

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, JANUARY 11, 2024 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 January 11, 2024 Regular Council Meeting agenda be approved  
as presented*

*or*

*THAT the January 11, 2024, Regular Council Meeting agenda be approved  
with the following amendment(s) (as noted at meeting time)*

**3. ADOPTION OF MINUTES**

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

*Recommendation:*

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

*or*

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

**4. APPOINTMENTS/PUBLIC HEARINGS – n/a**

**5. FINANCIAL REPORTS**

- Pg 7-9 a) 2024 Interim Operating Budget Projects Pre-Approval – A Request for Decision  
is attached

*Recommendation:*

*THAT Council approve the 2024 Interim Operating Budget Projects as presented*

*or*

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

**6. POLICIES & BYLAWS – n/a**

**7. ACTION ITEMS**

- Pg 10-12 a) Septage Receiving Station (SRS) Options – A Request for Decision is attached

*Recommendation:*

1) *THAT Council offer the septage receiving station to Lac Ste. Anne County at the cost of purchase*

*or*

2) *THAT Council direct administration to install the septage receiving station*

*or*

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

- Pg 13-16 b) 2024 FCSS Process – A Request for Decision is attached

*Recommendation:*

*THAT Council accepts the information presented regarding the 2024 FCSS process*

*or*

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

- c) 2024 FCSS Home Support/Preventative Counselling Agreement

d)

e)

## 8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- Pg 17 d) Chief Administrative Officer Report – attached
- Pg 18 e) Corporate and Community Services Director's Report – attached
- f) Public Works Report

*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

- Pg 19-20 a) Alberta Municipal Affairs – Undated letter from Minister Ric McIver regarding the Assessment Model Review
- Pg 21-24 b) Alberta Municipal Affairs – December 22, 2023 email from Assistant Deputy Minister Ethan Bayne regarding 2023 Assessment Year End Updates
- Pg 25-34 c) Alberta Municipal Affairs – December 15, 2023 letter regarding the Local Government Fiscal Framework (LGFF) Program – 2024 Operating Allocation; 2024/25 Capital Allocations
- Pg 35-38 d) Alberta Environment and Protected Areas – Undated letter from Minister Schulz regarding provincial drought conditions
- Pg 39 e) Lac Ste. Anne Foundation – December 4, 2023 letter providing the 2024 Municipal Requisition
- Pg 40-42 f) Lac Ste. Anne Foundation – October 25, 2023 Board meeting minutes
- Pg 43-46 g) Fortis Alberta - December 13, 2023 update from Kelsey Nixon regarding 2024 Estimated Distribution and Distribution Rates
- Pg 47-49 h) Utility Safety Partners – December 14, 2023 email regarding proposed provincial Damage Prevention Legislation

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i) Alberta Beach – January 2, 2024 letter advising that the FCSS Trivillage Board has selected Onoway for 2024 contracted administration services for FCSS

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j) Town of Onoway Development Officer – Tony Sonnleitner January 11, 2023 Report

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k) North Saskatchewan Watershed Alliance (NSWA) – holiday greetings

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l) Joint Fire Dispatch Protocol for Area Highways – December 21, 2023 letter from Onoway and Lac Ste. Anne County to Onoway Regional Fire Services (ORFS) Member Municipalities

m)

*Recommendation:*

*THAT Council accept the above noted items for information*

**10. CLOSED SESSION – Pursuant to Section 197(2) of the Municipal Government Act and Section 17(4)(d) FOIP**

“Personnel”

**11. ADJOURNMENT**

**12. UPCOMING EVENTS:**

- January 24, 2024 – New Councillor Training 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, DECEMBER 14, 2023**  
**COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM**

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  Deputy Mayor: Lisa Johnson  Councillor: Bridgitte Coninx  Councillor: Robin Murray  Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer  Gino Damo, Director of Corporate and Community Services  Debbie Giroux, Recording Secretary</p> <p>1 member of the public joined the meeting in person  2 members of the public joined the meeting via Zoom</p>
1.	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.
2.	<b>AGENDA Motion #380/23</b>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Thursday, December 14, 2023 with the following additions:</p> <p>7b) Alberta Beach Snowmobile Club request for donation (requested by CAO Thompson)</p> <p>7c) Onoway Community Hall funding request (requested by CAO Thompson)</p> <p>9c) Dane Lloyd MP invitation to Christmas reception (requested by CAO Thompson)</p> <p>10) Closed Session – add Personnel (requested by Councillor Murray)</p> <p>10) Closed Session – add Personnel (requested by Councillor Coninx)</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES Motion #381/23</b>	<p><b>MOVED</b> by Councillor Robin Murray that the November 23, 2023 Regular Council Meeting minutes be approved as amended.</p> <p style="text-align: right;"><b>CARRIED</b></p>

(1)

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4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	<p>Dale Johnson, Chair, Economic Development and Tourism Committee attended the Council meeting from 9:35 a.m. until 9:55 a.m. to discuss economic development.</p> <p style="text-align: right;"><b>Motion #382/23</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Council accept the discussion with Dale Johnson for information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Dale Johnson left the meeting at 9:55 a.m.</p>
5.	<b>FINANCIAL REPORTS</b>	<p style="text-align: right;"><b>Motion #383/23</b></p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the 2024 Utility Rate Breakdown Analysis as information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>One member of the public left the meeting at 10:40 a.m.</p> <p style="text-align: right;"><b>Motion #384/23</b></p> <p><b>MOVED</b> by Councillor Robin Murray that Council accept the West Inter Lake District (WILD) Regional Water Services Commission 2024 Rates and Budget Requisitions as information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: right;"><b>Motion #385/23</b></p> <p><b>MOVED</b> by Councillor Robin Murray that Council approve the 2024 Interim Operating Budget as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: right;"><b>Motion #386/23</b></p> <p><b>MOVED</b> by Councillor Sheila Pockett that Council approve the 2024 Interim Capital Budget as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>One member of the public attended the meeting at 11:00 a.m.</p> <p>Council recessed from 11:03 a.m. until 11:10 a.m.</p>
6.	<b>POLICIES AND BYLAWS</b>	<p style="text-align: right;"><b>Motion #387/23</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 805-23 the Fees and Charges Bylaw be given first reading as amended.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: right;"><b>Motion #388/23</b></p> <p><b>MOVED</b> by Councillor Robin Murray that Bylaw 805-23 the Fees and Charges Bylaw be given second reading as amended.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: right;"><b>Motion #389/23</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 805-23 the Fees and Charges Bylaw be considered for third reading at this meeting as amended.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>



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	<p><b>Motion #390/23</b> <b>MOVED</b> by Deputy Mayor Lisa Johnson that Bylaw 805-23 the Fees and Charges Bylaw be given third reading and adopted as amended.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #391/23</b> <b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 806-23 the Water and Sanitary Sewage Bylaw be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #392/23</b> <b>MOVED</b> by Councillor Robin Murray that Bylaw 806-23 the Water and Sanitary Sewage Bylaw be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #393/23</b> <b>MOVED</b> by Deputy Mayor Lisa Johnson that Bylaw 806-23 the Water and Sanitary Sewage Bylaw be considered for third reading at this meeting.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>Motion #394/23</b> <b>MOVED</b> by Deputy Mayor Lisa Johnson that Bylaw 806-23 the Water and Sanitary Sewage Bylaw be given third reading and adopted.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<p><b>ACTION ITEMS</b></p> <p><b>Motion #395/23</b> <b>MOVED</b> by Councillor Bridgitte Coninx that Council extend the wastewater disposal agreements with the Summer Village of Sandy Beach and the Summer Village of Sunrise Beach confirming:</p> <ul style="list-style-type: none"> <li>- One approved hauler to the Town of Onoway lagoon facility;</li> <li>- Approval from the Town of Onoway should the approved hauler wish to be changed;</li> <li>- Service provider to provide monthly reporting to the Town of Onoway of wastewater disposed of in the Town of Onoway lagoon;</li> <li>- 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;</li> <li>- Fees to be charged as per the approved Fees and Charges Bylaw</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #396/23</b> <b>MOVED</b> by Councillor Robin Murray that Council confirm that Standstone Vacuum Service Ltd. is the approved hauler to commercially access the Town of Onoway lagoon facility.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	<p><b>Motion #397/23</b></p> <p><b>Motion #398/23</b></p>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that staff provide additional background information regarding the request for a donation received from the Alberta Beach Snowmobile Club and bring the request forward to a future Council meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Council authorize administration to provide the Onoway Facility Enhancement Association (OFEA) with 2022 and 2023 recreation tax allocations totalling \$10,000.00 for community hall repair and maintenance.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<p><b>COUNCIL, COMMITTEE AND STAFF REPORTS</b></p> <p><b>Motion #399/23</b></p>	<p><b>MOVED</b> by Councillor Robin Murray that the Council and staff written and verbal reports be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<p><b>INFORMATION ITEMS</b></p> <p><b>Motion #400/23</b></p>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council accept the following items for information:</p> <ul style="list-style-type: none"> <li>a) 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</li> <li>b) Onoway Junior/Senior High School – November 30, 2023 thank you letter to Mayor Kwasny from Principal Villneff for attending and supporting Awards Night</li> <li>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</li> <li>d) Onoway Facility Enhancement Association (OFEA) – thank you message to the Town for providing FCSS funds for events held at the community hall</li> <li>e) Dane Lloyd, MP, Sturgeon River-Parkland, invitation to the Christmas Open House on December 18, 2023</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
10.	<p><b>CLOSED SESSION</b></p> <p><b>Motion #401/23</b></p>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that, pursuant to Section 197(2) of the Municipal Government Act, and Section 21(1)(ii) FOIP, Section 17(4)(d) FOIP; and Section 16(1)(c)(i) FOIP,</p>



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		<p>Council move into a Closed Session at 12:07 p.m. to discuss the following items:</p> <p>Disclosure harmful to intergovernmental relations; Personnel; and Land (disclosure harmful to business interests of a third party)</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 12:07 p.m. to 12:10 p.m. to allow the Recording Secretary to leave the meeting.</p> <p><b>CLOSED SESSION:</b>  The following individuals were present for the Closed Session:  Mayor Lenard Kwasny  Deputy Mayor Lisa Johnson  Councillor Bridgitte Coninx  Councillor Robin Murray  Councillor Sheila Pockett  Jennifer Thompson, CAO  Gino Damo, Director of Corporate and Community Services</p> <p>Gino Damo left the Closed Session at 12:40 p.m.</p> <p>Council recessed from 1:08 p.m. to 1:10 p.m. to allow the Director of Corporate and Community Services, Recording Secretary and members of the public to return to the meeting.</p> <p><b>Motion #402/23</b> <b>MOVED</b> by Councillor Bridgitte Coninx that Council move out of Closed Session at 1:10 p.m.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #403/23</b> <b>MOVED</b> by Councillor Bridgitte Coninx that administration proceed as discussed in Closed Session regarding Tri Village FCSS administration.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #404/23</b> <b>MOVED</b> by Councillor Bridgitte Coninx that administration proceed with contracting with 13 Ways Inc. to utilize the Alberta Community Partnership grant.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #405/23</b> <b>MOVED</b> by Councillor Bridgitte Coninx that administration proceed as discussed in Closed session and complete appraisals of Town owned land.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #406/23</b> <b>MOVED</b> by Councillor Bridgitte Coninx that Council accept both personnel discussions for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
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<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 1:15 p.m.		
<b>12.</b>	<b>UPCOMING EVENTS</b>	January 11, 2024	Regular Council Meeting	9:30 a.m.
		January 24, 2024	New Councillor Training	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.

\_\_\_\_\_  
 Mayor Lenard Kwasny

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

UNAPPROVED



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	January 11, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Interim Operating Budget Projects Pre-Approval

### BACKGROUND / PROPOSAL

During the December 14, 2023 Council Meeting, Council made the following motion regarding the 2024 interim operating budget:

**Motion #385/23** | **MOVED** by Councillor Robin Murray that Council approve the 2024 Interim Operating Budget as presented.

**CARRIED**

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

#### 2024 Interim Operating Budget Proposed New Projects

The 2024 Interim Operating Budget contains the following new projects that Administration requests Council to preapprove. Although the projects were part of the 2024 Interim Operating budget approval it would be prudent and transparent for the projects be confirmed so that Administration can implement each project.

#### Information Technology Services Transition

Administration is anticipating that Information Technology Service expenses in 2024 will be approximately \$21,547 with the current IT Service Provider. Based on the organization outgrowing the current level of service, Administration recommends to transition with a different service provider that will not only meet the current organization needs but also future needs as well. Attached is a cost and service level comparison between the current IT service provider and two proponent quotes. Based on cost and services provided, Administration is recommending to proceed with proponent 2.

The approximate budgeted expense of IT services after transition is \$36,205 and will be an annual cost.

#### Town of Onoway Brand Redevelopment

The Town of Onoway logo was amended in 2023 specifically for the Centennial Celebration to reflect the special commemorative event. This logo was only used in 2023 and the current logo is being used. Building on the logo amendment, Administration is proposing in 2024 to redevelop the Town of Onoway brand. With the assistance of a

marketing specialist contractor, the brand redevelopment will consist a new logo design, new tag line development and the creation of a brand standards guide to ensure brand consistency.

The approximate budgeted expense of the brand redevelopment is \$3,495 and will be a one-time 2024 operating cost.

#### Annual Citizen Satisfaction/Budget Survey

A Citizen Satisfaction/Budget Survey is part of the 2023-2025 Vision Action Plan under Focus Area #2-Service Excellence. The purpose of the survey is to develop and implement a survey with feedback that will assist in budget decision making. Also, the survey will be an integral part of citizen engagement moving forward.

The approximate budgeted expense of the survey is \$5,000 and will be an annual cost.

#### Electronic Meeting Management Software

In 2022 & 2023, Administration reviewed the current meeting process and found an opportunity to enhance the process electronically; this enhancement leads to increased transparency through simplified online access to Council meetings and significant efficiencies in the pre and post Council meeting process and Administration costs savings in supplies and resources.

The approximate expense of the Electronic Meeting Management Software is \$4,000 and will be an annual cost.

### **STRATEGIC ALIGNMENT**

Fiscal Sustainability

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

As noted above.

### **RECOMMENDED ACTION**

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

### **ATTACHMENTS**

1. IT Cost Comparison.

	<u>Proponent 1</u>		<u>Proponent 2</u>		<u>Current IT Service Provider</u>	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
<b>Support Costs (Monthly &amp; Annual)</b>						
Support Program (labour and travel)	\$ 2,327	\$ 27,924	\$ 570	\$ 6,840	\$ 1,030	\$ 12,355.00
Quarterly Maintenance					\$ 255	\$ 3,060.00
Microsoft Office 365	\$ 204	\$ 2,448	\$ 204	\$ 2,448	\$ 204	\$ 2,448
Microsoft Office 365 (Support, Security, Backup) (per user cost) (variable)			\$ 180	\$ 2,160		
Microsoft Office 365 Vendor Access	\$ 25	\$ 300				
Managed Storage (NAS) - per device			\$ 25	\$ 300		
Offsite Storage					\$ 198	\$ 2,370.00
AEM Endpoint Management Monthly					\$ 65	\$ 774.00
Anti-Virus Services Monthly					\$ 45	\$ 540.00
Technology Experience & Enablement (per user cost) (variable)			\$ 90	\$ 1,080		
Managed Server- per device			\$ 700	\$ 8,400		
Managed Hypervisor - per host			\$ 100	\$ 1,200		
Managed Switch - per device			\$ 30	\$ 360		
Managed Wireless Access Point - per device			\$ 15	\$ 180		
Managed UPS - per device			\$ 10	\$ 120		
Disaster Recovery Management - per solution			\$ 300	\$ 3,600		
VEEAM Software Backup Rental License - per VM			\$ 50	\$ 600		
Cloud Storage - per GB			\$ 200	\$ 2,400		
Cloud Connect - per VM			\$ 36	\$ 432		
RAM Allocation - per GB			\$ 224	\$ 2,688		
6 TB RAID storage 1 year retention; 3 year commitment (Backup)	\$ 1,137	\$ 13,643				
SOPHOS XGS 116- per device			\$ 110	\$ 1,320		
Security Awareness Training - per user (variable)			\$ 19.50	\$ 234.00		
<b>Total</b>	<b>\$ 3,693</b>	<b>\$ 44,315</b>	<b>\$ 2,864</b>	<b>\$ 34,362</b>	<b>\$ 1,796</b>	<b>\$ 21,547</b>
<b>One-Time Costs</b>						
PSP Onboarding	\$	1,164				
3 Year License for Wi-Fi Management	\$	329				
Network Security/Firewall Appliance	\$	2,034				
Wireless Access Point	\$	773				
One time cost for network setup configuration & installation	\$	299				
Microsoft Office 365 Migration Labour Discovery @ \$150/hr	\$	300				
Office 365 Portal Setup, Config. & Migration with IMAP email	\$	4,500			\$	6,985
<b>Total</b>	<b>\$</b>	<b>9,398</b>			<b>\$</b>	<b>6,985</b>
Annual (2024 Proposed Base Tax Expense Allocation)		2.57%		2.00%		1.25%
One-Time (2024 Proposed Base Tax Expense Allocation)		0.55%		0%		0.41%
<b>Total (2024 Proposed Base Tax Expense Allocation)</b>		<b>3.12%</b>		<b>2.00%</b>		<b>1.66%</b>

\$ 2024 Proposed 1% tax dollar Increase  
17,224.06

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## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	January 11, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Septage Receiving Station Options

### BACKGROUND / PROPOSAL

Council Meeting of July 8, 2021.	Motion #274/21	<p><b>MOVED</b> by Councillor Pat St. Hilaire that the discussion on the grant submission for the purchase of a Septic Receiving Station (SRS) for the lagoon site be accepted for information and that Administration proceed with purchasing this SRS machine in due course (if grant not received fund to be covered through reserves – estimated at \$240,000 incl power upgrade).</p> <p style="text-align: right;"><b>CARRIED</b></p>
Council Meeting of March 24, 2022	Motion #120/22	<p><b>MOVED</b> by Councillor Bridgitte Coninx that the discussion with Mike Hudson be accepted for information, and that once the Septic Receiving Station (SRS) is operational at the lagoon the discussion on opening lagoon access to additional haulers be revisited with Council.</p> <p style="text-align: right;"><b>CARRIED</b></p>
Council Meeting of April 14, 2022	Motion #162/22	<p><b>MOVED</b> by Councillor Bridgitte Coninx that the discussion on the Septic Receiving Station (SRS) machine for the lagoon, along with additional work required and associated costs to get it set up and operating, along with cost recovery options for same, along with future operation and acceptance of sewer effluent from outside the Town of Onoway at the lagoon in the future, be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
Council Meeting of April 14, 2022	Motion #406/22	<p><b>MOVED</b> by Councillor Bridgitte Coninx that the installation of the Septage Receiving Station (SRS) system be completed in 2022 and that staff provide Council with further detail related to financing.</p> <p style="text-align: right;"><b>CARRIED</b></p>

The Town purchased the septage receiving station from LSAC saving in bulk purchasing as LSAC was purchasing multiple units. The cost of the SRS was \$232,000. Additional costs for power to the site due to the requirement of 3-phase were approximately \$46,124.50. Costs to complete the project are unknown at this time.

On November 1<sup>st</sup>, 2023 an informal meeting with Mike Primeau, CAO LSAC occurred regarding an update to the Regional Wastewater Line Phase A that the Town of Onoway was in negotiations to provide the regional service utilizing the Town of Onoway lagoon. At this time, Phase A is being rerouted to the LSAC lagoon and will not be utilizing the Town of Onoway lagoon. Future expansion of the regional wastewater line may include the Town of Onoway.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES**

With the truck disposal sites that will be installed during Phase A, rerouted pipeline and Summer Village of Sandy Beach and Summer Village of Sunrise Beach eventually utilizing Phase A, it is not a strong business case to install the septage receiving station nor open the lagoon to commercial haulers due to return on investment.

At this time there is no engineering completed for the SRS installation. This would be to ensure that a proper base is installed to contain spills preventing environmental hazards as well as ensuring that the drainage to the lagoon cell does not cause erosion.

Septage hauled into the lagoon is currently:

Standstone	10.62%
Onoway	2.37%
County	49.63%
Sandy Beach	24.59%
Sunrise Beach	12.80%

Once Sandy Beach and Sunrise Beach plus the County septage is within the Phase A of the Regional Waste water, the Town of Onoway current revenue for bulk wastewater is anticipated to decrease approximately 87% or \$68,539 (Based on 2024 Proposed Budget). Based on the imminent decrease in revenue the cost is not feasible for return on investment nor the ability to operate and maintain the unit and additional lagoon maintenance with the revenue being collected.

LSAC has expressed their interest in the SRS as they will be upgrading one of their wastewater facilities and will need an SRS unit. Council will need to decide the direction for the lagoon usage.

Phase A will be undergoing a redesign and the Town of Onoway recently extended the wastewater disposal agreements with Sandy Beach and Sunrise Beach for an additional three years (2024-2027).

Council authorized using CCFB to fund a portion of the SRS. The requirement for the asset is that it be kept for 5 years. Staff would need to request that the funds be returned to the CCFB fund and reallocated to a different eligible capital project.

**STRATEGIC ALIGNMENT**

Fiscal Responsibility  
Service Excellence

**COSTS / SOURCE OF FUNDING**

NONE known at this time.

**RECOMMENDED ACTION**

1) THAT Council offer the septage receiving station to Lac Ste Anne County at the cost of purchase.

OR

2) THAT Council direct administration to install the septage receiving station.

OR

3) Direction provided at time of meeting.

**ATTACHMENTS**

NONE.





## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	January 11, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 FCSS Process

### BACKGROUND / PROPOSAL

During the February 9, 2023 Council Meeting, Council made the following motion regarding the 2023 FCSS Process:

**Motion #039/23** | **MOVED** by Councillor Robin Murray that Council accepts the information presented regarding the 2023 FCSS process.

**CARRIED**

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

In 2023, Administration brought forward the attached 2023 FCSS Process. The process addressed the following feedback received in 2022:

- Awareness of Funding (Communication Plan).
- Lack of definitive timelines/due dates (Multiple Rounds).
- Confusing Year End Report (Combining Application and Year End Report & Province of Alberta training and implementation).

The FCSS process provides definitive application due dates to Administration while allowing flexible timelines to applicants.

In 2024, Administration is proposing the following changes to the FCSS process:

- In Round 1, set aside funds for annual programs (based on 2+ years of receiving funds) that have not submitted applications by round 1 deadline and provide notification to organizations of amount of funds set aside and to request submission of applications.
- Change Final Round submission presentation to Council from November to First Meeting in October as per the attached proposed 2024 FCSS Process.

- Discuss with Lac Ste Anne County regarding their FCSS process and incorporate any changes that may benefit the Town of Onoway FCSS Process.

Note that the attached process is subject to change if required.

### **STRATEGIC ALIGNMENT**

Service Excellence

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

Currently there is no impact to the 2024 operating or capital budget.

### **RECOMMENDED ACTION**

1. That Council accepts the information presented regarding the 2024 FCSS process.
2. (Or some other direction as given by Council at meeting time).

### **ATTACHMENTS**

- 2023 FCSS Process.
- Proposed 2024 FCSS Process.

14

**2023 FCSS Process**

	January	February	March	April	May	June	July	August	September	October	November	December	January
<b>Application</b>													
Intake Period													
Round 1 - Present submissions to Council													
Round 2 - Present submissions to Council													
Final Round - Present submissions to Council													
<b>Year End Report</b>													
Intake Period													
<b>Communication Plan</b>													
Community Voice													
Lac Ste. Ane Bulletin													
Onowaves													
Town website													
Facebook													
Email notification to Onoway Organizations/Associations													

**2024 Proposed FCSS Process**

	January	February	March	April	May	June	July	August	September	October	November	December	January
<b><i>Application</i></b>													
Intake Period													
Round 1 - Present submissions to Council					Second Meeting								
Round 2 - Present submissions to Council									First Meeting				
Final Round - Present submissions to Council										First Meeting			
<b><i>Year End Report</i></b>													
Intake Period													
<b><i>Communication Plan</i></b>													
Community Voice													
Lac Ste. Ane Bulletin													
Onowaves													
Town website													
Facebook													
Email notification to Onoway Organizations/Associations													



# ADMINISTRATION MONTHLY REPORT-

## December 2023/January 2024

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**COMPLETED BY:** Jennifer Thompson, CAO

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### TASKS

- **Yearend Tasks**

Staff have prepared in December for yearend and yearend close out tasks are in progress.

- **Fire Hall Repair**

The damage that occurred in November 22, 2023 is being repaired. There are delays in completion of the police report which are being addressed at this time. The timeline for completion is currently on schedule but are expected to be a few months yet due to concrete replacement and curing times.

- **Land Use Change**

Worked with Development Officer to initiate zoning change.

- **East End Bus**

Provided information to East End Bus Society regarding insurance, draft budget, sponsorship and worked with partners on policy development.

- **Wastewater Agreements**

Completed correspondence to summer villages regarding wastewater agreements.

- **Administrative and Public Works Staff**

The team of Onoway administrative and public works staff are dedicated to service delivery and excellence. As CAO, I want to recognize the work that staff do and we look forward to further efficiencies in 2024.

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### UPCOMING

- Procedure Bylaw update – in progress
- Council Code of Conduct Bylaw update
- Joint Use Planning Agreement with Northern Gateway School Division
- CAO Out of Office – January 19<sup>th</sup> – January 26<sup>th</sup>, 2024



# DIRECTOR OF CORPORATE AND COMMUNITY SERVICES

## MONTHLY REPORT- December 2023

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

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### TASKS

- Submitted 2024 Northern and Regional Economic Development Program Grant documents on December 20, 2023.
  - Submitted Form 21 Schedule of Expected Pension Contributions form to Manulife on December 13, 2023.
  - Submitted 2024 Canada Summer Jobs Grant on December 4, 2023.
  - Drafted and presented 2024 Capital Project Funding & 5-Year Capital Budget Plan Documents during December 14 Council meeting.
  - Drafted and presented 2024 Fees & Charges Bylaw #805-23 during December 14 Council meeting.
  - Drafted and presented 2024 Utility Rate Breakdown during December 14 Council meeting.
- 

### CONTINUING TASKS

- Drafting Personal Days Policy to present at a future Council meeting.
- Revising Vacation Day Policy to present at a future Council meeting.
- Drafting Student Bursary Policy to present at a future Council meeting.
- Drafting and presenting 2024 Interim Operating Budget Projects Pre-Approval during January 11, 2024 Council meeting.
- Drafting Mobile Vending Service Policy to present at a future Council meeting.
- Drafting Procurement Policy to present at a future Council meeting.
- Completing Financial Year-End tasks.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta

**debbie@onoway.ca**

---

**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** January 2, 2024 8:45 AM  
**To:** debbie@onoway.ca  
**Subject:** FW: Oil and Gas Property Tax Incentives  
**Attachments:** Municipal Affairs Minister letter.pdf

For agenda please

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**From:** ma.amr@gov.ab.ca <ma.amr@gov.ab.ca>  
**Sent:** December 22, 2023 12:48 PM  
**To:** Jennifer Thompson <cao@onoway.ca>  
**Subject:** Oil and Gas Property Tax Incentives

Good afternoon,

For your information, please see the attached letter from the Minister of Municipal Affairs.

Thank you



**debbie@onoway.ca**

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** January 2, 2024 8:45 AM  
**To:** debbie@onoway.ca  
**Cc:** gino@onoway.ca  
**Subject:** FW: 2023 Assessment Year End Updates  
**Attachments:** 2023 Assessment Year End Updates.pdf; Metal Building Cost Manual update.pdf

For agenda please

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**From:** ma.aptp@gov.ab.ca <ma.aptp@gov.ab.ca>  
**Sent:** December 22, 2023 2:39 PM  
**To:** Jennifer Thompson <cao@onoway.ca>  
**Subject:** 2023 Assessment Year End Updates

**To: All Chief Administrative Officers and Appointed Assessors**

Each year, assessment guidelines are updated to reflect changes in regulations, incorporate annual updates such as assessment year modifiers, and to provide policy clarifications where necessary.

I am pleased to share the following documents are in place for the 2023 assessment year (2024 tax year), and are available at [Alberta.ca](http://Alberta.ca):

- 2023 Alberta Assessment Quality Minister's Guidelines;
- 2023 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual;
- 2023 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway Property, and Farm Land; and the
- 2005 Construction Cost Reporting Guide.

The attached bulletin provides additional details on the 2023 assessment year modifiers, the 2023 base year modifier for the Alberta 2001 Metal Buildings Cost Manual, and upcoming changes to the SuperNet Assessment Regulation and the Community Organization Property Tax Exemption Regulation.

If you have any questions about the above, please contact the Assessment and Property Tax Policy Unit (toll free first by dialing 310-0000) at 780-422-1377 or by email at [ma.aptp@gov.ab.ca](mailto:ma.aptp@gov.ab.ca).

Ethan Bayne  
Assistant Deputy Minister  
Alberta Municipal Affairs

Attachments

# Assessment Bulletin 23-01

## 2023 Assessment Year Updates

### 2023 Alberta Assessment Quality Minister's Guidelines and Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual

The Minister of Municipal Affairs has approved Ministerial Order No. MAG:017/23 establishing the 2023 Alberta Assessment Quality Minister's Guidelines, and the 2023 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual. These documents are effective for the 2024 and subsequent tax years.

Changes to the guidelines and manual include:

- Removing references to the Lloydminster Charter as the charter has been updated to use Matters Relating to Assessment and Taxation, 2018; and
- Clarifying reporting requirements requiring the municipal assessor or the Minister to report changes to the assessment roll that are necessary to reflect tribunal decisions, and the circumstances under which liability code 'S' should be used.

The Ministerial Order, Guidelines, and Manual are available on [Municipal property assessment – Legislation and publications | Alberta.ca](https://www.alberta.ca/municipal-property-assessment-legislation-and-publications)

If you have any questions regarding the 2023 Alberta Assessment Quality Minister's Guidelines, or the 2023 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual, please contact the Tax Programs and Assessment Audit unit with Grants and Education Property Tax Branch at [taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca) or toll-free at 310-0000, then 780-422-7125.

### 2023 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway Property, and Farm Land

The Minister of Municipal Affairs has approved Ministerial Order No. MAG: 016/23 establishing the 2023 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway Property, and Farm Land. Below are the 2023 assessment year modifiers (AYMs) and cost factors for regulated properties.

Property Type	Assessment Year Modifier	Cost Factor
Wells	1.576	
Pipelines	1.062	
Electric Power Systems	1.715	0.583
Telecommunication Carriers	1.341	0.745
Cable Distribution Undertakings	1.620	0.617
Machinery and Equipment	1.596	0.627
Railway	1.807	
<b>Farm Land</b>		
Dry Arable	1.000	
Dry Pasture	1.000	
Irrigated Arable	1.030	
Woodlots	1.000	

The 2023 Minister's Guidelines with the AYMs, cost factors, and Ministerial Order are on the Municipal Affairs website at [Municipal property assessment – Legislation and publications | Alberta.ca](https://www.alberta.ca/municipal-property-assessment-legislation-and-publications)

## 2023 Base Year Modifier for the 2001 Metal Building Cost Manual

Below is the 2023 base year modifier for the Alberta 2001 Metal Buildings Cost Manual.

### BASE YEAR MODIFIER FOR THE 2001 METAL BUILDINGS COST MANUAL

2023	2.46
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## Tax Incentives

In 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated in 2020 and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

## Community Organization Property Tax Exemption Regulation

The Community Organization Property Tax Exemption Regulation (COPTER) authorizes municipalities to grant both education and municipal property tax exemptions to eligible properties. Properties must be held by non-profit organizations and be used for charitable or benevolent purposes that benefit the general public, such as sports and recreation, seniors' lodges, art galleries and museums, and childcare facilities.

The expiry date for COPTER has been extended for two years until December 31, 2025.

In fall 2022, Municipal Affairs undertook a targeted stakeholder engagement focused on administrative, non-policy improvements to explore potential enhancements to COPTER that do not affect eligibility for exemption.

Based on stakeholder feedback, COPTER has been amended to:

- enable flexibility in application process dates and requirements;
- modernize methods for linguistic and ethno-cultural associations to share times when the facility is accessible by allowing it to be posted online; and
- remove a reference to an obsolete subsidy model formerly used in seniors' lodge facilities.

These changes take effect on January 1, 2024, and the updated regulation will be available on the [Alberta King's Printer website](#) at that time.

The two-year extension will provide time for Municipal Affairs to engage stakeholders in a broad policy review. Details regarding this review will be shared in early 2024.

## SuperNet Assessment Regulation

The SuperNet Assessment Regulation provides direction on how to assess the value of a portion of the SuperNet linear property that government formerly had a sole right to use. A change from an infrastructure-owned model to a new fee-for-service model has led to the regulation not being required beyond its expiry date. Therefore, Municipal Affairs intends to allow the SuperNet Assessment Regulation to expire on December 31, 2023.

## For More Information

Please contact Assessment and Property Tax Policy at [MA.APTP@gov.ab.ca](mailto:MA.APTP@gov.ab.ca), or toll-free at 310-0000, then 780-422-1377.

ISSN 2291-983X

**1.11 BASE COST MODIFIERS**

The Replacement Cost New of an improvement, in the year of assessment, is determined as follows:

- 1) Calculate the 2001 replacement cost new of improvements using Schedule 1 and 2, and
- 2) Multiply the 2001 replacement cost new by the factor for the year of the assessment.

**BASE COST MODIFIER FACTOR TABLE**

Classification Schedule (2)

Year of Assessment	Factor
2001	1.00
2002	1.04
2003	1.10
2004	1.16
2005	1.37
2006	1.55
2007	1.75
2008	1.90
2009	1.88
2010	1.91
2011	1.97
2012	2.02
2013	2.07
2014	2.13
2015	2.14
2016	2.15
2017	2.21
2018	2.29
2019	2.29
2020	2.33
2021	2.36
2022	2.43
2023	2.46

**Updated November 2023**

December 15, 2023

Dear Chief Administrative Officers:

**Subject: LOCAL GOVERNMENT FISCAL FRAMEWORK PROGRAM**

In follow up to today's letter from the Honourable Ric McIver, Minister of Municipal Affairs, to your Chief Elected Official, I am pleased to provide you with a summary of key information on the Local Government Fiscal Framework (LGFF) program. In addition, I strongly encourage you and your staff to review the attached program summary and to access the program guidelines and other resources available on the program website ([www.alberta.ca/local-government-fiscal-framework-capital-funding](http://www.alberta.ca/local-government-fiscal-framework-capital-funding)).

**LGFF Program Overview**

The LGFF replaces the Municipal Sustainability Initiative (MSI) in 2024 as Alberta's primary funding mechanism for local governments. The LGFF has two components, a legislated capital funding component and an operating funding component, which is not legislated.

All local governments (municipalities, Metis Settlements, and the Townsite of Redwood Meadows) are eligible for capital funding, with the exception of improvement districts with no resident population. Operating funding is available to all local governments other than the cities of Calgary and Edmonton.

The LGFF capital program is designed to give local governments the flexibility to focus on local priorities within program rules and is largely similar to the current MSI capital program. A high-level overview of the LGFF capital component is provided in the attached Program Summary. Key changes include a greater focus on measuring program outcomes and infrastructure management indicators that are used to help ensure capital spending keeps pace with local needs. For detailed information on the program, please refer to the LGFF Capital Program Guidelines available on the program website.

The operating component of the LGFF will be administered in the same way as the MSI operating program. The LGFF operating program guidelines will be released in 2024 and will be very similar to the current MSI operating program guidelines.

**LGFF Funding Allocation Formula**

LGFF capital component funding will be distributed between communities using a new allocation formula. Capital funding for the cities of Calgary and Edmonton is allocated 48 per cent based on population, 48 per cent based on education property tax requisitions, and four per cent based on length of local roads. Capital funding for the remaining local governments is allocated 65 per cent based on population, 15 per cent based on tangible capital assets, 10 per cent based on amortization of tangible capital assets, and 10 per cent based on length of local roads.

In addition, all remaining local governments receive base funding, and those with a population less than 10,000 and a limited local assessment base receive needs-based funding on top of their regular allocation. Base funding is set at \$150,000, except for summer villages, whose base funding is set at \$60,000. The needs-based funding envelope is set at three per cent of total funding and is distributed to local governments based on equalized assessment.

As information for the factors used in the LGFF capital allocation formula is derived largely from the Financial Information Returns submitted to Municipal Affairs, it is of utmost importance that local governments submit high-quality and accurate data in a timely manner, as this data directly affects the funding amounts.

Additional information on the formula, including data sources, is available in the Funding Formula Information Sheet available on the program website.

Based on *Budget 2023* targets, LGFF operating funding will remain at \$60 million per year, subject to confirmation and approval as part of Budget 2024. To provide stability for local governments, 2024 LGFF operating allocations will remain at the same level as operating funding amounts allocated under the MSI in 2023.

LGFF capital allocations for 2024 and 2025 and estimated operating allocations for 2024 for all local governments are available on the program website to help local governments plan their capital projects.

#### **Online Grant System**

Local governments will be required to submit all LGFF capital documentation, including capital applications and year-end reporting, through a new online grants system, "LGFF Capital", which will be launched in spring 2024. The application process will be streamlined, and local governments will be able to submit multiple projects in the same application, if they are in the same functional category or if they are part of the same system.

As with MSI operating, applications are not required to receive LGFF operating funding. For year-end reporting on operating funding, the existing portal, "MSI Online" (MSIO), will continue to be used.

#### **Payment of 2024 Funds**

Payment of LGFF capital and operating allocations will commence between April and June 2024. To receive 2024 capital and operating funds, local governments must submit reporting on 2023 MSI funding and enter into new LGFF capital and operating funding agreements with the province. These agreements will be sent out in early 2024.

In addition, to be eligible for payment of 2024 LGFF capital funds, local governments must have sufficient applications committing their 2024 LGFF funding, and their MSI capital carry-forward funding at the end of 2023 cannot exceed the 2024 LGFF capital allocation. For example, if a local government's 2024 LGFF allocation is \$250,000 and its 2023 MSI capital carry-forward amount is \$400,000, the local government will not receive its 2024 LGFF allocation unless it notifies Municipal Affairs that it needs the payment. For additional information on this process, please refer to Section 10 (Payments) of the LGFF Capital Program Guidelines.

#### **Unspent MSI Funding**

Unspent MSI funding will continue to be administered under the MSI program through the existing MSIO system until it is expended or until the five-year limit to use each year's allocation is reached. I strongly encourage all local governments to utilize their unspent MSI funds within the required time limits to avoid repayment and/or forfeiture of these funds.

Municipal Affairs program staff will be available to work closely with local government staff to assist in the implementation of the LGFF. Should you have any questions about the new program, please contact a grant advisor toll-free by dialing 310-0000, then 780-422-7125.

Municipal Affairs will also be conducting LGFF orientation webinars, and you will receive an invitation to participate. The webinars are expected to take place in January and/or February, prior to the new LGFF Capital system launch.

I recognize transitioning to the new program after the MSI has been in place for 17 years is a significant change, and I thank you for your work to facilitate this transition.

Sincerely,



Brandy Cox  
Deputy Minister

Attachment: LGFF Capital Program Summary

## 2024 Operating Allocation

<b>Local Government</b>	<b>2024 Allocation</b>
NOBLEFORD	42,942
OKOTOKS	438,100
OLDS	152,920
ONOWAY	90,428
OYEN	138,678
PEACE RIVER	118,068
PENHOLD	242,062
PICTURE BUTTE	138,550
PINCHER CREEK	73,266
PONOKA	468,338
PROVOST	149,678
RAINBOW LAKE	191,710
RAYMOND	485,476
REDCLIFF	98,566
REDWATER	56,258
REDWOOD MEADOWS, TOWNSITE OF	41,984
RIMBEY	59,686
ROCKY MOUNTAIN HOUSE	113,876
SEDGEWICK	76,984
SEXSMITH	59,740
SLAVE LAKE	111,906
SMOKY LAKE	132,806
SPIRIT RIVER	135,828
ST. PAUL	390,318
STAVELY	34,718
STETTLER	104,898
STONY PLAIN	263,552
STRATHMORE	204,692
SUNDRE	62,972
SWAN HILLS	295,664
SYLVAN LAKE	229,888
TABER	128,398
THORSBY	88,970
THREE HILLS	221,000
TOFIELD	154,482
TROCHU	142,318
TWO HILLS	322,988
VALLEYVIEW	141,734
VAUXHALL	278,368
VEGREVILLE	101,106
VERMILION	82,588
VIKING	145,298



## 2024 & 2025 Capital Allocations

Local Government	2024 Allocation	2025 Allocation
MILLET	379,834	435,956
MORINVILLE	1,407,230	1,606,276
MUNDARE	257,424	274,517
NANTON	428,480	472,619
NOBLEFORD	302,866	327,245
OKOTOKS	3,437,881	3,968,225
OLDS	1,242,219	1,416,499
ONOWAY	279,411	312,815
OYEN	375,332	369,836
PEACE RIVER	1,081,131	1,232,910
PENHOLD	559,968	627,044
PICTURE BUTTE	407,719	440,190
PINCHER CREEK	605,993	677,939
PONOKA	988,558	1,121,543
PROVOST	416,966	482,907
RAINBOW LAKE	381,439	462,904
RAYMOND	924,552	1,024,899
REDCLIFF	880,718	972,599
REDWATER	417,202	459,516
REDWOOD MEADOWS, TOWNSITE OF	269,381	288,614
RIMBEY	465,628	517,248
ROCKY MOUNTAIN HOUSE	971,354	1,104,105
SEDGEWICK	249,216	278,078
SEXSMITH	476,391	530,652
SLAVE LAKE	1,072,891	1,235,689
SMOKY LAKE	317,033	339,231
SPIRIT RIVER	347,191	372,305
ST. PAUL	914,254	1,034,152
STAVELY	225,369	237,147
STETTLER	981,743	1,111,391
STONY PLAIN	2,190,817	2,520,784
STRATHMORE	1,737,417	1,992,413
SUNDRE	479,888	532,624
SWAN HILLS	488,214	544,800
SYLVAN LAKE	1,915,180	2,197,541
TABER	1,233,406	1,408,886
THORSBY	325,786	350,504
THREE HILLS	658,823	722,761
TOFIELD	392,160	431,082
TROCHU	359,309	379,388
TWO HILLS	533,799	594,293
VALLEYVIEW	420,132	463,342

# Local Government Fiscal Framework

## Capital Component

### Program Summary

#### **Program Purpose**

The Local Government Fiscal Framework (LGFF) is a flexible program that enables municipalities and Metis Settlements to commit funding for capital projects of their choosing, within program rules. It provides transparent, stable, predictable, and easy-to-administer funding, all while being accountable to Albertans.

#### **Program Objective**

The LGFF program provides funding to municipalities and Metis Settlements to support projects that develop, improve, maintain, or otherwise alter infrastructure assets in Alberta communities; facilitate the resiliency and livability of local communities; and support local and provincial economic activities.

#### **Program Administration Details**

##### ***Program Eligibility***

- All local governments, including municipalities, Metis Settlements, and the Townsite of Redwood Meadows, are eligible to receive funding under the program.
  - Improvement Districts without population are excluded.
- LGFF is allocation-based, meaning local governments are eligible for funding each year, with the amount determined through a funding formula that is either established in the *Local Government Fiscal Framework Act* (for Calgary and Edmonton), or determined by the Minister (for all remaining local governments).
  - Though the program requires local governments to apply to use the funding, the amount of each local government's funding is not subject to a competitive process, only verification of eligibility.

##### ***Grant Agreements***

- All eligible local governments will be required to sign a Memorandum of Agreement that establishes the roles and responsibilities of each party, program objectives, and actions and criteria applicable to the LGFF program as prescribed or determined by the Minister.

##### ***Project Eligibility***

- Eligible functional categories are outlined in detailed program guidelines and include those related to:
  - Infrastructure Management;
  - Libraries;
  - Parks, Sport, and Recreation;
  - Public Security and Safety;
  - Public Transit;
  - Roads and Bridges;
  - Solid Waste Management;
  - Water; and
  - Wastewater.

- Land purchases are eligible provided an asset funded by any federal or provincial grant program is built on the land within five years (or 10 years for the Charter cities when constructing transportation utility corridors).
- Broadband infrastructure eligibility under LGFF includes infrastructure where the local government owns at least 51 per cent of the infrastructure. Software eligibility is also expanded to include some software licensing (details provided in LGFF guidelines).
- Projects involving harvesting trails and other culturally important sites are eligible for Metis Settlements only.
- Interest on borrowing for LGFF-funded projects is eligible for the two Charter cities only.
- All applications must commit a minimum of 10 per cent of the local government's annual allocation, or \$5 million, whichever is lower (with some exemptions as noted in the guidelines).

### ***Application and Payment Process***

- Local governments submit their project applications to the department to ensure they align with eligibility criteria. To streamline the application requirements, local governments are allowed to submit multiple projects under the same application with a streamlined amount of information, provided the list of projects falls under the same functional category. Projects relating to a unified system that fall under different but related categories can also be submitted under one application (e.g., road construction including new water and wastewater lines).
- To revise project costs after the project has been accepted by the Minister, local governments can update project details to reflect more accurate cash flows.
  - Cash flow updates to projects can be provided to the department without the need for a formal project amendment, although those with significant increases in LGFF funding committed will be given greater scrutiny by the department.
- Payments are issued when the local government has met all of the payment conditions outlined in the LGFF program guidelines. These include:
  - receipt of sufficient project applications to commit all LGFF allocations, including credit items and interest earned;
  - certification of prior years' financial and outcome reporting documentation and receipt of audited financial statements; and
  - expenditure of previous years' allocations (i.e., payment only to local governments with no more than one year's carry-forward).

### ***Reporting and Accountability***

- By May 1 of each program year, municipalities will be required to submit a Statement of Expenditures and Project Outcomes (SEPO) that reports on the previous year's expenditures and project outcomes on completed/fully funded projects.
- Metis Settlements must submit their SEPO by August 1 of each year.
- In terms of financial data, SEPOs will collect only information on:
  - total project cost of each project;
  - total LGFF funding applied;
  - other grant funding; and
  - interest/income earned.

### ***Outcome Reporting/Performance Measures***

- Local governments will be required to provide project outcomes reporting by providing information on the resulting capital assets (immediate outcomes) and some additional data to inform intermediate and ultimate outcomes to help demonstrate that the program is meeting its objective. This will be done through the SEPO.
- Program performance indicators will be aligned with the ultimate outcomes. The ultimate outcomes are:
  - increased economic activity in Alberta municipalities and Metis Settlements;
  - increased livability of Alberta municipalities and Metis Settlements; and
  - increased resilience of municipalities and Metis Settlements in response and adaptation to the effects of disasters, extreme weather events, and changing local conditions.

### ***Flexibility***

- Local governments have significant flexibility to:
  - save LGFF funding for multiple years (subject to limitations outlined in the LGFF agreement) to apply it to larger projects;
  - stack LGFF funding with any remaining MSI funding and funding from other grant programs (if permitted by those programs); and
  - withdraw and replace projects.
- Local governments will have the allocation year plus five years to carryforward funds (six years in total), and any unspent amount will be reduced from future LGFF allocations.

### ***Infrastructure Management Indicators***

- Local governments that trigger a set of infrastructure measures will, in some cases, have targeted project eligibility restrictions placed on them to ensure LGFF funds are committed and spent only on core infrastructure projects.
  - Municipal Affairs will work with those impacted local governments to confirm there are no extenuating reasons for triggering those measures, ensuring that only local governments with challenges managing their infrastructure will have the restrictions placed upon them.
- Local governments at risk of triggering these measures will be warned of potential LGFF application eligibility restrictions prior to any restrictions being placed on them.
- The measures that will trigger the restrictions are:
  - investment in infrastructure ratio; and
  - capital grants as a percentage of investment in infrastructure.

### **Transitional Considerations**

- Unspent MSI Capital funding at the end of 2023 will not be carried over to LGFF and will continue to be administered in the current MSI Online system until MSI has been fully expended. It will continue to follow the existing MSI capital guidelines and funding agreements.
- The time limit to spend MSI funding will be strictly enforced. Local governments will be required to return any unspent funding to the Government of Alberta.
- It will be critical that the 2023 MSI Capital Statements of Funding and Expenditures and Financial Statements are received by Municipal Affairs by May 1, 2024, to facilitate the wrap-up of MSI and a smooth and efficient transition to LGFF.

**Changes under LGFF Compared to MSI**

Category		MSI	LGFF
Program Objective		Focused on managing growth pressures.	Focused on resiliency, livability of local communities, and supporting economic growth.
Project Eligibility	Land Purchases	Land purchases are eligible, provided an asset is built on the land within five years.	Land purchases are eligible, provided an asset funded by any federal or provincial program is built on the land within five years (10 years for Calgary and Edmonton when constructing a transportation utility corridor).
	Interest on Borrowing	Interest on borrowing for MSI-funded projects is eligible.	Interest on borrowing for LGFF-funded projects is only eligible for the cities of Calgary and Edmonton.
	Broadband and Software	Municipally owned broadband infrastructure and some software are eligible.	Broadband infrastructure eligibility is expanded to include infrastructure where the local government maintains at least 51 per cent ownership. Software eligibility is expanded to include some software licensing.
	Métis Harvesting Trails	Métis harvesting trails are not eligible.	Métis harvesting trails are eligible for Metis Settlements.
	Minimum Application Amount	Five per cent of the current year allocation.	10 per cent of the current year allocation, or \$5 million, whichever is lower.
Project Applications		Local governments are allowed to submit multiple project applications to the Minister.	Streamlined requirements, allowing local governments to submit multiple projects under the same application, provided the projects are under the same functional category. Projects that fall under different related categories in a system can also be submitted under one application (e.g., roads, water lines, wastewater lines, and storm water).
Project Amendments		Changes in project details, including scope and cash flow changes, require a project amendment.	Elimination of amendment process to reduce red tape. Cash flow updates can be provided to the department through a separate streamlined financial update process or reported as actual costs on the financial report (those with significant increases in LGFF funding committed will receive greater scrutiny by the department). Major

Category	MSI	LGFF
		changes to the scope, location changes, or category of projects where no funding has been expended requires withdrawal of the project and initiation of a new application.
Financial Reporting and Accountability	Detailed Statements of Funding and Expenditures.	Financial information collected in Statement of Expenditures and Program Outcomes (SEPO) is simplified to collect only information on total cost of each project, total LGFF funding applied, and other grant funding.
Project Outcomes Reporting	Outcomes were developed but data on them was not collected apart from financial reporting.	Outcomes have been developed. Indicators will be aligned with program outcomes. Local governments will report this information through the SEPO.
Payments	Payments are triggered after payment conditions are met.	Payments are triggered once payment conditions are met, only for local governments with no more than one year's allocations being carried forward. Those with more than one year will be required to notify the department if they need the payment.
Infrastructure Management Challenges	No spending restrictions for communities with infrastructure management challenges.	Local governments triggering flags on a suite of indicators will be warned about potential LGFF spending restrictions. If flags persist one year later, the local government will be restricted to committing LGFF funding to core infrastructure only.

**debbie@onoway.ca**

---

**From:** penny@onoway.ca  
**Sent:** December 20, 2023 1:26 PM  
**To:** 'Jennifer Thompson'; gino@onoway.ca  
**Cc:** debbie@onoway.ca  
**Subject:** FW: Letter From Environment and Protected Areas Minister Rebecca Schulz - Drought Conditions in Alberta  
**Attachments:** Letter to Elected Municipal Leaders - Minister Rebecca Schulz.pdf

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**From:** AEP Minister <AEP.Minister@gov.ab.ca>  
**Sent:** December 20, 2023 12:53 PM  
**To:** AEP Minister <AEP.Minister@gov.ab.ca>  
**Subject:** Letter From Environment and Protected Areas Minister Rebecca Schulz - Drought Conditions in Alberta

Good afternoon,

Please find the attached letter from Honourable Rebecca Schulz, Minister of Environment and Protected Areas regarding drought conditions in Alberta.

Thank you,

Office of the Minister  
Environment & Protected Areas  
224 Legislature Building  
T: 780.427.2391 [aep.minister.ca](http://aep.minister.ca)





ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

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That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at [rivers.alberta.ca](http://rivers.alberta.ca). To learn more about the impacts of drought on communities and the principles for sound water management, please visit [alberta.ca/drought](http://alberta.ca/drought).

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca).

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz  
Minister of Environment and Protected Areas

cc: Honourable Ric McIver  
Minister of Municipal Affairs

Honourable RJ Sigurdson  
Minister of Agriculture and Irrigation

Stacey Smythe  
Assistant Deputy Minister, Regulatory Assurance  
Environment and Protected Areas



**Lac Ste. Anne  
Foundation**

**COPY**

**RECEIVED**  
DEC 13 2023

December 4, 2023

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

Attention: Jennifer Thompson, Chief Administrative Officer

**RE: 2024 Municipal Requisition**

Dear Jennifer;

Please accept this letter as formal communication regarding the approved 2024 Municipal Requisition amounts for your Community.

As per the Lac Ste. Anne Foundation Municipal Requisition Policy;

The municipalities for which the organization provides supportive living accommodation shall be requisitioned annually based on the current year's approved budget. The total requisition shall be shared on the basis of the proportion that a municipality's equalized assessment bears to the total of the equalized assessments of all the municipalities to be requisitioned. Payments shall be made in quarterly installments the 1st banking day of January, April, July and October. Contributing Municipalities with total requisition in the annual amount less than \$20,000 shall pay on the 1st banking day of July.

Your total requisition amount is **\$30,839.46** based on the 2024 Provincial Equalized Assessment Report. Invoicing will be as follows;

January 1, 2024 - \$7,709.87  
April 1, 2024 - \$7,709.87  
July 1, 2024 - \$7,709.86  
October 1, 2024 - \$7,709.86

Thank you for your ongoing support of the Lac Ste. Anne Foundation and its seniors.

If you have any questions or concerns, please contact me at 780-786-3167.

Yours truly,

  
Dena Krysik  
Chief Administrative Officer

**ADMINISTRATION  
OFFICE**  
4407 42A Avenue  
Box 299  
Mayerthorpe, AB  
T0E 1N0  
Phone: 780-786-3100  
Fax: 780-786-4810

**PLEASANT VIEW  
LODGE**  
4407 42A Avenue  
Box 299  
Mayerthorpe, AB  
T0E 1N0  
Phone: 780-786-2393  
Fax: 780-786-4810

**SPRUCEVIEW  
LODGE & HEIGHTS**  
12 Sunset Boulevard  
Whitecourt, AB T7S 1S9  
Phone: 780-778-5530  
Fax: 780-778-5215

**CHATEAU LAC STE.  
ANNE**  
5129-49 Ave  
Onoway, AB T0E 1V0  
Phone: 780-967-0475  
Fax: 780-967-0470

**SUPPORTIVE HOUSING  
SERVICES**  
4503-52 Ave  
Whitecourt, AB T7S 1M4  
Phone: 780-778-3623  
Fax: 780-786-4810

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**LAC STE. ANNE FOUNDATION  
BOARD MEETING MINUTES  
October 25, 2023  
Chateau Lac Ste. Anne – Family Dinning Room  
1:00 p.m.**

1. Call to Order- 12:59 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Marge Hanssen, Bernic Poulin, Len Kwasny & Daryl Weber

Absent: Jeremy Wilhelm & Paul Chauvet

Guest: Tom Pickard

Staff: Dena Krysik – CAO, Kristine Klause – Recording Secretary, Robin Strome – Finance Officer

2. Approval of Agenda

Board Member Len Kwasny moves:

**Motion #23-050: The Board approves the agenda for October 25, 2023 as presented.**

Carried

3. Board Meeting Minutes

Board Member Bernic Poulin moves:

**Motion #23-051: The Board approves the September 20, 2023 Board meeting minutes as presented.**

Carried

Daryl Weber enters the board meeting at 1:09 pm

4. Financial

Board Member Len Kwasny moves:

**Motion #23-052: The Board approves the Quarterly Financial Reports at October 25, 2023 as presented.**

Carried

Board Member Daryl Weber moves:

**Motion #23-053: The Board approves the 2024 Capital Budget, 2024 Foundation Budget, 2024 Personal Care Budget and 2024 Management Budget as presented.**

Carried

Board Member Len Kwasny moves:

**Motion #23-054: The Board approves to reallocate invoice #89817 payable to Fire Protection Inc. in the amount of \$10,276.23 from the Foundation operating budget to the capital expense budget utilizing 2023 requisition surplus funds.**

Carried

5. New/Other Business

6. Policy Review

Board Member Sandy Morton moves:

**Motion #23-055: The Board approves the Lac Ste. Anne Foundation Emergency Response Plan as amended.**

Carried

7. Information Items

Board Member Marge Hanssen moves:

**Motion #23-056: The Board accepts items 7a, 7b and 7c for the October 25, 2023 meeting as information.**

Carried

8. In Camera

9. Date Place & Time of Next Meeting

All Board members move:


**Motion #23-057: The next Board Meeting is to be determined.**

Carried

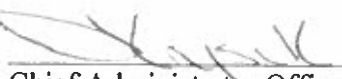
10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:43 pm.

Carried

  
\_\_\_\_\_  
Chairperson

Dec 12/23  
Date

  
\_\_\_\_\_  
Chief Administrator Officer

Dec 12/23  
Date

**debbie@onoway.ca**

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** December 13, 2023 11:47 AM  
**To:** debbie@onoway.ca; gino@onoway.ca  
**Subject:** FW: Update regarding FortisAlberta's 2024 Estimated Distribution & Transmission Rates  
**Attachments:** 2024 FortisAlberta Estimated Rates Letter 12-13-23.pdf

For next meeting please.

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**From:** Kelsey Nixon <kelsey.nixon@fortisalberta.com> **On Behalf Of** Stakeholder Relations Team  
**Sent:** December 13, 2023 11:45 AM  
**Cc:** Ralph Leriger <ralph.leriger@fortisalberta.com>; Sunny Parmar <sunny.parmar@fortisalberta.com>; Cody Webster <cody.webster@fortisalberta.com>; Kayla Law <kayla.law@fortisalberta.com>; Chris Burt <chris.burt@fortisalberta.com>; Nicole Smith <nicole.smith@fortisalberta.com>; Dora LHeureux <dora.lheureux@fortisalberta.com>  
**Subject:** RE: Update regarding FortisAlberta's 2024 Estimated Distribution & Transmission Rates

Good morning,

Please find attached an update regarding FortisAlberta's 2024 Estimated Distribution & Transmission Rates.

Please feel free to contact your Stakeholder Relations Manager should you have any additional questions or require additional information.

Thank you,

**FORTIS**  
**ALBERTA**

**We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.**



December 13, 2023

**RE: Update regarding FortisAlberta's 2024 Estimated Distribution & Transmission Rates**

As a follow up to our correspondence in September 2023, FortisAlberta is expecting to receive the Alberta Utilities Commission (AUC) approval of the 2024 rates in mid-January. The AUC usually approves the annual rates by mid-December but the process was delayed by a few weeks this year. The 2024 rates are higher than the 2023 rates due to three main factors:

1. Inflation alone has contributed to about half of the rates increase;
2. Increased cost of financing the capital that has been invested in the electricity distribution system infrastructure; and
3. Increased costs of new facilities that are required for maintaining reliability or wildfire mitigation.

The attached charts compare total billing amounts from December 2023 and the projection for January 2024. The total billing amounts include transmission, distribution, and energy charges. The first table highlights the estimated percentage change and average change for each rate class based on estimated consumption and demand. The second table highlights the increases to Maximum Investment Levels, which are the maximum amounts by rate class that FortisAlberta is allowed to invest in new and upgraded services.

Once the rates have been approved, FortisAlberta will issue another letter to highlight the rate and investment impacts. Please feel free to contact me or your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink that reads "Ralph Leriger".

Ralph Leriger  
Manager, Stakeholder Engagement  
P: (780) 609-1307

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**2024 Estimated Rates - Average Monthly Bill Impacts by Rate Class  
BUNDLED BILL Including Energy, Retail, and DT Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2023 Bill	Jan 2024 Bill	\$ Difference	% Change
		300 kWh		\$131.52	\$135.20	\$3.68	2.8%
11	Residential	640 kWh		\$239.75	\$244.58	\$4.83	2.0%
		1200 kWh		\$418.01	\$424.75	\$6.74	1.6%
		900 kWh	5 kVA	\$153.83	\$161.82	\$7.99	5.2%
21	Farm (Breaker Billed)	1,400 kWh	10 kVA	\$589.46	\$604.01	\$14.55	2.5%
		7,500 kWh	25 kVA	\$2,700.80	\$2,739.21	\$38.41	1.4%
22	Farm (Demand Metered)	700 kWh	10 KVA	\$398.20	\$414.69	\$16.49	4.1%
		3000 kWh	20 kVA	\$1,240.83	\$1,270.59	\$29.75	2.4%
		15,000 kWh	60 kVA	\$5,424.51	\$5,504.00	\$79.49	1.5%
		6,000 kWh	20 kW	\$2,775.33	\$2,809.07	\$33.74	1.2%
26	FortisAlberta Irrigation	15,000 kWh	33 kW	\$5,957.97	\$5,955.71	-\$2.25	0.0%
		45,000 kWh	100 kW	\$17,834.59	\$17,830.47	-\$4.12	0.0%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,867.28	\$4,176.11	\$308.83	8.0%
33	Streetlighting (Non-Investment)	7,900 kWh	20,000W	\$2,534.01	\$2,706.05	\$172.04	6.8%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,662.07	\$2,862.73	\$200.66	7.5%
Rates 31, 33 and 38 is based on 100 High Pressure Sodium (HPS) lights in assorted fixture wattages.							
		1,083 kWh	5 kW	\$414.13	\$413.20	-\$0.93	-0.2%
41	Small General Service	2,165 kWh	10 kW	\$788.96	\$784.23	-\$4.73	-0.6%
		10,825 kWh	50 kW	\$3,787.59	\$3,752.47	-\$35.12	-0.9%
		2,590 kWh	7.5 kW	\$963.00	\$965.78	\$2.78	0.3%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$1,875.95	\$1,879.78	\$3.83	0.2%
		25,895 kWh	75 kW	\$9,179.59	\$9,191.81	\$12.23	0.1%
		32,137 kWh	100 kW	\$8,361.23	\$7,762.61	-\$598.62	-7.2%
61	General Service	63,071 kWh	196 kW	\$16,372.61	\$15,194.42	-\$1,178.19	-7.2%
		482,055 kWh	1500 kW	\$124,884.08	\$115,855.80	-\$9,028.28	-7.2%
		500 kWh		\$457.51	\$449.81	-\$7.70	-1.7%
62	EV Fast Charging Station Service	4,500 kWh		\$3,752.19	\$3,654.80	-\$97.39	-2.6%
		40,000 kWh		\$32,992.44	\$32,099.16	-\$893.28	-2.7%
		824,585 kWh	2500 kW	\$208,920.50	\$200,000.92	-\$8,919.58	-4.3%
63	Large General Service	1,529,769 kWh	4638 kW	\$380,306.65	\$363,091.60	-\$17,215.05	-4.5%
		3,298,338 kWh	10,000 kW	\$810,134.77	\$772,115.08	-\$38,019.69	-4.7%
65	Transmission Connected Service	The Distribution component will increase to \$49.256273/per day. The Transmission Component is the applicable rate of the AESO.					

**CUSTOMER CONTRIBUTIONS SCHEDULES**

**Table 1  
2024 Maximum Investment Levels for Distribution Facilities  
When the Investment Term is 15 years or more**

<b>Type of Service</b>	<b>Maximum Investment Level</b>
Rate 11 Residential	\$3,016 per service
Rate 11 Residential Development	\$3,016 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,461 base investment, plus \$924 per kVA of Peak Demand
Rate 26 Irrigation	\$6,461 base investment, plus \$1,028 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,325 per fixture
Rate 38 Yard Lighting	\$919 per fixture
Rate 41 Small General Service	\$6,461 base investment, plus \$1,028 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,461 base investment, plus \$1,028 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,461 base investment, plus \$1,028 per kW for the first 150 kW, plus \$128 for additional kW of Peak Demand
Rate 63 Large General Service	\$116 per kW of Peak Demand, plus \$127 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years.

**From:** Utility Safety Partners <[i-support-damage-prevention@uspinfo.ca](mailto:i-support-damage-prevention@uspinfo.ca)>  
**Sent:** December 14, 2023 6:31 PM  
**To:** [i-support-damage-prevention@uspinfo.ca](mailto:i-support-damage-prevention@uspinfo.ca)  
**Subject:** Important: This Legislation may Affect Your Municipality



Dec 14, 2023

**Support Proposed Damage Prevention Legislation - Municipal Members with Registered Assets**

Utility Safety Partners (USP) is proposing comprehensive provincial damage prevention legislation for buried and above-ground utilities in Alberta. The new legislation will enhance safety across the province by creating a comprehensive provincial energy and utility notification system that would require the registration of all critical infrastructure with USP (formerly Alberta One-Call). This would include all municipalities in Alberta.

While the majority of Alberta's municipalities and industries have registered their utilities with USP, some have not. That poses a safety risk in the province.

You are receiving this message because your municipality is a registered member of USP, which is a non-profit organization, and we would appreciate your municipality's support to help us get this important safety legislation passed into law. While there are many obvious reasons to support the legislation from a safety perspective, having all organizations registered also delivers administrative and operating cost efficiencies.

We currently anticipate that the proposed legislation will be brought to the Alberta Legislature in the coming months, depending on the Legislature's agenda.

For more information and to submit a Letter of Support for improved Damage Prevention legislation which will be delivered directly to your MLA through our automated mail-delivery system, please visit <https://damage-prevention.utilitysafety.ca>

If you have questions, please email us at [info@utilitysafety.ca](mailto:info@utilitysafety.ca).

Thank you,

A handwritten signature in black ink, appearing to be "J. [unclear]", written in a cursive style.

47

Mike Sullivan  
President, Utility Safety Partners

PO Box 87131 / Douglas Square RPO / Calgary, AB /  
**1.800.242.3447** [UtilitySafety.ca](http://UtilitySafety.ca)

**Where's the LINE?**

---

# We're Proposing New Damage-Prevention LEGISLATION



## Support a Common Approach to a Safer Alberta

Utility Safety Partners (formerly Alberta One-Call) is proposing comprehensive provincial damage-prevention legislation for buried and above-ground utilities in Alberta. Currently, only the Canada Energy Regulator's (CER) Damage Prevention Regulations and the Alberta Energy Regulator's (AER) Pipeline Rules require mandatory registration with Utility Safety Partners.



i

Since USP developed the initial draft, the legislation has gone through 3 comprehensive public comment periods. Feedback from each comment period has been considered and integrated into the final draft that will be submitted for consideration during an upcoming session of the Legislature. The final draft can be accessed in the menu below.

We want all organizations in Alberta that own or operate buried or above-ground energy and utility infrastructure to register with Utility Safety Partners – a certified and trusted communication service and notification centre that ensures one call or click is all that is needed to avoid human risk and interruptions to important services in our economy.



# Alberta Beach

Box 278 • Albera Beach • Albera • TOE OAO  
Telephone: 780-924-3181 • Fax: 780-924-3313

January 2, 2024

Town of Onoway  
Box 540  
Onoway, AB  
TOE 1V0

Attention: Jennifer Thompson, CAO

Dear Jennifer:

**Re: Contracted Administration Services for the FCSS Trivillage Program**

Thank you for providing a quote for contracted administration services for the 2024 FCSS Trivillage Program. The quotes received were distributed to Alberta Beach Council as well as the Summer Village FCSS partners. Alberta Beach Council at their last regular Council meeting held on December 19<sup>th</sup>, 2023 made a motion that the decision be referred to the Trivillage FCSS Board Council members for their review and decision.

Please be advised that the FCSS Trivillage Board have selected the quote from the Town of Onoway.

We look forward to continue working with the Town of Onoway, please do not hesitate to contact the undersigned if you require any further information.

Sincerely,

*Kathy Skwarchuk*  
Kathy Skwarchuk,  
CAO

Cc: Alberta Beach Council  
Summer Village of Sunset Point  
Summer Village of Val Quentin  
Summer Village of Castle Island

(50)

# Town of Onoway

## Report to Council

**Meeting:** January 11, 2024 - Regular Council Meeting

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

Wishing Council a Happy New Year and all the best in the coming year!!

**Development Permits:**

23DP08-24

NE 35-54-2-W5M : 5459 Lac Ste. Anne Trl. N.  
Placement and Renovation of a Modular Building (133.8 SQ. M.), and  
Operation of a Dare Care Facility.

**Letter of Compliance:** None

Regards,

Tony Sonnleitner, Development Officer



## ***Happy Holidays!***

I hope this letter finds you in good health and spirits. As a token of our thanks for the Council's work on behalf of your municipality and the citizens of our watershed, please accept these copies of the ***North Saskatchewan Watershed Alliance 2024 calendar*** for members of your municipal council.

The North Saskatchewan Watershed Alliance (NSWA) provides leadership in watershed planning in the North Saskatchewan River watershed through collaborating with the Government of Alberta, local municipalities, industry, and other non-governmental organizations.

The NSWA is provincially designated as the Watershed Planning and Advisory Council (WPAC) for the North Saskatchewan River basin, and we are a key partner in the Government of Alberta's *Water for Life Strategy*. Together, we work to advance the strategy's goals of: Together with our partners, we complete technical studies and research projects, foster watershed partnerships, and share knowledge on the benefits of healthy and resilient watersheds to advance the strategy's goals of:

- safe, secure drinking water supply
- healthy aquatic ecosystems
- reliable, quality water supplies for a sustainable economy

At the NSWA, we believe the complex, multi-faceted nature of water and environmental management is best tackled by bringing people and communities together to collaborate. For more than 23 years, the NSWA has worked tirelessly to bring partners together to improve how we collectively manage our rivers, wetlands, and lakes using the best and most applicable science.

If you would like to learn more about the NSWA and the work we do in the watershed you can visit our website at [www.nswa.ab.ca](http://www.nswa.ab.ca).

All the best,



Scott Millar, Executive Director





**TOWN OF ONOWAY**

Mail: Box 540  
Onoway, Alberta T0E 1V0  
Town Office: 4812-51 Street  
Phone: 780-967-5338

**LAC STE ANNE COUNTY**



Mail: Box 219  
Sangudo, AB T0E 2A0  
County Office: 56521 Rng Rd 65  
Phone: 780-785-3411/1-866-880-5722

December 21, 2023

**ORFS MEMBERS**

Via email

Dear Mayor and Council,

There have been some minor changes to the Joint Fire Dispatch Protocol for Area Highways. Lac Ste Anne County, as the authority having jurisdiction have considered multiple factors prior to this change. These changes in no way affect the level of service in Lac Ste Anne County and surrounding communities, including ORFS members.

These changes apply when there is no report of factors which yield an immediate life safety concern, LSACFS will be the responding department. Where there is clear information with respect to factors contributing to a known or immediate life safety risk within the following highway listing, joint or as close to simultaneously dispatch of LSACFS and ORFS.

- o Highway 43 from south County border to Rge. Rd 43 (Glenevis)
- o Highway 37 to East County border
- o Highway 777 to Twp. 570
- o Highway 642 to East County border
- o Highway 633 from East County border to Rge. Rd. 53
- o Highway 33 to Twp. Rd 570.

Currently in place, if there is a critical time factor to implement life safety measures or no answer to a page through LSACFS, ORFS is immediately called, this has not changed.

Lac Ste Anne County and the Town of Onoway are committed to providing a level of service to protect life safety. This protocol was last updated in 2019. We will continue to monitor the effectiveness of this change in process.

Best Regards,

Jennifer Thompson  
Chief Administrative Officer,  
Town of Onoway  
[cao@onoway.ca](mailto:cao@onoway.ca)

Trista Court  
General Manager Community Engagement,  
Lac Ste. Anne County  
[tcourt@lsac.ca](mailto:tcourt@lsac.ca)

cc:

Chief Ives , Fire Rescue International / North West Fire Rescue  
Chief Schroeder, Lac Ste. Anne County Fire Services

LSAC Council  
Onoway Council