

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, DECEMBER 14, 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 December 14, 2023 Regular Council Meeting agenda be approved as presented

or

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

3. ADOPTION OF MINUTES

a) November 23, 2023 Regular Council Meeting

Recommendation:

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

or

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

Pg 1-4

4. APPOINTMENTS/PUBLIC HEARINGS

9:35 a.m. – Dale Johnson, Chair, Economic Development Committee

Recommendation

THAT Council accept the discussion with Dale Johnson for information
or

some other direction as given by Council at meeting time

5. FINANCIAL REPORTS

Pp 5-23

a) 2024 Utility Rate Analysis – A Request for Decision is attached

Recommendation

- 1) *THAT Council accept the 2024 Utility Rate Breakdown as information.*
 - 2) *THAT Council accept the WILD Regional Water Services Commission – 2024 Rates and Budget Requisitions.*
- or*
some other direction as given by Council at meeting time

Pp 27-26

b) 2024 Interim Operating and Capital Budget – A Request for Decision is attached

Recommendation

- 1) *THAT Council approve the 2024 Interim Operating Budget as presented*
 - 2) *THAT Council approve the 2024 Interim Capital Budget as presented*
- or*
some other direction as given by Council at meeting time

6. POLICIES & BYLAWS – n/a

Pp 27-41

a) Bylaw 805-23 – Fees and Charges Bylaw – A Request for Decision is attached

Recommendation:

THAT Bylaw # 805-23 the Fees and Charges Bylaw be given first reading

THAT Bylaw # 805-23 the Fees and Charges Bylaw be given second reading

THAT Bylaw # 805-23 the Fees and Charges Bylaw be unanimously considered for third at this meeting.

THAT Bylaw # 805-23 the Fees and Charges Bylaw be given third reading and adopted

or

some other direction as given by Council at meeting time

Pg 42-81

b) Bylaw 806-23 – Water and Sanitary Sewage Bylaw – A Request for Decision is attached

Recommendation:

THAT Bylaw # 806-23 the Water and Sanitary Sewage Bylaw be given first reading

THAT Bylaw # 806-23 the Water and Sanitary Sewage Bylaw be given second reading

THAT Bylaw # 806-23 the Water and Sanitary Sewage Bylaw be unanimously considered for third at this meeting.

THAT Bylaw # 806-23 the Water and Sanitary Sewage Bylaw be given third reading and adopted

or

some other direction as given by Council at meeting time

7. ACTION ITEMS

Pg 82-86

a) Extension of Wastewater Disposal Agreements with Summer Villages and Wastewater Rates – A Request for Decision is attached

Recommendation

- 1) *THAT Council extend the wastewater disposal agreements with the Summer Village of Sandy Beach and the Summer Village of Sunrise Beach confirming:*
 - *One approved hauler to the Town of Onoway lagoon facility*
 - *Approval from the Town of Onoway should the approved hauler wish to be changed;*
 - *Service provider to provide monthly reporting to the Town of Onoway of wastewater disposed of in the Town of Onoway lagoon;*
 - *30 day termination notice by either party, or in the event of an emergent situation, access to Onoway lagoon may be suspended immediately and until the situation is resolved;*
 - *Fees to be charged as per the approved Fees & Charges Bylaw*

 - 2) *THAT Council confirm that Standstone Vacuum Service Ltd is the approved hauler to commercially access the Town of Onoway lagoon facility.*
- 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)

P987-88 d) Chief Administrative Officer Report – attached

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

P989 a) Onoway Branch 132, Royal Canadian Legion – November 28, 2023 thank you letter from President Edward Gallagher for the donation from the Town for attending two Council meetings to administer the oaths for office

P990 b) Onoway Junior/Senior High School – November 30, 2023 thank you letter to Mayor Kwasny from Principal Villneff for attending and supporting Awards Night

P991-96 c) Town of Onoway Development Permit Application 23DP08-24 – 5459 Lac Ste. Anne Trail North – Placement and renovation of a modular building and operation of a day care facility

P997 d) Onoway Facility Enhancement Association (OFEA) – thank you message to the Town for providing FCSS funds for events held at the community hall

e)

Recommendation:

THAT Council accept the above noted items for information

10. CLOSED SESSION – Pursuant to Section 197(2) of the Municipal Government Act and a) Section 21(1)(ii) FOIP; b) Section 17(4)(d) FOIP; Section 16(1)(c)(i) FOIP

- a) "Disclosure harmful to intergovernmental relations"
- b) "Personnel"
- c) "Land-Disclosure harmful to business interests of a third party"

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|---|-----------|
| - January 11, 2024 – Regular Council Meeting | 9:30 a.m. |
| - January 24, 2024 – Munis 101 | Onoway |
| - 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 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	PRESENT	<p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson (arrived at 9:53 a.m.) Councillor: Bridgitte Coninx Councillor: Robin Murray Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer Debbie Giroux, Recording Secretary</p>
	ABSENT	<p>Gino Damo, Director of Corporate and Community Services</p> <p>2 members of the public joined the meeting in person 4 members of the public joined the meeting via Zoom</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.
2.	AGENDA Motion #367/23	<p>MOVED by Councillor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Thursday, November 23, 2023 with the following additions:</p> <p>7b) Northern and Regional Economic Development Grant Program (requested by CAO Thompson)</p> <p>7c) Library Budget (requested by CAO Thompson)</p> <p>10) Closed Session – add Solicitor/Client Privilege (requested by CAO Thompson)</p> <p>10) Closed Session – add Personnel (requested by Councillor Coninx)</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #368/23	<p>MOVED by Councillor Robin Murray that the November 9, 2023 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	Cpl. Justin Auld, RCMP, Parkland Detachment attended the Council meeting from 9:32 a.m. until 9:46 a.m. to provide a year to date enforcement report for the Town of Onoway.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, NOVEMBER 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	Motion #369/23	MOVED by Councillor Bridgitte Coninx that Council accept the discussion with Cpl. Justin Auld for information. CARRIED
5.	FINANCIAL REPORTS Motion #370/23	MOVED by Deputy Mayor Lisa Johnson that Council accept the draft budget for information. CARRIED Council recessed from 10:55 a.m. until 11:15 a.m. 2 members of the public left the meeting at 10:55 a.m.
6.	POLICIES AND BYLAWS	n/a
7.	ACTION ITEMS Motion #371/23	MOVED by Deputy Mayor Lisa Johnson that Council accept the Non-Operating Landfill Proximity to the MAD House Day Care Report prepared by Associated Engineering as information. CARRIED
	Motion #372/23	MOVED by Deputy Mayor Lisa Johnson that Council authorize Administration to draft a letter of support for the Northern and Regional Economic Development (NRED) Program. CARRIED
	Motion #373/23	MOVED by Deputy Mayor Lisa Johnson that Council authorize Administration to submit an application for the Northern and Regional Economic Development Program. CARRIED
	Motion #374/23	MOVED by Councillor Robin Murray that Council approves the 2024 Town of Onoway Library Board budget. CARRIED
8.	COUNCIL, COMMITTEE AND STAFF REPORTS Motion #375/23	MOVED by Councillor Bridgitte Coninx that the Council written and verbal reports be accepted for information. CARRIED
9.	INFORMATION ITEMS Motion #376/23	MOVED by Councillor Bridgitte Coninx that Council accept the following items for information:

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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, NOVEMBER 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<p>a) Alberta Government Consultations on Local Authorities Election Act and the MGA – November 15, 2023 email from Tyler Gandam, President</p> <p>b) Letter from the United Church Thrift Shop regarding homelessness in Onoway</p> <p style="text-align: right;">CARRIED</p>
<p>10.</p>	<p>CLOSED SESSION Motion #377/23</p> <p>Motion #378/23</p> <p>Motion #379/23</p>	<p>MOVED by Councillor Robin Murray that, pursuant to Section 197(2) of the Municipal Government Act, and Section 16(1)(c) FOIP, Section 27(1)(a) FOIP and Section 17(4)(d) FOIP, Council move into a Closed Session at 11:47 a.m. to discuss the following items:</p> <p>Disclosure harmful to business interests of a third party (labour); Solicitor Client Privilege; Personnel</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 11:47 a.m. to 11:49 a.m. to allow the Recording Secretary to leave the meeting.</p> <p>CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Leonard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Sheila Pockett Jennifer Thompson, CAO</p> <p>CAO Thompson left for a portion of the Closed Session from 12:15 p.m. until 12:40 p.m. and returned to the Closed Session.</p> <p>Council recessed from 1:08 p.m. to 1:10 p.m. to allow the Recording Secretary and members of the public to return to the meeting.</p> <p>MOVED by Councillor Bridgitte Coninx that Council move out of Closed Session at 1:10 p.m.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councilor Bridgitte Coninx that Administration proceed as directed in Closed Session.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, NOVEMBER 23, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 1:11 p.m.		
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.

 Mayor Lenard Kwasny

 Debbie Giroux
 Recording Secretary

UNAPPROVED



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 14, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Utility Rate Analysis

BACKGROUND / PROPOSAL

During the April 26, 2023 Council Meeting, Council made the following motions regarding the Town of Onoway Water and Sewer Utility Bylaw #799-23:

Motion #127/23	MOVED by Deputy Mayor Lisa Johnson that Bylaw 799-23, the Water and Sewer Utility Bylaw, be given first reading. CARRIED
Motion #128/23	MOVED by Councillor Bridgitte Coninx that Bylaw 799-23, the Water and Sewer Utility Bylaw, be given second reading. CARRIED

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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, APRIL 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

Motion #129/23	MOVED by Councillor Robert Winterford that Bylaw 799-23, the Water and Sewer Utility Bylaw, be considered for third reading at this meeting. CARRIED UNANIMOUSLY
Motion #130/23	MOVED by Councillor Robin Murray that Bylaw 799-23, the Water and Sewer Utility Bylaw, be given third and final reading. CARRIED

Also, during the May 24, 2023 Council Meeting, Council made the following motion regarding the Utility Fiscal Policy (Policy C-COU-UFP-1).

Motion #170/23	MOVED by Councillor Bridgitte Coninx that Council approve Policy C-COU-UFP-1, Utility Fiscal Policy as presented.
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CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As part of the 2024 Interim Operating Budget Deliberations Administration has completed an analysis on the breakdown of Utility Rates excluding Garbage Collection and Residential Recycling Fee. The following monthly rates are based on a residential 5/8 water meter size that make up approximately 96% of the utility accounts.

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Water

Basic Water Fee based on 5/8-meter size (Flat Rate) (\$11.70/month)

Description	Basic Fee Cost	%
Water Debenture & Interest	\$ 9.41	80.4%
Water RMR & Capital	\$ 1.54	13.2%
WILD Admin & Governance	\$ 0.75	6.4%
Total	\$ 11.70	100%

- Water Debenture & Interest amount of \$9.41 is based on Bylaw 677-08 (attached) passed on July 28, 2008 for a total amount of \$2.25 Million (water & sewer) for the following water related projects:
 - Installing a new water supply line on 52 Street.
 - Installing a new water distribution line on 52 Street, 47 Avenue and 51 Street.
 - Upgrade the water treatment plant fire pump.
- Water Repair, Maintain and Replace (RMR) & Capital amount of \$1.54 is allocated for Repair, Maintain and Replace and capital contribution as per the attached Utility Fiscal Policy (Policy C-COU-UFP-1) Schedule "A" - Section 2 Water Rate Model.
- WILD Admin & Governance amount of \$0.75 is based on the WILD Water Commission Town of Onoway anticipated total annual portion of \$8,452.92/402 approximate utility accounts/12 months.

Water Consumption Charges based on m³ (\$6.13/month)

Description	Consumption Chrg	%
Operating Expenses	\$ 2.57	42%
WILD Water Purchase m ³	\$ 3.21	52%
Reserves	\$ 0.35	6%
Total	\$ 6.13	100%

- Water Distribution Operating Expenses amount of \$2.57 based on water related operating expenses 2024 forecasted amount of approximately \$177,128 (including salary and benefits)/ 2022 amount of water sold 68,912 m³. Administration is in the process of determining unaccounted water loss.
- WILD Water Purchase amount of \$3.21/ m³ based on 2023 amount of \$2.95/ m³ + 2024 amount increase of \$0.26/ m³.
 - \$0.26/ m³ increase based on \$0.17/ m³ Capital Region Parkland Water Services Commission (CRPWSC) purchase rate increase, general inflationary increases at 3.47% and addition of a business development plan review in 2024 for \$15k to name a few.

- Reserves amount of \$0.35 is the remaining amount and allocated towards water capital projects as per the attached Utility Fiscal Policy (Policy C-COU-UFP-1) Section 2 Rate Setting Subsection b.

Sewer/Wastewater

Basic Sewer Fee based on 5/8-meter size (Flat Rate) (\$7.25/month)

Description	Basic Fee Cost	%
Sewer RMR & Capital	\$ 1.47	20%
Sewer Debenture & Interest	\$ 5.78	80%
Total	\$ 7.25	100%

- Sewer Repair, Maintain and Replace (RMR) & Capital amount of \$1.47 is allocated for Repair, Maintain and Replace and capital contribution as per the attached Utility Fiscal Policy (Policy C-COU-UFP-1) Schedule "A" - Section 3 Wastewater (Sewer) Rate Model.
- Sewer Debenture & Interest amount of \$5.78 is based on Bylaw 677-08 (attached) passed on July 28, 2008 for a total amount of \$2.25 Million (water & sewer) for the following sewer related projects:
 - Installation of a new sewer trunk line on 50 Street from 49 Avenue to Industrial Ave.

Sewer Consumption Charges based on m³ (\$2.19/month)

Description	Consumption Chrg	%
Operating Expenses	\$ 2.19	100%
Total	\$ 2.19	100%

Operating Expenses amount of \$2.19 based on sewer related operating expenses (including salary and benefits).

Sewer Force main Replacement (\$6.30/month)

As per motion #41/18 below:

SEWER FORCE
MAIN PROJECT
FUNDING

#41/18

MOVED by Councillor Lynne Tonita that the Town's portion of the costs for the sewer force main replacement project completed in 2017, estimated at \$417,000.00, be funded as follows:

- \$217,000.00 out of the future development reserve, to be repaid annually as follows: \$6.30 per month per customer for 8 years (2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025) annual estimate of \$30,466.00, total to be repaid estimated at \$243,728.00 which would include interest.
- \$100,000.00 from the unrestricted surplus account, not to be repaid
- \$100,000.00 from the utility reserve account, not to be repaid

In the event the actual costs to the Town are less than \$417,000.00 the amount taken from the utility reserve account will be adjusted to reflect same.

CARRIED

Administration Fee (\$5.00/month)

Administration fee based on costs to administer utility billing related services such as postage costs, administration salary and benefits and supplies. Of the \$5.00 fee, \$3.75 or 75% is allocated towards Water Revenue and \$1.25 or 25% towards Sewer Revenue and both are included in the 2024 Interim Operating Budget.

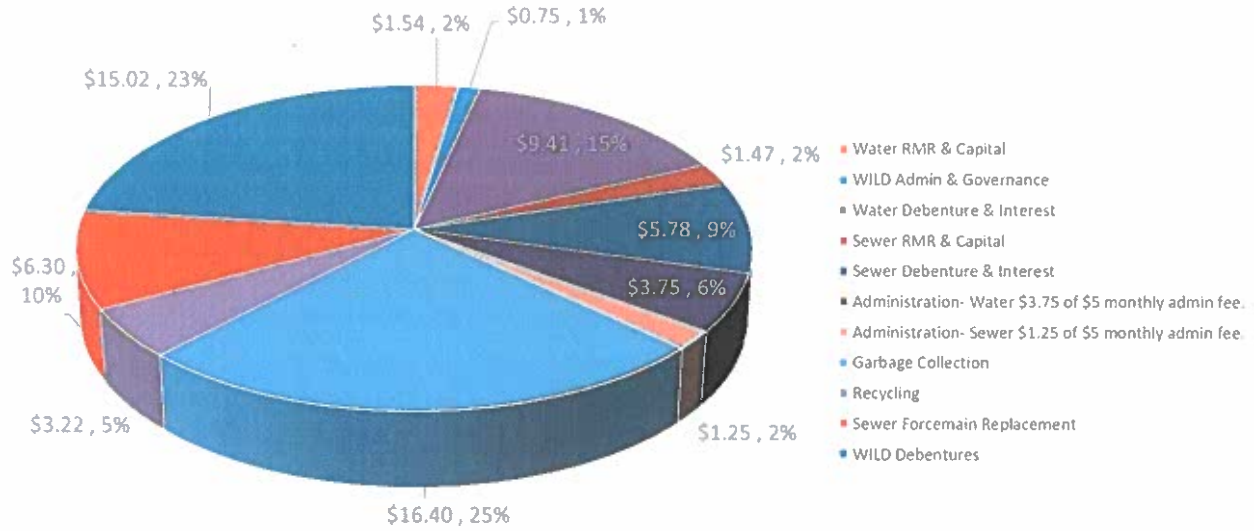
WILD Water Commission Debentures (\$14.67/month)

The WILD Water Commission Debentures allocated to 18 surrounding municipalities including the Town of Onoway in 4 phases. The 2024 anticipated total allocation amount for all four phases for the Town of Onoway is approximately \$70,770. Below highlights the rate for each phase based on approximately 402 utility accounts. Each phase's rate has been adjusted accordingly to reflect the anticipated revenue requisition as per the attached WILD Regional Water Services Commission – 2024 Rates and Budget Requisitions.

	<u>2024 (Proposed)</u>	<u>2023</u>
WILD Water Phase I Debenture Charge	\$5.10 per month per account	\$5.55 per month per account
WILD Water Phase II Debenture Charge	\$3.34 per month per account	\$3.63 per month per account
WILD Water Phase III Debenture Charge	\$3.48 per month per account	\$2.92 per month per account
WILD Water Phase IV Debenture Charge	\$2.75 per month per account	\$2.92 per month per account

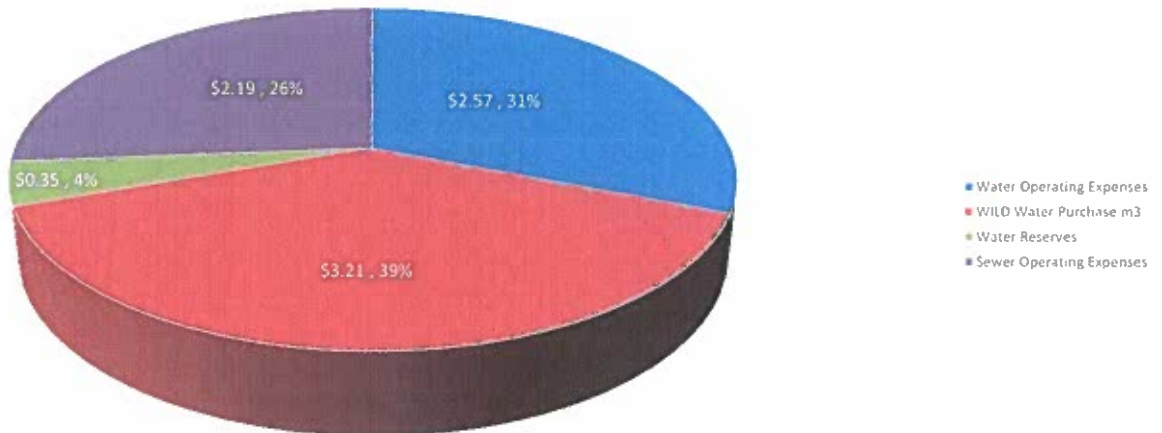
Total Basic Charges Breakdown (\$64.89/month)

Basic Charges- Based on 5/8 meter size

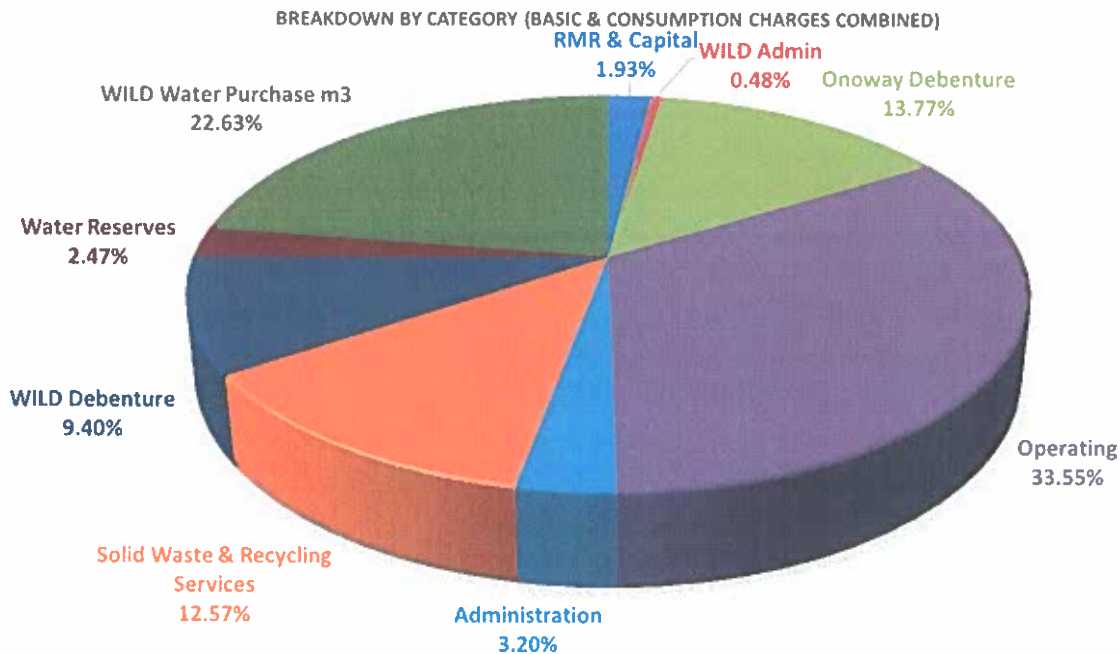


Total Consumption Charges Breakdown (\$8.32 total/month)

Consumption Charges - Based on m3



Breakdown By Category (Basic & Consumption Charges Combined) – Based on 11m³ avg. consumption (\$156.41 total/month)



STRATEGIC ALIGNMENT

- Financial Sustainability
- Good Governance

COSTS / SOURCE OF FUNDING

- Rate increases mentioned in the report are included in the 2024 Interim Operating Budget.

RECOMMENDED ACTION

- That Council accept the 2024 Utility Rate Breakdown as information.
- That Council accept the WILD Regional Water Services Commission – 2024 Rates and Budget Requisitions.
- (Or some other direction as given by Council at meeting time).

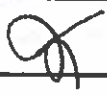
ATTACHMENTS

- Utility Fiscal Policy (Policy C-COU-UFP-1).
- Bylaw 677-08 – Debenture Bylaw.
- WILD Regional Water Services Commission – 2024 Rates and Budget Requisitions.



Town of Onoway

Council Policy

Number	Title			
C-COU-UFP-1 <u>1.2, 3.1, 3.6</u>	Utility Fiscal Policy			
Approval	Originally Approved		Last Revised	
	Resolution No:	170/23	Resolution No:	
	Date:	May 24, 2023	Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

To establish a policy for the Town of Onoway’s two utilities (water and wastewater (sewer)) that minimizes utility rate fluctuations, provides transparency in rate setting, and addresses funding for future capital projects.

Policy Statement

The Town of Onoway recognizes the importance of a comprehensive Utility Fiscal Policy to govern the Town’s utility services that is based on the Utility Guiding Principles (listed below).

Definitions

For the purposes of this policy:

- a) “Chief Administrative Office” means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer’s designate.
- b) “Council” means the duly elected Council of the Town of Onoway, as defined by the Alberta Municipal Government Act.
- c) “RMR” means Repair, Maintain and Replace.
- d) “Town” means the Town of Onoway.

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- e) "Utility Capital Plan" means a projection of utility infrastructure costs for the future.
- f) "WILD" means West Inter Lake District Water Commission.

Service Standards/ Expectations

1. Sustainable Entity

- a. The philosophy of Onoway's approach to utilities operation is that they shall be financially sustainable.
- b. The rate model outlined in Schedule 1 is designed to produce cost recovery for variable operating, fixed operating, and capital costs for utility RMR which are required to maintain service levels for existing customers.
- c. Grants will be used to help offset future infrastructure costs.

2. Rate Setting

The setting of annual utility rates will be based on the Utility Rate Model – see Schedule A.

- a. The incremental costs of goods/services purchased in water (WILD) will be added to their respective variable/flat rates. As consumption by each customer can vary, linking the quantity to variable rates minimizes variances.
- b. A capital contribution to reserves that is produced in each of the two utilities (water and wastewater (sewer)) may be supplemented with available government grants (based on Council direction) and compared to their respective capital plans forecasted in the Council approved 5-year Capital Plan.

3. Capital Planning

Capital reserve contributions will be reviewed annually based on the outcome of the 5-year Capital Plan.

4. Government Grants

Utility capital plans will utilize qualifying utility specific grants that become available as well as an annual allocation of federal and provincial grants.

5. Debt Financing

Long-term debt may be considered for utility projects as approved by Council. Funding sources for any required debt servicing should be collected from utility rates and/or municipal contributions.

6. Policy Review

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

Attachments

- 1. Schedule A-Utility Rate Model

Revisions:

Resolution Number	MM/DD/YY

Schedule "A"

Utility Rate Model

1. Assumptions

The initial Utility Rate Model uses the previous year as a base rate to calculate future annual rate increases.

2. Water Rate Model

- Flat Rate: Annual Increase equals:
Any increases pertaining to RMR (if applicable) and capital contribution (if applicable).
- Variable Rate: Annual Increase equals:
The increase in the cost of water from WILD (if applicable).

3. Wastewater (Sewer) Rate Model

- Flat Rate: Annual increase equals:
Any increases pertaining to RMR (if applicable) and capital contribution (if applicable).
- Wastewater Variable Rate Annual increase equals:
The increase in the cost of wastewater treatment (if applicable).

TOWN OF ONOWAY
By-law 677-08

A BYLAW OF THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE MUNICIPAL COUNCIL OF THE TOWN OF ONOWAY TO INCUR AN INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE IN THE AMOUNT OF TWO MILLION TWO HUNDRED AND FIFTY THOUSAND (\$2,250,000.00) DOLLARS FOR THE PURPOSE OF INSTALLATING A NEW WATER LINE ON 52 STREET FROM WATER TREATMENT PLANT TO LAC STE. ANNE TRAIL SOUTH, UPGRADE THE FIRE PUMP AT THE WATER TREATMENT PLANT, AND INSTALL A NEW SEWER TRUNK LINE ON 50 STREET FROM 49 AVENUE TO INDUSTRIAL AVENUE.

WHEREAS:

The Council of the Town of Onoway has decided to issue a by-law pursuant to Section 258 of the Municipal Government Act to authorize the financing, undertaking and completion of installing a new water line on 52 Street from the water treatment plant to Lac Ste. Anne Trail South.

Plans and specifications have been prepared and the total cost of the project is \$4,400,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	0.00
Provincial Grants	2,150,000.00
Debenture(s)	<u>2,250,000.00</u>
Total Cost	\$4,400,000.00

In order to complete the project/purchase it will be necessary for the Municipality to borrow the sum of \$2,250,000, for a period not to exceed 25 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project/purchase financed under this by-law is equal to, or in excess of 30 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2007 is \$296,945 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of installing a new water supply line on 52 Street, water distribution line on 52 Street, 47 Avenue and 51 Street, upgrade the water treatment plant fire pump, and install a new sewer trunk line on 50 Street from 49 Avenue to Industrial Avenue, the sum of TWO MILLION TWO HUNDRED FIFTY THOUSAND (\$2,250,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$2,250,000 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the installation of a new water supply line on 52 Street, water distribution line on 52 Street, 47 Avenue and 51 Street, upgrade the water treatment plant fire pump, and install a new sewer trunk line on 50 Street from 49 Avenue to Industrial Avenue.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed TWENTY-FIVE (25) years calculated at a rate not exceeding

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the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10) percent.

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.
8. This Bylaw been advertised in both local newspapers on July 1 and July 8 2008.
9. That this Bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME THIS 23rd DAY OF JUNE, 2008.

READ A SECOND TIME THIS 28 DAY OF JULY, 2008.

READ THIRD TIME AND FINAL TIME THIS 28 DAY OF JULY, 2008.



Mayor



Municipal Manager

**WEST INTER LAKE DISTRICT (WILD)
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0

Ph: 780-967-0271 Fax: 780-967-0431 Email: wildwatercommission@gmail.com

December 6th, 2023

TO: ALL COMMISSION MEMBERS

Dear Member,

Re: WILD Water Commission - 2024 Rates and Budget Requisitions

On November 24th, 2023, the WILD Water Commission approved its 2024 Governance and Operating Budget, as well as adopting the 2024 water rate framework (Rates Bylaw 20-2023).

The purpose of this letter is simply to keep our members informed of the new rates, fees and upcoming requisitions to help with your own budgeting process. As in the past, consumption and debenture invoices – as applicable – will be prepared and forwarded in due course.

For general reference, Bylaw 20-2023 establishes the following rate mechanism effective January 1st, 2024:

- ✓ **Direct Members Water Sales – \$3.21/m³**
 - *(an increase from \$2.95/m³ in 2022)*
 - ✓ **Truck Fill Stations (All Stations) - \$5.49/m³**
 - *(an increase from \$4.99/m³ in 2022)*
- (A copy of the bylaw can be provided on request for more detail)*

The requisitions for Administration and Governance, and debenture payments for Phases I, II, III, and IV will be processed and forwarded to members in due course. Attached is the summary table and supporting ledgers outlining what each member will be requisitioned in 2024 for these commission costs. Of particular note, Admin and Governance costs have decreased significantly as the Board authorized an acceleration of the previous target year for covering 65% of this budget through water sales, incorporating same in the 2024 budget.

On behalf of the Board of Directors and commission staff, thank you to all our members and stakeholders who continue to share in our successes. We look forward to another year of growth – as a regional utility and as a community partner.

All the best to you and your organization in 2024!



Dwight Darren Moskalyk
Commission Manager
WILD Water Commission

Encl: Member Requisition and Debenture Estimates 2024 (6 Pages)

WILD Water Commission - Projected Budget Requisitions per Member (2024)
Table of Established 2024 Fees and Debentures

Member	Admin and Governance	Phase I Deb.	Phase II Deb.	Phase III Deb.	Phase IV Deb.	Total Requisitions 2024
Alberta Beach	\$ 8,484.37	\$ 24,710.13	\$ 16,159.14	\$ 16,847.63	\$ 13,317.20	\$ 79,518.47
Alexis Nakota Sioux Nation	\$ 6,417.76	\$ -	\$ -	\$ 12,743.91	\$ 10,073.41	\$ 29,235.07
Lac Ste. Anne County	\$ 5,106.92	\$ 14,873.56	\$ 9,726.53	\$ 10,140.95	\$ 8,015.91	\$ 47,863.87
Parkland County	\$ 16,510.97	\$ -	\$ 11,074.20	\$ 12,786.26	\$ 25,915.88	\$ 86,287.31
Paul First Nation	\$ 8,409.25	\$ -	\$ -	\$ 16,698.47	\$ 13,199.30	\$ 38,307.02
S.V. of Castle Island	\$ 76.78	\$ -	\$ -	\$ -	\$ -	\$ 76.78
S.V. of Kapasiwin	\$ 69.61	\$ -	\$ -	\$ 138.23	\$ 109.27	\$ 317.12
S.V. of Lake View	\$ 188.14	\$ 547.94	\$ 358.33	\$ -	\$ -	\$ 1,094.40
S.V. of Nakamun Park	\$ 459.89	\$ 1,339.41	\$ -	\$ -	\$ -	\$ 1,799.31
S.V. of Ross Haven	\$ 1,034.76	\$ 3,013.68	\$ 1,970.79	\$ 2,054.76	\$ 1,624.18	\$ 9,698.16
S.V. of Sandy Beach	\$ 1,249.03	\$ 3,637.72	\$ 2,378.88	\$ 2,480.24	\$ 1,960.50	\$ 11,706.37
S.V. of Seba Beach	\$ 1,060.89	\$ 3,089.78	\$ 2,020.55	\$ 2,106.64	\$ 1,665.20	\$ 9,943.07
S.V. of Sunrise Beach	\$ 888.43	\$ 2,587.50	\$ 1,692.09	\$ 1,764.18	\$ 1,394.50	\$ 8,326.71
S.V. of Sunset Point	\$ 1,264.71	\$ 3,683.38	\$ 2,408.74	\$ 2,511.37	\$ 1,985.11	\$ 11,853.31
S.V. of Val Quentin	\$ 945.92	\$ 2,754.93	\$ 1,801.58	\$ 1,878.34	\$ 1,484.73	\$ 8,865.49
S.V. of West Cove	\$ 883.21	\$ 2,572.28	\$ -	\$ 1,753.81	\$ 1,386.30	\$ 6,595.59
S.V. of Yellowstone	\$ 888.43	\$ -	\$ -	\$ 1,764.18	\$ 1,394.50	\$ 4,047.12
Town of Onoway	\$ 8,452.92	\$ 24,618.54	\$ 16,099.25	\$ 16,785.19	\$ 13,267.84	\$ 79,223.74
Total	\$ 62,392.00	\$ 87,428.84	\$ 65,690.08	\$ 122,454.16	\$ 96,793.82	\$ 434,758.90

Administration and Governance (2024)

2024 Admin and Governance Reference

Member	Allocation %	2024 Invoice
Alberta Beach	13.60%	\$ 8,484.37
Alexis Nakota Sioux Nation	10.29%	\$ 6,417.76
Lac Ste. Anne County	8.19%	\$ 5,106.92
Parkland County	26.46%	\$ 16,510.97
Paul First Nation	13.48%	\$ 8,409.25
S.V. of Castle Island	0.12%	\$ 76.78
S.V. of Kapasiwin	0.11%	\$ 69.61
S.V. of Lake View	0.30%	\$ 188.14
S.V. of Nakamun Park	0.74%	\$ 459.89
S.V. of Ross Haven	1.66%	\$ 1,034.76
S.V. of Sandy Beach	2.00%	\$ 1,249.03
S.V. of Seba Beach	1.70%	\$ 1,060.89
S.V. of Sunrise Beach	1.42%	\$ 888.43
S.V. of Sunset Point	2.03%	\$ 1,264.71
S.V. of Val Quentin	1.52%	\$ 945.92
S.V. of West Cove	1.42%	\$ 883.21
S.V. of Yellowstone	1.42%	\$ 888.43
Town of Onoway	13.55%	\$ 8,452.92
Total	100.00%	\$ 62,392.00

Phase I Debenture Payment (2024)

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

Member	Allocation %	Adjusted %	2024 Invoice
Alberta Beach	13.60%	28.26%	\$ 24,710.13
Alexis Nakota Sioux Nation	10.29%	0.00%	\$ -
Lac Ste. Anne County	8.19%	17.01%	\$ 14,873.56
Parkland County	17.14%	0.00%	\$ -
Parkland County (Wabamun)	9.32%	0.00%	\$ -
Paul First Nation	13.48%	0.00%	\$ -
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.00%	\$ -
S.V. of Lake View	0.30%	0.63%	\$ 547.94
S.V. of Nakamun Park	0.74%	1.53%	\$ 1,339.41
S.V. of Ross Haven	1.66%	3.45%	\$ 3,013.68
S.V. of Sandy Beach	2.00%	4.16%	\$ 3,637.72
S.V. of Seba Beach	1.70%	3.53%	\$ 3,089.78
S.V. of Sunrise Beach	1.42%	2.96%	\$ 2,587.50
S.V. of Sunset Point	2.03%	4.21%	\$ 3,683.38
S.V. of Val Quentin	1.52%	3.15%	\$ 2,754.93
S.V. of West Cove	1.42%	2.94%	\$ 2,572.28
S.V. of Yellowstone	1.42%	0.00%	\$ -
Town of Onoway	13.55%	28.16%	\$ 24,618.54
Total	100.00%	100.00%	\$ 87,428.84

Phase II Debenture Payment (2024)

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

Member	Allocation %	Adjusted %	2024 Invoice
Alberta Beach	13.60%	24.60%	\$ 16,159.14
Alexis Nakota Sioux Nation	10.29%	0.00%	\$ -
Lac Ste. Anne County	8.19%	14.81%	\$ 9,726.53
Parkland County	17.14%	0.00%	\$ -
Parkland County (Wabamun)	9.32%	16.86%	\$ 11,074.20
Paul First Nation	13.48%	0.00%	\$ -
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.00%	\$ -
S.V. of Lake View	0.30%	0.55%	\$ 358.33
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	3.00%	\$ 1,970.79
S.V. of Sandy Beach	2.00%	3.62%	\$ 2,378.88
S.V. of Seba Beach	1.70%	3.08%	\$ 2,020.55
S.V. of Sunrise Beach	1.42%	2.58%	\$ 1,692.09
S.V. of Sunset Point	2.03%	3.67%	\$ 2,408.74
S.V. of Val Quentin	1.52%	2.74%	\$ 1,801.58
S.V. of West Cove	1.42%	0.00%	\$ -
S.V. of Yellowstone	1.42%	0.00%	\$ -
Town of Onoway	13.55%	24.51%	\$ 16,099.25
Total	100.00%	100.00%	\$ 65,690.08

Phase III Debenture Payment (2024)

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

Member	Allocation %	Adjusted %	2024 Invoice
Alberta Beach	13.60%	13.76%	\$ 16,847.63
Alexis Nakota Sioux Nation	10.29%	10.41%	\$ 12,743.91
Lac Ste. Anne County	8.19%	8.28%	\$ 10,140.95
Parkland County	17.14%	17.35%	\$ 21,240.23
Parkland County (Wabamun)	9.32%	9.43%	\$ 11,546.03
Paul First Nation	13.48%	13.64%	\$ 16,698.47
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.11%	\$ 138.23
S.V. of Lake View	0.30%	0.00%	\$ -
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	1.68%	\$ 2,054.76
S.V. of Sandy Beach	2.00%	2.03%	\$ 2,480.24
S.V. of Seba Beach	1.70%	1.72%	\$ 2,106.64
S.V. of Sunrise Beach	1.42%	1.44%	\$ 1,764.18
S.V. of Sunset Point	2.03%	2.05%	\$ 2,511.37
S.V. of Val Quentin	1.52%	1.53%	\$ 1,878.34
S.V. of West Cove	1.42%	1.43%	\$ 1,753.81
S.V. of Yellowstone	1.42%	1.44%	\$ 1,764.18
Town of Onoway	13.55%	13.71%	\$ 16,785.19
Total	100.00%	100.00%	\$ 122,454.16

Phase IV Debenture Payment (2024)

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

Member	Allocation %	Adjusted %	2024 Invoice
Alberta Beach	13.60%	13.76%	\$ 13,317.20
Alexis Nakota Sioux Nation	10.29%	10.41%	\$ 10,073.41
Lac Ste. Anne County	8.19%	8.28%	\$ 8,015.91
Parkland County	17.14%	17.35%	\$ 16,789.33
Parkland County (Wabamun)	9.32%	9.43%	\$ 9,126.56
Paul First Nation	13.48%	13.64%	\$ 13,199.30
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.11%	\$ 109.27
S.V. of Lake View	0.30%	0.00%	\$ -
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	1.68%	\$ 1,624.18
S.V. of Sandy Beach	2.00%	2.03%	\$ 1,960.50
S.V. of Seba Beach	1.70%	1.72%	\$ 1,665.20
S.V. of Sunrise Beach	1.42%	1.44%	\$ 1,394.50
S.V. of Sunset Point	2.03%	2.05%	\$ 1,985.11
S.V. of Val Quentin	1.52%	1.53%	\$ 1,484.73
S.V. of West Cove	1.42%	1.43%	\$ 1,386.30
S.V. of Yellowstone	1.42%	1.44%	\$ 1,394.50
Town of Onoway	13.55%	13.71%	\$ 13,267.84
Total	100.00%	100.00%	\$ 96,793.82



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	April 24, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Interim Operating and Capital Budget

BACKGROUND / PROPOSAL

During the November 9 & 23 Council Meetings, Administration presented the Operating Budget as two separate parts as information items.

As per MGA section 242 Subsections 1 to 3 states:

Adoption of operating budget 242

(1) Each council must adopt an operating budget for each calendar year by January 1 of that calendar year.

(2) A council may adopt an interim operating budget for part of a calendar year.

(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

2024 Operating Budget

The 2023 Operating Budget proposes a 6.97% operational base tax revenue increase. Below is the breakdown of this increase:

Amortization	4.05%
Reserves	4.58%
Expenses	(1.66%)
Total	6.97%

Below are some important notes of the 2024 Operational Budget:

- Approximate \$31,392 increase in the Community Peace Officer Contract due to increase in hourly rate from \$120/hr in 2023 to \$123.60/hr in 2024. This equates to an approximate 1.82% property tax dollar increase.
- Approximate \$16,300 increase in Police Costing Model as per Province's letter from the province for 2023/2024. This equates to an approximate 0.95% property tax dollar increase. (Expense).

- Approximate \$34,000 increase in Audit Fees due to Forensic Audit. This equates to an approximate 1.97% property tax dollar increase. (Expense).
 - Based on the above increase as being a one-time cost Administration is proposing to transfer from reserves to cover the increase and is included in the current budget. The intent is to implement a multi-year tax strategy starting in 2025 budget to replenish.

- Approximate \$20,000 increase (previously presented \$10,000) in Legal Fees due to Forensic Audit. This equates to an approximate 1.16% property tax dollar increase. (Expense).
 - Based on the above increase as being a one-time cost Administration is proposing to transfer from reserves to cover the increase and is included in the current budget. The intent is to implement a multi-year tax strategy starting in 2025 budget to replenish.

- Approximate \$17,205 increase in Admin- Computer Service & Support based on IT service transition. This equates to an approximate 1.00% property tax dollar increase. (Expense).

- Approximate \$28,738.07 increase in Overall Wages & Benefits based 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. This equates to an approximate 1.67% property tax dollar increase. (Expenses)

- Natural Gas budget will be adjusted for the final 2024 budget approval once new 2023/2024 are known.

- Recreation Tax Revenue collected covers expenses towards hall repair & maintenance expenses, ODAS Arena Agreement and East End Bus annual allocation.

2024 Capital Budget

The 2024 Capital Budget total amount is \$207,443 excluding 2023 Carry forward. This amount is based on 2023 LGFF (Previously MSI) & CCBF Allocations as Administration has not received 2024 allocations. This budget is made up of projects such as valve and hydrant replacement, installation of 4 monitoring wells and a skid steer purchase. Administration is currently calculating the 2023 carry-forward and will present the carry-forward amount and list of projects at meeting time.

2024 Capital Budget funding allocation is as follows:

2024 Canada Community Building Fund (CCBF) Allocation	\$64,417
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2024 Local Government Fiscal Framework (Previously MSI) Capital Allocation	\$143,026
Total	\$207,443

STRATEGIC ALIGNMENT

Fiscal Sustainability

COSTS / SOURCE OF FUNDING

As noted above.

RECOMMENDED ACTION

- That Council approve the 2024 Interim Operating Budget as presented.
- That Council approve the 2024 Interim Capital Budget as presented.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

N/A



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 14, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Fees and Charges Bylaw# 805-23 & Water and Sewer Bylaw # 806-23

BACKGROUND / PROPOSAL

During the June 8, 2023 Council Meeting, Council made the following motions regarding the Town of Onoway Strategic Plan 2023-2032 & Town of Onoway Vision Plan:

Motion #183/23	MOVED by Deputy Mayor Lisa Johnson that Council approve the Town of Onoway Strategic Plan 2023-2032 as presented.
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CARRIED

Motion #184/23	MOVED by Councillor Robin Murray that Council accept the Town of Onoway Vision Plan as presented.
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CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As part of the Town of Onoway Vision Plan Priority Focus Area #3 Good Governance, there is an action plan for Consolidation of Fees and Charges into a bylaw/schedule. Currently some fees and charges such as development permit fees are in the fees and charges bylaw and utility rates are in the water and sewer utility bylaw.

As per the above action, it is prudent and transparent to consolidate fees and charges such as the utility rates from the Water and Sewer Utility Bylaw to the Fees and Charges Bylaw. Any penalty amounts contained in a bylaw will remain in the respective bylaws.

Administration is recommending to implement the consolidation in a phased approach; for example, 2024 utility rates will be the only rates to move from its respective bylaw to the fees and charges. This consolidation will result in bringing forward a 2024 fees and charges bylaw and updated Water and Sewer Utility Bylaw. The 2024 fees and charges bylaw contain the 2024 utility rates as opposed to referring to the utility rate bylaw and the updated water and sewer utility bylaw will transfer "schedule A rate – rate schedule" to the Fees and Charges Bylaw and rather than refer to "schedule A" will refer to "Fees and Charges Bylaw."

The attached Fees and Charges Bylaw shows the previous year's rate (2023) and the proposed 2024 rates to compare in a clear manner. Due to the fact that fees and charges are embedded in the annual operating budget the intent is to include the Fees and

Charges Bylaw as part of the approval process of the annual operating and capital budget. This allows Administration and Council to review the Fees and Charges Bylaw annually.

The Water and Sewer Utility Bylaw main sections will remain the same after the above proposed changes.

Lastly, Administration has started to scan all the approved Town bylaws on the website and the intent is to scan all the approved Town bylaws and policies by 2025 and search for any potential rates that may be moved over to the Fees and Charges bylaw.

2024 Fees and Charges Changes

- Water Commodity Charge increase of \$0.26 per cubic meter (m3) from \$5.87 per cubic meter (m3) (2023) to \$6.13 per cubic meter (m3).
 - \$0.26/ m³ increase based on \$0.17/ m³ Capital Region Parkland Water Services Commission (CRPWSC) purchase rate increase, general inflationary increases at 3.47% and addition of a business development plan review in 2024 for \$15k to name a few.

- The WILD Water Commission Debentures phase's rate has been adjusted accordingly to reflect the anticipated revenue requisition as per the WILD Regional Water Services Commission – 2024 Rates and Budget Requisitions. The Debentures are allocated to 18 surrounding municipalities including the Town of Onoway in 4 phases. The 2024 anticipated total allocation amount for all four phases for the Town of Onoway is approximately \$70,770. Below highlights the rate for each phase based on approximately 402 utility accounts.

	<u>2024 (Proposed)</u>	<u>2023</u>
WILD Water Phase I Debenture Charge	\$5.10 per month per account	\$5.55 per month per account
WILD Water Phase II Debenture Charge	\$3.34 per month per account	\$3.63 per month per account
WILD Water Phase III Debenture Charge	\$3.48 per month per account	\$2.92 per month per account
WILD Water Phase IV Debenture Charge	\$2.75 per month per account	\$2.92 per month per account

STRATEGIC ALIGNMENT

- Financial Sustainability
- Good Governance
 - 2023-2025 Vision Action Plan Priority Focus Area # 3- Good Governance- Consolidation of fees and charges into a bylaw/schedule.

COSTS / SOURCE OF FUNDING

- Rate increases mentioned in the report are included in the 2024 Interim Operating Budget.

RECOMMENDED ACTION

- That Bylaw # 805-23 the Fees and Charges Bylaw be given First reading.
- That Bylaw # 805-23 the Fees and Charges Bylaw be given Second reading.
- That Bylaw # 805-23 the Fees and Charges Bylaw be given three readings at this meeting.
- That Bylaw # 805-23 the Fees and Charges Bylaw be given Third reading and be adopted.
- That Bylaw # 806-23 the Water and Sewer Utility Bylaw be given first reading.
- That Bylaw # 806-23 the Water and Sewer Utility Bylaw be given second reading.
- That Bylaw # 806-23 the Water and Sewer Utility Bylaw be given three readings at this meeting.
- That Bylaw # 806-23 the Water and Sewer Utility Bylaw be given Third reading and be adopted.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- a) Proposed Bylaw # 805-23 - Fees and Charges Bylaw.
- b) Approved Bylaw # 760-19 - Fees and Charges Bylaw.
- c) Proposed Bylaw # 806-23 - Water and Sewer Utility Bylaw.
- d) Approved Bylaw # 799-23 - Water and Sewer Utility Bylaw.

TOWN OF ONOWAY
BYLAW NO. 805-23
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

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

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

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

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW"
2. That the Town of Onoway shall charge fees as established in Schedule A, "The Fee Schedule", attached hereto.
3. Bylaw #760-19 is hereby rescinded.
4. This Bylaw shall come into force and effect on January 1, 2024.
5. ~~THAT this BYLAW shall come into force and have effect on the date of third and final reading.~~

READ a first time this _____.

READ a second time this _____.

UNANIMOUS CONSENT to proceed to third reading this _____.

READ a third and final time this _____.

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TOWN OF ONOWAY
BYLAW NO. 805-23
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

SIGNED this _____.

Mayor Lenard Kwasny

Chief Administrative Officer, Jennifer Thompson

(31)

TOWN OF ONOWAY
 BYLAW NO. 805-23
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees

Schedule "A" – page 1 of 2

~~Bylaw 753-18 Fees and Charges~~

Administrative Fees:	2024	2023
Copies for public at large	\$0.40/copy black \$1.00/copy colour	\$0.40/copy black \$1.00/copy colour
Copies of any Town documents	\$1.00/page	\$1.00/page
Fax Machine	\$1.00/page local \$2.00/page long Distance	\$1.00/page local \$2.00/page long Distance
(Other fees noted as per Policy A-ADM-FAX-1)		
Tax Certificates	\$25.00	\$25.00
Non-Sufficient Funds (NSF)	\$25.00	\$25.00
Council Chambers (for users outside of the Town)	\$50.00/full day	\$50.00/full day
	\$25.00/half day	\$25.00/half day

Development Permit Fees:	2024	2023
Residential Principal Building – permitted	\$300.00 + GST	\$300.00 + GST
Residential Principal Building – discretionary	\$500.00 + GST	\$500.00 + GST
Residential Additions to Principal Building – permitted	\$150.00 + GST	\$150.00 + GST
Residential Additions to Principal Building – discretionary	\$300.00 + GST	\$300.00 + GST
Secondary Suite, Garage & Garden – permitted	\$300.00 + GST	\$300.00 + GST
Secondary Suite, Garage & Garden – discretionary	\$500.00 + GST	\$500.00 + GST
Commercial/Industrial – permitted	\$300.00 + GST	\$300.00 + GST
Commercial/Industrial – discretionary	\$500.00 + GST	\$500.00 + GST
Home Occupation/Home Office	\$150.00 + GST	\$150.00 + GST
Signs – permanent or temporary	\$ 50.00 + GST	\$ 50.00 + GST
Deck, Over-Height Fence, Retaining Wall, Cistern, Holding Tank	\$ 50.00 + GST	\$ 50.00 + GST
Demolition	\$ 50.00 + GST	\$ 50.00 + GST

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

(32)

TOWN OF ONOWAY
 BYLAW NO. 805-23
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees

Schedule "A" – page 2 of 2

Letters of Compliance:	2024	2023
Standard	\$ 95.00 + GST	\$ 95.00 + GST
Rush (less than 72 hours)	\$190.00 + GST	\$190.00 + GST

Bylaw Amendments:	2024	2023
Land Use Re-Districting Application or Amendment to the Municipal Development Plan or Intermunicipal Development Plan additional	\$500.00 + GST (Add any administrative and planning costs)	\$500.00 + GST (Add any administrative and planning costs)
Plan Cancellation Bylaw (lot consolidation)	\$400.00 + GST	\$400.00 + GST

Subdivision Fees:	2024	2023
Subdivision Application Fee	\$400.00 + GST	\$400.00 + GST
Additional Lots (per lot)	\$150.00 + GST	\$150.00 + GST
Endorsement Fees (per lot)	\$ 50.00 + GST	\$ 50.00 + GST

Appeal Fees:	2024	2023
Assessment Appeal Fee (residential) (refundable if successful)	\$ 50.00	\$ 50.00
Assessment Appeal Fee (non-residential) (refundable if successful)	\$300.00	\$300.00
Subdivision & Development Appeal Board	\$150.00 + GST	\$150.00 + GST
Enforcement Appeal Fee	\$150.00 + GST	\$150.00 + GST

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TOWN OF ONOWAY
 BYLAW NO. 805-23
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees

Safety Codes Fees:	2024	2023
Building, Electrical, Plumbing, Gas & Heating Permits agreement Codes	As per with Safety provider- The Inspections Group)	As per with Safety provider- The Inspections Group)

Utility Rates (water, sewer, garbage):

Water Rates			
Water System Charges – Monthly Basis			
		2024	2023
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$11.70	\$11.70
20 mm	3/4"	\$29.00	\$29.00
25 mm	1"	\$71.30	\$71.30
40 mm	1 1/2 "	\$193.25	\$193.25
50 mm	2 "	\$362.70	\$362.70
75 mm	3"	\$849.50	\$849.50
100 mm	4"	\$1,532.00	\$1,532.00
150 mm	6"	\$1,957.13	\$1,957.13
200 mm	8"	\$2,382.26	\$2,382.26
		2024	2023
Water Commodity Charge		\$6.13 per cubic meter (m³)	\$5.87 per cubic meter (m³)
Water Commodity Charge – residential construction (unmetered) 1" line		\$150.00/month (unmetered)	\$150.00/month (unmetered)
Water Commodity Charge – commercial construction (unmetered) 1" line & up		\$500.00/month (unmetered)	\$500.00/month (unmetered)
Water Commodity Charge – multi unit (unmetered)		\$150.00/month plus \$75.00 for each additional unit/month	\$150.00/month plus \$75.00 for each additional unit/month

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TOWN OF ONOWAY
 BYLAW NO. 805-23
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees

	<u>2024</u>	<u>2023</u>
Water Commodity Charge – Fire Department (cost + 20%)	\$7.36 per cubic meter (m ³) (cost + 20%)	\$6.72 per cubic meter (m ³) (cost + 20%)
Bulk Water Sales/Sales to Non-Town Users (cost + 20%)	\$7.36 per cubic meter (m ³) (cost + 20%)	\$6.72 per cubic meter (m ³) (cost + 20%)
WILD Water Phase I Debenture Charge	\$5.10 per month per account	\$5.55 per month per account
WILD Water Phase II Debenture Charge	\$3.34 per month per account	\$3.63 per month per account
WILD Water Phase III Debenture Charge	\$3.48 per month per account	\$2.92 per month per account
WILD Water Phase IV Debenture Charge	\$2.75 per month per account	\$2.92 per month per account

Sewer Rates			
Sewer System Charge – Monthly Basic			
		<u>2024</u>	<u>2023</u>
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$7.25	\$7.25
20 mm	¾"	\$13.45	\$13.45
25 mm	1"	\$29.50	\$29.50
40 mm	1 ½ "	\$75.45	\$75.45
50 mm	2 "	\$139.50	\$139.50
75 mm	3"	\$323.00	\$323.00
100 mm	4"	\$579.70	\$579.70
Sewer usage shall be determined by water consumption and shall be the same, regardless of where the water was deposited.			
Sewage Commodity Charge		\$2.19 per cubic meter (m ³)	\$2.19 per cubic meter (m ³)
Sewage Commodity Charge (no water meter)		\$25.00 per month	\$25.00 per month
SEWER FORCEMAIN REPLACEMENT (8 yrs 2017 to 2024)		\$6.30 per month per account	\$6.30 per month per account

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TOWN OF ONOWAY
 BYLAW NO. 805-23
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 Section 8 Establishing Fees

Hauled Sewer Dumping Fee deposited directly at the Onoway Lagoon		
Truck Size	2024	2023
Small Truck (Based on 7.60 m ³ tank Capacity)	\$40.74 per legal load or \$5.36 per cubic meter (m ³)	\$32.50 per load
Regular Truck (Based on 14.00 m ³ tank Capacity)	\$75.04 per legal load or \$5.36 per cubic meter (m ³)	\$65.00 per load
Tanker Truck (Based on 38.88 m ³ tank Capacity)	\$208.40 per legal load or \$5.36 per cubic meter (m ³)	\$130.00 per load

Miscellaneous Rate		
	2024	2023
Administrative Fee – monthly on each utility bill	\$5.00	\$5.00
Overdue Account Transfer Fee	\$25.00	\$25.00
Inspection Fee for New Infrastructure Connection Permit (6.2)	\$100.00	\$100.00
Notice to Disconnect (letter)	\$50.00	\$50.00
Special Meter Reading (Other than Terminal)	\$100.00	\$100.00
Meter Test or System Test	\$100.00	\$100.00
Service Kill /Service Disconnect (unpaid account)	\$50.00	\$50.00
Connection or Reconnection of water service	\$50.00	\$50.00
Connection or Reconnection of water service within 2 hours	\$100.00	\$100.00
Vacant services	\$30.00/month	\$30.00/month
Bylaw Contravention as per Water Valves/Hydrant section	\$250.00 first offence, \$500.00 second offence	\$250.00 first offence, \$500.00 second offence
Bylaw Contravention (any section not referenced above)	\$200.00	\$200.00

Fire Rates:

As per fire bylaw.

Rates for Town Workers and Equipment:

As per policy.

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TOWN OF ONOWAY
BYLAW NO. 760-19
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

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

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

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

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW"
2. That the Town of Onoway shall charge fees as established in Schedule A, "The Fee Schedule", attached hereto.
3. Bylaw #753-18 is hereby rescinded.
4. THAT this BYLAW shall come into force and have effect on the date of third and final reading.

READ a first time this 4th day of July, 2019.

READ a second time this 4th day of July, 2019.

UNANIMOUS CONSENT to proceed to third reading this 4th day of July, 2019.

READ a third and final time this 4th day of July, 2019.

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TOWN OF ONOWAY
BYLAW NO. 760-19
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

SIGNED this 4th day of July, 2019.



Mayor Judy Tracy



Chief Administrative Officer, Wendy Wildman

TOWN OF ONOWAY
 BYLAW NO. 760-19
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees

Schedule "A" – page 1 of 2
 Bylaw 753-18 Fees and Charges

Administrative Fees:

Copies for public at large	\$0.40/copy black \$1.00/copy colour
Copies of any Town documents	\$1.00/page
Fax Machine	\$1.00/page local \$2.00/page long Distance
Other fees noted as per Policy A-ADM-FAX-1	
Tax Certificates	\$25.00
Non Sufficient Funds (NSF)	\$25.00
Council Chambers (for users outside of the Town)	\$50.00/full day \$25.00/half day

Development Permit Fees:

Residential Principal Building – permitted	\$300.00 + GST
Residential Principal Building – discretionary	\$500.00 + GST
Residential Additions to Principal Building – permitted	\$150.00 + GST
Residential Additions to Principal Building – discretionary	\$300.00 + GST
Secondary Suite, Garage & Garden – permitted	\$300.00 + GST
Secondary Suite, Garage & Garden – discretionary	\$500.00 + GST
Commercial/Industrial – permitted	\$300.00 + GST
Commercial/Industrial – discretionary	\$500.00 + GST
Home Occupation/Home Office	\$150.00 + GST
Signs – permanent or temporary	\$ 50.00 + GST
Deck, Over-Height Fence, Retaining Wall, Cistern, Holding Tank	\$ 50.00 + GST
Demolition	\$ 50.00 + GST

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

Letters of Compliance:

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TOWN OF ONOWAY
BYLAW NO. 760-19
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

Standard	\$ 95.00 + GST
Rush (less than 72 hours)	\$190.00 + GST

Bylaw Amendments:

Land Use Re-Districting Application or Amendment to the Municipal Development Plan or Intermunicipal Development Plan	\$500.00 + GST (add any additional administrative and planning costs)
Plan Cancellation Bylaw (lot consolidation)	\$400.00 + GST

Subdivision Fees:

Subdivision Application Fee	\$400.00 + GST
Additional Lots (per lot)	\$150.00 + GST
Endorsement Fees (per lot)	\$ 50.00 + GST

Appeal Fees:

Assessment Appeal Fee (residential) (refundable if successful)	\$ 50.00
Assessment Appeal Fee (non-residential) (refundable if successful)	\$300.00
Subdivision & Development Appeal Board	\$150.00 + GST
Enforcement Appeal Fee	\$150.00 + GST

Safety Codes Fees:

Building, Electrical, Plumbing, Gas & Heating Permits	As per agreement with Safety Codes provider-Inspections Group)
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Utility Rates (water, sewer, garbage):

As per utility rate bylaw

Fire Rates:

As per fire bylaw.

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TOWN OF ONOWAY
BYLAW NO. 760-19
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

Rates for Town Workers and Equipment:

As per policy.

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TOWN OF ONOWAY
Bylaw 806-23

**A BYLAW OF THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA, FOR THE
PURPOSE TO REGULATE THE SUPPLY AND DISTRIBUTION OF WATER AND TO
REGULATE THE SANITARY SEWAGE COLLECTION SYSTEM**

WHEREAS, the Municipal Government Act, Chapter M-26, 2000 with amendments thereto, provides that a Council of a Municipality may pass a bylaw for services provided by or on behalf of the municipality, public utilities, and to regulate or prohibit the supply and distribution of water and sanitary sewage collection system.

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

SECTION 1 **TITLE**

1. This Bylaw may be cited as "Water and Sewer Utility Bylaw".

SECTION 2 **DEFINITIONS**

For the purpose of this Bylaw and in the **Fees and Charges Bylaw**, unless the context otherwise requires:

- 2.1 “**Application**” means the application made by the consumer in writing on the required form to the Town for the supply of water or sewer services;
- 2.2 “**Abnormal Reading**” means the readout on the water meter that represents the volume of water used by a particular consumer that varies significantly from the normal pattern of use, whereas significantly is determined by the factor of 4 times or greater the normal volume of usage for that particular period of consumption.
- 2.3 “**Combined Service**” means the services or service pipes used or intended to be used to supply water for fire protection as well as water for purposes other than fire protection;
- 2.4 “**Consumer**” means any person who uses water or sewer services supplied by the Town;
- 2.5 “**Council**” means the Municipal Council for the Town of Onoway;
- 2.6 “**Fire Line**” means a pipe that is intended solely for the purpose of providing a standby supply of water for fire protection purposes;
- 2.7 “**Meters**” means meters and all other equipment and instruments supplied and used by the Town to be used to calculate the amount of water consumed on the premises upon which such meters are situated;
- 2.8 “**Municipal Manager**” means the Chief Administrative Officer of the Town or his/her designate;
- 2.9 “**Person**” includes a partnership, a firm a body corporate, a body politic, and the heirs,

TOWN OF ONOWAY
Bylaw 806-23

executors, administrators or other legal representatives of a person to whom the context can apply according to law;

- 2.10 **“Private Service or Private Service Pipe”** means that portion of a pipe used or intended to be used for the supply of water which extends from the service valve to a meter;
- 2.11 **“Service Valve”** means the valve on a Town Service Pipe;
- 2.12 **“Sewage Lagoon Hauler”** means a contractor who, in agreement with the Town of Onoway and holding a valid Temporary Sewage Dumping Permit, is allowed to dispose of sewage waste collected from residences within the town boundaries which are not connected to the sanitary sewer works collection system;
- 2.13 **“Sewer”** shall mean the system of sanitary sewer works owned and operated by the Town and all accessories and appurtenances thereof and the storm sewer system owned and maintained by the Town and all accessories and appurtenances thereof;
- 2.14 **“Sewer Main”** means those pipes installed by the Town or the developer for the Town in streets or alleys for the conveyance of sewage throughout the Town to which service pipes may be connected;
- 2.15 **“Sewer Utility”** means the system of sanitary sewer works owned and operated by the Town and all accessories and appurtenances thereof;
- 2.16 **“Shut-off”** means an interruption in or discontinuation of the supply of water;
- 2.17 **“Sprinkling”** means the distribution of water to the surface or subsurface of lawns, gardens, or other areas, situated outside buildings by pipes, hoses, sprinkler or any other method;
- 2.18 **“Street or Streets”** shall include all highways, roads, lanes, alleys, avenues, easements, thoroughfares, utility lots, drives, bridges and ways of public nature, sidewalks, boulevards, parks, public square and other public places unless the contrary is expressed or unless such construction would be consistent with the context of this Bylaw;
- 2.19 **“Town”** means the Town of Onoway or its duly authorized representatives;
- 2.20 **“Town Service Pipe”** means that portion of a pipe used for the supply of water which extends from the water main to the service valve or that portion of pipe used for sewer service which extends from the sewer main to the property line;
- 2.21 **“Water Main”** means those pipes installed by the Town or the developer for the Town in streets or alleys for the conveyance of water throughout the Town from which service pipes may be connected; and
- 2.22 **“Water Utility”** means the system of water works owned and operated by the Town and all accessories and appurtenances thereof.
- 2.23 **“Account”** means utility account.

TOWN OF ONOWAY
Bylaw 806-23

SECTION 3 **ADMINISTRATION**

- 3.1 The Water and Sewer Utility of the Town of Onoway, comprised of water mains, sewer mains, intermediate mains, lift stations, service pipes, fire hydrants, valves, meters, service and all other appurtenances together with the sale of water, shall be under the management and control of the Municipal Manager;
- 3.2 The Municipal Manager has authority to shut off water for any consumer or consumers for any reason which, in the opinion of the Municipal Manager, necessitates such shutting off, provided that the Municipal Manager shall give notice of such shutting off (Except in an Emergency; notice will be given, if possible, for emergency situations);
- 3.3 The Town does not guarantee the pressure nor the continuous supply of water and the Town reserves the right at any and all times, without notice, to change the operating water pressure and to shut off water; neither the Town, its officers, employees or agents shall be liable for the change in water pressure nor for the shutting off of water or should the water contains sediments, deposits, or other foreign matter;
- 3.4 Consumers depending upon a continuous and uninterrupted supply or pressure of water or having processes or equipment that require particularly clear or pure water shall provide such facilities as they consider necessary to ensure a continuous and uninterrupted supply, pressure or quality of water required for this use;
- 3.5 The Town may, as a condition to the supply of water, inspect the premises of a consumer who applies to the Town for such supply in order to determine if it is advisable to supply water to such consumer;
- 3.6 The Town may, with the permission of the consumer, inspect the premises of the consumer in order to do any tests on water piping or fixtures belonging to such consumer so as to determine if this Bylaw is complied with and, in the event that such consumer fails or refuses to give such permission, the supply of water to that consumer may be shut off;
- 3.7 The Town may at such times and for such length of time as considered necessary or advisable, regulate, restrict or prohibit the distribution of water to the surface of lawns, gardens or other areas situated outside buildings by way of hoses, sprinklers or any other method; and
- 3.8 In exercising the authority conferred by paragraph 3.7 of this section, the Town:
 - 3.8.1 Shall cause to be published in a local newspaper that is circulated in the Town and/or others mean of advising the general public, with a public notice giving reasonable detail of the regulation, restriction or prohibition of sprinkling being imposed which may be limited as to time or times specified or which may be unlimited as to time in which latter case, a similar public notice shall be given of the cessation of such regulation, restriction or prohibition; and
 - 3.8.2 May regulate, restrict or prohibit sprinkling in all or any part or parts of the Town and in so doing the Town may provide different times during which different consumers may sprinkle by reference to compass direction related to streets, odd and even street addresses, or such other manner as the Town consider appropriate.

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Bylaw 806-23

SECTION 4 PROHIBITIONS

4.1 Restricted use of Town facilities:

4.1.1 No consumer shall operate, use, interfere with, obstruct or impede access to the water or sewer utilities or any portion thereof in any manner not expressly permitted by this Bylaw; if the consumer is in default of this, the Municipal Manager may cause the water being supplied to such consumer to be shut off until such consumer complies with all of the provisions of this Bylaw;

4.2 Wastage

4.2.1 No consumer shall cause, permit or allow the discharge of water so that it runs to waste, whether by reason of leakage from underground piping, a faulty plumbing system or otherwise;

4.2.2 The Municipal Manager may cause the water supply to any consumer who violates paragraph 4.2.1 of this Bylaw to be shut off until such time as the consumer establishes, to the satisfaction of the Municipal Manager, that he/she has taken such steps as may be necessary to ensure that any water supplied to him/her by the Town will not run to waste and further forfeit the right to be supplied with water and, additionally, shall be guilty of an offence and liable on summary conviction to a fine, as per the **Fees and Charges Bylaw**; and

4.2.3 The Municipal Manager shall give notice to such consumer prior to causing the water supply to be shut off; and

4.2.4 Notwithstanding the foregoing, the Municipal Manager may under such condition as they may consider reasonable allow a consumer to discharge water so that it runs to waste or unless the municipality installs a bypass flow if such consumer's water service would be susceptible to freezing;

4.3 Use of Water

4.3.1 No consumer shall be permitted to:

4.3.1.1 Lend, sell or otherwise dispose of water unless specifically licensed or permitted by the Town of Onoway to do so;

4.3.1.2 Give away or permit water to be taken from their water service in bulk quantities for use in residential, commercial, industrial, or oil and gas applications located outside of municipal boundaries unless specifically or permitted to do so by the Town.

4.3.1.3 Use or apply any water to the use or benefit of others or to any other than his own use and benefit; with the exception of supporting not-for-profit events or fundraisers that may include car washes, spray contests, and other similar type events upon first receiving permission from the Town of Onoway.

4.3.1.4 Increase the usage of water beyond that agreed upon with the Town;

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- 4.3.1.5 Wrongfully or improperly waste water;
- 4.3.2 Any consumer who contravenes paragraph 4.3.1 of this Bylaw forfeits any right to be supplied with water and, in addition, shall be guilty of an offence and liable on summary conviction to a fine, as per the **Fees and Charges Bylaw**; and
- 4.3.3 Any landowner who rents his/her property in a manner so as to be subject to the Landlord and Tenant Act shall be exempt from the provisions of paragraph 4.3.1 of this Bylaw so long as the use and benefit of the water accrues solely to the benefit of the tenant(s);

4.5 Noise and Pressure Surges

- 4.5.1 No consumer shall cause, permit or allow any apparatus, fitting or fixture to be or to remain connected to his/her water supply or allow his/her water supply to be operated in such a manner as to cause noise, pressure surges or other disturbances which may in the opinion of the Municipal Manager result in annoyance or damage to other consumers or the water utility. The Municipal Manager may cause the water supply to any consumer contravening the provisions of this section to be shut off provided that the Municipal Manager shall give notice to such consumer prior to such water supply being shut off. The water supply to any such consumer shall not be restored until such time as the consumer has paid to the Town all costs incurred by the Town in shutting off and turning on such water supply plus a fine as set out in the **Fees and Charges Bylaw**;

4.6 Contamination

- 4.6.1 No consumer shall cause, permit or allow to remain connected to his/her water supply or sewer any piping, fixture fitting, container or other apparatus which may cause water from a source other than the water utility or another harmful or deleterious liquid or substance to enter the water or sewer utilities. The Municipal Manager may cause the water supply to any consumer contravening the provisions of this section to be shut off provided that the Municipal Manager shall give notice to such consumer prior to such water supply being shut off. The Water supply to such consumer shall not be restored until such consumer has paid to the Town all costs associated with the shutting off and turning on of the water supply plus any applicable fine for contravention of the bylaw as set out in the **Fees and Charges Bylaw**;

4.7 Bylaw

- 4.7.1 The provisions of the Bylaw shall form part of a contract between the consumer and the Town for the supply of water and this supply shall be subject to all the provisions of this Bylaw.

4.8 Sewer

- 4.8.1 No person shall throw, deposit or leave in the municipal sewer system, through trap, basin, grating, manhole or other appurtenance of any Town sewer any butcher's offal, garbage, litter, manure, sanitary pads, baby diapers, rubbish or refuse of any kind, except necessary toilet discharge, toilet paper and kitchen slops properly discharged through a private sewer line from a residence or non-residential building into the Town sewer lines;

- 4.8.2 No person shall permit to be discharged into any sewer any liquid, chemical, trade wastes or

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any liquids heated to a temperature higher than 170 degrees Fahrenheit;

- 4.8.3 No person shall make or cause to be made any connection with any Town sanitary sewer line or house drain, an appurtenance thereof for the purpose of conveying or which may convey into the same any inflammable or explosive material, storm water, roof drainage, sump pumps, cistern or tank overflow;
- 4.8.4 No person shall interfere with the free discharge of any Town sewer, sanitary or storm, or any part thereof, or do any act or thing which may impede or obstruct the flow or clog up any Town sewer or appurtenance thereof. This will include the discharge of any improper materials such as grease from cooking;
- 4.8.5 Grease traps of sufficient size and approved design shall be placed on the waste pipes of all hotels, restaurants, laundries, grocery stores and other such places as the Town may direct; and
- 4.8.6 No commercial or private sewer hauling service shall be allowed to dump any materials in the sewage system without first obtaining a Temporary Sewage Dumping permit.

SECTION 5 METERS

5.1 General

- 5.1.1 All water meters shall be supplied by the Town and application for such meter shall be made at the Town office; all meters shall be owned and maintained by the Town;
- 5.1.2 All water supplied by the Town through a private service shall be measured by a meter unless otherwise provided under this Bylaw or unless a special agreement is entered into between the Town and the consumer.

5.2 Installation Responsibility

- 5.2.1 All water meters shall be supplied by the Town, and the original meter to a property shall be installed by a Journeyman Plumber at the consumer's expense and all replacement meters will be supplied by the Town unless the meter is being replaced as a direct result of negligence, abuse, destruction, or other any other means other than general wear and tear. The owner will be responsible for the installation of all replacement meters. The manner of installation of the meter shall be approved by the Town;

5.3 Subsidiary Meter

- 5.3.1 A consumer may, for his/her own benefit, install a meter between the meter supplied by the Town and the point of use of the water supply, provided that the Town shall not maintain such meter, nor shall such meter be read by the Town;

5.4 Installation

- 5.4.1 A consumer shall make provision for the installation of a water meter to the satisfaction of the Town and, when required, shall install a proper valve bypass as per paragraph 5.12 following:

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5.4.2 Any consumers

5.4.2.1 Whose water supply is not metered, or

5.4.2.2 Whose water meter is not positioned to the satisfaction of the Town, shall make proper provision for a meter to be installed or the meter to be moved as the case may be, all costs of which shall be paid by the consumer and in default of payment the water supply of such consumer shall be shut off until such costs are paid;

5.5 Special Meter Reading

5.5.1 A consumer who requests of the Town a special meter reading shall pay the fee designated in the **Fees and Charges Bylaw**;

5.6 Testing or Calibration on Disputed Meter Reading

5.6.1 In the event a meter reading is disputed by either the Town or the consumer, a written notice shall be given to the other. In the case of the consumer disputing the meter accuracy, a deposit, in accordance with the **Fees and Charges Bylaw**, shall accompany the written notice. Following written notice, a meter situated on the premises of such consumer shall be tested or calibrated by a proper official designated by the Town. In the event that the said meter is found to be accurate within 98.5% to 101.5% of the water passing through same, the expense of such test or calibration shall be born by the party giving such notice in the amount designated in the **Fees and Charges Bylaw**. In the event that the said meter is found not to be accurate within the aforesaid limits, the same shall forthwith be repaired or replaced by another meter and the expense of so doing shall be borne by the Town (unless the meter is of over 5/8 of an inch) and the dispute deposit shall be returned;

5.6.2 In the event that a meter is found not to be accurate within the limits set out in paragraph 5.6.1 of this Bylaw hereof, the accounts based upon the reading of that faulty meter, for the maximum of six (6) monthly bills rendered immediately preceding the date of such test or calibration shall be corrected in proportion to the error of the meter in excess of the aforesaid limits and the consumer shall pay or there shall be refunded to the consumer, as the case may be, the amount so determined which payment or refund shall be accepted by both the Town and the owner as settlement in full to the date thereof of all claims on account of such meter;

5.7 Meter Chamber

5.7.1 When in the opinion of the Municipal Manager the building or other premises intended to be supplied with water are too far from the Town service to conveniently install a meter in such building or premises, or if a number of buildings are to be supplied for any other reason in the opinion of the Municipal Manager, then the consumer shall, at his sole cost, construct and maintain a container for a meter and such container shall in all respect including location, construction, size, access and otherwise howsoever be satisfactory to the Municipal Manager;

5.8 Meter Size

5.8.1 The size of the water meter shall be determined as follows:

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Bylaw 806-23

- 5.8.1.1 If the internal diameter of the private service is 1 inch or less, a 5/8 inch meter shall be used;
- 5.8.1.2 If the internal diameter of the private service exceeds 1 inch, the size of the meter shall be one size smaller than the size of the private service;
- 5.8.1.3 If the private service is a combined service (to supply water for fire protection as well as water for other purposes) the internal diameter of the private service branch to be used for such other purposes shall determine the meter size;

5.9 Non-Registering Meter

- 5.9.1 If upon the reading of a meter it is determined that the meter has failed to properly record the flow of water, the Municipal Manager shall estimate the flow and render an account based upon such method as he considers to be fair and equitable;

5.10 Protection of Meter

- 5.10.1 Every consumer shall provide adequate protection for the meter as supplied by the Town against freezing, heat or any other internal or external damage failing which the consumer shall pay to the Town all costs associated with the repair of such meter which amounts shall be recoverable in the same manner as water rates;

5.11 Reading

- 5.11.1 The meters of all consumers where practicable shall be read once a month, or when a change in property ownership has taken place (that the municipality is aware of) and before the new owner has occupied the property or as soon as possible after the new owner has taken possession.

5.12 Bypasses

- 5.12.1 Any consumer having a meter 2 inches in size or larger shall at his expense construct and maintain a proper bypass valve satisfactory to the Town which bypass shall be sealed by the Town and shall be opened by the consumer only in the case of emergency. The consumer shall notify the Town within 24 hours after the seal on the bypass is broken failing which the Municipal Manager may cause the water supply to such consumer to be shut off until satisfactory arrangements have been made for the calculation of and payment for water supplied and not recorded on the meter and payment of a fine, as per the Fees and Charges Bylaw is paid;

5.13 Meter Valves

- 5.13.1 Any consumer having a meter smaller than 2 inches in size shall, at his/her sole cost and expense, supply and maintain valves on both sides of and within 12 inches of the meter;

5.14 Water Meters - Installation/Repairs

- 5.14.1 Meters and shut off valves must be installed in an area readily accessible for meter reading, inspection repair and removal, and their location shall be subject to the approval of the Town.

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All meters shall be located on the consumer's side of the approved shut off valve;

- 5.14.2 No person shall do, or shall cause to be done, or shall permit to be done, any act or thing which may obstruct, interfere with or impede direct and convenient access to a meter for the purpose of installation, inspection, removal, repair, replacement reading or the like at all times; and
- 5.14.3 All consumers shall give free access to all or part of the building or property in which water is delivered or consumed to the Town or its employees to install, inspect, repair and read the meter or anything of a similar nature;
- 5.14.4 When a developer is building a show home or a residence under a contract, the developer shall obtain a water meter of appropriate size from the Town following the required procedure of written application and shall install at the time of construction.

SECTION 6 **SERVICE AND SERVICING**

6.1 **Owner Responsibility**

- 6.1.1 The owner of a parcel of land is responsible for the construction of the portion of the municipal public utility services connection from the main lines to the boundary of the road or easement as well as for the portion located above, on or underneath the owner parcel; and is responsible for the costs of construction, and the work done on Town property must be done by the Town or a contractor approved by the Town.
- 6.1.2 The owner of a parcel of land is responsible for the maintenance and repair of any portion of the utility services, starting from the property line; located above, on or underneath their parcel; and
- 6.1.3 Notwithstanding 6.1.2, any property owner who causes damage to municipal public utility services may be responsible for the costs of maintenance and repair of the municipal public utility service connection if, in the mind of the Town, there are extenuating circumstances that may warrant;

6.2 **Application For New Infrastructure Connection**

- 6.2.1 Any new construction on placing new services connection being water or sewer in the Town shall complete an Infrastructure Connection Permit, and submit to the Town with the permit fee specified in the Fees and Charges Bylaw, together with any required documents. This submission shall be made not less than 30 days prior to requiring the services;
 - 6.2.1.1 All installation and connection services and equipment shall be as per Onoway Minimum Design Standards and shall be inspected by the Town;
 - 6.2.1.2 Any installation or connection done or equipment used but not inspected by the Town, will place the responsibility of repair and maintenance on the owner, even if the repair or damage is on Town property;
- 6.2.2 **Meter Activation Fee**

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6.2.2.1 Any person applying for the supply of water and sewer services hereunder shall make payment of the fee designated in the **Fees and Charges Bylaw** and the fee shall be retained by the Town. Such application shall be made in writing not less than 48 hours prior to requiring the service except that it shall coincide with the normal business hours of the Town;

6.3 Plumber and Plumbing Contractors

6.3.1 All persons doing any work or service upon a private service or the plumbing system attached thereto shall comply with the provisions of the Plumbing and Drainage Regulations of the Department of Health or the Province of Alberta and any Bylaws of the Town applicable thereto;

6.4 Number of Services

6.4.1 Unless the Municipal Manager otherwise approves or requires, there shall not be more than one private service to any building or site;

6.5 Depth of Service

6.5.1 Unless otherwise approved by the Municipal Manager a private service shall be buried to a depth of at least 2.44 meters at the property line;

6.6 Fire Protection

6.6.1 A combined service or fire line shall not be installed without the prior approval of the Municipal Manager. A fire line shall be used only for fire protection purposes, and the Municipal Manager shall determine whether or not a meter shall be affixed to such fire line and if the Municipal Manager requires such a meter, the same shall be supplied and installed in a manner satisfactory to the Municipal Manager at the sole cost and expense of the consumer;

6.7 Temporary Water Service

6.7.1 When, for any reason, a temporary water service is required, an applicant shall pay in advance the whole cost of its construction, together with the cost of abandoning it when no longer needed. Application for such service construction shall be made as per section 6.1. If, in the opinion of the Municipal Manager, a meter should be installed on a temporary service, the applicant shall provide a safe and adequate meter setting in a stated location, and shall be responsible for the protection of the whole installation while his/her account is open for service. The applicant will be responsible for the payment of any application rates and charges as set out in the **Fees and Charges Bylaw**.

6.8 Service Termination

6.8.1 No permit for the demolition or removal of a building shall be issued by the Town nor shall any person cause, permit or allow to be demolished or removed, a building connected to a water main until there has been paid to the Town the cost of disconnecting the Town service at the property line in the amount set out in the **Fees and Charges Bylaw**. Notwithstanding the foregoing, the Municipal Manager may, in circumstances which he considers appropriate, permit the service to remain connected to the water main;

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6.9 Thawing Service

6.9.1 The cost of thawing a frozen service shall be borne as follows:

6.9.1.1 If the private service or the plumbing system connected thereto is frozen, as determined by the Town, costs shall be borne by the consumer;

6.9.1.2 If the Town service is frozen as a result of the negligence of the consumer, as determined by the Town, costs shall be borne by the consumer;

6.9.1.3 If the Town service is frozen, as determined by the Town, costs shall be borne by the Town. If the Municipal Manager is of the opinion that a private service or plumbing system has frozen without any negligence on the part of the consumer or any other person for whose negligence the consumer is responsible, the Municipal Manager may waive the cost of one thawing during any one winter season which shall be deemed to run from November 15th to May 15th; and

6.9.1.4 The Town shall not thaw a private service or plumbing system unless the consumer shall first have signed an acknowledgement recognizing that thawing may be inherently dangerous to property including the private service or plumbing system and may cause damage to electrical system or the outbreak of fire and waiving any claim against the Town for any such damage whatsoever;

6.10 Size

6.10.1 The size of the service required for residential purposes shall be determined by the Plumbing and Drainage Regulation of the Province of Alberta, providing that the Town shall not install a service having a size smaller than 5/8 of an inch;

6.11 Boilers and The Like

6.11.1 In any case where a boiler or equipment of a nature similar to that of a boiler is supplied directly from a service, such boiler or other equipment shall be equipped with at least one safety valve, vacuum valve or other device sufficient to prevent the collapse or explosion thereof in the event the water supply thereto is shut off;

6.12 Disconnection

6.12.1 The supply of water to any consumer may be shut off for any or all of the following reasons:

6.12.1.1 Repair;

6.12.1.2 Want of Supply;

6.12.1.3 Non-Payment of Accounts Rendered;

6.12.1.4 Defective Piping, or

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- 6.12.1.5 For any reason which the Municipal Manager or Council considers sufficient;
- 6.12.2 Reconnection of the water service will be done by the Town upon the cessation of the problem causing the disconnection and the payment of the fee for reconnection as set out in the **Fees and Charges Bylaw**.
- 6.13 **Requested Water Turn Off and/or On**
- 6.13.1 If a consumer requires the supply of water to be shut off for his own purposes, he shall therefore pay the amount specified in the **Fees and Charges Bylaw**.
- 6.14 **Water Valves, Hydrants**
- 6.14.1 No contractor/owner shall turn the water service on for testing purposes or uses. This is to be completed by the Town of Onoway Public Works staff, who will ensure the water service is turned on or off. Infractions will be charged as per the **Fees and Charges Bylaw**.
- 6.14.2 No person, corporation or consumer, other than if authorized by the Town in advance, shall touch, turn or disturb any fire hydrant, curb stop, water valve or anything associated with the water supply system. Approval for all connections to the Town water system as specified in this Bylaw shall require the prior approval of the Town; Infractions shall be charged as per the **Fees and Charges Bylaw**.
- 6.15 **Vacant Services**
- 6.15.1 Any owner of a premise requesting the water service not be disconnected after the building has been vacated shall apply in writing in person to the Town on the form supplied by the Town and shall pay the amount specified in the **Fees and Charges Bylaw**;
- 6.15.2 The meter shall be read and no water shall be consumed by the vacant property;
- 6.15.3 If any water is consumed while on vacant services charges, the Municipal Manager shall reverse the monthly billing as it was prior to the commencement of vacant services and the owner of the premise will have to pay the difference of both charges or the water services may be shut off.
- 6.16 **Curb Stops**
- 6.16.1 The contractor and/or owner shall ensure that the curb stop, c.c., or water valve is at a height flush with the finished grade prior to water service being provided; and
- 6.16.2 In the event that the curb stop is inaccessible and the Town is needing to repair/maintain/shut off this curb stop the Town will undertake whatever action is required to access this curb stop and complete the necessary repair/maintain/shut off with all associated costs being charged to the property which caused the curb stop to become inaccessible.
- 6.17 **Final Approval**
- 6.17.1 A premise shall be approved for occupancy by the Safety Codes Officer only after all provisions of Section 6 have been complied with and the water meter along with proper remote

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reading equipment is in place. At this time final approval for occupancy shall be given.

SECTION 7 **BILLING AND COLLECTION**

7.1 **General**

7.1.1 All rates and charges payable hereunder shall be paid to the Town;

7.1.2 The Municipal Manager has authority to establish the Meter Activation Fee based on the nature of service or services and equipment being provided to a consumer and will provide the consumer with a quote for the required services that will remain in effect for a period of thirty (30) days from the date of issuance. The fee may be established using any or all of the following parts and/or services or additional equipment required to complete all associated works:

1. The Water Meter at the cost for the Town to replace into inventory at the time of ordering.
2. Waterline Flushing to be charged at the actual labour and material costs, should a staff member be called out after regular business hours, a minimum of 3 hours labour will be charged to the customer based on hourly rate set by Council on an annual basis.
3. Waterline Turn On is to be charged out at the actual cost of labour, should a staff member be called out after regular business hours, a minimum of 3 hours labour being charged based on hourly rate set by Council on an annual basis.
4. Account Set Up to be charged at a rate that is set by Council on an Annual basis.
5. Additional or Special Equipment that is required to complete the associated works is to be paid by or billed to the Owner or Customer directly from the source of such equipment or services.

7.1.3 Failure of an owner or renter to receive an account shall in no way affect the liability to pay the account.

7.2 **Owner Responsibility**

7.2.1 The Owner will receive and pay all Town utility bills for the property that is serviced by utilities services, unless a renter/owner agreement is signed; stating that the renter will be paying and receiving the utility bills and the agreement form is received by the Town.

7.2.2 When a current renter moves out of a rental property, it is the owner's responsibility to inform the Town of the change of billing address and the owner will be responsible for payment of the utility services charges;

7.3 **Renter Responsibility**

7.3.1 The Renter will receive and pay all Town utility bills for the property that he/she is renting that

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is serviced by utility services, if a renter/owner agreement is signed, as per the **Fees and Charges Bylaw**, stating that the renter will be paying and receiving the utility bills is received by the Town;

7.4 Charges

7.4.1 There shall be paid for all water supplied and sewer service rendered hereunder the amounts set out in the **Fees and Charges Bylaw**.

7.4.2 **Abnormal Readings** – In the event that there is a significant volume of water consumed or utilized as a result of a faulty appliance or fixture, the account holder can apply to the Chief Administrative Officer for a One-Time adjustment that is based upon an average consumption rate using the past twelve months of usage excluding the abnormal month of consumption. The decision to provide a price adjustment is at the sole discretion of the Chief Administrative Officer.

7.5 Application - Contract – Termination

7.5.1 Application for water supply and sewer services shall be made in writing in person to the Town for this purpose together with payment of the fee. The application for water supply and sewer services may be made by the Town of Onoway in the name of the registered property owner at the time the Town is notified by the Land Titles Office if the registered property owner has not made application for water supply and sewer services before this time.

7.5.2 No provision, agreement, term, condition or representation not contained in an application for water supply and sewer services, which contract is not transferable and shall remain in full force and effect until the consumer has notified the Town of his/her desire in writing to terminate the said contract or until said contract shall have been terminated by the Town;

7.5.3 Following written notification by a consumer of his/her desire to terminate a contract hereunder, the Town shall shut off the water supply as soon as reasonably practicable and the consumer shall be liable for and shall pay all of the rates and charges payable hereunder until the time of such shut off including the costs of such shut off, all as designated in the **Fees and Charges Bylaw**;

7.5.4 All applications for connection or notification to terminate shall allow a minimum of 24 hours before such application or notification order is to become operative provided that such time period falls within the normal business hours of the Town;

7.6 Consumption

7.6.1 Subject to the other provisions of this Bylaw, the rates payable by a consumer as set out in the **Fees and Charges Bylaw** for all water supplied shall be determined by reference to the reading of the meter supplied to such consumer;

7.7 Payment Period

7.7.1 All accounts, including interim accounts for utilities services, shall be due and payable on the last working day of the month of the statement. Accounts not paid on or before that day shall be liable to a penalty of 3.5%;

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7.8 Unpaid Accounts

- 7.8.1 Any owner who fails to pay his/her account may have the outstanding balance that is more than 30 days overdue automatically transferred to his/her property tax roll;
- 7.8.2 The Municipal Manager may authorize any overdue account to be transferred to the owner's property tax roll at his/her discretion;
- 7.8.3 There shall be an Overdue Account Transfer Fee as listed in the Fees and Charges Bylaw charged when an account balance is transferred to the tax roll.

7.9 Reconnection Fee

- 7.9.1 In the event any water service has been discontinued for reason of non-payment of account rendered, a reconnection fee shall be requested before the service is reconnected, as per the Fees and Charges Bylaw;

7.10 Enforcement and Collection

- 7.10.1 The Municipal Manager is authorized to transfer any outstanding utility charges to the related tax roll as the Municipal Manager deems necessary, such transfer being subject to the Administration Fee as set out in the Fees and Charges Bylaw;
- 7.10.2 In the event where the Town is unable to disconnect water services to a property which has unpaid utility fees, all unpaid utility fees will be transferred to the related tax roll.
- 7.10.3 Any property owner that fails to pay his/her account, that is more than 30 days in arrears, will receive the notice to disconnect and will have the applicable notice to disconnect fee applied to their utility account. Failure to either pay the account as per the notice to disconnect, or make payment arrangements with the Town, will result in disconnection of service and will be subject to the disconnection fee.

7.11 Interim Account

- 7.11.1 In any case in which the Town has rendered on account based upon an estimate of water supplied, the Town shall, upon reading the meter in respect of which the estimate was made, render an account for water supplied to that time and since the time the said meter was last read by the Town after crediting all amounts received from the consumer in respect of such estimated accounts;

7.12 Single Billing

- 7.12.1 A separate account shall be rendered in respect of each meter; and

7.13 Partial Period

- 7.13.1 Where any service rate or charge is designated by reference to a time certain, the charge for a lesser period of time shall be calculated on a proportional basis.

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SECTION 8 **APPEALS**

8.1 **General**

8.1.1 Notwithstanding any other provisions of this Bylaw or the Fees and Charges Bylaw, a consumer who feels himself aggrieved in respect of rates charges to him/her under the Fees and Charges Bylaw, on the grounds that such rates are unfair, unreasonable or discriminatory may, by notice of appeal in writing delivered to the Municipal Manager specifying the grounds of such appeal, appeal such rates. Such appeals shall in the first instance heard and determined by the Municipal Manager, provided that if such consumer is not satisfied with such determination, he may further appeal the matter to Council and the decision of Council shall be final.

8.2.1 In the event that a resident would like to appeal their bill on the premise if a “One Time” billing consideration for uncharacteristically high consumption, they must send a copy of the letter to the Chief Administrative Officer outlining such request along with a copy of their consumption history and the reason for the water loss/use. The Chief Administrative Officer may at his/her sole discretion, grant a remedy that he/she sees reasonable at the time of the occurrence.

SECTION 9 **PENALTIES**

9.1 **General**

9.1.1 Any person found to be violating any provision of this ordinance shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall within the period of the time stated in such notice, permanently cease all violations;

9.1.2 Any person who shall continue any violation beyond the time limit provided for in paragraph 9.1.1 shall be guilty of a misdemeanour and a conviction shall be fixed in the amount not exceeding two hundred dollars (\$200.00) for each violation. Each day in which any violation shall continue shall be deemed a separate offence; and

9.1.3 Any person violating any of the provisions of this Bylaw shall become liable to the Town for any expense, loss or damage occasioned to the Town by reason of such violation.

9.1.4 Any person who contravenes, disobeys, refuses or neglects to obey any provision of the bylaw is *guilty of an offence and liability on summary conviction of a fine of up to \$500.00 plus costs.*

SECTION 10 **AMENDMENTS**

10.1 **General**

10.1.1 The Council of the Town of Onoway may, by Bylaw or resolution in Council, alter, amend or repeal any or all of the Schedules which form part of the Bylaw.

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SECTION 11 VALIDITY

11.1 That this Bylaw shall take effect on the date of final passing, and these rates shall be effective starting January 1, 2024 consumption.

11.2 **Bylaw #799-23 is hereby rescinded.**

READ A FIRST TIME THIS _____.

READ A SECOND TIME THIS _____.

UNANIMOUSLY CONSENTED TO FOR THIRD READING THIS _____.

READ A THIRD AND FINAL TIME THIS _____.

Signed on the _____.

Mayor Len Kwasny

Chief Administrative Officer, Jennifer Thompson

**TOWN OF ONOWAY
Bylaw 806-23**

Schedule A – Renter/Owner Agreement

Date: _____

Town of Onoway
Box 540
Onoway, AB T0E 1V0

RE: Property Located at: _____
Utility Account # _____
Meter Read _____
Effective Date _____

Dear Utility Clerk:

I am the property owner of the above noted property located within the Town of Onoway.

I am renting this property to:

Renter's Name

Mailing Address & Phone Number

The above named renter and I agree that the water, sewer and garbage bill for this property will be mailed to the renter. However, as the owner, I acknowledge that I am ultimately responsible for the payment of the billing. I also acknowledge that any unpaid balance from this account can be transferred to this property tax roll, at the discretion of the Town of Onoway. I agree that water service will be shut off at this property for non-payment **only at my request**. The Town of Onoway is not obligated to collect unpaid accounts on my behalf.

Owner's Name – Please print

Owner's Signature

Date

I am the above named renter and I agree that any information regarding my utility account may be released to the property owner at any time at the request of the owner **OR** at the discretion of the Town of Onoway.

Renter's Name – Please Print

Renter's Signature

Date

(The above information is being collected for the purposes stated)

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WATER & SEWER CONNECTION PERMIT
4812 - 51st Street
Onoway, AB T0E 1V0
Phone: (780) 967-5338
Fax: (780) 967-3226

Tax Roll # _____
Dev. Permit # _____

Permit Fee \$50

New Installation Single Detached Residential Commercial Industrial
 Service Disconnection Multi-Family Institutional

PLEASE RETURN FORM AND ATTACHMENTS TO THE ONOWAY TOWN OFFICE.

Applicant (Contractor): _____

Project: _____

Municipal Address: _____

Legal Address: Lot: _____ Block: _____ Plan: _____

Contact Name: _____

Contact Phone#: _____ or _____

Proposed Work: Water Service Size _____ mm _____ inches
Sanitary Sewer Service Size _____ mm _____ inches
Storm Sewer Service Size _____ mm _____ inches

Stamped Engineering Drawings Attached? Yes No

Proposed Construction Date: From: _____ To: _____

- Conditions:**
1. Permit is not valid unless authorized signature completed below.
 2. Stamped Engineering Drawings required for water services larger than 25 mm (1 inch) and for sanitary sewer larger than 150 mm (6 inches) All Multi Family, Commercial, Industrial and Institutional developments require stamped Engineering Drawings.
 3. All work must conform to the Town Engineer's Standards as determined by the **General Manager of Planning and Infrastructure**. Water Service **MUST** be Type K Copper and Sanitary Sewer Service **MUST** be PVC-SDR 35. Any work completed with materials other than these shall be replaced at the sole cost of the applicant
 4. Only authorized Town personnel to operate water shut off valves at or near the property line.
- Subject to this application being approved, the undersigned acknowledges responsibility for all work and materials associated with the project, including any damages to any Public Utilities or local improvements including but not limited to curb stops, water shut off valves, curbs, sidewalks, roadways, lanes, etc. The applicant shall be responsible for the prevention and/or clean up of any spillage, littering or garbage associated with this project. No ground water of any kind including weeping tile, roof down spouts, or site drainage shall be allowed to enter the sanitary sewer system.

THE APPLICANT HEREBY AGREES TO ABIDE BY THE TOWN WATER & SEWER BYLAW AND ALL THE ABOVE NOTED CONDITIONS:

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Town of Onoway Authorization for Permit: _____

The Information on this form is collected under the authority of Paragraph 32c. of the Alberta Freedom of Information and Protection of Privacy Act, SA, 1994, Ch.F-18.5, and shall only be used for the purpose for which it was collected.

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A BYLAW OF THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE TO REGULATE THE SUPPLY AND DISTRIBUTION OF WATER AND TO REGULATE THE SANITARY SEWAGE COLLECTION SYSTEM

WHEREAS, the Municipal Government Act, Chapter M-26, 2000 with amendments thereto, provides that a Council of a Municipality may pass a bylaw for services provided by or on behalf of the municipality, public utilities, and to regulate or prohibit the supply and distribution of water and sanitary sewage collection system.

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

SECTION 1 **TITLE**

1. This Bylaw may be cited as "Water and Sewer Utility Bylaw".

SECTION 2 **DEFINITIONS**

For the purpose of this Bylaw and in the Schedules attached hereto, unless the context otherwise requires:

- 2.1 "**Application**" means the application made by the consumer in writing on the required form to the Town for the supply of water or sewer services;
- 2.2 "**Abnormal Reading**" means the readout on the water meter that represents the volume of water used by a particular consumer that varies significantly from the normal pattern of use, whereas significantly is determined by the factor of 4 times or greater the normal volume of usage for that particular period of consumption.
- 2.3 "**Combined Service**" means the services or service pipes used or intended to be used to supply water for fire protection as well as water for purposes other than fire protection;
- 2.4 "**Consumer**" means any person who uses water or sewer services supplied by the Town;
- 2.5 "**Council**" means the Municipal Council for the Town of Onoway;
- 2.6 "**Fire Line**" means a pipe that is intended solely for the purpose of providing a standby supply of water for fire protection purposes;
- 2.7 "**Meters**" means meters and all other equipment and instruments supplied and used by the Town to be used to calculate the amount of water consumed on the premises upon which such meters are situated;
- 2.8 "**Municipal Manager**" means the Chief Administrative Officer of the Town or his/her designate;
- 2.9 "**Person**" includes a partnership, a firm a body corporate, a body politic, and the heirs,

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executors, administrators or other legal representatives of a person to whom the context can apply according to law;

- 2.10 **“Private Service or Private Service Pipe”** means that portion of a pipe used or intended to be used for the supply of water which extends from the service valve to a meter;
- 2.11 **“Service Valve”** means the valve on a Town Service Pipe;
- 2.12 **“Sewage Lagoon Hauler”** means a contractor who, in agreement with the Town of Onoway and holding a valid Temporary Sewage Dumping Permit, is allowed to dispose of sewage waste collected from residences within the town boundaries which are not connected to the sanitary sewer works collection system;
- 2.13 **“Sewer”** shall mean the system of sanitary sewer works owned and operated by the Town and all accessories and appurtenances thereof and the storm sewer system owned and maintained by the Town and all accessories and appurtenances thereof;
- 2.14 **“Sewer Main”** means those pipes installed by the Town or the developer for the Town in streets or alleys for the conveyance of sewage throughout the Town to which service pipes may be connected;
- 2.15 **“Sewer Utility”** means the system of sanitary sewer works owned and operated by the Town and all accessories and appurtenances thereof;
- 2.16 **“Shut-off”** means an interruption in or discontinuation of the supply of water;
- 2.17 **“Sprinkling”** means the distribution of water to the surface or subsurface of lawns, gardens, or other areas, situated outside buildings by pipes, hoses, sprinkler or any other method;
- 2.18 **“Street or Streets”** shall include all highways, roads, lanes, alleys, avenues, easements, thoroughfares, utility lots, drives, bridges and ways of public nature, sidewalks, boulevards, parks, public square and other public places unless the contrary is expressed or unless such construction would be consistent with the context of this Bylaw;
- 2.19 **“Town”** means the Town of Onoway or its duly authorized representatives;
- 2.20 **“Town Service Pipe”** means that portion of a pipe used for the supply of water which extends from the water main to the service valve or that portion of pipe used for sewer service which extends from the sewer main to the property line;
- 2.21 **“Water Main”** means those pipes installed by the Town or the developer for the Town in streets or alleys for the conveyance of water throughout the Town from which service pipes may be connected; and
- 2.22 **“Water Utility”** means the system of water works owned and operated by the Town and all accessories and appurtenances thereof.
- 2.23 **“Account”** means utility account.

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SECTION 3 ADMINISTRATION

- 3.1 The Water and Sewer Utility of the Town of Onoway, comprised of water mains, sewer mains, intermediate mains, lift stations, service pipes, fire hydrants, valves, meters, service and all other appurtenances together with the sale of water, shall be under the management and control of the Municipal Manager;
- 3.2 The Municipal Manager has authority to shut off water for any consumer or consumers for any reason which, in the opinion of the Municipal Manager, necessitates such shutting off, provided that the Municipal Manager shall give notice of such shutting off (Except in an Emergency; notice will be given, if possible, for emergency situations);
- 3.3 The Town does not guarantee the pressure nor the continuous supply of water and the Town reserves the right at any and all times, without notice, to change the operating water pressure and to shut off water; neither the Town, its officers, employees or agents shall be liable for the change in water pressure nor for the shutting off of water or should the water contains sediments, deposits, or other foreign matter;
- 3.4 Consumers depending upon a continuous and uninterrupted supply or pressure of water or having processes or equipment that require particularly clear or pure water shall provide such facilities as they consider necessary to ensure a continuous and uninterrupted supply, pressure or quality of water required for this use;
- 3.5 The Town may, as a condition to the supply of water, inspect the premises of a consumer who applies to the Town for such supply in order to determine if it is advisable to supply water to such consumer;
- 3.6 The Town may, with the permission of the consumer, inspect the premises of the consumer in order to do any tests on water piping or fixtures belonging to such consumer so as to determine if this Bylaw is complied with and, in the event that such consumer fails or refuses to give such permission, the supply of water to that consumer may be shut off;
- 3.7 The Town may at such times and for such length of time as considered necessary or advisable, regulate, restrict or prohibit the distribution of water to the surface of lawns, gardens or other areas situated outside buildings by way of hoses, sprinklers or any other method; and
- 3.8 In exercising the authority conferred by paragraph 3.7 of this section, the Town:
 - 3.8.1 Shall cause to be published in a local newspaper that is circulated in the Town and/or others mean of advising the general public, with a public notice giving reasonable detail of the regulation, restriction or prohibition of sprinkling being imposed which may be limited as to time or times specified or which may be unlimited as to time in which latter case, a similar public notice shall be given of the cessation of such regulation, restriction or prohibition; and
 - 3.8.2 May regulate, restrict or prohibit sprinkling in all or any part or parts of the Town and in so doing the Town may provide different times during which different consumers may sprinkle by reference to compass direction related to streets, odd and even street addresses, or such other manner as the Town consider appropriate.

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SECTION 4 PROHIBITIONS

4.1 Restricted use of Town facilities:

4.1.1 No consumer shall operate, use, interfere with, obstruct or impede access to the water or sewer utilities or any portion thereof in any manner not expressly permitted by this Bylaw; if the consumer is in default of this, the Municipal Manager may cause the water being supplied to such consumer to be shut off until such consumer complies with all of the provisions of this Bylaw;

4.2 Wastage

4.2.1 No consumer shall cause, permit or allow the discharge of water so that it runs to waste, whether by reason of leakage from underground piping, a faulty plumbing system or otherwise;

4.2.2 The Municipal Manager may cause the water supply to any consumer who violates paragraph 4.2.1 of this Bylaw to be shut off until such time as the consumer establishes, to the satisfaction of the Municipal Manager, that he/she has taken such steps as may be necessary to ensure that any water supplied to him/her by the Town will not run to waste and further forfeit the right to be supplied with water and, additionally, shall be guilty of an offence and liable on summary conviction to a fine, as per "Schedule A" of this Bylaw; and

4.2.3 The Municipal Manager shall give notice to such consumer prior to causing the water supply to be shut off; and

4.2.4 Notwithstanding the foregoing, the Municipal Manager may under such condition as they may consider reasonable allow a consumer to discharge water so that it runs to waste or unless the municipality installs a bypass flow if such consumer's water service would be susceptible to freezing;

4.3 Use of Water

4.3.1 No consumer shall be permitted to:

4.3.1.1 Lend, sell or otherwise dispose of water unless specifically licensed or permitted by the Town of Onoway to do so;

4.3.1.2 Give away or permit water to be taken from their water service in bulk quantities for use in residential, commercial, industrial, or oil and gas applications located outside of municipal boundaries unless specifically or permitted to do so by the Town.

4.3.1.3 Use or apply any water to the use or benefit of others or to any other than his own use and benefit; with the exception of supporting not-for-profit events or fundraisers that may include car washes, spray contests, and other similar type events upon first receiving permission from the Town of Onoway.

4.3.1.4 Increase the usage of water beyond that agreed upon with the Town;

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- 4.3.1.5 Wrongfully or improperly waste water;
- 4.3.2 Any consumer who contravenes paragraph 4.3.1 of this Bylaw forfeits any right to be supplied with water and, in addition, shall be guilty of an offence and liable on summary conviction to a fine, as per "Schedule A" of this Bylaw; and
- 4.3.3 Any landowner who rents his/her property in a manner so as to be subject to the Landlord and Tenant Act shall be exempt from the provisions of paragraph 4.3.1 of this Bylaw so long as the use and benefit of the water accrues solely to the benefit of the tenant(s);

4.5 Noise and Pressure Surges

- 4.5.1 No consumer shall cause, permit or allow any apparatus, fitting or fixture to be or to remain connected to his/her water supply or allow his/her water supply to be operated in such a manner as to cause noise, pressure surges or other disturbances which may in the opinion of the Municipal Manager result in annoyance or damage to other consumers or the water utility. The Municipal Manager may cause the water supply to any consumer contravening the provisions of this section to be shut off provided that the Municipal Manager shall give notice to such consumer prior to such water supply being shut off. The water supply to any such consumer shall not be restored until such time as the consumer has paid to the Town all costs incurred by the Town in shutting off and turning on such water supply plus a fine as set out in "Schedule A" of this bylaw;

4.6 Contamination

- 4.6.1 No consumer shall cause, permit or allow to remain connected to his/her water supply or sewer any piping, fixture fitting, container or other apparatus which may cause water from a source other than the water utility or another harmful or deleterious liquid or substance to enter the water or sewer utilities. The Municipal Manager may cause the water supply to any consumer contravening the provisions of this section to be shut off provided that the Municipal Manager shall give notice to such consumer prior to such water supply being shut off. The Water supply to such consumer shall not be restored until such consumer has paid to the Town all costs associated with the shutting off and turning on of the water supply plus any applicable fine for contravention of the bylaw as set out in "Schedule A" of this bylaw;

4.7 Bylaw

- 4.7.1 The provisions of the Bylaw shall form part of a contract between the consumer and the Town for the supply of water and this supply shall be subject to all the provisions of this Bylaw.

4.8 Sewer

- 4.8.1 No person shall throw, deposit or leave in the municipal sewer system, through trap, basin, grating, manhole or other appurtenance of any Town sewer any butcher's offal, garbage, litter, manure, sanitary pads, baby diapers, rubbish or refuse of any kind, except necessary toilet discharge, toilet paper and kitchen slops properly discharged through a private sewer line from a residence or non-residential building into the Town sewer lines;
- 4.8.2 No person shall permit to be discharged into any sewer any liquid, chemical, trade wastes or

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any liquids heated to a temperature higher than 170 degrees Fahrenheit;

- 4.8.3 No person shall make or cause to be made any connection with any Town sanitary sewer line or house drain, an appurtenance thereof for the purpose of conveying or which may convey into the same any inflammable or explosive material, storm water, roof drainage, sump pumps, cistern or tank overflow;
- 4.8.4 No person shall interfere with the free discharge of any Town sewer, sanitary or storm, or any part thereof, or do any act or thing which may impede or obstruct the flow or clog up any Town sewer or appurtenance thereof. This will include the discharge of any improper materials such as grease from cooking;
- 4.8.5 Grease traps of sufficient size and approved design shall be placed on the waste pipes of all hotels, restaurants, laundries, grocery stores and other such places as the Town may direct; and
- 4.8.6 No commercial or private sewer hauling service shall be allowed to dump any materials in the sewage system without first obtaining a Temporary Sewage Dumping permit.

SECTION 5 METERS

5.1 General

- 5.1.1 All water meters shall be supplied by the Town and application for such meter shall be made at the Town office; all meters shall be owned and maintained by the Town;
- 5.1.2 All water supplied by the Town through a private service shall be measured by a meter unless otherwise provided under this Bylaw or unless a special agreement is entered into between the Town and the consumer.

5.2 Installation Responsibility

- 5.2.1 All water meters shall be supplied by the Town, and the original meter to a property shall be installed by a Journeyman Plumber at the consumer's expense and all replacement meters will be supplied by the Town unless the meter is being replaced as a direct result of negligence, abuse, destruction, or other any other means other than general wear and tear. The owner will be responsible for the installation of all replacement meters. The manner of installation of the meter shall be approved by the Town;

5.3 Subsidiary Meter

- 5.3.1 A consumer may, for his/her own benefit, install a meter between the meter supplied by the Town and the point of use of the water supply, provided that the Town shall not maintain such meter, nor shall such meter be read by the Town;

5.4 Installation

- 5.4.1 A consumer shall make provision for the installation of a water meter to the satisfaction of the Town and, when required, shall install a proper valve bypass as per paragraph 5.12 following:

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5.4.2 Any consumers

5.4.2.1 Whose water supply is not metered, or

5.4.2.2 Whose water meter is not positioned to the satisfaction of the Town, shall make proper provision for a meter to be installed or the meter to be moved as the case may be, all costs of which shall be paid by the consumer and in default of payment the water supply of such consumer shall be shut off until such costs are paid;

5.5 Special Meter Reading

5.5.1 A consumer who requests of the Town a special meter reading shall pay the fee designated in "Schedule A" of this Bylaw;

5.6 Testing or Calibration on Disputed Meter Reading

5.6.1 In the event a meter reading is disputed by either the Town or the consumer, a written notice shall be given to the other. In the case of the consumer disputing the meter accuracy, a deposit, in accordance with "Schedule A" attached to this Bylaw, shall accompany the written notice. Following written notice, a meter situated on the premises of such consumer shall be tested or calibrated by a proper official designated by the Town. In the event that the said meter is found to be accurate within 98.5% to 101.5% of the water passing through same, the expense of such test or calibration shall be born by the party giving such notice in the amount designated in "Schedule A". In the event that the said meter is found not to be accurate within the aforesaid limits, the same shall forthwith be repaired or replaced by another meter and the expense of so doing shall be borne by the Town (unless the meter is of over 5/8 of an inch) and the dispute deposit shall be returned;

5.6.2 In the event that a meter is found not to be accurate within the limits set out in paragraph 5.6.1 of this Bylaw hereof, the accounts based upon the reading of that faulty meter, for the maximum of six (6) monthly bills rendered immediately preceding the date of such test or calibration shall be corrected in proportion to the error of the meter in excess of the aforesaid limits and the consumer shall pay or there shall be refunded to the consumer, as the case may be, the amount so determined which payment or refund shall be accepted by both the Town and the owner as settlement in full to the date thereof of all claims on account of such meter;

5.7 Meter Chamber

5.7.1 When in the opinion of the Municipal Manager the building or other premises intended to be supplied with water are too far from the Town service to conveniently install a meter in such building or premises, or if a number of buildings are to be supplied for any other reason in the opinion of the Municipal Manager, then the consumer shall, at his sole cost, construct and maintain a container for a meter and such container shall in all respect including location, construction, size, access and otherwise howsoever be satisfactory to the Municipal Manager;

5.8 Meter Size

5.8.1 The size of the water meter shall be determined as follows:

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- 5.8.1.1 If the internal diameter of the private service is 1 inch or less, a 5/8 inch meter shall be used;
- 5.8.1.2 If the internal diameter of the private service exceeds 1 inch, the size of the meter shall be one size smaller than the size of the private service;
- 5.8.1.3 If the private service is a combined service (to supply water for fire protection as well as water for other purposes) the internal diameter of the private service branch to be used for such other purposes shall determine the meter size;

5.9 Non-Registering Meter

- 5.9.1 If upon the reading of a meter it is determined that the meter has failed to properly record the flow of water, the Municipal Manager shall estimate the flow and render an account based upon such method as he considers to be fair and equitable;

5.10 Protection of Meter

- 5.10.1 Every consumer shall provide adequate protection for the meter as supplied by the Town against freezing, heat or any other internal or external damage failing which the consumer shall pay to the Town all costs associated with the repair of such meter which amounts shall be recoverable in the same manner as water rates;

5.11 Reading

- 5.11.1 The meters of all consumers where practicable shall be read once a month, or when a change in property ownership has taken place (that the municipality is aware of) and before the new owner has occupied the property or as soon as possible after the new owner has taken possession.

5.12 Bypasses

- 5.12.1 Any consumer having a meter 2 inches in size or larger shall at his expense construct and maintain a proper bypass valve satisfactory to the Town which bypass shall be sealed by the Town and shall be opened by the consumer only in the case of emergency. The consumer shall notify the Town within 24 hours after the seal on the bypass is broken failing which the Municipal Manager may cause the water supply to such consumer to be shut off until satisfactory arrangements have been made for the calculation of and payment for water supplied and not recorded on the meter and payment of a fine, as per "Schedule A" of this bylaw is paid;

5.13 Meter Valves

- 5.13.1 Any consumer having a meter smaller than 2 inches in size shall, at his/her sole cost and expense, supply and maintain valves on both sides of and within 12 inches of the meter;

5.14 Water Meters - Installation/Repairs

- 5.14.1 Meters and shut off valves must be installed in an area readily accessible for meter reading, inspection repair and removal, and their location shall be subject to the approval of the Town.

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All meters shall be located on the consumer's side of the approved shut off valve;

- 5.14.2 No person shall do, or shall cause to be done, or shall permit to be done, any act or thing which may obstruct, interfere with or impede direct and convenient access to a meter for the purpose of installation, inspection, removal, repair, replacement reading or the like at all times; and
- 5.14.3 All consumers shall give free access to all or part of the building or property in which water is delivered or consumed to the Town or its employees to install, inspect, repair and read the meter or anything of a similar nature;
- 5.14.4 When a developer is building a show home or a residence under a contract, the developer shall obtain a water meter of appropriate size from the Town following the required procedure of written application and shall install at the time of construction.

SECTION 6 SERVICE AND SERVICING

6.1 Owner Responsibility

- 6.1.1 The owner of a parcel of land is responsible for the construction of the portion of the municipal public utility services connection from the main lines to the boundary of the road or easement as well as for the portion located above, on or underneath the owner parcel; and is responsible for the costs of construction, and the work done on Town property must be done by the Town or a contractor approved by the Town.
- 6.1.2 The owner of a parcel of land is responsible for the maintenance and repair of any portion of the utility services, starting from the property line; located above, on or underneath their parcel; and
- 6.1.3 Notwithstanding 6.1.2, any property owner who causes damage to municipal public utility services may be responsible for the costs of maintenance and repair of the municipal public utility service connection if, in the mind of the Town, there are extenuating circumstances that may warrant;

6.2 Application For New Infrastructure Connection

- 6.2.1 Any new construction on placing new services connection being water or sewer in the Town shall complete an Infrastructure Connection Permit, and submit to the Town with the permit fee specified in "Schedule A", together with any required documents. This submission shall be made not less than 30 days prior to requiring the services;
 - 6.2.1.1 All installation and connection services and equipment shall be as per Onoway Minimum Design Standards and shall be inspected by the Town;
 - 6.2.1.2 Any installation or connection done or equipment used but not inspected by the Town, will place the responsibility of repair and maintenance on the owner, even if the repair or damage is on Town property;

6.2.2 Meter Activation Fee

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6.2.2.1 Any person applying for the supply of water and sewer services hereunder shall make payment of the fee designated in "Schedule A" of this Bylaw and the fee shall be retained by the Town. Such application shall be made in writing not less than 48 hours prior to requiring the service except that it shall coincide with the normal business hours of the Town;

6.3 Plumber and Plumbing Contractors

6.3.1 All persons doing any work or service upon a private service or the plumbing system attached thereto shall comply with the provisions of the Plumbing and Drainage Regulations of the Department of Health or the Province of Alberta and any Bylaws of the Town applicable thereto;

6.4 Number of Services

6.4.1 Unless the Municipal Manager otherwise approves or requires, there shall not be more than one private service to any building or site;

6.5 Depth of Service

6.5.1 Unless otherwise approved by the Municipal Manager a private service shall be buried to a depth of at least 2.44 meters at the property line;

6.6 Fire Protection

6.6.1 A combined service or fire line shall not be installed without the prior approval of the Municipal Manager. A fire line shall be used only for fire protection purposes, and the Municipal Manager shall determine whether or not a meter shall be affixed to such fire line and if the Municipal Manager requires such a meter, the same shall be supplied and installed in a manner satisfactory to the Municipal Manager at the sole cost and expense of the consumer;

6.7 Temporary Water Service

6.7.1 When, for any reason, a temporary water service is required, an applicant shall pay in advance the whole cost of its construction, together with the cost of abandoning it when no longer needed. Application for such service construction shall be made as per section 6.1. If, in the opinion of the Municipal Manager, a meter should be installed on a temporary service, the applicant shall provide a safe and adequate meter setting in a stated location, and shall be responsible for the protection of the whole installation while his/her account is open for service. The applicant will be responsible for the payment of any application rates and charges as set out in Schedule "A" attached to this Bylaw.

6.8 Service Termination

6.8.1 No permit for the demolition or removal of a building shall be issued by the Town nor shall any person cause, permit or allow to be demolished or removed, a building connected to a water main until there has been paid to the Town the cost of disconnecting the Town service at the property line in the amount set out in "Schedule A". Notwithstanding the foregoing, the Municipal Manager may, in circumstances which he considers appropriate, permit the service to remain connected to the water main;

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6.9 Thawing Service

6.9.1 The cost of thawing a frozen service shall be borne as follows:

6.9.1.1 If the private service or the plumbing system connected thereto is frozen, as determined by the Town, costs shall be borne by the consumer;

6.9.1.2 If the Town service is frozen as a result of the negligence of the consumer, as determined by the Town, costs shall be borne by the consumer;

6.9.1.3 If the Town service is frozen, as determined by the Town, costs shall be borne by the Town. If the Municipal Manager is of the opinion that a private service or plumbing system has frozen without any negligence on the part of the consumer or any other person for whose negligence the consumer is responsible, the Municipal Manager may waive the cost of one thawing during any one winter season which shall be deemed to run from November 15th to May 15th; and

6.9.1.4 The Town shall not thaw a private service or plumbing system unless the consumer shall first have signed an acknowledgement recognizing that thawing may be inherently dangerous to property including the private service or plumbing system and may cause damage to electrical system or the outbreak of fire and waiving any claim against the Town for any such damage whatsoever;

6.10 Size

6.10.1 The size of the service required for residential purposes shall be determined by the Plumbing and Drainage Regulation of the Province of Alberta, providing that the Town shall not install a service having a size smaller than 5/8 of an inch;

6.11 Boilers and The Like

6.11.1 In any case where a boiler or equipment of a nature similar to that of a boiler is supplied directly from a service, such boiler or other equipment shall be equipped with at least one safety valve, vacuum valve or other device sufficient to prevent the collapse or explosion thereof in the event the water supply thereto is shut off;

6.12 Disconnection

6.12.1 The supply of water to any consumer may be shut off for any or all of the following reasons:

6.12.1.1 Repair;

6.12.1.2 Want of Supply;

6.12.1.3 Non-Payment of Accounts Rendered;

6.12.1.4 Defective Piping, or

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- 6.12.1.5 For any reason which the Municipal Manager or Council considers sufficient;
- 6.12.2 Reconnection of the water service will be done by the Town upon the cessation of the problem causing the disconnection and the payment of the fee for reconnection as set out in "Schedule A" of this Bylaw.
- 6.13 **Requested Water Turn Off and/or On**
- 6.13.1 If a consumer requires the supply of water to be shut off for his own purposes, he shall therefore pay the amount specified in "Schedule A" of this Bylaw.
- 6.14 **Water Valves, Hydrants**
- 6.14.1 No contractor/owner shall turn the water service on for testing purposes or uses. This is to be completed by the Town of Onoway Public Works staff, who will ensure the water service is turned on or off. Infractions will be charged as per Schedule A.
- 6.14.2 No person, corporation or consumer, other than if authorized by the Town in advance, shall touch, turn or disturb any fire hydrant, curb stop, water valve or anything associated with the water supply system. Approval for all connections to the Town water system as specified in this Bylaw shall require the prior approval of the Town; Infractions shall be charged as per Schedule A
- 6.15 **Vacant Services**
- 6.15.1 Any owner of a premise requesting the water service not be disconnected after the building has been vacated shall apply in writing in person to the Town on the form supplied by the Town and shall pay the amount specified in "Schedule A" of this Bylaw;
- 6.15.2 The meter shall be read and no water shall be consumed by the vacant property;
- 6.15.3 If any water is consumed while on vacant services charges, the Municipal Manager shall reverse the monthly billing as it was prior to the commencement of vacant services and the owner of the premise will have to pay the difference of both charges or the water services may be shut off.
- 6.16 **Curb Stops**
- 6.16.1 The contractor and/or owner shall ensure that the curb stop, c.c., or water valve is at a height flush with the finished grade prior to water service being provided; and
- 6.16.2 In the event that the curb stop is inaccessible and the Town is needing to repair/maintain/shut off this curb stop the Town will undertake whatever action is required to access this curb stop and complete the necessary repair/maintain/shut off with all associated costs being charged to the property which caused the curb stop to become inaccessible.
- 6.17 **Final Approval**
- 6.17.1 A premise shall be approved for occupancy by the Safety Codes Officer only after all provisions of Section 6 have been complied with and the water meter along with proper remote

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reading equipment is in place. At this time final approval for occupancy shall be given.

SECTION 7 **BILLING AND COLLECTION**

7.1 **General**

7.1.1 All rates and charges payable hereunder shall be paid to the Town;

7.1.2 The Municipal Manager has authority to establish the Meter Activation Fee based on the nature of service or services and equipment being provided to a consumer and will provide the consumer with a quote for the required services that will remain in effect for a period of thirty (30) days from the date of issuance. The fee may be established using any or all of the following parts and/or services or additional equipment required to complete all associated works:

1. The Water Meter at the cost for the Town to replace into inventory at the time of ordering.
2. Waterline Flushing to be charged at the actual labour and material costs, should a staff member be called out after regular business hours, a minimum of 3 hours labour will be charged to the customer based on hourly rate set by Council on an annual basis.
3. Waterline Turn On is to be charged out at the actual cost of labour, should a staff member be called out after regular business hours, a minimum of 3 hours labour being charged based on hourly rate set by Council on an annual basis.
4. Account Set Up to be charged at a rate that is set by Council on an Annual basis.
5. Additional or Special Equipment that is required to complete the associated works is to be paid by or billed to the Owner or Customer directly from the source of such equipment or services.

7.1.3 Failure of an owner or renter to receive an account shall in no way affect the liability to pay the account.

7.2 **Owner Responsibility**

7.2.1 The Owner will receive and pay all Town utility bills for the property that is serviced by utilities services, unless a renter/owner agreement is signed; stating that the renter will be paying and receiving the utility bills and the agreement form is received by the Town.

7.2.2 When a current renter moves out of a rental property, it is the owner's responsibility to inform the Town of the change of billing address and the owner will be responsible for payment of the utility services charges;

7.3 **Renter Responsibility**

7.3.1 The Renter will receive and pay all Town utility bills for the property that he/she is renting that

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is serviced by utility services, if a renter/owner agreement is signed, as per "Schedule B" of this Bylaw, stating that the renter will be paying and receiving the utility bills is received by the Town;

7.4 Charges

7.4.1 There shall be paid for all water supplied and sewer service rendered hereunder the amounts set out in "Schedule A" of this Bylaw.

7.4.2 **Abnormal Readings** – In the event that there is a significant volume of water consumed or utilized as a result of a faulty appliance or fixture, the account holder can apply to the Chief Administrative Officer for a One-Time adjustment that is based upon an average consumption rate using the past twelve months of usage excluding the abnormal month of consumption. The decision to provide a price adjustment is at the sole discretion of the Chief Administrative Officer.

7.5 Application - Contract – Termination

7.5.1 Application for water supply and sewer services shall be made in writing in person to the Town for this purpose together with payment of the fee. The application for water supply and sewer services may be made by the Town of Onoway in the name of the registered property owner at the time the Town is notified by the Land Titles Office if the registered property owner has not made application for water supply and sewer services before this time.

7.5.2 No provision, agreement, term, condition or representation not contained in an application for water supply and sewer services, which contract is not transferable and shall remain in full force and effect until the consumer has notified the Town of his/her desire in writing to terminate the said contract or until said contract shall have been terminated by the Town;

7.5.3 Following written notification by a consumer of his/her desire to terminate a contract hereunder, the Town shall shut off the water supply as soon as reasonably practicable and the consumer shall be liable for and shall pay all of the rates and charges payable hereunder until the time of such shut off including the costs of such shut off, all as designated in "Schedule A" of this Bylaw;

7.5.4 All applications for connection or notification to terminate shall allow a minimum of 24 hours before such application or notification order is to become operative provided that such time period falls within the normal business hours of the Town;

7.6 Consumption

7.6.1 Subject to the other provisions of this Bylaw, the rates payable by a consumer as set out in "Schedule A" for all water supplied shall be determined by reference to the reading of the meter supplied to such consumer;

7.7 Payment Period

7.7.1 All accounts, including interim accounts for utilities services, shall be due and payable on the last working day of the month of the statement. Accounts not paid on or before that day shall be liable to a penalty of 3.5%;

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7.8 Unpaid Accounts

- 7.8.1 Any owner who fails to pay his/her account may have the outstanding balance that is more than 30 days overdue automatically transferred to his/her property tax roll;
- 7.8.2 The Municipal Manager may authorize any overdue account to be transferred to the owner's property tax roll at his/her discretion;
- 7.8.3 There shall be an Overdue Account Transfer Fee as listed in "Schedule A" of this Bylaw charged when an account balance is transferred to the tax roll.

7.9 Reconnection Fee

- 7.9.1 In the event any water service has been discontinued for reason of non-payment of account rendered, a reconnection fee shall be requested before the service is reconnected, as per "Schedule A" of this Bylaw;

7.10 Enforcement and Collection

- 7.10.1 The Municipal Manager is authorized to transfer any outstanding utility charges to the related tax roll as the Municipal Manager deems necessary, such transfer being subject to the Administration Fee as set out in "Schedule A" of this Bylaw;
- 7.10.2 In the event where the Town is unable to disconnect water services to a property which has unpaid utility fees, all unpaid utility fees will be transferred to the related tax roll.
- 7.10.3 Any property owner that fails to pay his/her account, that is more than 30 days in arrears, will receive the notice to disconnect and will have the applicable notice to disconnect fee applied to their utility account. Failure to either pay the account as per the notice to disconnect, or make payment arrangements with the Town, will result in disconnection of service and will be subject to the disconnection fee.

7.11 Interim Account

- 7.11.1 In any case in which the Town has rendered on account based upon an estimate of water supplied, the Town shall, upon reading the meter in respect of which the estimate was made, render an account for water supplied to that time and since the time the said meter was last read by the Town after crediting all amounts received from the consumer in respect of such estimated accounts;

7.12 Single Billing

- 7.12.1 A separate account shall be rendered in respect of each meter; and

7.13 Partial Period

- 7.13.1 Where any service rate or charge is designated by reference to a time certain, the charge for a lesser period of time shall be calculated on a proportional basis.

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SECTION 8 **APPEALS**

8.1 **General**

- 8.1.1 Notwithstanding any other provisions of this Bylaw or "Schedule A", any consumer who feels himself aggrieved in respect of rates charges to him/her under "Schedule A", on the grounds that such rates are unfair, unreasonable or discriminatory may, by notice of appeal in writing delivered to the Municipal Manager specifying the grounds of such appeal, appeal such rates. Such appeals shall in the first instance heard and determined by the Municipal Manager, provided that if such consumer is not satisfied with such determination, he may further appeal the matter to Council and the decision of Council shall be final.
- 8.2.1 In the event that a resident would like to appeal their bill on the premise if a "One Time" billing consideration for uncharacteristically high consumption, they must send a copy of the letter to the Chief Administrative Officer outlining such request along with a copy of their consumption history and the reason for the water loss/use. The Chief Administrative Officer may at his/her sole discretion, grant a remedy that he/she sees reasonable at the time of the occurrence.

SECTION 9 **PENALTIES**

9.1 **General**

- 9.1.1 Any person found to be violating any provision of this ordinance shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall within the period of the time stated in such notice, permanently cease all violations;
- 9.1.2 Any person who shall continue any violation beyond the time limit provided for in paragraph 9.1.1 shall be guilty of a misdemeanour and a conviction shall be fixed in the amount not exceeding two hundred dollars (\$200.00) for each violation. Each day in which any violation shall continue shall be deemed a separate offence; and
- 9.1.3 Any person violating any of the provisions of this Bylaw shall become liable to the Town for any expense, loss or damage occasioned to the Town by reason of such violation.
- 9.1.4 Any person who contravenes, disobeys, refuses or neglects to obey any provision of the bylaw is *guilty of an offence and liability on summary conviction of a fine of up to \$500.00 plus costs.*

SECTION 10 **AMENDMENTS**

10.1 **General**

- 10.1.1 The Council of the Town of Onoway may, by Bylaw or resolution in Council, alter, amend or repeal any or all of the Schedules which form part of the Bylaw.

SECTION 11 **VALIDITY**

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11.1 That this Bylaw shall take effect on the date of final passing, and these rates shall be effective starting May 1st, 2023 consumption.

READ A FIRST TIME THIS 26th DAY OF APRIL 2023.

READ A SECOND TIME THIS 26th DAY OF APRIL 2023.

UNANIMOUSLY CONSENTED TO FOR THIRD READING THIS 26th DAY OF APRIL 2023.

READ A THIRD AND FINAL TIME THIS 26th DAY OF APRIL 2023.

Signed APRIL 26th, 2023.



Mayor Len Kwasny



Chief Administrative Officer, Jennifer Thompson

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SCHEDULE A
Rate Schedule
effective for MAY 1st, 2023 consumption billings

Water Rates		
Water System Charges – Monthly Basis		
\$ Based on Water Meter Size	Metric Water Meter	Imperial Water Meter
\$11.70	15 mm	5/8"
\$29.00	20 mm	¾"
\$71.30	25 mm	1"
\$193.25	40 mm	1 ½ "
\$362.70	50 mm	2 "
\$849.50	75 mm	3"
\$1,532.00	100 mm	4"
\$1,957.13	150 mm	6"
\$2,382.26	200 mm	8"
Water Commodity Charge		
Water Commodity Charge – residential construction (unmetered) 1" line		\$5.87 per cubic meter \$150.00/month (unmetered)
Water Commodity Charge – commercial construction (unmetered) 1" line & up		\$500.00/month (unmetered)
Water Commodity Charge – multi unit (unmetered)		\$150.00/month plus \$75.00 for each additional unit/month
Water Commodity Charge – Fire Department (cost + 20%)		\$6.72 per cubic meter (cost + 20%)
Bulk Water Sales/Sales to Non Town Users (cost + 20%)		\$6.72 per cubic meter (cost + 20%)
WILD Water Phase I Debenture Charge		
		\$5.55 per month per account
WILD Water Phase II Debenture Charge		
		\$3.63 per month per account
WILD Water Phase III Debenture Charge		
		\$2.92 per month per account
WILD Water Phase IV Debenture Charge		
		\$2.92 per month per account

Sewer Rates		
Sewer System Charge – Monthly Basic		
\$ Based on Water Meter Size	Metric Water Meter	Imperial Water Meter
\$7.25	15 mm	5/8"
\$13.45	20 mm	¾"
\$29.50	25 mm	1"
\$75.45	40 mm	1 ½ "
\$139.50	50 mm	2 "
\$323.00	75 mm	3"
\$579.70	100 mm	4"
Sewer usage shall be determined by water consumption and shall be the same, regardless of where the water was deposited.		

TOWN OF ONOWAY
Bylaw 799-23

Sewage Commodity Charge	\$2.19 per cubic meter
Sewage Commodity Charge (no water meter)	\$25.00 per month
SEWER FORCEMAIN REPLACEMENT (8 yrs 2017 to 2024)	\$6.30 per month per account

Miscellaneous Rate	
Administrative Fee – monthly on each utility bill	\$5.00
Overdue Account Transfer Fee	\$25.00
Inspection Fee for New Infrastructure Connection Permit (6.2)	\$100.00
Notice to Disconnect (letter)	\$50.00
Special Meter Reading (Other than Terminal)	\$100.00
Meter Test or System Test	\$100.00
Service Kill/Service Disconnect (unpaid account)	\$50.00
Connection or Reconnection of water service	\$50.00
Connection or Reconnection of water service within 2 hours	\$100.00
Vacant services	\$30.00/month
Bylaw Contravention as per Water Valves/Hydrant section	\$250.00 first offence, \$500.00 second offence
Bylaw Contravention (any section not referenced above)	\$200.00

TOWN OF ONOWAY
Bylaw 799-23

Schedule B – Renter/Owner Agreement

Date: _____

Town of Onoway
Box 540
Onoway, AB T0E 1V0

RE: Property Located at: _____
Utility Account # _____
Meter Read _____
Effective Date _____

Dear Utility Clerk:

I am the property owner of the above noted property located within the Town of Onoway.

I am renting this property to:

Renter's Name

Mailing Address & Phone Number

The above named renter and I agree that the water, sewer and garbage bill for this property will be mailed to the renter. However, as the owner, I acknowledge that I am ultimately responsible for the payment of the billing. I also acknowledge that any unpaid balance from this account can be transferred to this property tax roll, at the discretion of the Town of Onoway. I agree that water service will be shut off at this property for non-payment only at my request. The Town of Onoway is not obligated to collect unpaid accounts on my behalf.

Owner's Name – Please print

Owner's Signature

Date

I am the above named renter and I agree that any information regarding my utility account may be released to the property owner at any time at the request of the owner **OR** at the discretion of the Town of Onoway.

Renter's Name – Please Print

Renter's Signature

Date

(The above information is being collected for the purposes stated)

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TOWN OF ONOWAY
Bylaw 799-23



WATER & SEWER CONNECTION PERMIT
4812 - 51st Street
Onoway, AB T0E 1V0
Phone: (780) 967-5338
Fax: (780) 967-3226

Tax Roll # _____
Dev. Permit # _____

Permit Fee \$50

<input type="checkbox"/> New installation Single	<input type="checkbox"/> Detached Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Service Disconnection	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Institutional	

PLEASE RETURN FORM AND ATTACHMENTS TO THE ONOWAY TOWN OFFICE.

Applicant (Contractor): _____

Project: _____

Municipal Address: _____

Legal Address: Lot: _____ Block: _____ Plan: _____

Contact Name: _____

Contact Phone#: _____ or _____

Proposed Work: Water Service Size _____ mm _____ inches
Sanitary Sewer Service Size _____ mm _____ inches
Storm Sewer Service Size _____ mm _____ inches

Stamped Engineering Drawings Attached? Yes No

Proposed Construction Date: From: _____ To: _____

- Conditions:**
1. Permit is not valid unless authorized signature completed below.
 2. Stamped Engineering Drawings required for water services larger than 25 mm (1 inch) and for sanitary sewer larger than 150 mm (6 inches). All Multi Family, Commercial, Industrial and Institutional developments require stamped Engineering Drawings.
 3. All work must conform to the Town Engineer's Standards as determined by the **General Manager of Planning and Infrastructure**. Water Service **MUST** be Type K Copper and Sanitary Sewer Service **MUST** be PVC-SDR 35. Any work completed with materials other than these shall be replaced at the sole cost of the applicant.
 4. Only authorized Town personnel to operate water shut off valves at or near the property line.
- Subject to this application being approved, the undersigned acknowledges responsibility for all work and materials associated with the project, including any damages to any Public Utilities or local improvements including but not limited to curb stops, water shut off valves, curbs, sidewalks, roadways, lanes, etc. The applicant shall be responsible for the prevention and/or clean up of any spillage, littering or garbage associated with this project. No ground water of any kind including weeping tile, roof down spouts, or site drainage shall be allowed to enter the sanitary sewer system.

THE APPLICANT HEREBY AGREES TO ABIDE BY THE TOWN WATER & SEWER BYLAW AND ALL THE ABOVE NOTED CONDITIONS:

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Town of Onoway Authorization for Permit: _____

The Information on this form is collected under the authority of Paragraph 32c of the Alberta Freedom of Information and Protection of Privacy Act, SA, 1994, Ch F-18.5, and shall only be used for the purpose for which it was collected.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 14, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Extension of Wastewater Disposal with Summer Villages & Wastewater Rates

BACKGROUND / PROPOSAL

The Town of Onoway has had agreements with the Summer Village of Sunrise Beach and Summer Village of Sandy Beach since 2017, renewing an agreement for wastewater disposal every three years. Administration has located letters that have constituted the agreement.

Motion #107/17 - MOVED by Deputy Mayor Judy Tracy that the request from the Summer Village of Sunrise Beach to dispose of their sewage effluent into the Town of Onoway's Lagoon System, be approved with a disposal fee of \$25.00/load, on a one year trial basis.

CARRIED

Motion #63/18 - MOVED by Councillor Wade Neilson that the Town of Onoway enter into an agreement with the Summer Village of Sandy Beach to accept their effluent at the Onoway Lagoon, that this agreement coincide with the timing of the current agreement the Town has with the Summer Village of Sunrise Beach to accept their effluent until April 30th, 2019, that this agreement be reviewed annually, that this agreement contain all the usual terms and conditions including a cancellation/termination clause, and that all revenue received from the Summer Village be moved to a Lagoon Maintenance Reserve Account.

CARRIED

Within the agreements:

- Requirement of one service provider – change in service provider must be approved by the Town of Onoway
- Only wastewater is to be hauled to the Onoway lagoon facility – failure to do so will result in termination of access to Onoway lagoon
- Monthly reporting of the volumes and disposal fee collected
- 30 day termination notice by either party, or in the event of an emergent situation access to Onoway lagoon may be suspended immediately and until the situation is resolved.

Deputy Mayor Mike Harney, Summer Village of Sandy Beach attended a regular meeting of Council on February 9, 2023 and requested that Council continue to allow

the Summer Village of Sandy Beach to utilize the Onoway lagoon for wastewater disposal.

The Summer Village of Sunrise Beach has submitted a request in writing to continue using the lagoon for wastewater disposal dated November 29, 2023 and attached to this report.

The Town of Onoway has an agreement with Standstone Vacuum Services Ltd. to allow commercial usage of the lagoon. The amount of revenue from Lagoon Use is budgeted at \$78,800, which included wastewater received from the Summer Village of Sandy Beach, Summer Village of Sunrise Beach, from within the corporate limits of the Town of Onoway and from Lac Ste Anne County.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Bulk Wastewater Rates

Council passed a motion at their Regular Meeting of February 5, 2020.

Motion #39/20

MOVED by Deputy Mayor Lynne Tonita that the waste water disposal fee for the Town of Onoway Lagoon be increased from \$30.00 to \$45.00 per load effective April 1, 2020; and that an estimated rate of \$55.00 per load be effective January 1, 2021; and \$65.00 per load effective January 1, 2022.

CARRIED

The current rate structure is not uniform. The Town of Onoway passed a rate for a "load" however the waste hauler has multiple units with differing capacities.

The current rates being charged are per load:

Size	Gallons	Cubic Meters	2023	
			Per Load	\$ per m ³ (for illustration purposes)
Small Truck	1672	7.60	\$ 32.50	4.28
Regular	3080	14.00	\$ 65.00	4.64
Tanker	8552	38.88	\$ 130.00	3.34

Administration is recommending that the rates be uniform and are proposing a per cubic meter charge. This will significantly change the rates that are being charged but provides a reliable charge per cubic meter. Lac Ste Anne County charged \$5.50 per cubic meter in 2023. The Town of Onoway did not adjust rates in 2023.

Preliminary analysis calculates approximately 32% of effluent is from the summer villages and a significant amount is coming from the county. Further analysis is forthcoming, as soon as practicable.

Staff are recommending a charge of \$5.36 per cubic meter for 2024 with further analysis to be completed in 2024.

Administration is recommending the following rates in the Fees & Charges Bylaw:

Hauled Sewer Dumping Fee deposited directly at the Onoway Lagoon		
Truck Size	2024	2023
Small Truck (Based on 7.60 m ³ tank Capacity)	\$40.74 per legal load or \$5.36 per cubic meter (m ³)	\$32.50 per load
Regular Truck (Based on 14.00 m ³ tank Capacity)	\$75.04 per legal load or \$5.36 per cubic meter (m ³)	\$65.00 per load
Tanker Truck (Based on 38.88 m ³ tank Capacity)	\$208.40 per legal load or \$5.36 per cubic meter (m ³)	\$130.00 per load

These rates will be considered in the Fees & Charges Bylaw however administration is providing the back ground of these rates.

Summer Village disposal request

The Town of Onoway should continue to allow the Summer Village of Sandy Beach and Summer Village of Sunrise Beach to dispose of their effluent. With the wastewater line that is going to be constructed by Lac Ste Anne County, the effluent will be redirected from the Town of Onoway lagoon. The timeline for this is not determined.

While the Summer Village of Sunrise Beach is requesting confirmation of future year rates, Administration is not prepared to advise Council on the rates to 2027. Administration is suggesting that the rates for wastewater be aligned with the rates in the region, as with Darwell Lagoon Commission. This information is presented in the new Consolidated Fees & Charges Bylaw being presented to Council for consideration.

The SV of Sunrise Beach is also requesting an extension to a 6 month termination notice from a 30 day termination notice. Administration recommends that the 30 day notice has been in place since 2017 and does not need to be changed.

As the agreements with the summer villages are informal and provided through correspondence and this process has been successful, Administration recommends following the same process.

STRATEGIC ALIGNMENT

- Good Governance
- Service Excellence

COSTS / SOURCE OF FUNDING

Effluent disposal increases due to alignment of per cubic meter rate. Increase to be calculated and supplied during final budget deliberations.

RECOMMENDED ACTION

- 1) THAT Council extend the wastewater disposal agreements with the Summer Village of Sandy Beach and the Summer Village of Sunrise Beach confirming:
 - One approved hauler to the Town of Onoway lagoon facility
 - Approval from the Town of Onoway should the approved hauler wish to be changed;
 - Service provider to provide monthly reporting to the Town of Onoway of wastewater disposed of in the Town of Onoway lagoon;
 - 30 day termination notice by either party, or in the event of an emergent situation, access to Onoway lagoon may be suspended immediately and until the situation is resolved;
 - Fees to be charged as per the approved Fees & Charges Bylaw.

- 2) THAT Council confirm that Standstone Vacuum Service Ltd is the approved hauler to commercially access the Town of Onoway lagoon facility.

ATTACHMENTS

Request from Summer Village of Sunrise Beach



Summer Village of Sunrise Beach

Box 1197

Onoway, Alberta

TOE 1V0

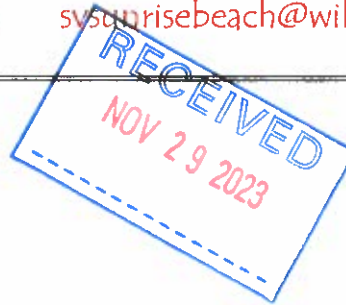
Email:

svsunrisebeach@wildwillowenterprises.com

Phone:(780) 967-0271

Fax: (780) 967-0431

November 29th, 2023



Town of Onoway
Box 540
Onoway, AB T0E 1V0

Att: Jennifer Thompsen, Chief Administrative Officer

Dear Jennifer:

Re: **Wastewater Disposal by Summer Village of Sunrise Beach**

In reference to the above noted, our current 3 year extension agreement for disposal of wastewater effluent from the Summer Village of Sunrise Beach into the Town of Onoway Wastewater Lagoon ends April 30th, 2024. This item was discussed at our Council meeting last evening and as a result of direction set forth there, the Summer Village is respectfully requesting consideration to continue this agreement for an additional 3 years (till April 30th, 2027) under same or similar terms:

- one service provider (Standstone Waste)
- should we wish to change service providers we would need Town approval prior
- service provider to only haul waste from communities that have approval to haul into the Town's lagoon
- service provider to provide monthly reporting to the Town on volumes going into the lagoon from SRB
- we are requesting consideration to change the 30 day termination notice to 6 months termination notice, with the understanding that in the event of an emergent situation access to your lagoon may be suspended immediately and until the situation is resolved.

We are requesting confirmation on what you anticipate the 2024, 2025, 2026 and 2027 disposal fee rates to be.

The Summer Village of Sunrise Beach appreciates the opportunity to dispose of our wastewater effluent in the Town's lagoon, and to our knowledge there have been no problems or concerns with our past arrangement, as such we are looking forward to a same or similar arrangement and to a continued good working relationship in the future.

Regards,

Wendy Wildman
Chief Administrative Officer
Summer Village of Sunrise Beach

cc: Summer Village of Sunrise Beach Council



ADMINISTRATION MONTHLY REPORT- NOVEMBER 2023

COMPLETED BY: Jennifer Thompson, CAO

TASKS

- **Climate Resiliency Workshops**

Staff have now completed workshops with Associated Engineering for the Climate Resiliency Capacity Building Program. This project will be complete in Q1 2024. This project is on schedule.

- **Council Roles and Responsibilities Workshop by Municipal Affairs**

There were 5 by elections in the region and Administration of these municipalities have been working together to coordinate training. It is scheduled for **January 24, 2024** in Onoway. Councillor Pockett needs to attend this training. Are there other members of Council who wish to attend as a refresher?

- **EOEP Course**

Munis 101 – Zoom – Registration coming soon!

January 25, 2024 – 2:00pm – 4:00pm

February 1, 2024 – 2:00pm – 4:00pm

February 8, 2024 – 2:00pm – 4:00pm

February 15, 2024 – 2:00pm – 4:00pm

*Course is spread over four two-hour sessions. Attendees must attend all 4 sessions

Councillor Pockett has been notified that the EOEP course is upcoming and staff will complete registration for the course. This training is in compliance with the *Municipal Government Act* S.201.1(1). Staff are confirming whether the training on January 24, 2024 will comply with the MGA which means the EOEP course will not need to be taken.

- **Daycares Update**

Administration has worked with Little Village Daycare to ensure they were able to satisfy criteria for occupancy and fire inspection for their expansion. Also, the development permit for MAD House Daycare has been issued and is in the information portion of this Council package.

- **Interim Audit & Yearend**

In person interim audit is complete. Staff continue to provide information as requested to auditor. This will make the final audit process quicker as testing is being completed currently.

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Staff continue to complete tasks, preparing for yearend.

- **Onoway Regional Fire Services**

Amending agreements have been sent to all municipalities. Once all amending agreements are received, they will be presented to Council for signing.

- **Fire Hall Repair**

The Town of Onoway made an insurance claim for the damage that occurred to the firehall. Work has commenced to heat and hoard the area so that contractors can repair the structural damage that occurred on November 22nd.

UPCOMING

- Procedure Bylaw update – in progress
- Council Code of Conduct Bylaw update
- Joint Use Planning Agreement with Northern Gateway School Division
- Town Office Closed – December 25, 2022 – January 1st 2024, reopening January 2nd, 2024

From: Edward Gallagher <edward@patriotlaw.com>
Sent: November 28, 2023 12:54 PM
To: Mayor Len Kwasny <lkwasny@onoway.ca>
Cc: cao@onoway.ca
Subject: Swearing in Ceremonies for Council - donation to the Legion received

Hello Mayor Len,

Just a quick note to tell you that I received your letter today in which you provided me with a donation cheque for the Onoway Legion as thanks for my attendance at Council's meeting in October to swear in Councillor Pocket, as well as you and the Deputy Mayor.

This was totally unexpected on my part, and very thoughtful of you, Council and administration. We will be depositing the cheque to our Poppy Fund so that it may be applied to the Legion's core mission of providing assistance to veterans and their families in our community.

We at the Legion are very grateful to have such strong support from the Town, and I am personally grateful that you made this contribution.

Regards,

Edward (Ed) Gallagher
President
Onoway Branch 132, Royal Canadian Legion
780-297-2203

(89)

November 30, 2023



Dear Mayor Len Kwasny
Representative of the Town of Onoway,

On Friday October 13, 2023, Onoway Junior/Senior High School celebrated student accomplishments at our annual Awards Night. The event, well attended by students, families, staff, and community members, allowed us the opportunity to acknowledge your altruistic contribution. Your support helps further us in our mission to be a place where students realize their value, discover their talents, and imagine a future where their contribution matters – much like your own.

On behalf of everyone at our school, please accept my most sincere thanks for your patronage and dedication to the young people of our community.

Kind regards,



Dr. Amy Villneff
Principal



Development Services
for
Town of Onoway

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

November 22, 2023

**Re: Development Permit Application No. 23DP08-24
NE 35-54-2-W5M : 5459 Lac Ste. Anne Trl. N. (the "Lands")
UR – Urban Reserve District : Town of Onoway**

Preamble:

1. The Lands are within the setback distance of a Non-Operating Landfill, pursuant to Section 17 of the Matters Related to Subdivision and Development Regulation AR 84/2022.
However, the Development Authority has issued this permit on the basis that it has received a report from a professional engineer that addresses the criteria for a variance stipulated in the Guideline for Setback Reviews published by the Department of Environment and Parks in May 2022.
2. The Development includes the placement of a modular building upon the Lands, where the building is to be renovated to the standards of the Alberta Building Code, as amended, and utilized in conjunction with the operation of a Day Care Facility.

APPROVAL OF DEVELOPMENT PERMIT

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

**PLACEMENT AND RENOVATION OF A MODULAR
BUILDING (133.8 SQ. M.), AND OPERATION OF A
DAY CARE FACILITY**

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

- 1- All municipal taxes must be paid.
- 2- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.



Development Services
for
Town of Onoway

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

3- SEPTIC SYSTEM:

Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2015 as adopted by legislation for use in the Province of Alberta.

4- WATER SUPPLY:

The Water Supply shall be by Cistern, the cistern shall be excavated and installed in conformance with the Safety Codes Act or as amended and all such other regulations which may apply to their construction.

- 5- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, plumbing, gas, electricity and drainage, and all other permits required in connection with the proposed development, including the renovation of the building. Copies of all permits shall be submitted to the Town of Onoway for review.
- 6- All permits and approvals required from Provincial regulatory bodies, including those as specified under the Early Learning and Child Care Regulation AR 143/2008, as amended, in conjunction with the operation of the Day Care Facility.
- 7- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 8- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 9- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 10- The improvements take place in accordance with the plans and sketches submitted as part of the permit application.
- 11- Existing parking spaces are deemed to satisfy the requirements of Section 259 Off-Street Parking of the Town of Onoway Land Use Bylaw 712-13.
- 12- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.



Development Services
for
Town of Onoway

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

13- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

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

Date Application Deemed Complete **November 22, 2023**

Date of Decision **November 22, 2023**

Effective Date of Permit **December 21, 2023**

Signature of Development Officer 

Tony Sonleitner, Development Officer for the Town of Onoway

- cc Jennifer Thompson, CAO, Town of Onoway
- cc Inspections Group Inc.
- cc Deidre Martineau, Licensing Officer, Children and Family Services
- cc Jennifer Fearnough, BSc, BEH(AD), CPHI(C), Environmental Public Health

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

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

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

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Development Services
for
Town of Onoway

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

NOTE:

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

IMPORTANT NOTES

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



Development Services

for

Town of Onoway

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

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

Edmonton:

12010 - 111 Ave.
Edmonton, Alberta T5G 0E6

Phone: (780) 454-5048

Fax: (780) 454-5222

Toll-Free: (866) 554-5048

Toll-Free Fax: (866) 454-5222

Email: questions@inspectionsgroup.com

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

Other contacts:

ALBERTA HEALTH

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

Public Health Inspector/Executive Officer

Environmental Public Health, Onoway

Phone: 780-967-6221

Fax: 780-967-2060

Jennifer.Fearnehough@albertahealthservices.ca>



Development Services
for

Town of Onoway

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

Public Notice

DEVELOPMENT APPLICATION NUMBER: 23DP08-24

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property, NE 35-54-2-W5M : 5459 Lac Ste. Anne Trl. N., with regard to the following:

PLACEMENT AND RENOVATION OF A MODULAR BUILDING (133.8 SQ. M.), AND OPERATION OF A DAY CARE FACILITY

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

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

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

The statement must be received by the Development Officer **no later than December 13, 2023.**


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

Town of Onoway
Box 540

Onoway, Alberta T0E 1V0

Attention: Tony Sonnleitner, Development Officer

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

Date Application Deemed Complete	November 22, 2023
Date of Decision	November 22, 2023
Effective Date of Permit	December 21, 2023
Signature of Development Officer	

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

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

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

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

THIS IS NOT A BUILDING PERMIT

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Greetings from the Onoway Facility Enhancement Association!

We would like to express our sincere appreciation to the Town of Onoway for granting us FCSS money to host the last 3 events free for our community members to attend at the Onoway Community Hall.

In October, for Halloween the OFEA had a free Halloween Party and served hot dogs, treats, and hot chocolate to all the ghosts and goblins who came by.

In November, we had a lovely free Seniors Luncheon and enjoyed tea, coffee, soup, sandwiches, and pie, along with great company!

In December, Santa stopped by the Community Hall and visited all the children who came out for holiday treats and crafts at our free Kids Christmas Party!

It has been a joyous time with lots of smiles and laughter at the Onoway Community Hall and the OFEA are looking forward to seeing many more lively years to come!

Thank you, Town of Onoway for your continued support!

