSE</b>											
2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-71-00-241	REC - PROGRAM REGISTRATIONS	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-71-00-513	REC - GENERAL SUPPLIES Goods & Supplies	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-71-00-541	REC - POWER (SENIORS CENTRE) Utilities	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-71-00-765	REC TAX - SENIORS	0.00	0.00	0.00	0.00	0.00	0.00			0	
2-71-00-766	REC TAX - HALL (INC. REPAIR/MAINTENANCE) Repairs & Maint	4,152.57	385.57	0.00	5,050.00	0.00	0.00			5,050	
2-71-00-767	REC TAX - OTHER Contracted Services	11,994.56	0.00	0.00	11,000.00	0.00	0.00			11,000	
2-71-00-768	REC TAX-ARENA (\$7500-23/24/25#159/22) Contracted Services	7,000.00	7,000.00	0.00	7,000.00	0.00	0.00		500.00	7,500	Based on Motion #191/22 states ball diamond upgrade \$11,000. Motion #159/22 states the Town provide \$7,500 to Onoway and District Agricultural Society for 3 year period from 2023, 2024 & 2025. No inflation.
2-71-00-771	REC TAX - SENIORS TRANSPORTATION Contracted Services	0.00	27,372.80	6,600.00	6,600.00	0.00	0.00			6,600	Amount for EEB breakdown as follows: \$6,600- Operating & \$2,233 estimated Capital will need to be reviewed. \$2,233 for Capital Replacement is waived for 2023.
<b>TOTAL REC PROGRAM EXPENSE</b>		<b>23,147.13</b>	<b>34,758.37</b>	<b>6,600.00</b>	<b>29,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>30,150.00</b>	
<b>REC RESERVE TRANSFER</b>											
2-71-00-764	RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00			0	
<b>TOTAL REC RESERVE TRANSFER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>REC PROGRAM SURPLUS/DEFICIT</b>		<b>23,147.13</b>	<b>34,758.37</b>	<b>6,600.00</b>	<b>18,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>19,150.00</b>	
<b>REC AMORTIZATION</b>											
2-71-99-635	REC-AMORTIZATION	6,122.38	6,247.38	0.00	1,938.00				0.00	1,938	Based on amort schedule
<b>TOTAL REC AMORTIZATION</b>		<b>6,122.38</b>	<b>6,247.38</b>	<b>0.00</b>	<b>1,938.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,938.00</b>	



## Town of Onoway Request for Information

Meeting:	<b>Council Meeting</b>
Meeting Date:	November 23, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Report by Associated Engineering Non-operating Landfill Proximity to the Mad House Daycare

### **BACKGROUND / PROPOSAL**

Administration presented information to Council regarding the proximity to development and the non-operating landfill on September 14, 2023 & November 9, 2023. The setbacks are a requirement of provincial legislation under *Matters Relating to Subdivision and Development Regulations*.

Further investigation did find that the non-operating landfill was closed however in order to meet the setbacks the property must be greater than 300 meters from the landfill. Information was provided by the applicant however as there is a vested interest in the outcome of the distance greater than 300 m. A professional engineer is to confirm the measurements and ensure that environmental impacts and possible health and safety concerns indicated in the *Matters Relating to Subdivision and Development Regulations* are met.

Administration requested Council consider installing monitoring wells, which is proposed in budget 2024 to ensure that environmental concerns are alleviated.

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

Summarizing the report from Associated Engineering and the *Matters Relating to Subdivision and Development Regulations* where a Development Officer is provided some authority if there are mitigative measures in place regarding a development, the 300 m setback can be reduced.

MAD House Daycare provided information that they determined the location to the landfill was more that 300 m. This is not conclusive as the waste cell on-site has not been confirmed.

Administration worked with MAD House Daycare, Associated Engineering and Development Officer Tony Sonneleitner to determine a solution to the requested expansion.

Mitigative factors proposed by both MAD House Daycare and the Town of Onoway have allowed for Associated Engineering to provide a report that there is minimum adverse impact on MAD House Daycare in proximity to the non-operating landfill.

## AEP Guidelines

### AEP Guidelines for Setback Review

Setback distances to the specific developments act as a buffer from a wide range of factors, such as nuisance (odours, vectors and smoke) and contaminant migration (emissions, leachate and landfill gas). The distances can be reduced only if the factors mentioned are not present or the pathways are removed (i.e. mitigative measures).

If a reduced setback distance is not appropriate for an existing development, then the subdivision authority or development authority may refuse the request or may consider it additional terms and conditions to the development permit, such as additional mitigative controls, design changes, or additional investigations, may be required to mitigate any negative impact resulting from the reduction.

#### Mitigative Measures

If the setback reduction is approved and mitigative measures are used, the subdivision authority and development authority should ensure there is a process to ensure mitigation measures are monitored and maintained. If mitigative measures fail, this can present additional risks to the development and occupants. On-going monitoring and reporting of the mitigation measures may be required to ensure the mitigation controls remain effective.

Administration has proposed in 2024 budget to install groundwater monitoring wells south of the daycare. This is a due diligence measure as noted by Associated Engineering. (Tang, 2024, p. 5). The monitoring wells installed in compliance with Appendix 3: Groundwater Monitoring Wells. This also ensures that the mitigative measures are monitored and maintained.

### Proposed Development Mitigative Measures:

#### Explosive Gas

If methane gas is produced by the waste facility (i.e. municipal solid waste landfill) and there is no natural barrier (such as a ravine), then the proposed development should not include underground infrastructure such as a basement. Gas migration does not correspond to groundwater flow and may be subject to preferential pathways such as sand or gravel lenses. Natural barriers do not include high groundwater or surface water ponds.

- Natural barrier of creek with a 12 m elevation change. (Tang, 2024, pp. 3, 12))
- No basement on the development (Tang, 2024, p. 30)

#### Groundwater Contamination

If the waste facility has produced contamination in groundwater, the engineering report should include an evaluation of the associated risk to the specified development. Any contamination that exceeds the Table 2 of the Alberta Tier 1 Soil and Groundwater Remediation Guidelines for residential use at the facility property boundary should be remediated or mitigated before a setback variance is granted. Additional information on groundwater monitoring is provided in Appendix 3.

- MAD House Daycare is using a cistern and has addressed the concern in the AHS Inspection Report (Tang, 2024, pp. Appenix E, 29, 32, 33) which

#### Working Area/ Disposal Area

The working area includes areas where waste may be, or have been, burned<sup>1</sup>, processed or stored, whereas a disposal area is where waste has been placed onto or into the land as its final resting place, but also includes the working areas until the site is no longer operating. The building site and property line are measured slightly differently depending on the type of development application. For historical landfills, if the waste footprint has not been delineated, the property line should be used to measure the setback distance for the disposal area, until the disposal area is delineated.

- The working area of the non-operating landfill has been preliminarily determined through aerial photos. (Tang, 2024, p. 37). Measurements from the property are

estimated at 272 m & 309 m. This is not definitive until further investigation determines the location.

- There are no complaints on record in regard to the non-operating landfill.

This administration believes that with the completion of the mitigative measures proposed, confirmed by Associated Engineering report attached and as stated in that report: there is minimal adverse effects to the MAD House Daycare in proximity to the non-operating landfill.

### **SUMMARY**

Mitigative measures that are proposed and should be part of the Development Permit:

- Town of Onoway to install monitoring wells south of the Daycare in proximity of the non-operating landfill. The monitoring wells installed in compliance with Appendix 3: Groundwater Monitoring Wells. This also ensures that the mitigative measures are monitored and maintained.
- MAD House Daycare to install a potable water tank sourced from municipal water supply
- MAD House Daycare is placing a building on skids, and not installing a basement.

Natural barriers that assist in mitigative measures:

- 12 m elevation difference and creek in between the non-operating landfill and the MAD House Daycare which if leachate were present, would not likely impact the Day Care Site. The deep creek could be considered a physical barrier to lateral migration of landfill gases; as well as the landfill being closed for over 30 years, gas generation decreases as waste decomposes over the years.

### **STRATEGIC ALIGNMENT**

Good Governance

Sustainable Infrastructure

### **COSTS / SOURCE OF FUNDING**

Professional Fees and installation of monitoring wells are within 2024 proposed operating budget.

### **RECOMMENDED ACTION**

1. THAT Council accept the Non-operating Landfill Proximity to the Mad House Day Care report prepared by Associated Engineering as information.
2. (Or some other direction as given by Council at meeting time).

### **ATTACHMENTS**

Non-Operating Landfill Proximity to the MAD House Day Care  
Guideline for Setback Reviews





**Associated  
Engineering**

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

**Associated Engineering Alberta Ltd.**  
500, 9888 Jasper Avenue NW  
Edmonton, AB T5J 5C6 Canada  
www.ae.ca

November 9, 2023  
File: P23-01617

TEL: 780.451.7666

Jennifer Thompson  
Chief Administrative Officer  
Town of Onoway  
4812 - 51 Avenue  
Box 540  
Onoway, AB T0E 1V0

**Re: NON-OPERATING LANDFILL PROXIMITY TO THE MAD HOUSE DAY CARE**

Dear Jennifer:

As requested, this letter report is written to provide the Town of Onoway a technical desktop review to determine if there are potential environmental risks to the MAD House Day Care due to the proximity of a non-operating landfill.

**1 PROJECT BACKGROUND**

An existing Day Care facility, MAD House Day Care, located at NE 35-054-02-W5M within the Town of Onoway has applied for a development permit to:

- Expand on the footprint of the facility
- Install a new tank for potable water
- Install a new holding tank for wastewater
- Conduct some interior renovation to the existing building

Figure 1-1 shows the location of the MAD House Day Care building with respect to a closed wastewater treatment lagoon and non-operating landfill site. A development permit application was submitted in July 2023 by the applicant, who owns and operates the MAD House Day Care. The construction was anticipated to be completed by October 2023 provided the application was approved.

The application to the Development Authority was subsequently declined, as it is considered to be "non-conforming". Per the Municipal Government Act, Subdivision and Development Regulation, the setback distance from non-operating facilities (i.e. sewage lagoon and landfills) are to be at least 300 m from their site boundaries. The non-conformance per the Development Authority indicated that the site is located less than 300 m north of the landfill site, and an environmental assessment has not been completed to determine the risks to the occupants of MAD House Day Care. Note that the lagoon is not in question as it has been closed and backfilled.



Platinum member

22



Figure 1-1: Subject Site



## 1.1 REGULATORY REQUIREMENTS

The applicable regulatory document for this discussion is the Alberta Environment and Parks Guideline for Setback Reviews of Waste Facility. Section 17 of the Subdivision and Development Regulation under the Municipal Government Act defines the setback distance to a wastewater treatment facility, an operating landfill, a non-operating landfill, a waste storage site, and a hazardous waste management facility. In this case, the distance to a non-operating landfill is 300 m, as the lagoon has been closed and backfill. This document also indicates the engineering report to be completed by a qualified professional.

Reference to this document is found here: [Guideline for Setback Reviews \[Waste Facility\] \(alberta.ca\)](#)



## 1.2 PROJECT FINDINGS

### 1.2.1 Information from Alberta Environment and Protected Areas

Both the sewage lagoon and landfill sites are owned by the Town and the facilities have not been used for more than 30 years. The areas have been backfilled and re-vegetated as shown on the aerial image on **Figure 1-1**. The sites are used as parks.

Alberta Environment and Protected Areas (AEPA) has provided information that the landfill and lagoon were reclaimed (email dated October 2, 2023, **Appendix A**). AEPA also presented information that the landfill was noted to be appraised for reclamation. There are no waste exposed since 1986. No further information or site investigation is required.

### 1.2.2 Information from MAD House

The following information was provided by Mr. Ryan Balash, P.Eng., representing the MAD House Day Care:

1. Survey information showing profile between the MAD House and the landfill location
2. Alberta Health Services (AHS) Inspection Report
3. Water Testing Records
4. AHS September 13, 2023 letter
5. Water Supplier Certification
6. Proposed Development Design Considerations and Information
7. Aerial Photo with estimated distance to the MAD House Day Care

In summary, the information provided indicated the following key observations:

- There is a deep creek valley between the non-operating landfill and the MAD House Day Care property. There is an elevation change of approximately 12 m between the creek and the top of banks, where the Day Care is located. See **Appendix B** for the profile generated.
- The AHS inspection report (**Appendix C**) indicated that they are concerned that the groundwater well is located within 400 m of the non-operating landfill; therefore, AHS advised that the water would only be used for toilet flushing and recommended investigation for on-going alternate water supply for safety measures.
- Further to the AHS inspection report (**Appendix D**), MAD House has sourced an alternate potable water supply that includes a potable water tank sourced from municipal water supply.

Microbiological sampling and testing will be done during operations. The groundwater well noted above will not be used.



- Development drawings and description (**Appendix E**) showing the location of the potable water tank eliminating the use of groundwater well.
- Proximity distance from the estimated landfill using 1985 aerial photo location is greater than 300 m from the MAD House facility (**Appendix F**). However, this is not conclusive as the waste cell on-site has not been confirmed.

### 1.3 DESKTOP ASSESSMENT

The discussion for the MAD House Day Care in proximity to the non-operating landfill is in the concern of:

1. Potential leachate migration towards the Day Care impacting the groundwater source.
2. Potential landfill gas migration towards the Day Care resulting in health and safety concerns with explosive gas.

Based on the aerial photos observed and conversation with the Town about the location of the landfill, the non-operating landfill appears to be over 300 m from the Day Care facility, which is the minimum limit of the *Subdivision and Development Regulation*. We reviewed historical aerial photographs (Appendix G) to identify the evidence that landfill cell exists and its approximate extent. Images shown on Appendix G showed the aerial photos taken in 1976, 1984, and 1991. The first two images showed that there is some evidence of landfill activities. The 1976 cell (perhaps the first cell) showed an approximate distance from the MAD House could be less than 300 m; however, this is an approximation based on the aerial photo interpretation.

In terms of leachate migration, the topography showed that there is a deep creek valley between the closed landfill site and the MAD House Day Care property. If leachate is generated and leaching into the groundwater, the likely transport is towards the creek which is about 12 m below the ground elevation of the MAD House Day Care. The leachate, if any, would not likely impact the Day Care site.

Furthermore, we were informed that the Day Care will not be using the groundwater for domestic use and has taken the recommendation of AHS to use alternate potable water source from municipal supply.

In terms of methane gas, the gas is lighter than air (~ 0.71 kg/m<sup>3</sup>). The gas may migrate into the atmosphere first before travelling towards the Day Care facility considering the distance between the facility and the non-operating landfill. Furthermore, the landfill gas generation will likely be low from the non-operating landfill as it has not been in operating for over 30 years; gas generation decreases as waste decomposes over the years. The deep creek could also be considered as a physical barrier to lateral migration of landfill gases.



## 2 RECOMMENDATIONS

Based on the desktop review requested by the Town, there is minimum adverse impact on the MAD House Day Care from the non-operating landfill. Further to this desktop assessment, it is recommended that the Town conduct the following activities for due diligence:

1. Install groundwater monitoring wells south of the Day Care property boundary to determine groundwater depth and if leachate has migrated to the site. Specific location and monitoring plan would need to be discussed further with an APEGA practicing contaminated site geologist or engineer.
2. Conduct landfill gas monitoring to measure methane gas around the landfill site and the Day Care facility.

## 3 CLOSURE

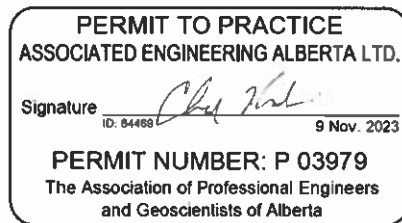
The work was conducted based on a desktop review of information provided by the MAD House, and the Town to determine potential adverse impacts of a non-operating landfill on the MAD House Day Care. Please see standard disclaimer for the scope of work.

If you have any questions, please contact the undersigned for further information.

Yours truly,



Juliana Tang, M.Sc., P.Eng., ENV SP  
Geo-environmental Engineer



Platinum member





STANDARD DISCLAIMER FOR CONTAMINATED SITE INVESTIGATIONS, MONITORING AND CONFIRMATION OF REMEDIATION SERVICES

Subject to the following conditions and limitations, the investigation described in this report has been conducted by Associated Engineering and Associated Environmental Consultants Inc. (Associated) for Town of Onoway (the Client) in a manner consistent with a reasonable level of care and skill normally exercised by members of the environmental science profession currently practicing under similar conditions in the area.

- 1. The scope of the investigation described in this report has been limited by the budget set for the investigation in the work program. The scope of the investigation has been reasonable having regard to that budget constraint.
2. The investigation described in this report has been limited to the scope of work described in the work program.
3. The investigation described in this report has relied upon information provided by third parties concerning the history of the site. Except as stated in this report, we have not made an independent verification of such historical information.
4. The investigation described in this report has been made in the context of existing government regulations generally promulgated at the date of this report. Except as specifically noted, the investigation did not take account of any government regulations not in effect and generally promulgated at the date of this report.
5. All documents and drawings prepared by Associated, or by others on behalf of Associated, in connection with this Project are instruments of professional service for the execution of the Project. Associated retains the property and copyright in these documents and drawings, whether the Project is executed or not.
6. The findings and conclusions are valid only for the specific site identified in the report.
7. Since site conditions may change over time, the report is intended for immediate use.
8. This report is intended for the exclusive use of the Client, including all successors and assigns. The material in it reflects Associated's best judgement, in light of the information available to it, at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Associated accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report and makes no representation of fact or opinion of any nature whatsoever to any person or entity other than the Client.

In accepting delivery of this report, the Client hereby agrees that:

- A. Associated's liability for all claims of the Client, arising out of the agreement between Associated and the Client, pursuant to which this report has been prepared (the Agreement) shall absolutely cease to exist after a period of six (6) years from the date of:
i. substantial completion of the investigation described in this report,
ii. termination of Associated's Services under the Agreement,
iii. commencement of the limitation period for claims prescribed by any statute of the Province or Territory for the site of the investigation described in this report,
iv. any significant alteration of the site of the investigation described in this report, and/or neighbouring properties after the date of the final report that would change the conclusions and recommendations of the final report, whichever shall first occur, and following the expiration of such period, the Client shall have no claim whatsoever against Associated.
B. Any and all claims which it may have against Associated's or any of its servants, agents, or employees arising out of or in any way connected with the investigation described in this report or the preparation of this report, whether such claims are in contract or in tort, and whether such claims are based on negligence or otherwise, shall be limited to a total amount equal to the fees payable to Associated's under the contract with the Client. Associated's shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client including but not limited to claims for loss of profits and loss of markets.





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November 8, 2023  
Jennifer Thompson  
Page 7

## APPENDIX A - ALBERTA ENVIRONMENT AND PROTECTED AREAS EMAIL (OCT 2, 2023)

**Juliana Tang**

---

**From:** AEP Waste Regulation <AEP.WasteRegulation@gov.ab.ca>  
**Sent:** September 18, 2023 3:48 PM  
**To:** AEP Waste Regulation  
**Subject:** FW: Request for Documentation  
**Attachments:** CO28-120.pdf

**From:** AEP Historical Landfills <AEP.Landfill-info@gov.ab.ca>  
**Sent:** Monday, September 11, 2023 4:28 PM  
**To:** AEP Waste Regulation <AEP.WasteRegulation@gov.ab.ca>  
**Subject:** RE: Request for Documentation

I have a spreadsheet on Land Reclamation Sites I think a download of data from a database called RIBS.

Land Rec - Garbage Dump Dataset		
PFILE_NUM	952756500	952761300
OLDFILENUM	S0565	9527-565/01
VOLUMES	1	1
PROJNAME	ONOWAY SEWAGE LAGOON	ONOWAY SCHOOL SEWAGE LAC
ADMINNAME	ONOWAY	LAC STE. ANNE
CONSTIT	WHITECOURT-STE. ANNE	WHITECOURT-STE. ANNE
PORTION	NE	NW
SECTION	35	35
TOWNSHIP	054	054
RANGE	02	02
MERIDIAN	W5M	W5M
LOT		
BLOCK		
PLAN_NO		
ACCESSION	89E244D	94E050
RECBOX	15-89	94-16
PAA #		99.15

This is another site from a spreadsheet called Temp Heritage Reclamaiton Sites



Temp_Heritage_Rec.xls	
ID	344
PROJTYPE	9529
PFILE_NUM	952956500
OLDFILENUM	
VOLUMES	1
ENCLOSURE	FALSE
PROJNAME	ONOWAY GARBAGE DUMP
ADMINNAME	ONOWAY
CONSTIT	WHITECOURT-STE. ANNE
Q	NE
S	35
T	054
R	02
M	5
LOT	
BLOCK	
PLAN_NO	
ACCESSION	94E050
RECBOX	94-21
Text39	
Dataset	

I also include the MacLaren Plansearch Questionnaire for a landfill in the same section but SE not NE.  
Hope this helps

**Steve Clare** *(he/him)*

Team Lead, Groundwater and Soil Contamination  
Environmental Knowledge and Data Integration  
Resource Stewardship Division  
Environment and Protected Areas

Phone: (780)427-9718 | Cell (780)499-3912 | email: [Steve.Clare@gov.ab.ca](mailto:Steve.Clare@gov.ab.ca)  
11th Floor Oxbridge Place  
9820 - 106 Street | Edmonton, Alberta | T5K 2J6

**Links for Waste:**

- [AEP - Waste Management Facilities](#)
- [AEP - Hazardous Waste Management](#)
- [AER-AEP - Authorization Viewer](#)
- [AER - Regulations - Waste Management](#)

**Links for Coalbed Methane:**

- [AEP - Baseline Water Well Testing for Coalbed Methane Development](#)
- [AER AGS - Coalbed Methane](#)
- [Alberta Energy - Coalbed Methane](#)
- [AER - Regulations - Coalbed Methane](#)
- [AlbertaCanada - Natural gas and coal bed methane](#)
- [Canadian Society for Unconventional Resources \(CSUR\)](#)

**Links for Groundwater:**

- [AEP Groundwater Observation Well Network \(GOWN\)](#)
- [AEP Water Well Drillers Reports \(AWWID\) & Baseline Water Well Testing \(BWWT\)](#)
- [Water Wells That Last Workbook](#)
- [Working Well Program -Evening Courses to learn about your water well](#)
- [Groundwater Information Network \(National\) GIN](#)
- [AB Health Domestic Well Water Quality in Alberta - Routine Chemistry](#)
- [AB Health Domestic Well Water Quality in Alberta - Trace Elements](#)





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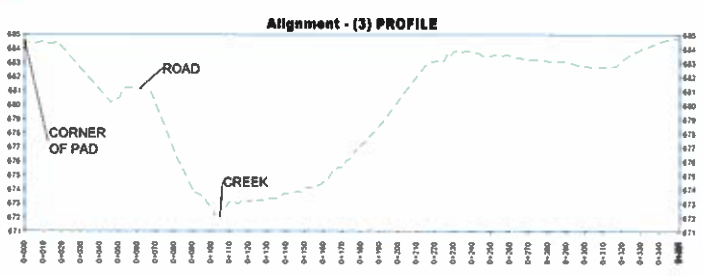
## APPENDIX B – SITE PROFILE



APPENDIX B



Proposed Building Location  
 Approximate Property Boundary  
 Creek Flowing to the East



300m 3D LENGTH

Approximate Location of Suspected Landfill

	CLIENT	PROJECT	DATE
	Madhouse Daycare	Madhouse Addition	300m Radius
	DRAWN	CHECKED	DATE
	Oronoy	J.D.D.	11/11



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November 8, 2023  
Jennifer Thompson

## APPENDIX C - AHS INSPECTION REPORT



Platinum  
Member

34



The MAD House <themadhouseonoway@gmail.com>

Sept 3 inspection report and info

Jennifer Fearnough <Jennifer.Fearnough@albertahealthservices.ca>  
To: Jody Smears <themadhouseonoway@gmail.com>

6 September 2021 at 21:12

Hi Jody and Krystal, please find enclosed inspection reports and further documentation for the Nuisance and General Sanitation regulation.

Further follow-up is required regarding the possible location of the non-operating landfill/lagoon. I've enclosed a map of the approximate location for well and possible non-operating landfill/sewage lagoon.

Further information regarding legislation can be found at the following website.

[Health Enforcement Orders \(Alberta Health Services\)](#)

Whitecourt PHI Rory Peever contacted me regarding his email clarification sent to you for the sink requirements under the Food Retail and Foodservices Code. Please let me know if you require further information.

Kind regards,



First communication about the landfill w/ AHS

Jennifer Fearnough BSc, BEH(AD), CIPHI(C)  
Executive Officer/Public Health Inspector  
Environmental Public Health, Onoway

We were informed about the Lagoon for the first time on Sept. 1

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

5 attachments

- The Mad House - daycare Sept 3, 2021.pdf 13K
- The Mad House - water supply Sept 3, 2021.pdf 13K
- AB PHA Nuisance 2021.pdf 504K
- VarySetbackNonOperatingLandfill-May2012.pdf 51K
- MH\_DayCare\_Aerial.pdf 158K

35

Inspection Date	Inspection SubType	Inspection ID
2021-09-03	Approval	0000187757

**INSPECTION REPORT**

*Attached to Sept. 6 e-mail. Site visit*

<b>Name of Establishment</b> Main Unit: The Mad House Subunit: The Mad House - daycare, Facility Based Subunit ID: 0000239991		<b>Owner / Agents Name</b> Jody Smears Received By: Mad Fitness Inc. Delivery Method: Email	
<b>Site Address</b> 5459 Lac Ste Anne Trail Onway AB T0E 1V0 Canada	<b>Rural Address</b> NE 1/4 35-54-2 W5	<b>Mailing Address</b> AB Canada	

*was  
Sept. 3.  
This  
email  
sent  
Sept. 6*

**Opening Comments**

At the time of inspection operators are renovating and not complete. Floor plans are briefly discussed at inspection in addition to the use of water well that may be within proximity to former landfill/agoon. Water sample bottles are left for microbiological and chemical (routine/trace metals) testing. Water sample collection and submission is required prior to operation.

Food handling permit application and handout titled, "How to start a food business" are left at inspection. Permit application requires completion and submission with a menu of food items intended to be prepared/served for children.

Please provide documentation regarding approved septic system for the daycare.

Further inspection is required for approval once renovations are complete.

**Compliance Record**

**Closing Comments**

**Inspection Actions Taken:**

- Approval/Renewal Denied
- Follow-up Required

Should you have any questions regarding this report, you can get in touch with me using the contact information below.

Jennifer Feamehough

Public Health Inspector

*36*

Inspection Date	Inspection SubType	Inspection ID
2021-09-03	Approval	0000187758

**INSPECTION REPORT**

Name of Establishment		Owner / Agents Name	
Main Unit: The Mad House Subunit: The Mad House - water supply, Institution - Unclassified Groundwater Subunit ID: 0000239992		Mad Fitness Inc.  Received By: Mad Fitness Inc.  Delivery Method: Email	
Site Address	Rural Address	Mailing Address	
5459 Lac Ste Anne Trail Onoway AB T0E 1V0 Canada	NE 1/4 35-54-2 W5	AB Canada	

**Opening Comments**

Inspection re: proposed daycare. The property is located in proximity to former lagoon and possible landfill within the setback distance cited in the Nuisance and General Sanitation Regulation. Further investigation is required.

Water sample bottles are left at inspection for microbiological and routine chemical/trace metal testing. Sample collection and submission is required for testing of water servicing the building for human consumption.

**Compliance Record**
**1 Security - Non-Critical**
**1.1 08. Is the water system adequately protected and secured from tampering or adulteration?**

Compliance Result: NO - Not In Compliance

Description: At the time of inspection the operator shows the well inside a cement casing with possible insulation for protecting. The casing is not secure to prevent tampering.

Target Completion Date: 2021-09-10

**TAMPER PROOFING**

Water system components are not adequately secured and identified to prevent tampering of water system.

**Closing Comments**
**Inspection Actions Taken:**

- Approval/Renewal Denied
- Follow-up Required



Should you have any questions regarding this report, you can get in touch with me using the contact information below.

Jennifer Fearnough

Public Health Inspector

PO Box 990, 4916 49th Avenue  
Onoway Alberta T0E 1V0  
Canada

780-967-6221

Jennifer.Fearnough@albertahealthservices.ca

# Requesting Consent To Vary The Setback Distance For A Development To A Non Operating Landfill

## INFORMATION REQUIREMENT

May 2013

### Introduction

Section 13 of the *Subdivision and Development Regulation* defines the setback distance required from a subdivision development for a residence, school, hospital, or food establishment to a non-operating landfill. The Regulation allows the subdivision or development authority to vary regulated setback distance upon receiving written consent from Alberta Environment and Sustainable Resource Development.

### Considerations for consent

Alberta Environment and Sustainable Resource Development (ESRD) will consider a consent to lessen the setback distance from developments near non-operating landfills, based on the following criteria:

1. All Information Requirements set out in this document must be submitted to ESRD by the subdivision or development authority;
2. The subdivision or development authority commits to developing a mechanism whereby future property owners are made aware of any consents issued;
3. Consent will not be considered when all three of the following conditions exist:
  - a. Gas levels above background are present within the waste disposal area of the landfill;
  - b. The land area where development is to occur has no natural physical barrier to gas movement i.e. a valley between the development and the landfill; and
  - c. The development has underground infrastructure or basements
4. Where groundwater has been contaminated, consent will only be considered where:
  - a. potable water to the proposed development is being supplied from a municipal system; and
  - b. vegetation, or other receptors or property will not be affected by the contaminated groundwater

Setback distance from a residence school, hospital, or food establishment to a non-operating landfill is 300m.

Only the subdivision or development authority may submit a request for variance

### Consent after development

Consent to lessen the setback distance will not be considered after a development permit or subdivision approval has been issued by the local authority.

### Information Requirements:

The following information is required to be provided to ESRD by the subdivision or development authority before ESRD will consider consenting to a variance request for a development near a non-operating landfill:

1. A covering letter from the subdivision or development authority requesting a variance.
2. A letter of consent from the landfill owner consenting to the encroachment.
3. A letter from the proponent (developer) stating the reasons the site must encroach the landfill setback and the alternatives if the variance is not granted.
4. Details of the type of development within the setback (including proposed design, water supply, wastewater and stormwater systems, topography, location of proposed residences, schools, etc.).

Consent must be provided before proceeding with any development not adhering to landfill setback requirements.

# Requesting Consent To Vary The Setback Distance For A Development To A Non Operating Landfill

## INFORMATION REQUIREMENT

May 2013

### Information Requirements cont.:

5. Department of Health Permit Number or Alberta Environment and Sustainable Resource Development approval or registration number of the landfill being encroached upon.
6. An engineering report\*, completed by a professional registered with APEGA, that includes, as a minimum, the following information:
  - a) landfill cell delineation including approximate waste depth (use of test pits, historical aerial photography, etc.),
  - b) duration of operation (actual, or estimated if actual not available),
  - c) amount, types of waste, and degree of waste stabilization in the landfill,
  - d) landfill topography for site drainage,
  - e) landfill final cover details such as thickness and composition,
  - f) a visual inspection report that details, at a minimum, vegetative stress and degree of cover, landfill settlement, exposed refuse, leachate breakout, and any other visually notable landfill issues,
  - g) regional and site specific geology and hydrogeology,\
  - h) a map showing all water wells and residences within a 1 kilometre radius of the site and other topographical features, such as water bodies, within 5 kilometres of the site,
  - i) the applicable sections of the area structure plan documenting the zoning and expected use of the landfill and surrounding area,
  - j) groundwater monitoring results,
  - k) landfill gas monitoring results,
  - l) an opinion on whether encroachment is feasible (under what mitigative measures, to what distance, etc.), and
  - m) if mitigative measures are proposed, the design details, monitoring, and maintenance program for the mitigative measures.
7. Documentation from the Alberta Health Services that they have provided or refused the variance to construct a private water well within the 450-metre setback as per the Public Health Regulations, if applicable. (Water wells also have a setback requirement under Public Health jurisdiction. Any development with a water well will require both waivers before it can proceed.)
8. Documentation on how the development authority will deal with potential complaints from any residents within the setback.
9. Documentation on how the development authority will convey information on the setback variance to existing and successive property owners.
10. A letter from Alberta Health Services confirming that they have no concerns with the proposed development.

*\*The subdivision or development authority must utilize applicable sections of the current Standards and Guidelines for Landfills in Alberta to develop the information required in (8).*

Consent is not provided for developments that have already occurred.

The Standards for Landfills in Alberta can be found at:  
<http://environment.alberta.ca/02956.html>

For more information on setback variances please contact your Alberta Environment regional office.  
<http://environment.alberta.ca/contact.html>

Inspection Date	Inspection SubType	Inspection ID
2021-09-27	Offsite Assessment	0000191373

**INSPECTION REPORT**

<b>Name of Establishment</b>		<b>Owner / Agents Name</b>	
Main Unit: The Mad House Subunit: The Mad House - Daycare, Facility Based Subunit ID: 0000239991		Mad Fitness Inc.  Received By: The Mad House  Delivery Method: Email	
<b>Site Address</b>	<b>Rural Address</b>	<b>Mailing Address</b>	
5459 Lac Ste Anne Trail Onoway AB T0E 1V0 Canada	NE 1/4 35-54-2 W5	AB Canada	

**Opening Comments**

Offsite Assessment risk inspection based on photos sent Sept 27, 2021

**Compliance Record**
**1 Plumbing (Critical) - Critical**
**1.1 21. Is the plumbing system adequate and being properly maintained (Critical)?**

First Cited: 2021-09-27

Compliance Result: NO - Not In Compliance

Description: The water well is suspect of being within 400m of a old landfill. The water from the plumbing shall be used for hygiene and toilet purposes only. Recent Bacterial testing was acceptable.

The well is a pit well. These wells are prone to contamination due to flooding.

Due to the above issues, discussions and investigations are on-going on alternate water supply and safety measures, as information comes forward.

Bottle water shall be used for any consumption purposes.

A water bottle and dispenser is on-site for consumption purposes.

Target Completion Date: 2021-09-28

**WATER SOURCE (CRITICAL)**

The plumbing fixtures in this social care facility are not connected to an approved water system. All plumbing fixtures in a social care facility shall be connected to an approved municipal water system or another approved water system, at the discretion of the Executive Officer. AR 143/81 s 14-19 & 28

**2 Construction (Critical) - Critical**
**2.1 07. Is this facility properly constructed (Critical)?**

First Cited: 2021-09-27

Compliance Result: YES - In Compliance

Description: A wooden barrier with a gate has been installed between the daycare space and the kitchen.

Target Completion Date: 2021-09-28

**3 First Aid Kit - Non-Critical**

**3.1 10. Is a properly supplied first aid kit provided and readily available?**

First Cited: 2021-09-27

Compliance Result: YES - In Compliance

Description: A First Aid Kit has been obtained and is on site.

Target Completion Date: 2021-09-27

**4 Sleeping (Non-Critical) - Non-Critical**

**4.1 24. Are sleeping supplies and areas sufficient to ensure client safety and comfort (Non-Critical)?**

First Cited: 2021-09-27

Compliance Result: YES - In Compliance

Description: Curtains have been installed over the windows to block the light when required.

Target Completion Date: 2021-10-04

**Closing Comments**

This office approves the opening of the daycare, however, there will be on-going work/investigation into the water supply.

**Inspection Actions Taken:**

- Approval/Renewal Granted

Should you have any questions regarding this report, you can get in touch with me using the contact information below.

Jeff Hammer

Public Health Inspector

6203 - 49 Street  
Barrhead, Ab  
T7N 1A1  
Barrhead Alberta T7N 1A1  
Canada

780-674-3408 222

Jeff.Hammer@albertahealthservices.ca

42

Inspection Date	Inspection SubType	Inspection ID
2022-11-09	Routine	0000280406

**INSPECTION REPORT**

Name of Establishment		Owner / Agents Name	
Main Unit: The Mad House Subunit: The Mad House - Daycare, Facility Based Subunit ID: 0000239991		MAD Fitness Inc. Report Discussed With: Crystal Report Sent To: The Mad House (Jodi/Crystal) Delivery Method: Email	
Site Address	Rural Address	Mailing Address	
5459 Lac Ste Anne Trail Onoway AB T0E 1V0 Canada	NE 1/4 35-54-2 W5	AB Canada	

**Opening Comments**
**Compliance Record**
**1 Construction (Critical) - Critical**
**1.1 07. Is this facility properly constructed (Critical)?**

First Cited: 2022-11-09

Compliance Result: NO - Not In Compliance

Description: The gate leading to the down stairs area has a gap on present between the floor and first stair. This gap is a tripping hazzard. The gate is required to move to cover the gap.

Target Completion Date: 2022-12-16

**GUARDS AND GATES**

This social care facility does not have satisfactory guards or gates for stairways, walkways and other areas where the floor changes levels. In every social care facility, securely installed, effective guards or gates shall be provided at the top of each stairway that is adjacent to an area used by children. AR 143/81 s 7 & 24

**2 Play Equipment Indoor (Critical) - Critical**
**2.1 19. Are indoor play areas and equipment sufficient and being properly maintained to ensure client safety (Critical)?**

First Cited: 2022-11-09

Compliance Result: NO - Not In Compliance

Description: Swings, and rope ladders were noted in the basement. Swing and rope ladder shall be removed from the the downstair daycare room.

Target Completion Date: 2022-11-25

**PROHIBITED**

Prohibited play equipment is being used at this social care facility. Prohibited: heavy swings, merry go-rounds, and trampolines / rebounders. Prohibited (under 5): see-saws without mechanism to minimize impact, trapeze bars, rope swings, unsecured ropes, cable walks, free standing arch climbers, sliding poles, and track/cable rides. AR 143/81 s 6, 24 & 25

### 3 Plumbing (Critical) - Critical

#### 3.1 21. Is the plumbing system adequate and being properly maintained (Critical)?

First Cited: 2021-09-27

Compliance Result: NO - Not In Compliance

Description: The water well is suspect of being within 400m of a old landfill. The water from the plumbing shall be used for hygiene and toilet purposes only. Water was being used to wash dishware.

The well is a pit well. These wells are prone to contamination due to flooding.

Please submit a water sample every 1-2 weeks. Water samples can be dropped off at Onoway Community Health on Tuesdays 12pm to 2:30 pm

Due to the above issues, discussions and investigations are on-going on alternate water supply and safety measures, as information comes forward.

Bottle water shall be used for any consumption purposes.

A water bottle and dispenser is on-site for consumption purposes.

Target Completion Date: 2021-09-28

#### WATER SOURCE (CRITICAL)

The plumbing fixtures in this social care facility are not connected to an approved water system. All plumbing fixtures in a social care facility shall be connected to an approved municipal water system or another approved water system, at the discretion of the Executive Officer. AR 143/81 s 14-19 & 28

#### Closing Comments

The Playground Struction was not inspected due to snow covering the impact zone and this office was unaware of a playground installation. Please see the attached documents regarding playground use over the winter, and playspace application.

#### Inspection Actions Taken:

- Follow-up Required

Should you have any questions regarding this report, you can get in touch with me using the contact information below.

Jeff Hammer

Public Health Inspector

Jeff.Hammer@albertahealthservices.ca

Contact Safe Healthy Environments at 1-833-476-4743 or [submit a request online](https://www.alberta.ca/submit-a-request-online-at-ahs-ca/eph) at [ahs.ca/eph](https://www.alberta.ca/submit-a-request-online-at-ahs-ca/eph).



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November 8, 2023  
Jennifer Thompson

## APPENDIX D – AHS INSPECTION REPORT – ALTERNATE POTABLE WATER SUPPLY



Platinum  
member





Environmental Public Health

Inspection Date	Inspection Type	Inspection SubType	Inspection ID
2023-03-10	Demand Inspection	Other	0000313971

**INSPECTION REPORT**

<b>Name of Establishment</b>		<b>Owner / Agents Name</b>	
Main Unit: Standstone Waste & Water Services Limited Subunit: Standstone Waste & Water Services - NTH-895, Water Hauler Subunit ID: 0000292472		Ken Standeven Report Discussed With: Trevor Gardner Report Sent To: Trevor Gardner Delivery Method: Email	
<b>Site Address</b>	<b>Rural Address</b>	<b>Mailing Address</b>	
4304 Industrial Avenue Onoway AB T0E 1V0 Canada		P.O. Box 381 Onoway AB T0E 1V0 Canada	

<b>Opening Comments</b>
Inspection conducted to review and register potable water truck for use. Tank with existing AHS Mobile Decal NTH-895, acquired by Standstone Waste & Water Services.

**Compliance Record**

<b>Closing Comments</b>
<ul style="list-style-type: none"> <li>-Tank has been re-lined. Photos presented of interior area appear satisfactory.</li> <li>-Hoses are blue, food grade quality, capped and protected</li> <li>-check valve available on filling hose</li> <li>-hatches sealed. Vent pipe, recommend attachment of screen/filter appropriate for general verminproofing/dustproofing</li> <li>-Food grade grease lubricant in use for pumping equipment</li> <li>-chlorine sanitizer available for general equipment sanitation</li> <li>-transport logs available in electronic format with sufficient details available in the event of an advisory or other need to trace back sources and delivery points</li> <li>-potable water is sourced from municipal watering points only</li> <li>-tank/equipment has been disinfected in recent weeks.</li> <li>-Access #9011758 is assigned to this tank/truck. Microbiological sampling is needed upon filling/first operations</li> <li>-Application for potable water hauling provided during inspection. Approval to operate granted, with letter to follow. Thank-you.</li> </ul>

**Inspection Actions Taken:**

- Approval/Renewal Granted

Should you have any questions regarding this report, you can get in touch with me using the contact information below.

Darcey Savage

Manager

46

Darcey.Savage@albertahealthservices.ca

Contact Safe Healthy Environments at 1-833-476-4743 or submit a request online at [ahs.ca/eph](https://ahs.ca/eph).

Childcare, personal services, and pool inspection reports will be available online in the spring of 2023.  
Learn more at [ahs.ca/inspectioninfo](https://ahs.ca/inspectioninfo).



**March 16, 2023**

**RE: Standstone Waste & Water Approved Potable Water Tanks 2023**

Alberta Health Services – Safe Healthy Environments is no longer issuing food-handling permits for potable water trucks in Alberta. However, **Public Health Inspectors will continue to conduct tank approvals and monitoring inspections for all potable water tanks and vehicles used in the transportation of potable water (i.e. pup trailers, tankers, etc).**

**As of March 16, 2023 Alberta Health Services have approved the following tanks for operation:**

<b>NTH 219</b>	<b>VIN 1XKDD60XXYR959536</b>	<b>Plate 42-N472</b>
<b>NTH 895</b>	<b>VIN 2NPRLN9X09M783583</b>	<b>Plate 42-N486</b>

***Please Note: The tanks identified in this document are approved for operation until January 31, 2023.***

***Please notify [AHS.NZ.EPH.FoodPermit@ahs.ca](mailto:AHS.NZ.EPH.FoodPermit@ahs.ca) for any vehicle changes.***



**Associated  
Engineering**

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LOCAL FOCUS.*

November 8, 2023  
Jennifer Thompson

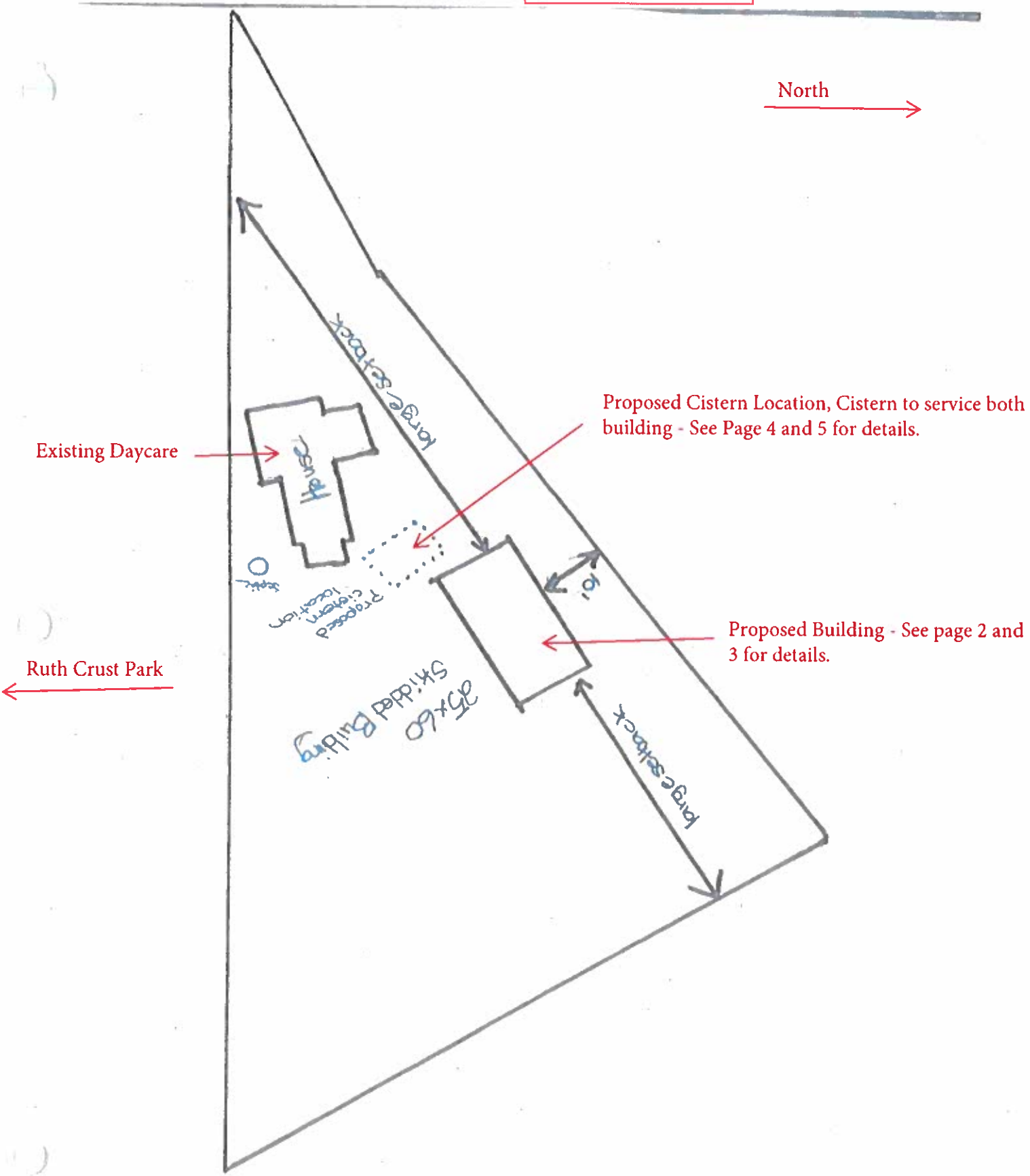
## APPENDIX E - DEVELOPMENT DRAWINGS AND DESCRIPTION



Platinum  
member

APPENDIX E

North →



**PARKLAND MODULAR  
EQUIPMENT & BROKERAGE**  
10215 176 STREET NW  
EDMONTON, AB. T5S 1K3  
CONTACT: KELVIN STERNKE  
PHONE: (780) 221 5494

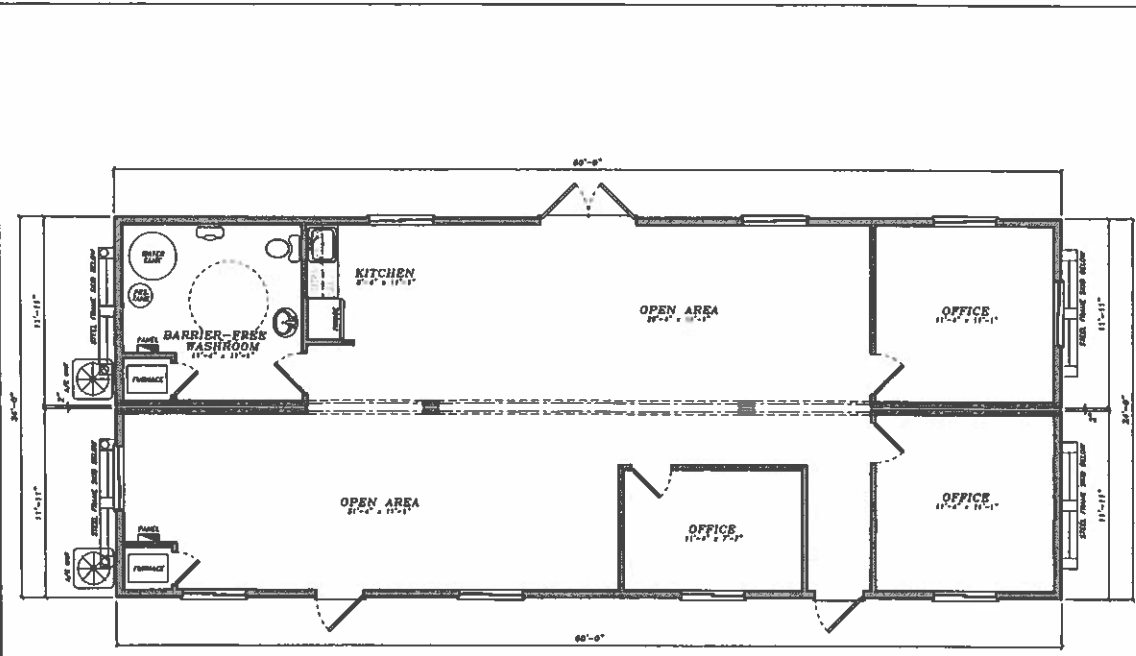
ALL RIGHTS TO THIS DESIGN ARE  
RESERVED, INCLUDING THE RIGHT OF  
REPRODUCTION, IN WHOLE OR IN  
PART, WITHOUT THE WRITTEN  
CONSENT OF RG DRAFTING & DESIGN

CHANGES AND AMENDMENTS:

**RG DRAFTING  
& DESIGN**

31-64519 RANGE ROAD 273  
STURGEON CT. AB. T8R 1X7  
CONTACT: RYAN GAGAN  
PHONE: (780) 283 5152  
RYANGAGAN@LIVE.CA

Date FEB. 10, 2022	Fee No. 4513
Designer R.G.	Drawn by R.G.
Scale 3/16"=1'-0"	Page 1 of 1



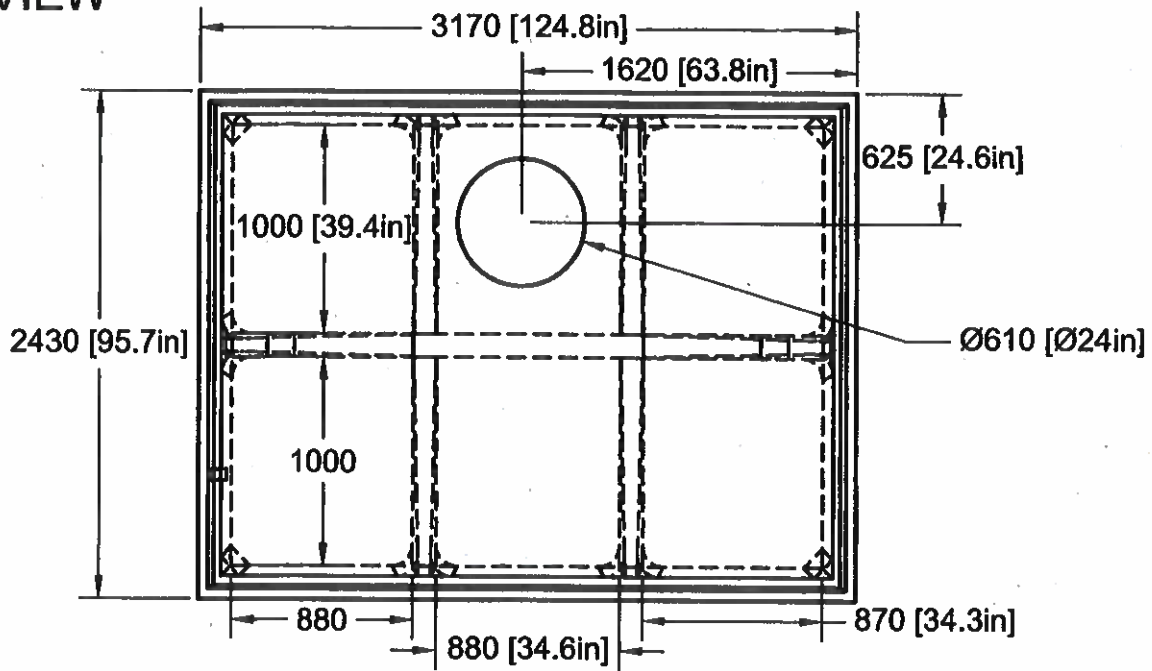
**FLOOR PLAN**  
TOTAL FLOOR AREA: 1440 SQ.FT.

- Design Notes:**
- Building is a self contained modular building on a Steel Skid that will be placed on a level gravel pad.
  - It will not be dug into the ground.



# PLAN VIEW

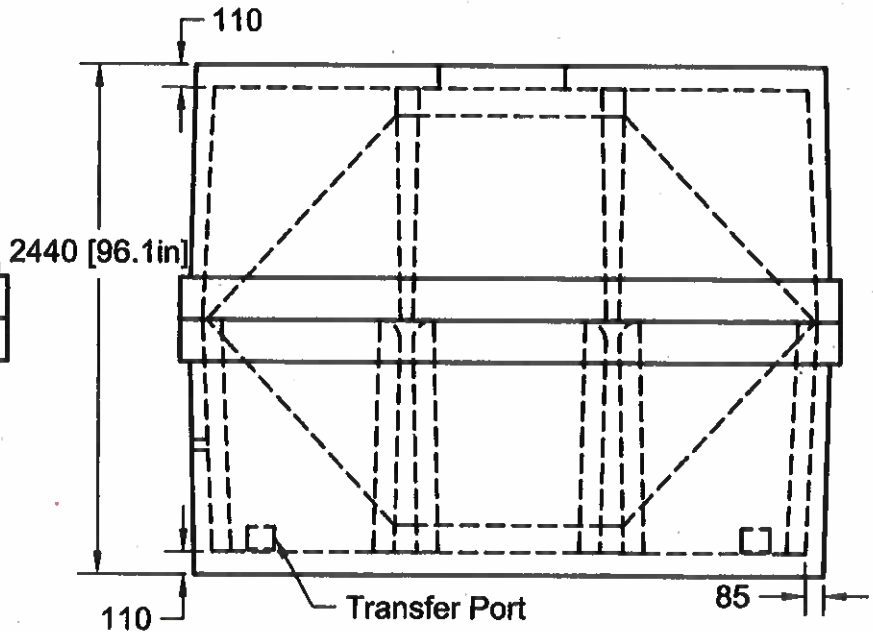
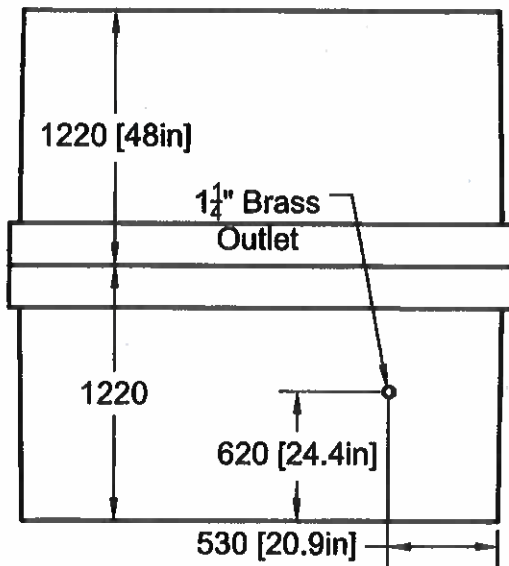
This is a non traffic-rated tank




# FRONT VIEW

# SIDE VIEW

All joints will be sealed as per manufactures recommendations



Date: 12/11/2017	1810 Yellowhead Trail N.E. Edmonton, AB T6S 1B4	Type Cistern	
		Model C3200	
 <b>TANKS-A-LOT</b> onsite water and sewage solutions	p 780.472.8265 f 780.478.5699 tf 800.661.5667 info@tanks-a-lot.com www.tanks-a-lot.com	Configuration 2 Piece - 1 Manhole	
		Capacity: 3,200gal (14,000L)	
Earth Cover: 9'-9" (3.0m)	Weight: 20,000lbs (9,072kg)	Revision: 3.0	
Sheet Size: A (8.5"x11")		Scale: 1:35	
Drawn by: Tristan Nelson	Sheet 1/1		





(54)



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November 8, 2023  
Jennifer Thompson

## APPENDIX F - AERIAL IMAGE (1985)



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member

55

APPENDIX F



MapHouse Display	MapHouse Address		Distances	
	Display	Address	Distance	Unit
Display	Address	Distance	Unit	



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November 8, 2023  
Jennifer Thompson

## APPENDIX G - HISTORICAL AERIAL IMAGES



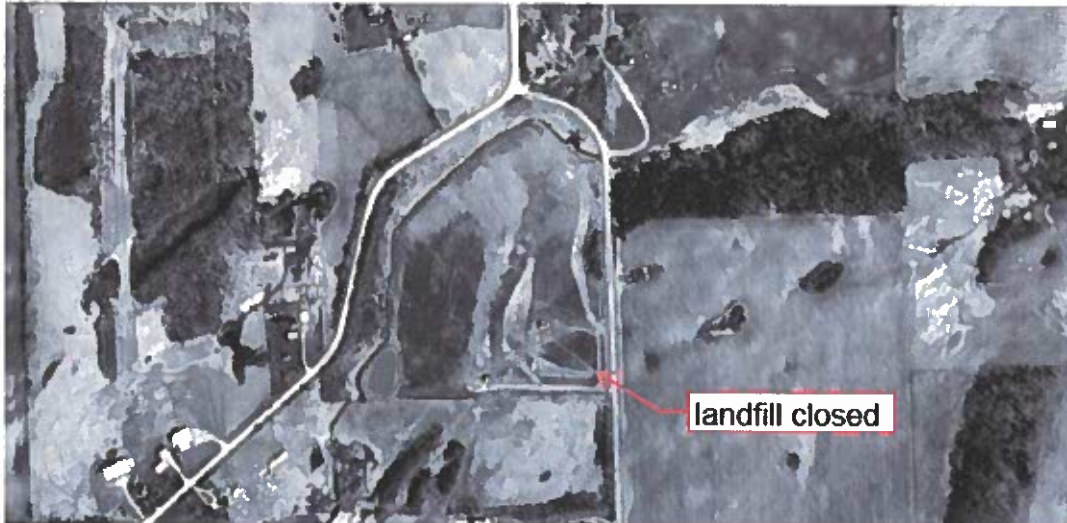
1976 Aerial Photo (Approximate measurement shown)



1984 Aerial Photo (Approximate measurement shown)



1991 Aerial Photo



Alberta Environment and Parks provides the following guidance for developers, subdivision authorities and development authorities to evaluate a development permit or subdivision application where the setback distances are planned or being considered for a reduction.

This guidance may be updated from time to time. Refer back to the latest publication for updates.

## Introduction

Section 17 of the Subdivision and Development Regulation (SDR) under the *Municipal Government Act* defines the setback distance to a wastewater treatment facility, an operating landfill, a non-operating landfill, a waste storage site and a hazardous waste management facility.

Setbacks apply to developments specified in the SDR as residences, schools, or hospitals. The setback distances as listed in the Subdivision and Development Regulation are as follows:

- 300 metres to a wastewater treatment plant
- 300 metres to a non-operating landfill
- 300 metres to a storage site (non-hazardous waste transfer stations)
- 450 metres to an operating landfill
- 450 meters to a hazardous waste management facility

Setback distances to the specific developments act as a buffer from a wide range of factors, such as nuisance (odours, vectors and smoke) and contaminant migration (emissions, leachate and landfill gas). The distances can be reduced only if the factors mentioned are not present or the pathways are removed (i.e. mitigative measures).

The subdivision authority or development authority should notify AEP, if the setback distance is reduced for an operating waste facility.

## Retroactive Approval for Existing Developments

When reviewing a development permit or subdivision application that includes a request to vary the setback distance for an existing development, the subdivision authority or development authority should consider information submitted by the applicant that is current (for example, produced within the last two years) in determining if the development is appropriate for a reduced setback distance.

If a reduced setback distance is not appropriate for an existing development, then the subdivision authority or development authority may refuse the request or may consider if additional terms and conditions to the development permit, such as additional mitigative controls, design changes, or additional investigations, may be required to mitigate any negative impact resulting from the reduction.

### How to Vary the Setback Distance

This guideline applies to both specified developments encroaching on waste management facilities, and waste management facilities encroaching on specified developments.

For all types of waste facilities, the application for a reduced setback should include the following information:

- the types of waste stored, treated or disposed
- details about the facility operation including an aerial photograph or plan showing the facility as well as the setback measurements
- a visual inspection report for the facility
- a list of complaints related to the operation of the facility from the last two years
- an engineering report (specific to the waste facility) that includes a statement on if the reduced setback distance is feasible, and if any mitigative measures are required
- a certifying statement (see Appendix 1)
- if any mitigative measures are required, the design details, monitoring, and maintenance requirements for the mitigative measures

Monitoring data used to support the reduced setback should be current (produced in the last two years) or include a statement as to why the data is still representative.

### Facilities with more than one activity

When applying to vary the setback distance for a facility with multiple waste activities at one location, details for each activity should be included in the application. For example, for a hazardous waste landfill, the application should include information outlined in both Section 2 on hazardous waste management facilities and Section 3 on landfills.

Figure 1 is a visual representation of the information required when there are two separate waste facility types within the proposed setback variance.

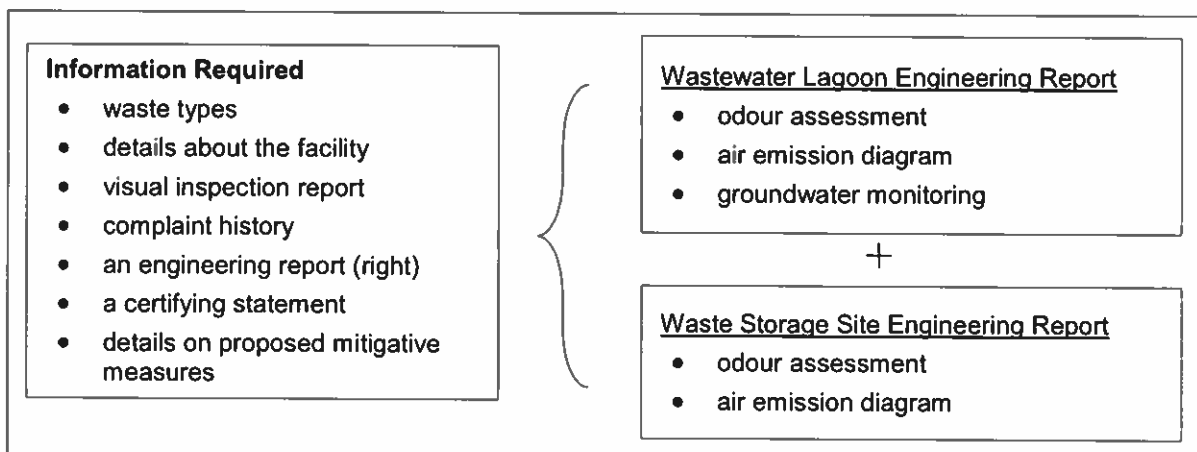


Figure 1: Visual representation of information requirements for a storage site and a wastewater lagoon

60

## 1. Wastewater Treatment Plant

A wastewater treatment plant is defined in the Wastewater and Storm Drainage Regulation (AR 119/1993), which states that a “wastewater treatment plant” is a structure, thing or process used for physical, chemical, biological or radiological treatment of wastewater, and includes a structure, thing or process used for:

- (i) wastewater storage,
- (ii) treated wastewater use and disposal, and
- (iii) sludge treatment, storage and disposal.

While wastewater is typically generated from domestic activities, by definition it includes both industrial wastewater and domestic wastewater. A wastewater lagoon is a wastewater treatment plant.

The engineering report, completed by a qualified professional, should include the following information:

- an odour assessment
- wind direction and air emission/odour plume diagram
- groundwater monitoring results, well logs, and an interpretation of the groundwater monitoring results, including but not limited to:
  - regional and site specific geology and hydrogeology
  - a map showing all water wells and residences within a 1 kilometre radius of the site and other topographical features, such as water bodies within 1.5 kilometres of the site, including if any of the water wells are used for human consumption

## 2. Hazardous Waste Management Facilities

A hazardous waste management facility is defined in the Waste Control Regulation (AR 192/1996), which states that a “hazardous waste management facility” means a facility for the collection, storage, treatment or disposal of hazardous waste, but does not include an on-site facility.

The engineering report, completed by a qualified professional, should include the following information:

- a review of the historical reports/issues associated with the operation of the facility (such as annual reports)
- groundwater monitoring results, well logs, and their interpretation, including but not limited to:
  - regional and site specific geology and hydrogeology
  - a map showing all water wells and residences within a 1 kilometre radius of the site and other topographical features, such as water bodies within 1.5 kilometres of the site, including if any of the water wells are used for human consumption
- an evaluation of the potential for, and magnitude of, adverse impacts on the environment and public health and safety within the setback distance for:
  - wind direction and air emission/odour plume diagram
  - air emissions (such as volatile organic compounds (VOC) and dust)
  - fugitive emissions
  - existing site contamination
  - VOCs in soil or groundwater
- pollution control measures implemented by the facility
- identify risks from site operations that may impact the proposed development



### 3. Landfills

A landfill is defined in the Waste Control Regulation (AR 192/1996), which states that a “landfill” is a waste management facility where waste is disposed of by placing it on or in land, but does not include a land treatment facility, a surface impoundment, a salt cavern or a disposal well.

The engineering report, completed by a qualified professional, should include the following information:

- delineation of waste placed (using test plots, historical aerial photographs)
- type of waste disposed (age, amount, depth of waste)
- duration of operation (actual or estimated if not available)
- landfill topography
- final topography showing site drainage
- if applicable, the landfill liner and final cover details (thickness and composition)
- the visual inspection report should include additional details of any visual notable landfill issues (such as: slope subsidence, vegetation stress, lack of vegetation, exposed refuse, or leachate breakout)
- a review of the available reports associated with the operation of the facility (such as annual reports)
- groundwater monitoring and sampling results, well logs, and an interpretation of the groundwater monitoring and sampling results, including but not limited to:
  - regional and site specific geology and hydrogeology
  - a map showing all water wells and residences within a 1 kilometre radius of the site and other topographical features, such as water bodies within 1.5 kilometres of the site, including if any of the water wells are used for human consumption
  - a map showing the extent of groundwater contamination
- subsurface landfill gas monitoring results

### 4. Storage Sites

A storage site is called a transfer station. A storage site is defined in the Waste Control Regulation (AR 192/1996). It is a waste management facility where waste is collected and held for removal to another waste management facility. The activities on these sites are limited to some physical treatment that includes: shredding, grinding, compacting and sorting.

The engineering report, completed by a qualified professional, should include the following information:

- an odour assessment
- wind direction and air emission/odour plume diagram

### Other Waste Receivers

Non-hazardous waste facilities, such as composting facilities, which are actively receiving and storing third party waste as part of their operation may be considered storage sites with respect to maintaining a setback to select developments. Areas where final product or non-hazardous recyclables are stored are not considered working areas and no assessment is needed for these areas.

## Setback Evaluation

---

The information provided in the application for a reduced setback should indicate:

- if the waste facility has nuisances
- details of any contamination contaminant migration (i.e. groundwater, landfill gas)

Delineation of contamination in both soil and groundwater is required in accordance with the Alberta Tier 1 Soil and Groundwater Remediation Guidelines and Alberta Tier 2 Soil and Groundwater Remediation Guidelines criteria, if present.

If these factors are present, the engineering report should included details for any mitigative measures that are in place (or will be in place) to ensure there are no pathways to the proposed development.

### Mitigative Measures

If the setback reduction is approved and mitigative measures are used, the subdivision authority and development authority should ensure there is a process to ensure mitigation measures are monitored and maintained. If mitigative measures fail, this can present additional risks to the development and occupants. On-going monitoring and reporting of the mitigation measures may be required to ensure the mitigation controls remain effective.

### Nuisance Assessment

If odours or vectors are present, then the reviewer should consider that a reduced setback might increase the complaints related to the existing conditions.

### Out of Scope

This guidance does not include any information on the following:

- landfill setback distances for a water well under section 15 of the Nuisance and General Sanitation Regulation (AR 243/2003)
- requests that are intended to address multiple developments, previous variances, pre-existing developments, or blanket variances

### Tracking

Development authorities should track when a setback variance has been issued with respect to the development permit or subdivision development application. The setback variance information should be retained and made available in the event of a property transfer to a new landowner.

### Explosive Gas

If methane gas is produced by the waste facility (i.e. municipal solid waste landfill) and there is no natural barrier (such as a ravine), then the proposed development should not include underground infrastructure such as a basement. Gas migration does not correspond to groundwater flow and may be subject to preferential pathways such as sand or gravel lenses. Natural barriers do not include high groundwater or surface water ponds.

The evaluation of the methane monitoring results should be compared to existing guidance such as the Guidance Document on Management of Methane Gas Adjacent to Landfills, prepared for Alberta Environmental Protection by CG&S CH2M Gore & Storrie Limited. Seasonal monitoring should be considered to assess seasonal variations. The evaluation can include the following:

- Identify the presence of landfill gas, through a surface survey.

- Landfill gas monitoring probes should be installed in locations where a surface survey identify the presence of landfill gas.
  - Install wells into the waste to identify the locations of the landfill site to target for further landfill gas collection or other mitigation measures.
- If the landfill produces methane, landfill gas probes shall be place outside the waste footprint to measure for subsurface gas migration.
  - Install probes to a depth of one to two metres. See Appendix 2 for additional guidance on methane sampling.

Methane concentration of the landfill gas is assumed to be 50 per cent by volume. Additional information on gas monitoring is provided in Appendix 2. Landfill applications should reference Table 5.5 of the Standards for Landfills in Alberta for gas concentration considerations. A copy of the table is provided in Appendix 2.

The following table, Table 1, has been prepared for methane monitoring in soil, outside the waste footprint. For more specific monitoring at off-site buildings, refer to the Guidance Document on Management of Methane Gas Adjacent to Landfills.

It is recommended, when possible, that subsurface migration measurements are taken between 10 to 60 metres from the waste footprint and where preferential subsurface migration pathways are identified.

Table 1: Adapted from Guidance Document on Management of Methane Gas Adjacent to Landfills

Methane Concentrations (PPM)*	Gas Pressure, Additional Measurement	Development Considerations
0 – 100 ppm	Establish background levels	If concentration is not from background conditions underground infrastructure should not be developed
100 - 500 ppm	Indicator of potential LFG generation	If concentration is not from background conditions underground infrastructure should not be developed
500 - 5000 ppm	Indicator of potential LFG migration	Recommend no underground infrastructure; consider building monitoring to detect LFG
> 5,000 ppm	Measure and monitor soil gas pressure (see Appendix 2)	Recommend no underground infrastructure consider building monitoring to detect LFG and increased subsurface LFG monitoring
>50,000 ppm	Measure and monitor soil gas pressure, LFG pressures should be below 0.25 kPa near any off-site buildings	Recommend no underground infrastructure; monitor at neighbouring building footing with continuous LEL monitoring of adjacent buildings recommended; additional LFG collection controls at landfill should be considered to prevent migration

ppm – part per million

LFG – Landfill Gas

kPa – kilopascals

\* 500 ppm = 1 per cent Lower Explosive Limit (LEL) (for methane) [20 per cent LEL = 1 per cent Landfill Gas.]

64

## Groundwater Contamination

If the waste facility has produced contamination in groundwater, the engineering report should include an evaluation of the associated risk to the specified development. Any contamination that exceeds the Table 2 of the Alberta Tier 1 Soil and Groundwater Remediation Guidelines for residential use at the facility property boundary should be remediated or mitigated before a setback variance is granted. Additional information on groundwater monitoring is provided in Appendix 3.

## Landfill Specific Considerations

### Operating/Non-Operating

Landfills may be in various states of closure or post-closure, which is also called reclamation. Once the landfill no longer accepts and disposes of waste, the landfill is non-operating. If the landfill facility continues to receive and dispose of waste, it is operating. When there is an area of the landfill that has been closed, but the landfill remains operating, the landfill as a whole is considered operating.

### Remediation/Reclamation

For landfills that have been mined and the waste has been removed, the surrounding areas should be monitored for any remaining effects from the waste. The setback distance remains in effect until such time that a remediation certificate has been issued.

Reclamation certificates are not available. Only a remediation certificate may be available for waste management facilities if all the waste and effects associated with the disposal of the waste is first removed and analysis of the soil and groundwater confirms this.

### Working Area/ Disposal Area

The working area includes areas where waste may be, or have been, burned<sup>1</sup>, processed or stored, whereas a disposal area is where waste has been placed onto or into the land as its final resting place, but also includes the working areas until the site is no longer operating. The building site and property line are measured slightly differently depending on the type of development application. For historical landfills, if the waste footprint has not been delineated, the property line should be used to measure the setback distance for the disposal area, until the disposal area is delineated.

Appendix 4 contains a checklist for landfills.

---

<sup>1</sup> Open burning of municipal solid waste is prohibited; however, the burning of clean wood waste may in some cases still occur at the facility. Areas where burning occurs at a waste facility are considered the working areas of the facility.

**Appendix 1: Certification Statement**

This page can be printed and included with the application

“STATEMENT PAGE”

APPLICATION FOR A  
SETBACK VARIANCE

**Project Name** \_\_\_\_\_

**Location** \_\_\_\_\_

**Municipality** \_\_\_\_\_

I acknowledge that I have reviewed the Guideline for Setback Reviews and certify that the project complies with all of the requirements and guidelines specified for the development, and the risks have been evaluated and disclosed within the application.

SIGNED AND STAMPED by a qualified professional.

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

For projects that do not comply with all of the guidelines please submit a detailed explanation of the deficiency and why it is, in your professional opinion, necessary.

66

## Appendix 2: Landfill Gas Detection and Landfill Gas Subsurface Migration

Additional details on methane measurements can be found in Section 3 of the Guidance Document on Management of Methane Gas Adjacent to Landfills, prepared for Alberta Environmental Protection, prepared by CG&S CH2M Gore & Storrie Limited, 1999 as amended.

Landfills should reference Table 2 below, an excerpt from the Standards for Landfills in Alberta, for the measurement of gas concentrations.

Table 2: Table 5.5 from the Standards for Landfills in Alberta

Sampling Location	Explosive Gas Limits
<ul style="list-style-type: none"><li>In the subsurface at the property boundary</li></ul>	50 % LEL
<ul style="list-style-type: none"><li>In an on-site building or enclosed structure</li><li>In the area immediately outside the foundation of the building or structure</li></ul>	20 % LEL
<ul style="list-style-type: none"><li>In an off-site building or enclosed structure</li><li>In the area immediately outside the foundation of the building or structure</li></ul>	1 % LEL

For subsurface gas detection, gas probes are installed into the subsurface using an auger or drill rig. The probe installation requires the inclusion of a sample port and valve. A protective outer casing is required similar to groundwater monitoring wells.

Only qualified and trained personnel should install and sample landfill gas probes.

When measuring subsurface gas migration, there are five steps (in this order):

- Measure probe pressure
- Checking the entire sample train for leaks
- Purge the probe piping
- Read and record gas composition
- Reseal the probe once monitoring is complete

To measure the pressure use the following methods:

- U-tube or digital manometer
- Differential Pressure Gauge
- Electronic Pressure Gauge

After the pressure readings are collected, a sample of the methane or a representative sample can be taken and analyzed, using one of the following methods.

- Handheld detectors (with a sampling ports)
  - Flame ionization detector
  - Thermal conductivity detector
  - Catalytic combustion sensor
- Canister sample for laboratory analysis (follow the laboratory instructions).

Field data collection should include:

- methane, carbon dioxide, oxygen concentration and hydrogen sulphide, (if a handheld detector is used)
- barometric pressure
- ambient temperature
- the probe gas pressure

Hydrogen sulphide (H<sub>2</sub>S) can be present in landfill gas. It may be important to include as a monitoring parameter. If H<sub>2</sub>S is present, personal protective equipment should include an H<sub>2</sub>S monitor for all field sampling personnel.

**Additional Useful References**

Procedure D-4-1 "Assessing Methane Hazards from Landfill Sites". Ministry of Ontario, (Updated March 22, 2019)

### Appendix 3: Groundwater Monitoring Wells

Water well drilling activity is regulated in Alberta under the *Water Act*, the *Water (Ministerial) Regulation (AR 205/1998)*. Drillers installing wells for the purpose of collecting groundwater data must obtain a Class C approval and are required to follow the applicable provisions of the *Water Wells and Ground Source Heat Exchange Systems Directive*.

Groundwater monitoring wells for the purpose of assessing the presence or absence of contamination should be located at least 10 metres but not more than 60 metres, from the waste footprint. Site-specific hydrogeology should be used to select the length and vertical position of the monitoring well screen.

All sampling and testing must be conducted by qualified professionals. Field measurement should include:

- The water level measurement and water elevation
- Thickness of any LNAPPL (e.g. layers), if present
- pH
- Electrical Conductivity
- Temperature

The laboratory analysis should include, but not be limited to:

- pH
- Total Dissolved Solids (TDS)
- Alkalinity
- Ammonia
- Total Kjeldahl Nitrogen
- Nitrate – N
- Nitrite – N
- Electrical Conductivity
- Hardness (as CaCO<sub>3</sub>)
- Chlorides
- Calcium
- Magnesium
- Sodium
- Potassium
- Sulphate
- Dissolved Organic Carbon (DOC)
- Iron
- Manganese

Depending on the type of wastes managed at the waste facility, additional parameters should be included. This can include hydrocarbons such as BTEX and other VOCs, and/or Total Metals.

Landfill applications should reference Table 5.2 of the *Standards for Landfills in Alberta* for the parameters in groundwater monitoring analysis.



## Appendix 4: Checklist for Landfills

Considerations for Consent		Condition	
		Yes	No
Consent should <b>not</b> be considered when all three of the following conditions exist:			
a.	gas levels above background are present within the waste disposal area of the landfill		
b.	the land area where development is to occur has no natural physical barrier to gas movement		
c.	the development has underground infrastructure or basements		
Where groundwater has been contaminated, consent should only be considered where:			
a.	potable water to the proposed development is being supplied from a municipal system		
b.	vegetation, or other receptors, or property will not be affected by the contaminated groundwater		
Information Requirements		Provided	
		Yes	No
An engineering report, completed by a qualified professional that includes, as a minimum:			
a.	landfill cell delineation including approximate waste depths		
b.	duration of operation		
c.	amount, types of waste, and degree of waste stabilization in the landfill		
d.	landfill topography for site drainage		
e.	landfill final cover details such as thickness and composition		
f.	a visual inspection report that details vegetation stress and degree of cover, landfill settlement, exposed refuse, leachate breakout, and any other visually notable landfill issues		
g.	a review of the available reports/issues associated with the operation of the facility (such as annual reports)		
h.	regional and site specific geology and hydrogeology		
i.	a map showing all water wells and residences within a 1km radius of the site and other topographical features, such as water bodies, within 5km of the site		
j.	the applicable sections of the area structure plan documenting the zoning and expected use of the landfill and surrounding area		
k.	well logs and groundwater monitoring and sampling results		
l.	landfill gas monitoring results		
m.	an opinion on whether encroachment is feasible (under what mitigative measures, to what distance)		
n.	if mitigative measures are proposed, the design details, monitoring and maintenance program for the mitigative measures		

: Tyler Gandam <[president@abmunis.ca](mailto:president@abmunis.ca)>

Sent: November 15, 2023 10:31 AM

To: Jennifer Thompson <[cao@onoway.ca](mailto:cao@onoway.ca)>

Subject: Provincial Consultations on Local Authorities Election Act and MGA – give your input before December 6

Dear ABmunis Members:

This is a long email, but we encourage you to read to the end so that you are fully informed about the Government of Alberta's current consultations on matters that are particularly important to municipal governments, municipal elected officials, and municipal candidates. Last week, the Government of Alberta launched two online public surveys on:

1. **Potential changes to the *Local Authorities Election Act (LAEA)* on topics of:**

- Supporting the use of political parties in municipal governments
- Advance voting
- Making voter lists available to candidates
- Rules for postponement of local elections
- Ability to vouch for electors without ID
- Use of special ballots
- Using runoff elections for the position of mayor/reeve

2. **Potential changes to the *Municipal Government Act (MGA)*:**

- Mandating orientation training for councillors
- Expanding the ability for councils to meet in private
- Authority for the Minister to remove a councillor
- Changes to recall legislation
- Rules for councillors to disclose business interests or other personal history
- Rules for councillor disqualification
- Clarify councillor conflicts of interest

**What is ABmunis doing?**

We already know that our members do not support the introduction of political parties within municipal government and will strongly carry that message forward. That said, many of the consultation questions focus on other matters so our staff have been reaching out to members and municipal administrative associations to better understand technical aspects and potential consequences if any of the proposed changes were made. That has allowed us to develop draft positions that will go to our Board of Directors for review this week. We will be making a written submission to the Minister of Municipal Affairs before the December 6 deadline, but we also see value for you to get involved.

**Call to Action**

We believe it is important that municipal elected officials, municipalities, and Albertans take time to fill out the surveys so that the Government of Alberta has a clear understanding of Albertans' views on these matters. Therefore, we encourage you to:

1. Discuss the consultation questions with your council (see the attachments for background).
2. Complete both surveys by December 6, 2023. Survey links are available at <https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

3. Consider sending additional written communication to Municipal Affairs through [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).
4. Encourage your residents to complete one or both surveys.

### **Attachments**

If your council wants to review the consultation questions together, we have provided the background information in two formats depending on if you plan to complete the online survey or write to the Minister.

- LAEA Consultation: Two attachments including the (1) online public survey questions and (2) Municipal Affairs' Discussion Guide for municipal stakeholders.
- MGA Consultation: Two attachments including the (1) online public survey questions and (2) Municipal Affairs' Discussion Guide for municipal stakeholders.

Note that the online public survey questions are more narrowly focused than the discussion guide questions.

As mentioned, we already know that our members and most Albertans do not support the introduction of partisan politics within local governments. This has been confirmed by the [independent public poll conducted by Janet Brown Opinion Research](#) in September 2023 and the [resolution passed by members](#) at our 2023 Convention. While we share that message with provincial leaders, please take the time to share your input before **the consultation closes on December 6, 2023**.

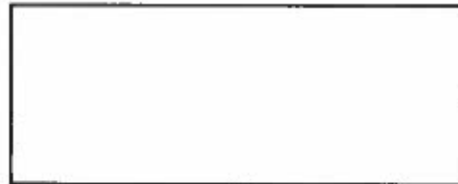
If you have any questions, please contact our Advocacy team at [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca).

Thank you,

**Tyler Gandam | President**

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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***We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.***

(72)

**This document is a copy and paste of the Government of Alberta's online survey that was launched on November 7, 2023.**

<https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

Content sourced on November 7, 2023

## Local Authorities Election Act

The Government of Alberta wants your input on the Local Authorities Election Act.

This confidential survey is collecting feedback related to the Local Authorities Election Act (LAEA) that provides the legislative framework for municipal and school board elections. Municipalities include cities, towns, villages, summer villages, counties, municipal districts, and specialized municipalities. Metis Settlements and Irrigation Districts also rely on the LAEA to conduct their elections. Some questions refer to municipality, however these changes may also apply to school boards, Metis Settlements and Irrigation Districts.

Your input will be used to inform decisions regarding:

- Voter eligibility
- Voter list
- Political parties
- Advance voting
- Runoff elections for Chief Elected Officials

**The survey will take 10 to 15 minutes to complete and closes December 6, 2023.**

All fields marked with an asterisk (\*) are required.

### Your privacy is important

The views or opinions you provide, as well as the personal information about you, are protected by the Freedom of Information and Protection of Privacy (FOIP) Act. We are collecting this information to help inform decisions about the Local Authorities Election Act, as authorized by Section 33(c) of the FOIP Act. We will not use or disclose your personal information for any other purpose without your written consent or unless required to do so by law.

If you have questions about how we collect or use your information, contact the FOIP Coordinator, Service Alberta and Red Tape Reduction at 10405 Jasper Avenue, Edmonton, Alberta, T5J 3N4 by calling 310-0000 or by emailing [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Please do not submit responses that include personal information about other people.

(73)

This document is a copy and paste of the Government of Alberta's online survey that was launched on November 7, 2023.

<https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

Content sourced on November 10, 2023

## Municipal Government Act (MGA) Councillor Accountability Review

The Government of Alberta wants your input on municipal councillor accountability related to legislation under the *Municipal Government Act*.

This confidential survey is collecting feedback regarding the Municipal Government Act as it relates to councillor accountability. The *Municipal Government Act* provides the legislative framework supporting councillor accountability once they're elected. Your input will be used to inform decisions regarding:

- Municipal councillor training requirements
- Allowing a council to meet in private
- Authority to remove a councillor
- Disclosures by a municipal councillor, including conflicts of interest
- Disqualification rules for municipal councillors
- Municipal councillor recall thresholds.

The survey will take 10 to 15 minutes to complete and closes December 6, 2023.

All fields marked with an asterisk (\*) are required.

### Your privacy is important

The views or opinions you provide, as well as the personal information about you, are protected by the Freedom of Information and Protection of Privacy (FOIP) Act. We are collecting this information to help inform decisions about the Municipal Government Act (councillor accountability), as authorized by Section 33(c) of the FOIP Act. We will not use or disclose your personal information for any other purpose without your written consent or unless required to do so by law.

If you have questions about how we collect or use your information, contact the FOIP Coordinator, Service Alberta and Red Tape Reduction at 10405 Jasper Avenue, Edmonton, Alberta, T5J 3N4 by calling 310-0000 or by emailing [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Please do not submit responses that include personal information about other people.

74