

THE TOWN OF ONOWAY REGULAR MEETING OF COUNCIL AGENDA

Thursday, November 14, 2024 9:30 a.m. Council Chambers Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

Pages

- 1. CALL TO ORDER
- 2. ADOPTION OF THE AGENDA

Recommendation:

THAT the November 14, 2024 Regular Council Meeting agenda be approved as presented.

or

THAT the November 14, 2024 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

3. ADOPTION OF MINUTES

Recommendation:

THAT the October 15, 2024 Special Council Meeting Minutes be approved as presented.

or

THAT the October 15, 2024 Special Council Meeting Minutes be approved with the following amendment(s) as noted at meeting time.

Recommendation:

THAT the October 24, 2024 Organizational Meeting Minutes be approved as presented.

or

THAT the October 24, 2024 Organizational Meeting Minutes be approved with the following amendment(s) as noted at meeting time.

Recommendation:

THAT the October 24, 2024 Regular Council Meeting minutes be approved as presented.

or

THAT the October 24, 2024 Regular Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time).

4. APPOINTMENTS/PUBLIC HEARINGS

a. 10:30 a.m. - Chief Enforcement Officer Dallas Choma - CPO Report

Recommendation:

THAT Council accept the discussion with Chief Enforcement Officer Choma for information.

5. FINANCIAL REPORTS

	а.	Q3 Financial Variance Report - Request for Decision is attached	24 - 44
		Recommendation: THAT Council accept the 2024 Q3 Financial Variances as presented.	
		or	
		Direction provided by Council after deliberations.	
	b.	2025-2028 Operating Interim Budget - Part 1	45 - 58
		Recommendation: THAT Council accept the draft 2025-2028 Operating Interim Budget Part 1 for information.	
6.	POLI	CIES & BYLAWS	
	а.	Bylaw 817-24 - Borrowing Bylaw	59 - 64
		Recommendation: THAT Bylaw 817-24, the Borrowing Bylaw be given second reading.	
		THAT Bylaw 817-24, the Borrowing Bylaw be given third reading and adopted.	
		or	
		Direction provided by Council after deliberations.	
7.	ACTI	ON ITEMS	
	a.	Alberta Municipal Affairs - 2023-24 Municipal Accountability Program (MAP) Report	65 - 138
		Recommendation:	
		THAT Council accept the MAP Report and Administration's October 29,	
		2024 8 week response and plan provided to the Government of Alberta	

for information.

b.	Bylaw 818-24 - Procedural Bylaw - A Request for Decision is attached	139 - 169
	Recommendation:	
	Direction provided by Council after deliberations.	
C.	Groundwater Monitoring Report (Old Landfill) - A Request for Decision is attached	170 - 175
	Recommendation:	
	THAT Council accept the Groundwater Assessment for Closed Onoway Landfill 09-35-054-02 W5M report as presented.	
d.	2025 Fortis Franchise Fee - A Request for Decision is attached	176 - 180
	Recommendation:	
	That Council approve that the 2025 FortisAlberta Franchise fee remain at 10.50% for the year 2025.	
e.	EOEP Status - A Request for Information is attached	181 - 183
	Recommendation:	
	THAT Council accept the update on their EOEP course completion for	
	information and advise Administration of their requests for courses in 2025.	
f.	Non residential Development Tax Incentive - A Request for Decision is attached	184 - 189
	Recommendation:	
	THAT Council authorize the Town Administration to further develop,	
	publicize, and approve a non-residential tax incentive consistent with the proposal presented.	
g.	Election 2025 - A Request for Decision to follow	

8. COUNCIL, COMMITTEE & STAFF REPORTS

Recommendation:

THAT Council and staff written and verbal reports be accepted for information.

Onoway Town Council Agenda November 14, 2024

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Report
- d. Chief Administrative Officer Report
- e. Corporate and Community Services Director's Report
- f. Public Works Report

9. INFORMATION ITEMS

Recommendation:

THAT the items be accepted for information:

- a. 2026 Local Government Fiscal Framework Capital Allocations October
 25, 2024 email from Minister Ric McIver
- b. Alberta Beach Organizational Meeting Committee Appointments 201 202
- c. Lac Ste. Anne County Organizational Meeting Results 203 204
- d. 2024 Outstanding Resolutions AB Muni's October 31, 2024 email from 205 224 Tyler Gandham

10. CLOSED SESSION

Pursuant to Section 197(2) of the Municipal Government Act and

FOIP Section 17(1)(e) - Personnel - CAO Evaluation

FOIP Section 24 - Advice to Officials - Proposals

FOIP Section 16 - Information Harmful to Business Interests of a Third Party

FOIP Section 25(1)(c)(iii) - Land - Disclosure harmful to economic and other interests of a public body - Interfere with contractual or other negotiations

11. ADJOURNMENT

12. UPCOMING EVENTS

November 22, 2024	5:30 p.m.	Annual Christmas Light Up
November 28, 2024	9:30 a.m.	Regular Council Meeting
December 12, 2024	9:30 a.m.	Regular Council Meeting
January 9, 2025	9:30 a.m.	Regular Council Meeting
November 2025	Calgary	AB Munis Convention



TOWN OF ONOWAY

SPECIAL COUNCIL MEETING MINUTES

October 15, 2024 2:15 p.m. Council Chambers Onoway Civic Centre (and Virtually Via Zoom)

Council Present: Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Sheila Pockett

Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary

1. CALL TO ORDER

Mayor Lenard Kwasny called the meeting to order at 2:19 p.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.

2. ADOPTION OF THE AGENDA

Motion # 303-24

MOVED by: Councillor Robin Murray

THAT the October 15, 2024 Special Council Meeting agenda be approved as presented.

10. CLOSED SESSION

Motion #304-24

MOVED by: Deputy Mayor Lisa Johnson

THAT, pursuant to Section 197(2) of the Municipal Government Act and Section 27(1)(a) FOIP, Council move into Closed Session at 2:20 p.m. to discuss the following items:

1

Legal – Solicitor/Client Privilege

Council recessed from 2:20 p.m. to 2:22 p.m. to allow the recording secretary and members of the public to leave the meeting.

CLOSED SESSION:

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, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services K. Colleen Verville, MLT Aikens Sharon Au, MLT Aikens

Motion #305-24

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of Closed Session at 3:22 p.m.

CARRIED

Council recessed from 3:22 p.m. until 3:24 p.m. to allow the Recording Secretary and public to return to the meeting.

11. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Special Council Meeting adjourned at 3:25 p.m.

12. UPCOMING EVENTS

	Organizational Meeting	9:30 a.m.
October 24, 2024	Regular Council Meeting	After
November 14, 2024	Regular Council Meeting	9:30 a.m.
November 22, 2024	Christmas Light Up	
November 28, 2024	Regular Council Meeting	9:30 a.m.
December 12, 2024	Regular Council Meeting	9:30 a.m.

Mayor Lenard Kwasny Jennifer Thompson Chief Administrative Officer

	PRESENT	Councillor:Bridgitte ConinxCouncillor:Lisa JohnsonCouncillor:Lenard KwasnyCouncillor:Robin MurrayCouncillor:Sheila PockettAdministration:Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary6 members of the public attended the meeting in person and 3 members of the public joined the meeting via Zoom.
1.	CALL TO ORDER	Chief Administrative Officer Jennifer Thompson called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded.
2.	COUNCILS LEGISLATIVE RESPONSIBILITIES Motion #306/24	MOVED by Councillor Bridgitte Coninx that pursuant to Section 208(1)(d) of the Municipal Government Act that the following information outlining Council's legislative responsibilities be acknowledged as reviewed in 2024: What Every Councillor Needs to Know (updated 2021 Sept); Pecuniary Interest for Municipal Councillors (unchanged); Roles and Responsibilities of Municipal Officials (updated 2022); Commissioner for Oaths Regulation; Council Code of Conduct Bylaw 791-21; Council and Committee Procedural Bylaw 792-21 (unchanged from update Dec 2021); Public Participation Policy C-COU-PAR-1; and the Municipal Government Act (Council has been provided).
3.	AGENDA Motion #307/23	MOVED by Councillor Robin Murray that Council adopt the agenda of the Organizational Meeting of Thursday, October 24, 2024 as presented.
4.	METHOD OF VOTING	CAO Jennifer Thompson advised that all voting during the Organizational Meeting be done by secret ballot, and in the case of a tie vote, the lowest vote count will be eliminated from the next round of voting and all ballots be destroyed after the count is completed.
5.	NOMINATIONS FOR MAYOR	Chief Administrative Officer Jennifer Thompson called for nominations for the position of Mayor.

		Councillor Lisa Johnson nominated Councillor Lenard Kwasny for the position of Mayor.
		Councillor Lenard Kwasny accepted the nomination.
		Chief Administrative Officer Jennifer Thompson called for
		nominations for the position of Mayor for the second time.
		Chief Administrative Officer Jennifer Thompson called for nominations for the position of Mayor for the third time.
		nominations for the position of Mayor tor the third time.
		As no other nominations were received, Chief Administrative
		Officer Jennifer Thompson declared Councillor Lenard Kwasny elected as Mayor for the Town of Onoway.
		Michalla Callaghar, Lawyer Datricthaw administered the Oath of
		Michelle Gallagher, Lawyer, Patriot Law administered the Oath of Office for Mayor.
		Mover Lenerd Kurgeny assumed the Chair
		Mayor Lenard Kwasny assumed the Chair.
6.	NOMINATIONS FOR DEPUTY MAYOR	Mayor Lenard Kwasny called for nominations for the position of
	DEPUTT MATOR	Deputy Mayor.
		Councillor Robin Murray nominated Councillor Lisa Johnson for the
		position of Deputy-Mayor.
		Councillor Lisa Johnson accepted the nomination.
		Mayor Lenard Kwasny called for nominations for the position of
		Deputy Mayor for the second time.
		Mayor Lenard Kwasny called for nominations for the position of
		Deputy Mayor for the third time.
		As no other nominations were received, Mayor Lenard Kwasny
		declared Councillor Lisa Johnson elected as Deputy Mayor for the Town of Onoway.
		Michelle Gallagher, Lawyer, Patriot Law administered the Oath of Office for the position of Deputy Mayor.
	ROYAL CANADIAN	Richard Moses and Steve Wright attended the meeting at 9:40
	LEGION POPPY PRESENTATION	a.m. until 9:50 a.m. for the Onoway Royal Canadian Legion Branch 132 First Poppy Presentation to Mayor Kwasny and Council.
	Motion #308/24	
	1000011 #300/24	MOVED by Councillor Bridgitte Coninx that the First Poppy Presentation to Mayor Kwasny and Council be accepted for
		information.

7.	COUNCILLOR COMMITTEE	Appointments to Quasi-Judicial Boards
	APPOINTMENTS	
	Motion #309/24 Motion #310/24	MOVED by Deputy Mayor Lisa Johnson that Council approve the appointments to the Assessment Review Board (ARB) as follows: as per contract with Capital Region Assessment Services Commission (expires end of 2027), appoint Board members/Certified Panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier and Raymond Ralph; appoint Certified ARB Clerk Gerryl Amorin and ARB Chairman Raymond Ralph. CARRIED MOVED by Councillor Robin Murray that Council approve the appointments to the Subdivision and Development Appeal Board (SDAB) as follows: as per agreement with Milestone Municipal Services, appoint Board Members Emily House; Janet Zaplotinsky; Jason Shewchuk, John Roznicki, Rainbow Williams; Denis Meier, Jamie Kraley, John McIvor, Chris Zaplotinsky, and appoint Designated Officers (Clerks) Emily House and Janet Zaplotinsky.
		CARRIED Appointments to Statutory Committees
	Motion #311/24	
		 Municipal Planning Commission (Council as a Whole) Subdivision Authority (Council as a Whole) CARRIED
		Appointments to Regional Service Commissions
	Motion #312/24	Capital Region Assessment Services Commission be Councillor Robin Murray as Council's representative and Deputy Mayor Lisa Johnson as alternate.
		CARRIED
	Motion #313/24	MOVED by Councillor Robin Murray that the appointments to the Highway 43 East Waste Commission be Mayor Lenard Kwasny as Council's representative and Deputy Mayor Lisa Johnson as alternate.
		CARRIED
		Councillor Robin Murray nominated Mayor Lenard Kwasny for appointment as Council's representative to the West Inter Lake District (WILD) Regional Water Services Commission.

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	Councillor Sheila Pockett nominated Bridgitte Coninx for appointment as Council's representative. One secret ballot vote was conducted and Mayor Lenard Kwasny was elected as Council's representative.
Motion #314/24	MOVED by Deputy Mayor Lisa Johnson that the appointments to the West Inter Lake District (WILD) Regional Water Services Commission be Mayor Lenard Kwasny as representative and Councillor Bridgitte Coninx as alternate.
	CARRIED
Motion #315/24	MOVED by Councillor Bridgitte Coninx that the appointments to the Lac Ste. Anne East End Bus Society be Councillor Sheila Pockett as Council's representative and Deputy Mayor Lisa Johnson as alternate.
	CARRIED
Motion #316/24	MOVED by Councillor Sheila Pockett that the appointments to Community Futures Yellowhead East be Councillor Robin Murray as representative and Councillor Bridgitte Coninx as alternate.
	CARRIED
Motion #317/24	MOVED by Councillor Bridgitte Coninx that Deputy Mayor Lisa Johnson be appointed as Council's representative to the Lac Ste. Anne Foundation.
	CARRIED
Motion #318/24	MOVED by Deputy Mayor Lisa Johnson that Councillor Bridgitte Coninx be appointed as Council's representative to the Yellowhead Regional Library Board .
	CARRIED
Motion #319/24	MOVED by Councillor Bridgitte Coninx that Council's appointments to the Economic Development/Partnership Committee be Councillor Bridgitte Coninx and Councillor Robin Murray as representatives and the alternate be Councillor Sheila Pockett.
	CARRIED
	The Community Policing Advisory Committee (CPAC) was disbanded in 2024 therefore it is no longer required to choose Council representatives.
Motion #320/24	MOVED by Councillor Robin Murray that Council's appointments to the Onoway Regional Medical Clinic/Physician Recruitment Retention Committee be Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as the alternate. CARRIED

Motion #321/24	MOVED by Councillor Sheila Pockett that Council's appointments to the North Saskatchewan Watershed Alliance be Councillor Bridgitte Coninx as representative and the Public Works Manager be appointed to the Technical Committee. CARRIED
Motion #322/24	MOVED by Councillor Robin Murray that Deputy Mayor Lisa Johnson be appointed as the representative on the Onoway Regional Fire Services Committee and Councillor Sheila Pockett be the alternate. (Chief Administrative Officer or designate to attend meetings.) CARRIED
	CARRIED
Motion #323/24	MOVED by Councillor Sheila Pockett that Council's appointments to the Emergency Management/ Disaster Services Committee be Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives.
	CARRIED
	Appointments to Local Boards
Motion #324/24	MOVED by Deputy Mayor Lisa Johnson that Council's appointments to the Town of Onoway Library Board be Councillor Bridgitte Coninx and Councillor Sheila Pockett as representatives.
	CARRIED
Motion #325/24	MOVED by Councillor Bridgitte Coninx that Council's appointments to the Onoway and District Chamber of Commerce be Councillor Sheila Pockett as representative and Deputy Mayor Lisa Johnson as alternate.
	CARRIED
Motion #326/24	MOVED by Councillor Bridgitte Coninx that Council's appointments to the Onoway Beautification Committee be Councillor Bridgitte Coninx and Councillor Sheila Pockett as representatives.
	CARRIED
Motion #327/24	MOVED by Councillor Robin Murray that Council's appointments to the Onoway and District Agricultural Society (ODAS) (Arena) be Councillor Bridgitte Coninx as representative and Deputy Mayor Lisa Johnson as alternate. CARRIED
Motion #328/24	MOVED by Councillor Sheila Pockett that Council's appointments to the Onoway Facility Enhancement Association (OFEA) (Community Hall) be Deputy Mayor Lisa Johnson as representative and Councillor Bridgitte Coninx as alternate. CARRIED

	Motion #329/24	MOVED by Councillor Bridgitte Coninx that Council's appointments to the Onoway and District Historical Guild be Councillor Robin Murray as representative and Deputy Mayor Lisa
		Johnson as alternate.
	Motion #330/24	MOVED by Councillor Robin Murray that Council's appointments to the Regional Wastewater Line Committee be Mayor Lenard Kwasny as representative, Deputy Mayor Lisa Johnson as alternate and CAO Jennifer Thompson be appointed to the Technical Committee.
	Motion #331/24	MOVED by Councillor Sheila Pockett that Council's appointments to the Regional Trail Committee be Deputy Mayor Lisa Johnson
		and Councillor Bridgitte Coninx as representatives.
	Motion #332/24	MOVED by Deputy Mayor Lisa Johnson that Council's appointments to the Onoway Economic Development and Tourism Committee be Mayor Lenard Kwasny and Deputy Mayor Lisa Johnson as representatives; and that they also be appointed as Council's representatives on the Onoway Interagency Committee (sub-Committee of the Onoway Economic Development and Tourism Committee).
		Miscellaneous Council Appointments
		The Inter Municipal Development Plan Negotiating Committee is inactive therefore it is no longer required to choose Council representatives.
	Motion #333/24	MOVED by Councillor Robin Murray that Council's appointments to the Enforcement Review Committee be Deputy Mayor Lisa Johnson, Councillor Bridgitte Coninx and Councillor Sheila Pockett. CARRIED
		The Highway 43 Functional Planning Study Technical Review Committee work is complete and the Committee has been disbanded.
8.	FINANCIAL CONFIRMATION Motion #334/24	MOVED by Councillor Bridgitte Coninx that the Financial Confirmation be as follows, as presented:
	WOUOT #354/24	Signing Authority all of Council and Chief Administrative Officer and Director of Corporate and Community Services

	Motion #335/24	 2 signatures required 1 signature to be any member of Council 1 signature to be one of either Chief Administrative Officer Jennifer Thompson or Director of Corporate and Community Services Gino Damo MOVED by Councillor Sheila Pockett that the Banking Authority be confirmed as ATB Financial.
9.	APPOINTMENT OF AUDITOR Motion #336/24	MOVED by Councillor Bridgitte Coninx that the Auditor appointment be confirmed as Metrix Group for the Town of Onoway for the 2024 Audit year.
10.	APPOINTMENT OF ASSESSOR Motion #337/24	MOVED by Councillor Robin Murray that the Town's Assessment Firm appointment be confirmed as Capital Region Assessment Services Commission, and the Assessor appointment for the Town of Onoway be confirmed as Grant Clark of KCL Consulting Inc. CARRIED
44		
11.	APPOINTMENT OF WEED INSPECTOR Motion #338/24	MOVED by Councillor Bridgitte Coninx that the Weed Inspector appointment be confirmed as Jackie Gamblin.
12.	CHIEF ADMINISTRATIVE OFFICER Motion #339/24	MOVED by Councillor Bridgitte Coninx that the Chief Administrative Officer appointment be confirmed as Jennifer Thompson.
13.	DEVELOPMENT OFFICER Motion #340/24	MOVED by Councillor Sheila Pockett that the Development Officer appointment be confirmed as Tony Sonnleitner.
4.4		
14.	INVESTIGATOR Motion #341/24	MOVED by Councillor Bridgitte Coninx that, as per Council Code of Conduct Bylaw 791-21, Council appoint Strategic Steps Inc. as a third party investigator (Section 2.1(e)) and use on retainer.
		CARRIED

15.	SOLICITOR	
	CONFIRMATION Motion #342/24	MOVED by Councillor Sheila Pockett that Patriot Law Group Onoway and MLT Aiken LLP, be confirmed as Solicitors for the Town of Onoway.
		CARRIED
16.	MUNICIPAL PLANNING	
	COMMISSION Motion #343/24	MOVED by Councillor Bridgitte Coninx that the Municipal Planning Commission be confirmed as All of Council.
		CARRIED
17.	FOIP COORDINATOR CONFIRMATION Motion #344/24	MOVED by Councillor Bridgitte Coninx that the Freedom of Information and Protection of Privacy (FOIP) Coordinator be confirmed as the Director of Corporate and Community Services.
		CARRIED
18.	COMMUNITY PEACE	
	OFFICER Motion #345/24	MOVED by Councillor Bridgitte Coninx that, as per the Community Policing Agreement with Lac Ste. Anne County, Community Policing services to be provided by: Sgt. Dallas CHOMA (Enforcement Services Manager/CPO), Officer Craig DOW (CPO), Officer Dustin Jendrick (CPO), Officer Jenna Sroka (Bylaw Officer), Officer Daniel Town (Bylaw Officer). CARRIED
19.	FIRE CHIEF Motion #346/24	MOVED by Deputy Mayor Lisa Johnson that the Fire Chief appointment be confirmed as Chief David Ives until March 7, 2025.
		CARRIED
20.	MEETING DATES /	
	TIMES/ LOCATIONS Motion #347/24	MOVED by Councillor Bridgitte Coninx that one of the Council
		meetings per month start at 2:30 p.m. DEFEATED
	Motion #348/24	MOVED by Deputy Mayor Lisa Johnson that Council meetings be scheduled as follows: 2 nd and 4 th Thursday of the Month at 9:30 a.m. at the Town of Onoway Civic Centre, Council Chambers.
		CARRIED

21.	MUNICIPAL OFFICE			
21.	LOCATION Motion #349/24	MOVED by Councillor Bridgitte Coninx that the Municipal Office location for the Town of Onoway be confirmed as:		
		Onoway Civic Centre, 4812 – 51 Street, within the Town of Onoway.		
		CARRIED		
22.	REQUIREMENT FOR ADVERTISING OF MEETINGS Motion #350/24	MOVED by Deputy Mayor Lisa Johnson that Council meetings continue to be advertised in Onowaves, the Town of Onoway website and the Civic Centre bulletin board.		
23.	COUNCIL EXPENSE CLAIMS Motion #351/24	MOVED by Deputy Mayor Lisa Johnson that Council confirms their		
		Policy C-COU-REM-1 – Councillor, Committee and Board Member Remuneration Policy		
		Policy C-FIN-REI-1 – Reimbursement and Expense Claims Policy		
		CARRIED		
24.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the meeting adjourned at 10:21 a.m.		
		Mayor Lenard Kwasny		
	$\mathbf{\nabla}$	Jennifer Thompson		

Jennifer Thompson Chief Administrative Officer



TOWN OF ONOWAY

REGULAR COUNCIL MEETING MINUTES

October 24, 2024 10:30 a.m. Council Chambers Onoway Civic Centre (and Virtually Via Zoom)

Council Present: Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Sheila Pockett

Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary 3 members of the public attended via Zoom

1. CALL TO ORDER

Mayor Lenard Kwasny called the meeting to order at 10:30 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land. Mayor Kwasny congratulated Councillor Bridgitte Coninx for the completion of the Municipal Elected Leader's Certificate.

2. ADOPTION OF THE AGENDA

Motion # 352-24

MOVED by: Councillor Sheila Pockett

THAT the October 24, 2024 Regular Council Meeting agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

Motion # 353-24

MOVED by: Councillor Robin Murray

THAT the October 10, 2024 Regular Council Meeting minutes be approved as presented.

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4. APPOINTMENTS/PUBLIC HEARINGS - n/a

5. FINANCIAL REPORTS - n/a

6. POLICIES & BYLAWS

a. Policy C-TRA-ROA-1 - Street Clearing and Sanding

Motion # 354-24

MOVED by: Councillor Robin Murray

THAT Council accept the existing policy C-TRA-ROA-1

CARRIED

7. ACTION ITEMS

a. 2024 Alberta School Foundation Fund Requisition Increase

Motion # 355-24

MOVED by: Councillor Bridgitte Coninx

THAT Council accept the 2024 Alberta School Foundation Fund Requisition Increase report for information.

CARRIED

b. 2024 Family & Community Support Services (FCSS) Applications Round 3 and 2024 Recreation Tax

Motion # 356-24

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2024 FCSS Funding Round 3 amount of \$11,699.00 towards the following FCSS grant applicants: Onoway Legion Branch 132 - \$1,000.00; Onoway Facility Enhancement Association (Volunteer Appreciation Dinner) - \$700.00; Onoway Facility Enhancement Association (Adult Christmas Craft) - \$600.00; Onoway Parents Educational Fundraising Association - \$2,787.93; Lac Ste. Anne East End Bus Society - \$1,100.00; Onoway Public Library - \$1,500.00; Cherished Memories Parents and Tots - \$500.00; Onoway Elementary School -\$250.00; Onoway & District Heritage Society - \$935.07; Onoway and District Agricultural Society - \$1,296.00 and Onoway & District Historical Guild - \$1,000.00.

Motion # 357-24

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2024 Recreation Programming Round 3 to the Onoway & District Heritage Society in the amount of \$ 1,564.93 for floor curling.

CARRIED

c. Alberta Advantage Immigration Program - A Request for Decision is attached

Motion # 358-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Council authorize Administration to submit an application for the AAIP program.

CARRIED

8. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 359-24

MOVED by: Councillor Bridgitte Coninx

THAT Council accept the Council, Committee and Staff Reports for information.

CARRIED

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Report
- d. Chief Administrative Officer Report
 - Corporate and Community Services Director's Report
 - Public Works Report

9. INFORMATION ITEMS

e.

f.

Motion # 360-24

MOVED by: Councillor Robin Murray

THAT Council accept the items for information.

- a. Councillor Coninx Municipal Elected Leaders Certificate
- b. North Saskatchewan Watershed Alliance (NSWA) 2025 Municipal Contribution
- c. Town of Onoway Public Sale of Land Auction Notes October 3, 2024

10. CLOSED SESSION

Motion # 361-24

MOVED by: Councillor Bridgitte Coninx

THAT Pursuant to Section 197(2) of the Municipal Government Act and FOIP Section 27(1)(a) - Legal - Solicitor/Client Privilege, Council move into Closed Session at 12:05 p.m.

CARRIED

Council recessed from 12:05 p.m. until 12:07 p.m. to allow the Recording Secretary and members of the public on Zoom to leave the meeting.

CLOSED SESSION:

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, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services

Motion # 362-24

MOVED by: Councillor Robin Murray THAT Council move out of Closed Session at 12:40 p.m.

CARRIED

Council recessed from 12:40 p.m. until 12:42 p.m. to allow the Recording Secretary to return to the meeting.

Motion # 363-24

MOVED by: Councillor Robin Murray

THAT Council add Section 24 (1)(d) FOIP Advice to Officials-Proposals to Closed Session

4

Motion # 364-24

MOVED by: Councillor Robin Murray

THAT Council motion to reconsider the motion at the Organizational Meeting of October 24, 2024 regarding the appointment of the Development Officer.

This motion was seconded by Mayor Len Kwasny.

Motion # 365-24

MOVED by: Councillor Robin Murray

THAT Council reconsider the appointment of the Development Officer.

CARRIED

CARRIED

Motion # 366-24

MOVED by: Councillor Robin Murray

THAT Tony Sonnleitner be appointed as Development Officer and that three months notice be provided as per contract.

CARRIED

Motion # 367-24

MOVED by: Councillor Bridgitte Coninx

THAT Administration complete a Request for Proposals for Development Officer Contract Services to commence after the notice of current contract period has expired.

CARRIED

Motion # 368-24

MOVED by: Councillor Bridgitte Coninx

THAT Jennifer Thompson, CAO, be appointed as Designated Officer on behalf of the Town of Onoway regarding legal proceedings.

CARRIED

11. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 12:50 p.m.

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12. UPCOMING EVENTS

November 14, 2024	Regular Council Meeting	9:30 a.m.
November 28, 2024	Regular Council Meeting	9:30 a.m.
December 12, 2024	Regular Council Meeting	9:30 a.m.
January 9, 2025	Regular Council Meeting	9:30 a.m.
January 23, 2025	Regular Council Meeting	9:30 a.m.

Mayor Jennifer Thompson Lenard Kwasny Ohief Administrative Officer



Town of Onoway Request for Decision

Meeting:Council MeetingMeeting Date:November 14, 2024Presented By:Gino Damo, Director of Corporate and Community ServicesTitle:2024 Q3 Financial Variances

BACKGROUND / PROPOSAL

During the August 8, 2024, Council Meeting, Council made the following motion regarding the 2024 Q2 Financial Variances:

5. FINANCIAL REPORTS

a. 2024 Q2 Financial Variances

Motion # 239-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Council accept the 2024 Q2 Financial Variances as presented.

CARRIED

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The attached report outlines operational revenues collected and operational expenses incurred up to October 7, 2024, in contrast to the approved 2024 operational budget allocations.

It is important to note that tax revenues (general municipal, Alberta School Foundation Fund, recreation tax and Lac Ste Anne Foundation) are posted. Also, municipal budgets are compared to on an annual basis rather then quarterly due to many factors such as majority of tax revenue are collected once a year and majority of public works expenditures occur in the summer months.

The list below highlights some areas where the variances differ materially and is not a comprehensive list. An * indicates that the GL was included in Q2 Financial Variances.

<u>Revenue</u>

*GL 1-01-00-510 Admin-Penalties & Costs on Taxes

Approximately 62% above budget. Above budget due to Jan 1 penalties (15%)-\$17,180.79 and July 1 penalties (10%)-\$15,685. Average amount ranges from appx. \$350 to \$2,000.

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

Approximately 199% above budget. The interest rate remains high, and budget was set at a conservative amount. Also, large monthly balance in savings.

*GL 1-23-00-940 Fire-Onoway Incident Recovery

Approximately 116% above budget due to 1 incident recovery call out invoice amount of \$13,019.65.

GL 1-26-00-520 Bylaw-Animal Licenses

Approximately 67% above budget. Aligns with 2023 actuals and budget amount is conservative.

GL 1-32-00-990 Streets-Other Revenue

Approximately 50% above budget. Includes \$500 ATCO Transmission Cheque.

*GL 1-41-00-441 Water-Sale of Metered Water

Approximately 20% above budget base on the fact this revenue includes regional meter consumption revenue that will be transferred to Revenue GL 1-41-00-447 Regional Water Consumption Fees in Q4.

GL 1-61-00-522 Planning-Safety Codes Permits

Approximately 97% above budget. Includes \$2,059.14 in April and \$4,123.09 in October Monthly average approximately \$319.

*GL 1-66-00-400 Land-Sale of Land Inventory

Approximately 85% above budget based on sale of 4907 LSA Trail South - \$28,000 (Budgeted) & 4908-48 Avenue - \$23,809.52 (Unbudgeted).

Expense

*GL 2-12-00-221 Admin-Advertising

Approximately 118% above budget due unbudgeted items: \$300-Economic Development Officer position, \$305-Fibre Installation and \$700 Student Bursary.

*GL 2-12-00-231 Admin-Audit Fees

Approximately 249% above budget due to forensic audit expenses of \$147,125.62.

GL 2-12-00-242 Admin-Legal Fees

Approximately 82% above budget due to forensic audit legal fees of \$38,989.08.

GL 2-12-00-243 Admin-Computer Service & Support

Approximately 46% above budget due unbudgeted items-Windows server core license-\$1,513. Loop Annual fee-\$4,325. Lenovo Thinkpad purchase for EDO position-\$1,787.80 (Covered with EDC grant.) and Escribe - \$4,500.

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

Approximately 9% above budget due to \$2,800 for town-owned property appraisals in January. Also, Council Summit with Thirteen Ways to the amount of \$28,465.48 and of which \$15K is covered by the ACP Mediation and Cooperative Processes grant received in 2023.

GL 2-12-00-250 Building Maintenance & Repair

Approximately 22% above budget due to \$19,737.96 towards structural repairs in SE corner door; \$13k budgeted.

*GL 2-12-00-270 Membership Fees

Approximately 15% above budget due to Council approved reimbursement of LGAA & CAMA membership for CAO.

*GL 2-31-00-520 Oil & Gas (Fuel) Approximately 51% below budget.

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

Approximately 39% (Power) & 53% (Natural Gas) below budget, respectively.

Power						
GL #	•	Description 🔻	2024 Budget 🔻		2024 Actual 🔻	% of Budget 💌
2-12-00-541		ADMIN - POWER (OFFICE&FIRE)	\$ 10,370.00	9	5,320.64	51.31%
2-23-00-541		FIRE - POWER (4812 - 51 STREET)	\$ 7,080.00	\$	4,348.11	61.41%
2-31-00-541		PW - POWER (5104 - 41 STREET)	\$ 4,985.00	\$	2,319.02	46.52%
2-32-00-542		STREETS - POWER (STREET LIGHTS)	\$ 85,800.00	\$	53,554.35	62.42%
2-72-00-541		PARKS - POWER	\$ 5,500.00	\$	1,934.18	35.17%
2-41-00-541		WATER - POWER	\$ 12,463.00	\$	8,096.99	64.97%
2-42-00-541		SEWER - POWER (NE 35-54-2-W5/LAGOON)	\$ 8,250.00	\$	6,327.50	76.70%
		Total	\$ 134,448.00	\$	81,900.79	60.92%

Natural Ga	<u>s</u>						
GL #	-	Description	-	2024 Budget	r	2024 Actual	% of Budget 💌
2-12-00-542		ADMIN - NATURAL GAS		\$ 9,677.00) :	\$ 2,688.35	27.78%
2-31-00-542		PW - NATURAL GAS (5104 - 41 STREET)		\$ 5,665.00) :	\$ 3,094.57	54.63%
2-41-00-542		WATER - NATURAL GAS		\$ 3,966.00) :	\$ 2,656.63	66.99%
2-42-00-542		SEWER - NATURAL GAS		\$ 2,789.00) :	\$ 1,846.79	66.22%
		Total		\$ 22,097.00) :	\$ 10,286.34	46.55%

*GL 2-23-00-110 – Fire – Onoway Incident Responses

Approximately 108% above budget due to 1 incident recovery call out invoice amount of \$13,019.65.

GL 2-23-00-215 ORFS – Misc (Hall Rent/Phone/Lunch)

Approximately 362% above budget due to AHS FOIP Requests at amounts of \$607.50 & \$427.50 and Parkland County FOIP Requests at amounts of \$25 & \$25.

*GL 2-23-00-544 Fire – Unrecoverable Incidents

Approximately 202% above budget due to 2022 uncollectible invoices total amount of \$6,109.17 posted.

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

Approximately 38% above budget due to unforeseen expense of replacing tube heater due to failure (appx. \$4,880).

GL 2-41-00-111 Water – Consulting Fees

Approximately 55% above budget as time for consulting services required longer then budgeted amount.

GL 2-41-00-246 Water – WTP Maintenance

Approximately 57% above budget as actuals align with last year actuals however budget remained the same amount

*GL 2-41-00-250 Water – Building Materials/Supplies

Approximately 86% above budget due to purchase of water quality testing instruments for \$459.

GL 2-41-00-111 Sewer – Consulting Fees

Approximately 47% above budget as time for consulting services required longer then budgeted amount.

*GL 2-61-00-230 Plan – Engineering Services

No amount approved in budget. \$16,456 based on remaining Climate Resiliency Capacity Grant Funding invoices paid in Q1; grant received in 2023. \$2,160.22 Engineering support for Fibre optic installation.

GL 2-97-00-912 Misc-Allow. For Uncollectable Taxes

No amount approved in budget. Amount based on Tax Roll 49000 o/s amount since 2013 transferred from tax roll to the above GL.

GL 2-97-00-992 Misc-Tax Collection Costs

Approximately 30% above budget due to \$2,905 in January; average is approximately \$148.

Wages & Employee Benefits

*GL 2-12-00-110 Wages-Admin

Approximately 21% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur. Wages actuals include 2024 merit increases and budgeted.

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

Approximately 21% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur.

Onoway Town Council Agenda November 14, 2024

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

Approximately 28% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur. Wages actuals include 2024 merit increases and budgeted. 10% is built in for Overtime.

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

Approximately 25% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur.

STRATEGIC ALIGNMENT

Fiscal Sustainability

COSTS / SOURCE OF FUNDING

No financial impact to 2024 operational or capital budgets.

RECOMMENDED ACTION

- That Council accept the 2024 Q3 Financial Variances as presented.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

• 2024 Q3 Financial Variances.



TOWN OF ONOWAY

Revenue & Expense Up to October 7, 2024

General Ledger	Description	2024 Budget	2024 Actual
TAXES REVEN	IUE		
1-00-00-111	RESIDENTIAL TAXES	(678,353.17)	(688,013.98)
1-00-00-112	FARMLAND TAXES	(649.55)	(678.76)
1-00-00-113	COMMERCIAL TAXES	(674,968.41)	(684,695.80)
1-00-00-114	INDUSTRIAL TAXES	(320.78)	(284.70)
1-00-00-120	COST SHARE ROAD TAX	0.00	0.00
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION	(23,150.00)	(23,147.70)
1-00-00-190	ELEC. POWER, PIPE, CABLE TV	(72,364.00)	(58,883.38)
1-19-00-750	ASFF SCHOOL REQUISITION RESIDENTIAL	(198,356.00)	(200,718.44)
1-19-00-751	LSA FOUNDATION REQUISITION	(30,839.00)	(30,723.25)
1-19-00-754	ASFF SCHOOL REQUISTION NON- RESIDENTIAL	(113,692.00)	(105,478.00)
TOTAL TAXATION	REVENUE	(1,792,692.91)	(1,792,624.01)
REQUISITION	5		
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL	198,356.00	99,178.16
2-19-00-751	LAC STE. ANNE FOUNDATION REQUISITION	30,839.00	30,839.46
2-19-00-752	DESIGNATED INDUSTRIAL PROPERTY	288.00	0.00
2-19-00-754	SCHOOL REQUISIT. OVER/UNDER LEVY NON-RES	(1,340.00)	0.00
2-19-00-755	SCHOOL REQUISTION NON-RESIDENTIAL	113,692.00	56,846.02
2-19-00-756	SCHOOL REQUISTION OVER/UNDER LEVY RESID.	(3,294.00)	0.00
TOTAL REQUISIT	IONS	338,541.00	186,863.64
TAX REVENUE A	AILABLE FOR MUNI	(1,454,151.91)	(1,605,760.37)
GENERAL REV	VENUE		
1-01-00-510	PENALTIES & COSTS ON TAXES	(24,240.00)	(39,196.64)
1-01-00-540	FRANCHISE REVENUE - ATCO	(35,232.00)	(31,734.04)
¹⁻⁰¹⁻⁰⁰⁵⁴¹ Onoway	Town Council Agenda November 14,	2024 (88,810.25)	(76,247.64)
1-01-00-550	RETURN ON INVESTMENT (BANK INTEREST	(8,080.00)	(24,123.26)

1-01-00-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	(56,050.00)
1-01-00-840	CONDITIONAL OPERATIONAL GRANTS	0.00	0.00
1-03-12-920	RESERVE TRANSFER - ADMIN.	(62,932.87)	0.00
TOTAL GENERAL	REVENUE	(219,295.12)	(227,351.58)
LEGISLATIVE	EXPENSE		
2-11-00-130	COUNCIL - CPP	2,101.20	845.16
2-11-00-131	COUNCIL - EI	0.00	0.00
2-11-00-132	COUNCIL-EMP. BENEFIT ER-AMS	28,016.00	17,720.00
2-11-00-137	COUNCIL-WCB	727.58	785.70
2-11-00-141		8,080.00	4,903.22
2-11-00-150	COUNCIL FEES	55,620.00	24,975.00
2-11-00-211	COUNCIL MILEAGE & SUBSISTANCE	9,860.00	2,104.42
2-11-00-216	COUNCIL-TELEPHONE/INTERNET/MEETING PREP.	18,200.00	13,807.34
2-11-00-242	COUNCIL LEGAL FEES	20,050.00	0.00
2-11-00-252	COUNCIL DONATION	1,000.00	0.00
2-11-00-270	COUNCIL MEMBERSHIPS	0.00	0.00
2-11-00-274	COUNCIL INSURANCE	351.00	290.00
2-11-00-513	COUNCIL SUPPLIES	3,434.00	1,114.04
2-11-00-514	PUBLIC RELATIONS/PROMOTIONS	1,500.00	652.27
2-11-00-770	COUNCIL -LEADERSHIP BURSARY	1,750.00	1,800.00
TOTAL LEGISLAT	IVE EXPENSE	150,689.78	68,997.15
SURPLUS/DEFICI	T LEGISLATIVE	150,689.78	68,997.15
ADMIN REVEN	IUE		
1-12-00-274	INSURANCE -CLAIMS/REBATES	0.00	0.00
1-12-00-410	GENERAL SERVICE & SUPPLY REVENUE	(2,215.00)	(2,056.95)
1-12-00-510	A/R PENALTY REVENUE	(505.00)	0.00
1-12-00-560	RENTALS, LEASES	(1,200.00)	(1,200.00)
1-12-00-591	REBATES, DIVIDENDS	(305.00)	(108.91)
1-12-00-840	ADMIN LGFF O (Previously MSI O)	(90,428.00)	(90,428.00)
1-12-00-850	ADMIN - TRANSFER FROM RESERVES	(67,600.00)	0.00
1-12-00-930	CONTRIBUTION-OTHER FUNCTIONS- FIRE/ELECT	0.00	0.00
1-12-00-940	ADMINSENATE ELECTION	0.00	0.00
1-12-00-990	OTHER REVENUE	(3,030.00)	(2,666.94)
1-12-00-991	OTHER REVENUE - 100 YR ANNIVERSARY	0.00	0.00
1-12-00-992	TRANSFER FROM RESERVE - STAFF CHANGES	0.00	0.00
TOTAL ADMIN RE		(165,283.00)	(96,460.80)
ADMIN EXPEN	SE		

2-12-00116 way Town Coul	₩ • CRIE® CRIE CRIE® CRIE CRIE® CRIE CRIE® CRIE® CRIE® CRIE® CRIE	4 . 2024 ^{417,768.00}	329,675.95
2-12-00-130 ADMIN - EM	P. BENEFIT ER -	83,266.00	65,927.64
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	CPP/EI/AMS/RPP		
2-12-00-131	ADMIN - EMP. BENEFIT ER - E.I.	0.00	0.00
2-12-00-132	ADMIN - EMP. BENEFIT ER - AMS	0.00	0.00
2-12-00-133	ADMIN - EMP. BENEFIT ER - RPP	0.00	0.00
2-12-00-137	ADMIN - WORKER'S COMPENSATION	4,573.00	4,938.71
2-12-00-141	ADMIN - STAFF DEVELOPMENT	4,020.00	1,470.95
2-12-00-142	ADMIN- EMPLOYEE RECOGNITION	2,045.00	198.73
2-12-00-211	ADMIN - TRAVEL & SUBSISTANCE	4,040.00	989.43
2-12-00-215	ADMIN - POSTAGE, FREIGHT, COURIER	6,000.00	4,248.98
2-12-00-216	ADMIN - TELEPHONE, FAX	10,126.00	6,825.07
2-12-00-221	ADMIN - ADVERTISING	2,330.00	5,077.23
2-12-00-231	ADMIN - AUDIT FEES	50,000.00	174,577.87
2-12-00-232	ADMIN - ASSESSMENT FEES	13,420.00	13,663.71
2-12-00-241	ADMIN - INSURANCE FEES	33,840.00	34,953.62
2-12-00-242	ADMIN - LEGAL FEES	35,050.00	63,702.68
2-12-00-243	ADMIN - COMPUTER SERVICE & SUPPORT	38,415.00	56,074.86
2-12-00-244	ADMIN - GIS PROJECT	6,060.00	6,069.19
2-12-00-245	ADMINISTRATION/CAO CONTRACT	35,992.00	39,206.20
2-12-00-246	ADMIN - BYLAW/POLICY REVIEW	0.00	0.00
2-12-00-247	ADMIN - RECORDS RETENTION PROJECT	0.00	0.00
2-12-00-250	ADMIN - BUILDING MAINT & REPAIR	18,650.00	22,721.74
2-12-00-252	ADMIN - OFFICE CLEANING	9,000.00	6,750.00
2-12-00-260	ADMIN - OFFICE MACHINES MAINT/REPAI	7,575.00	2,028.36
2-12-00-261	ADMIN - OFFICE MACHINES RENT/LEASE	12,120.00	10,440.55
2-12-00-270	ADMIN - MEMBERSHIP FEES	3,850.00	4,437.60
2-12-00-271	ADMIN - ELECT/ PLEB/CENSUS (TO RESERVE)	0.00	0.00
2-12-00-272	ADMIN - 100 YR ANNIVERSARY EXPENSE	0.00	0.00
2-12-00-511	ADMIN - STATIONERY	4,330.00	2,334.58
2-12-00-512	ADMIN - OFFICE LANDSCAPING	0.00	0.00
2-12-00-513	ADMIN - GENERAL SUPPLIES	4,550.00	2,848.68
2-12-00-514	ADMIN - PUBLIC RELATIONS/PROMOTION	11,525.00	4,675.50
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	10,370.00	5,320.64
2-12-00-542	ADMIN - NATURAL GAS	9,677.00	2,688.35
2-12-00-810	ADMIN - INTERES-SHORT TERM BORROW.	4,000.00	0.00
2-12-00-811	ADMIN - BANK CHARGES	3,030.00	1,295.83
2-12-00-990	ADMIN-CAO CONTINGENCY FUND (MOST)	0.00	0.00
2-12-00-992	ADMIN - ALLOWANCE FOR STAFF CHANGES	0.00	0.00
2-12-99-625	ADMINISTRATION-BUILDING AMORTIZATION	5,101.00	0.00
2-12-99-635	ADMINISTRATION-M & E AMORTIZATION	4,080.00	0.00
TOTAL ADMIN EXPI	ENSE	854,803.00	873,142.65
SURPLUS/DEFICIT ADMIN		689,520.00	776,681.85

FIRE REVENUE Onoway Town Council Agenda November 14, 2024 1-23-00-420 BAY RENTAL FEES (26,400.00)

(22,000.00)

	Town Council Agenda November 14, 2	2024	
TOTAL ONOWAY F	REGIONAL FIRE SER	(440,046.00)	(327,153.75)
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway)	(71,042.00)	(6,114.75)
1-23-00-996	(EXC.ONOWAY) ORFS - FIRE RESER TRANS.(\$9761 & \$7801)	0.00	0.00
1-23-00-995	ORFS - INCIDENT RECOVERY	(30,000.00)	(24,330.26)
1-23-00-994	ORFS - NWF CONTRACT (other muinis)	(231,271.00)	(231,270.72)
1-23-00-993	ORFS - OPERATIONAL COST (other munis)	(62,733.00)	(52,781.35)
1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES	(45,000.00)	(12,656.67)
ONOWAY REG	IONAL FIRE SERVICES		
FIRE SURPLUS/DE	FICIT	41,304.00	21,593.88
TOTAL FIRE EXPE	NSE	109,526.00	92,306.23
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	2,020.00	6,109.17
2-23-00-543	FIRE - SEPTIC SERVICES	4,220.00	3,774.57
2-23-00-542	FIRE - PROPANE	880.00	816.40
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	7,080.00	4,348.11
2-23-00-354	FIRE -ONOWAY PORT BLDG. REIMB (TO RESER)	0.00	0.00
2-23-00-353	FIRE - WATER USE/MISC	2,020.00	0.00
2-23-00-352	FIRE - NWFR CONTRACT	0.00	0.00
2-23-00-351	911 DISPATCH CONTRACT PARKLAND COUNTY	6,901.00	5,318.01
2-23-00-350	FIRE-CONTRACT (\$51425)	56,509.00	42,621.33
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	0.00	0.00
2-23-00-250	FIRE - BUILDING REPAIR, MAINTENANCE	5,050.00	2,109.43
2-23-00-241	FIRE HALL INSURANCE	313.00	313.00
2-23-00-226	FIRE ADMIN FEE (\$11,779.64)	14,533.00	6,114.75
2-23-00-216	FIRE - RADIOS/LEGAL	0.00	0.00
2-23-00-112	FIRE EXP LSAC MVA RESPONSES	0.00	0.00
2-23-00-110 2-23-00-111	FIRE - ONOWAY INCIDENT RESPONSES FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	10,000.00 0.00	20,781.46 0.00
FIRE EXPENSE		40,000,00	00 704 40
-		(00,222100)	(10,112100)
TOTAL FIRE REVE		(68,222.00)	(70,712.35)
1-23-00-990	BLDG REIMBURSEMENT(\$5000/\$7370)	(14,000.00)	(14,000.00)
1-23-00-940	OTHER REVENUE - ADMIN CHARGES	0.00	0.00
1-23-00-931	FIRE - ONOWAY INCIDENT RECOVERY	(10,000.00)	(21,647.35)
1-23-00-930	DISPATCH FIRE REV LSAC MVA RESPONSE	(4,822.00)	0.00
1-23-00-920	FIRE - TRANSFER FROM RESERVES CONTRIBUTION - OTHER FUNCTIONS-	0.00	0.00
1 00 00 000			
1-23-00-850	FIRE - ORFS CONTRIB.	(13,000.00)	(13,065.00)

ONOWAY RÉGIONAL FIRE SERVICES

2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	14,740.00	11,055.00
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP.	40,000.00	17,309.66
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC. ONOWAY)	30,000.00	14,920.28
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS	1,942.00	0.00
2-23-00-143	ORFS - COPIES/POSTAGE	1,000.00	1,065.00
2-23-00-211	ORFS - ADMINISTRATION	22,000.00	12,000.00
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH)	250.00	1,155.00
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE	1,576.00	1,480.00
2-23-00-218	ORFS - RESERVES	3,000.00	0.00
2-23-00-219	ORFS - NWF CONTRACT(other munis)	0.00	0.00
2-23-00-220	ORFS - ADD. OPERATIONAL (AB & ON)	18,000.00	9,000.00
2-23-00-221	ORFS - HALL IMPR.(\$5000 ONO. \$6800 AB)	11,800.00	5,000.00
2-23-00-223	ORFS - RADIOS	4,492.00	3,539.50
2-23-00-224	ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00
2-23-00-225	ORFS - RADIOS LICENSE	1,266.00	1,044.61
2-23-00-274	ORFS - LEGAL	700.00	0.00
2-23-00-513	ORFS - CONTRACT	287,780.00	173,213.70
2-23-00-517	ORFS - RADIO REPAIR	1,500.00	0.00
ONOWAY REGION	AL FIRE SERVICES	440,046.00	250,782.75
	AL FIRE SERVICES	0.00	(76 274 00)
UNUWAT REGION	AL FIRE SERVICES	0.00	(76,371.00)
EMERG. MGT/D	DISASTER SERV. REV.		
1-24-00-840	DIS. SERV - REGIONAL COLL. GRANT	0.00	0.00
1-24-00-841	EMERG. MGT- REG. RADIO NETWORK GRANT	0.00	0.00
1-24-00-990	EMERG. MNGMNT RADIO SALES (BINS)	0.00	0.00
TOTAL DISASTER	SERVICES REV.	0.00	0.00
EMERGENCY N	IGT./DISASTER SERVI		
2-24-00-141	DIS.SERV STAFF DEVELOPMENT	1,560.00	0.00
2-24-00-211	DIS.SERV TRAVEL & SUBSISTENCE	520.00	0.00
2-24-00-245	DIS. SERV CONTRACTED WORK	0.00	96.82
2-24-00-246	DIS. SERV REGIONAL EMERG. SERV.	0.00	0.00
0.04.00.047	STUDY		
2-24-00-247	EMRG. MGTREG. RADIO	0.00	0.00
2-24-00-510	DIS.SERV GENERAL SUPPLIES	2,081.00	0.00
TOTAL DISASTER	SERVICES EXPENS	4,161.00	96.82
AMBULANCE R	EVENUE		
1-25-00-351	CONTRIBUTION - OTHER ORGANIZATIONS	0.00	0.00
1-25-00-840	CONDITIONAL GRANT-AMBULANCE	0.00	0.00
1-25-00-990	AMBULANCE-OTHER REVENUE Town Council Agenda November 14, 20	0.00	0.00
Unoway	I own Council Agenda November 14, 20		
TOTAL AMBULANC	E KEVENUE	0.00	0.00

AMBULANCE EXPENSE

2-25-00-240	AMBULANCE - TRANSFER PAYMENTS	0.00	0.00
2-25-00-262	AMBULANCE - STAFF ACCOMODATION RENT	0.00	0.00
TOTAL AMBULANC	E EXPENSE	0.00	0.00
SURPLUS/DEFICIT	AMBULANCE	4,161.00	96.82
BYLAW REVEN	UE		
1-26-00-420	DOG POUND CHARGES, DOG SALES	(450.00)	0.00
1-26-00-513	WEED&SNOW REMOVAL COST RECOVERY	(500.00)	0.00
1-26-00-520	ANIMAL LICENSES	(300.00)	(500.00)
1-26-00-530	MUNICIPAL FINES (DOGS, WEEDS)	(400.00)	0.00
TOTAL BYLAW REV	/ENUE	(1,650.00)	(500.00)
BYLAW EXPEN	SE		
2-26-00-242	BYLAW-LEGAL FEES	520.00	510.00
2-26-00-245	BYLAW - CONTRACT	0.00	16,875.00
2-26-00-271	BYLAW - POUND/VET FEES	1,040.00	0.00
2-26-00-513	BYLAW - CONTRACTED WEED&SNOW REMOVAL	400.00	0.00
TOTAL BYLAW EXF	PENSE	1,960.00	17,385.00
BYLAW SURPLUS/	DEFICIT	310.00	16,885.00
POLICING REVI	ENUE		
1-27-00-530	RCMP & CPO FINE REVENUE	(7,100.00)	(1,269.48)
1-27-00-531	SCHOOL RESOURCE OFFICER	0.00	0.00
TOTAL POLICING R	REVENUE	(7,100.00)	(1,269.48)
POLICING EXPE	ENSE		
2-27-00-240	COMMUNITY PEACE OFFICER CONTRACT	88,992.00	66,744.00
2-27-00-241	POLICE COSTING MODEL	51,417.00	51,417.00
2-27-00-245	POLICING - SCHOOL RESOURCE OFFICER	0.00	0.00
TOTAL POLICING E	XPENSE	140,409.00	118,161.00
POLICING SURPLU	S/DEFICIT	133,309.00	116,891.52
PW REVENUE			
1-31-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
1-31-00-990	OTHER REVENUE (FROM RESERVES - TIRES)	0.00	0.00
TOTAL QUARTER NUP WIN Council Agenda November 14, 2024 0.00			

PW EXPENSE

2-31-00-110	PW - WAGES	37,257.00	27,575.44
2-31-00-111	PW - CONSULTING FEES	0.00	0.00
2-31-00-130	PW - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	7,635.00	6,042.75
2-31-00-131	PW - EMPLOYEE BENEFIT EI	0.00	0.00
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS	0.00	0.00
2-31-00-133	PW - EMPLOYEE BENEFIT RPP	0.00	0.00
2-31-00-137	PW - WORKERS COMPENSATION	749.00	785.70
2-31-00-141	PW - STAFF DEVELOPMENT	1,040.00	0.00
2-31-00-211	PW - TRAVEL & SUBSISTANCE	520.00	63.18
2-31-00-215	PW - POSTAGE & FREIGHT	0.00	0.00
2-31-00-216	PW - TELEPHONE CHARGES	4,993.00	2,979.90
2-31-00-221	PW - ADVERTISING	636.00	251.40
2-31-00-224	P.W MEMBERSHIPS	809.00	242.92
2-31-00-241	PW - INSURANCE PREMIUMS	8,929.00	8,621.39
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT	1,040.00	0.00
2-31-00-245	PW - CONTRACT WORK	0.00	0.00
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE	6,242.00	8,591.76
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE	52,015.00	26,822.02
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS)	13,004.00	6,763.47
2-31-00-514	PW - SAFETY EQU. (OH&S) &PROGRAM MANUAL	4,681.00	945.42
2-31-00-520	PW - OIL & GAS	27,000.00	13,285.32
2-31-00-541	PW - POWER (5104 - 41 STREET)	4,985.00	2,319.02
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	5,665.00	3,094.57
2-31-00-543	PW - SHOP PUMP OUT FEES	1,040.00	199.59
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER	0.00	0.00
2-31-00-998	P.W GAIN/LOSS TCA	0.00	0.00
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION	1,632.00	0.00
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION	3,060.00	0.00
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?	6,121.00	0.00
TOTAL PW EXPENS	SE	189,053.00	108,583.85
PW SURPLUS/DEFI	СІТ	189,053.00	108,583.85
ROADS REVEN	UE		
1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING	0.00	0.00
1-32-00-840	ROADS REV SHORT TERM BORROWING PRINC.	0.00	0.00
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	(29.59)
1-32-00-990	STREETS - OTHER REVENUE	(1,100.00)	(1,655.00)
TOTAL ROADS REV	/ENUE	(1,100.00)	(1,684.59)

ROAD EXHENSEOWN Council Agenda November 14, 2024

2-32-00-110	STREETS - WAGES	86,933.00	64,929.85
2-32-00-111	STREETS CONSULTING FEES	0.00	0.00
2-32-00-130		17,814.00	13,326.92
2-32-00-131	BENEFITCPP/EI/AMS/RPP STREET - EMPLOYEE BENEFIT EI	0.00	0.00
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS	0.00	0.00
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-32-00-137	STREETS - WORKERS COMPENSATION	1,717.00	2,132.61
2-32-00-215	STREETS - POSTAGE & FREIGHT	0.00	0.00
2-32-00-231	STREETS - ENGINEERING	0.00	0.00
2-32-00-241	STREETS - INSURANCE PREMIUMS	1,202.00	1,123.00
2-32-00-245	STREETS - CONTRACTED WORK	51,714.00	31,045.89
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE	3,636.00	3,319.50
2-32-00-513	STREETS - GENERAL SUPPLIES	4,040.00	1,908.35
2-32-00-514	STREETS-SNOW PLOWING DAMAGES	505.00	159.97
2-32-00-531	STREETS - SAND/CHIP/ETC.	19,032.00	8,439.32
2-32-00-532	STREETS - SIGNS, CULVERTS	1,515.00	45.87
2-32-00-533	STREETS - SIDEWALKS	0.00	0.00
2-32-00-534	STREETS - CHRISTMAS DECORATIONS	3,000.00	214.96
2-32-00-542	STREETS - POWER (STREET LIGHTS)	85,800.00	53,554.35
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018- 2022)	0.00	0.00
2-32-00-810	STREET-SHORT TERM BORROWING	0.00	0.00
2-32-00-811	STREETS REPAY TO RESERVES	0.00	0.00
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT	2,142.00	0.00
2-32-99-635	STREETS M&E AMMORTIZATION	0.00	0.00
TOTAL ROAD EXPENSE		279,050.00	180,200.59
ROADS SURPLUS/DEFICIT		277,950.00	178,516.00
PARKS REVEN	UE		
1-72-00-410	PARKS - RV SANI DUMP FEES	(7,070.00)	(4,194.35)
1-72-00-590	PARKS - BEAUTIFICATION	0.00	0.00
1-72-00-591	PARKS DONATED FUNDS	0.00	0.00
1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	0.00	0.00
1-72-00-840	CONDITIONAL GRANTS - RECREATION	0.00	0.00
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR. RESERVES	0.00	0.00
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	(10,500.00)	0.00
TOTAL PARKS REVENUE		(17,570.00)	(4,194.35)
PARKS EXPEN	SE		
2-72-00-110	PARKS - WAGES	80,457.00	51,556.02
2-72-00-130	PARKS - EMPLOYEE BENEFITS	10,841.00	7,878.77
	PARKS - EMPLOYEE BENEFIT EI		.,
2-72-00-131	PARKS - EMPLOYEĔ BENEFIT EI	0.00	0.00

0 70 00 100			
2-72-00-132	PARKS- EMPLOYEE BENEFIT AMS	0.00	0.00
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-72-00-137	PARKS - WORKERS COMPENSATION	1,247.00	1,346.94
2-72-00-141	PARKS - STAFF DEVELOPMENT	505.00	0.00
2-72-00-221	PARKS - ADVERTISING	0.00	0.00
2-72-00-241	PARKS - INSURANCE	1,562.00	1,560.97
2-72-00-243	PARKS - CONTRACT WORK	3,225.00	1,800.00
2-72-00-250	PARKS - REPAIR & MAINTENANCE	3,150.00	28.08
2-72-00-510	PARKS - GENERAL SUPPLIES	3,030.00	1,183.09
2-72-00-541	PARKS - POWER	5,500.00	1,934.18
2-72-00-542		11,000.00	7,330.00
2-72-00-543	PARKS-SEPTIC SERVICES	2,525.00	1,949.19
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	3,030.00	2,730.50
2-72-99-615	PARKS-ENGINEERING STRUCTURES	500.00	0.00
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??	0.00	0.00
2-71-00-764	RESERVE TRANSFER	18,500.00	0.00
272-00-133 PARKS - EMPLOYEE BENEFIT RPP 272-00-137 PARKS - WORKERS COMPENSATION 272-00-141 PARKS - STAFF DEVELOPMENT 2-72-00-221 PARKS - ADVERTISING 2-72-00-241 PARKS - CONTRACT WORK 2-72-00-243 PARKS - CONTRACT WORK 2-72-00-250 PARKS - GENERAL SUPPLIES 2-72-00-541 PARKS - POWER 2-72-00-542 PARKS-PORTIS (TREES/KIDS COR./RUTH CUST) 2-72-00-543 PARKS-SEPTIC SERVICES 2-72-00-542 PARKS-SEPTIC SERVICES 2-72-00-543 PARKS-SEPTIC SERVICES 2-72-00-615 PARKS-BAUTIFICATION PROJECT 2-72-00-625 PARKS-BUILDINGS AMORTIZATION?? 2-72-09-625 PARKS-BUILDINGS AMORTIZATION?? 2-71-00-764 RESERVE TRANSFER TOTAL PARKS EXPENSE PARKS SURPLUS/DEFICIT STORM WATER REVENUE 1-37-00-840 CONDITIONAL GRANTS-STORM WATER CONDITIONAL GRANTS-STORM WATER 2-37-00-231 STORM WATER REVENUE 2-37-00-231		145,072.00	79,297.74
PARKS SURPLUS	/DEFICIT	127,502.00	75,103.39
STORM WATE	R REVENUE		
1 27 00 840		0.00	0.00
		0.00	0.00
TOTAL STORM W	ATER REVENUE	0.00	0.00
STORM WATE	R EXPENSE		
2-37-00-231	STORM WATER - ENGINEERING	0.00	0.00
2-37-00-245	STORM WATER - CONTRACTED WORK		
		5,250.00	480.00
2-37-99-615		5,250.00 0.00	480.00 0.00
2-37-99-615 2-42-00-540	STRUCTURES AMORT	,	
2-42-00-540	STRUCTURES AMORT SEWER - LAGOON POWER	0.00	0.00
2-42-00-540 TOTAL STORM W	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE	0.00	0.00
2-42-00-540 TOTAL STORM WA	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT	0.00 0.00 5,250.00	0.00 0.00 480.00
2-42-00-540 TOTAL STORM WA	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT	0.00 0.00 5,250.00	0.00 0.00 480.00 480.00
2-42-00-540 TOTAL STORM WA	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT	0.00 0.00 5,250.00	0.00 0.00 480.00
2-42-00-540 TOTAL STORM WA STORM WATER S WATER REVEN	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT NUE LOCAL IMPROVEMENT - WATER LINES	0.00 0.00 5,250.00 5,250.00	0.00 0.00 480.00 480.00 0.00 (94,059.33)
2-42-00-540 TOTAL STORM WA STORM WATER S WATER REVEN 1-41-00-121	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT NUE LOCAL IMPROVEMENT - WATER LINES BASIC WATER FEE	0.00 0.00 5,250.00 5,250.00 0.00	0.00 0.00 480.00 480.00 0.00
2-42-00-540 TOTAL STORM WA STORM WATER S WATER REVEN 1-41-00-121 1-41-00-440 1-41-00-441 1-41-00-442	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT NUE LOCAL IMPROVEMENT - WATER LINES BASIC WATER FEE SALE OF METERED WATER SALE OF WATER METERS	0.00 0.00 5,250.00 5,250.00 (126,389.00) (191,400.00) 0.00	0.00 0.00 480.00 480.00 (94,059.33) (230,419.68) 0.00
2-42-00-540 TOTAL STORM WA STORM WATER S WATER REVEN 1-41-00-121 1-41-00-440 1-41-00-441	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT NUE LOCAL IMPROVEMENT - WATER LINES BASIC WATER FEE SALE OF METERED WATER SALE OF METERED WATER SALE OF WATER METERS SERVICE CHARGES (TURN ON, THAWS)	0.00 0.00 5,250.00 5,250.00 (126,389.00) (191,400.00)	0.00 0.00 480.00 480.00 0.00 (94,059.33) (230,419.68)
2-42-00-540 TOTAL STORM WA STORM WATER S WATER REVEN 1-41-00-121 1-41-00-440 1-41-00-441 1-41-00-442	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT NUE LOCAL IMPROVEMENT - WATER LINES BASIC WATER FEE SALE OF METERED WATER SALE OF METERED WATER SALE OF WATER METERS SERVICE CHARGES (TURN ON, THAWS)	0.00 0.00 5,250.00 5,250.00 (126,389.00) (191,400.00) 0.00 (500.00) (18,135.00)	0.00 0.00 480.00 480.00 (94,059.33) (230,419.68) 0.00 0.00 (14,224.90)
2-42-00-540 TOTAL STORM WA STORM WATER S WATER REVEN 1-41-00-121 1-41-00-440 1-41-00-441 1-41-00-442 1-41-00-443	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT NUE LOCAL IMPROVEMENT - WATER LINES BASIC WATER FEE SALE OF METERED WATER SALE OF METERED WATER SALE OF WATER METERS SERVICE CHARGES (TURN ON, THAWS) ADMIN SERVICE FEES REGIONAL WATER DEBENTURE REVENUE	0.00 0.00 5,250.00 5,250.00 (126,389.00) (191,400.00) 0.00 (500.00) (18,135.00) (71,565.00)	0.00 0.00 480.00 480.00 (94,059.33) (230,419.68) 0.00 0.00 (14,224.90) (52,619.33)
2-42-00-540 TOTAL STORM WA STORM WATER S WATER REVEN 1-41-00-121 1-41-00-440 1-41-00-441 1-41-00-441 1-41-00-443 1-41-00-443 1-41-00-444 1-41-00-445 1-41-00-446	STRUCTURES AMORT SEWER - LAGOON POWER ATER EXPENSE URPLUS/DEFICIT NUE LOCAL IMPROVEMENT - WATER LINES BASIC WATER FEE SALE OF METERED WATER SALE OF METERED WATER SALE OF WATER METERS SERVICE CHARGES (TURN ON, THAWS) ADMIN SERVICE FEES	0.00 0.00 5,250.00 5,250.00 (126,389.00) (191,400.00) (191,400.00) (500.00) (18,135.00) (71,565.00) 0.00	0.00 0.00 480.00 480.00 (94,059.33) (230,419.68) 0.00 0.00 (14,224.90)

1-41-00-591 SENIOR'S WATER REBATE 0.00 0.00 1-41-00-592 SENIOR'S ADMIN FEE REBATE 0.00 0.00 1-41-00-592 SENIOR'S ADMIN FEE REBATE 0.00 0.00 1-41-00-805 LOCAL GOVERNMENT TRANSFERS 0.00 0.00 1-41-00-930 CONTRIBUTION - OTHER FUNCTIONS 0.00 0.00 1-41-00-940 TRANSFER FROM UTILITY RESERVE FUND 0.00 0.00 TOTAL WATER REVENUE (625,387.00) 45.826.78 2-41-00-110 WATER - WAGES 61,390.00 45.826.78 2-41-00-121 WATER - FREEZE UP CONSUMP ADJUST. 0.00 0.00 2-41-00-130 WATER - EMPLOYCEE BENEFITS 12.727.95 9.533.29 2-41-00-131 WATER - EMPLOYCEE BENEFITS 12.727.95 9.533.29 2-41-00-132 WATER - EMPLOYCEE BENEFITS 12.727.95 9.533.29 2-41-00-132 WATER - EMPLOYCEE BENEFITS 12.727.95 9.533.29 2-41-00-137 WATER - MUTPLYEE BENEFIT SI 0.00 0.00 2-41-00-137 WATER - MUTPLYEE BENEFIT SI 12.727.95	1-41-00-590	PENALTIES	(3,030.00)	(2,735.57)
141-00-840 CONDITIONAL GRANTS - WATER 0.00 0.00 141-00-850 LOCAL GOVERNMENT TRANSFERS 0.00 0.00 141-00-9400 TRANSFER FROM UTILITY RESERVE FUND 0.00 0.00 TOTAL WATER REVENUE (625,387.00) (482,857.76) WATER EXPENSE 241-00-110 WATER - WAGES 61,390.00 45,826.78 241-00-111 WATER - FREEZE UP CONSUMP.ADJUST. 0.00 0.00 241-00-121 WATER - FREEZE UP CONSUMP.ADJUST. 0.00 0.00 241-00-130 WATER - EMPLOYEE BENEFITS 12.77.95 9.538.29 241-00-131 WATER - EMPLOYEE BENEFIT P 0.00 0.00 241-00-132 WATER - EMPLOYEE BENEFIT PP 0.00 0.00 241-00-133 WATER - EMPLOYEE BENEFIT PP 0.00 0.00 241-00-141 WATER - VORKERS COMPENSATION 749.41 785.70 241-00-130 WATER - VORKERS COMPENSATION 749.41 785.70 241-00-216 WATER - WTP HONE/FAX 1.248.00 778.25 241-00-215 WATER - NOTRERENG 0.00	1-41-00-591	SENIOR'S WATER REBATE		. ,
141-00-850 LOCAL GOVERNMENT TRANSFERS 0.00 0.00 141-00-930 CONTRIBUTION - OTHER FUNCTIONS 0.00 0.00 TOTAL WATER REVENUE (625,887.00) (482,857.70) VMATER REVENUE (625,887.00) (482,857.70) VAI-00-110 WATER - WAGES 61,390.00 14,000.00 241-00-111 WATER - CONSULTING FEES (2 + 5) 9,020.00 14,000.00 241-00-121 WATER - FREEZE UP CONSUMP.ADJUST. 0.00 0.00 241-00-130 WATER - EMPLOYEE BENEFITS 12,727.95 9,538.29 CPP/EULMANSRPP 0.00 0.00 0.00 241-00-131 WATER - EMPLOYEE BENEFIT RP 0.00 0.00 241-00-132 WATER - EMPLOYEE BENEFIT RPP 0.00 1.03 241-00-133 WATER - RAVELSUBSISTANCE 1.040.00 143.50 241-00-137 WATER - NOVERES COMPENSATION 749.41 758.70 241-00-216 WATER - NOVERAS COMPENSATION 749.41 758.70 241-00-216 WATER - NOVERAS COMPENSATION 749.41 758.70	1-41-00-592	SENIOR'S ADMIN FEE REBATE	0.00	0.00
141-00-930 CONTRIBUTION - OTHER FUNCTIONS 0.00 0.00 141-00-940 TRANSFER FROM UTILITY RESERVE FUND 0.00 0.00 TOTAL WATER REVENUE (625,367.00) (482,857.70) WATER EXPENSE 241-00-111 WATER CONSULTING FEES (2 + 5) 9.020.00 14.00.00 241-00-112 WATER - FREEZE UP CONSUMP ADJUST. 0.00 0.00 241-00-130 WATER - EMPLOYEE BENEFITS 12.727.95 9.538.29 241-00-131 WATER - EMPLOYEE BENEFIT EI 0.00 0.00 241-00-132 WATER - EMPLOYEE BENEFIT RP 0.00 0.00 241-00-133 WATER - EMPLOYEE BENEFIT RP 0.00 0.00 241-00-131 WATER - EMPLOYEE BENEFIT RP 0.00 1.08.00 241-00-137 WATER - TAYELYBUSISTANCE 1.040.00 143.50 241-00-216 WATER - TAYELYBUSISTANCE 1.040.00 143.50 241-00-216 WATER - WTP PHONE/FAX 1.248.00 778.25 241-00-216 WATER - MEMBERSHIPS 1.358.00 556.20 241-00-224 WATER - N	1-41-00-840	CONDITIONAL GRANTS - WATER	0.00	0.00
141.00-940 TRANSFER FROM UTILITY RESERVE FUND 0.00 0.00 TOTAL WATER REVENUE (£25,387.00) (#28,287.70) WATER EXPENSE 0.00 0.00 241-00-110 WATER - WAGES 61,390.00 45,826.78 241-00-121 WATER - REEZE UP CONSUMP ADJUST. 0.00 0.00 241-00-121 WATER - EMPLOYEE BENEFITS 12,727.95 9,538.29 241-00-130 WATER - EMPLOYEE BENEFIT EI 0.00 0.00 241-00-131 WATER - EMPLOYEE BENEFIT AMS 0.00 0.00 241-00-133 WATER - EMPLOYEE BENEFIT RP 0.00 0.00 241-00-133 WATER - TRAVEL/SUBSISTANCE 1,040.00 14,350 241-00-141 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-216 WATER - REGINAL SYSTEM FEES 8,452.92 8,452.92 241-00-216 WATER - NORKERS COMPLICATION RET ARS.00 1,040.00 1,456.90 241-00-216 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-216 WATER - REGINERTINS 2,266.00 2,266.25	1-41-00-850	LOCAL GOVERNMENT TRANSFERS	0.00	0.00
CTOTAL WATER REVENUE (625,387.00) (482,857.70) WATER EXPENSE 24100-110 WATER - WAGES 61,390.00 45,826.78 2410-0111 WATER CONSULTING FEES (2 + 5) 9,020.00 14,000.00 241-00-130 WATER - REPEZE UP CONSUMP ADJUST. 0.00 0.00 241-00-131 WATER - EMPLOYEE BENEFITS 12,727.95 9,538.29 241-00-132 WATER - EMPLOYEE BENEFIT FAMS 0.00 0.00 241-00-132 WATER - EMPLOYEE BENEFIT TAMS 0.00 0.00 241-00-133 WATER - EMPLOYEE BENEFIT TPP 0.00 0.00 241-00-137 WATER - STAFF DEVELOPMENT 4.161.00 1.180.00 241-00-137 WATER - TRAFUE/SUBSISTANCE 1.040.00 143.50 241-00-216 WATER - NUTP INTERNET 780.00 0.000 241-00-217 WATER MEMBERSHIPS 1.586.00 565.20 241-00-217 WATER - REGIONAL SYSTEM FEES 8.462.92 8.452.92 241-00-241 WATER MEMBERSHIPS 1.586.00 2.002.32 241-00-240 WATER - REGIONAL SYSTEM FEES <td< td=""><td>1-41-00-930</td><td>CONTRIBUTION - OTHER FUNCTIONS</td><td>0.00</td><td>0.00</td></td<>	1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
WATER EXPENSE (Entrine) (Entrine) 241-00-110 WATER - WAGES 61.390.00 45.826.78 241-00-111 WATER CONSULTING FEES (2 + 5) 9,020.00 14,000.00 241-00-121 WATER - FREEZE UP CONSUMP. ADJUST. 0.00 0.00 241-00-130 WATER - EMPLOYEE BENEFITS 12,727.95 9,538.29 241-00-132 WATER - EMPLOYEE BENEFIT AMS 0.00 0.00 241-00-132 WATER - EMPLOYEE BENEFIT RPP 0.00 0.00 241-00-137 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-211 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-215 WATER - POSTAGE, FREIGHT, STATIONERY 0.00 518.00 241-00-216 WATER WTP INTERNET 780.00 400.00 241-00-217 WATER - MUTP INTERNET 780.00 440.00 241-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-241 WATER - NUTP INTERNET 780.00 1,466.90 241-00-240 WATER - CONTRACT WK (METER RDI/LABS) 2,266.00 <	1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND	0.00	0.00
241-00-110 WATER - WAGES 61.390.00 45.826.78 241-00-121 WATER - REEZE UP CONSUMP.ADJUST. 0.00 0.00 241-00-121 WATER - REEZE UP CONSUMP.ADJUST. 0.00 0.00 241-00-130 WATER - EMPLOYEE BENEFITS 12,727.95 9,538.29 CPP/EVAMS/RPP 0.00 0.00 241-00-131 WATER - EMPLOYEE BENEFIT EI 0.00 0.00 241-00-133 WATER - VORKER SCOMPENSATION 749.41 785.70 241-00-137 WATER - STAFF DEVELOPMENT 4.161.00 1,180.00 241-00-141 WATER - STAFF DEVELOPMENT 4.161.00 1,880.00 241-00-137 WATER - NORKERS COMPENSATION 749.41 785.70 241-00-216 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-216 WATER - NUTP INTERNET 780.00 400.00 241-00-230 WATER - NUTP INTERNET 780.00 1.465.90 241-00-240 WATER - NUTP INTERNET 780.00 1.465.90	TOTAL WATER REV	/ENUE	(625,387.00)	(482,857.70)
241-00-111 WATER CONSULTING FEES (2 + 5) 9,020.00 14,000.00 241-00-121 WATER - FREEZE UP CONSUMP.ADJUST. 0.00 0.00 241-00-130 WATER - EMPLOYEE BENEFITS 12,727.95 9,538.29 CPP/EUAMS/RPP 0.00 0.00 241-00-131 WATER - EMPLOYEE BENEFIT EI 0.00 0.00 241-00-133 WATER - EMPLOYEE BENEFIT RPP 0.00 0.00 241-00-137 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-211 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-215 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-216 WATER - POSTAGE, FREIGHT, STATIONERY 0.00 143.50 241-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-230 WATER - ENGINEERING 1,456.90 241.00 241-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-240 WATER - CONTRACT WK (METER RDILABS) 2,266.00 2,002.32 241-00-244 WATER - ENDILDING MATERIALS/SUPPLIES 30.00	WATER EXPEN	SE		
241-00-121 WATER - FREEZE UP CONSUMP.ADJUST. 0.00 0.00 241-00-130 WATER - EMPLOYEE BENEFITS 12.727.95 9.538.29 241-00-131 WATER - EMPLOYEE BENEFIT EI 0.00 0.00 241-00-132 WATER - EMPLOYEE BENEFIT RPP 0.00 0.00 241-00-132 WATER - EMPLOYEE BENEFIT RPP 0.00 0.00 241-00-137 WATER - STAFF DEVELOPMENT 4.161.00 1.180.00 241-00-141 WATER - FARVEL/SUBSISTANCE 1.040.00 518.00 241-00-215 WATER - POSTAGE, FREIGHT, STATIONERY 0.00 60.00 241-00-216 WATER - WTP PHONE/FAX 1.248.00 778.25 241-00-217 WATER - WTP PHONE/FAX 1.248.00 778.25 241-00-230 WATER - REGIONAL SYSTEM FESS 8.452.92 8.452.92 241-00-240 WATER - ENGINEERING 0.00 1.456.90 241-00-241 WATER - CONTRACT WK (METER RD/LABS) 2.266.00 2.002.32 241-00-240 WATER - CONTRACT WK (METER RD/LABS) 2.266.00 2.002.32 241-00-246 WATER - UNPANT REP	2-41-00-110	WATER - WAGES	61,390.00	45,826.78
241-00-130 WATER - EMPLOYEE BENEFITS 12,727.95 9,538.29 241-00-131 WATER - EMPLOYEE BENEFIT EI 0.00 0.00 241-00-132 WATER - EMPLOYEE BENEFIT RPP 0.00 0.00 241-00-133 WATER - WORKERS COMPENSATION 749.41 785.70 241-00-141 WATER - STAFE DEVELOPMENT 4,161.00 1,180.00 241-00-211 WATER - TRAVEL/SUBSISTANCE 1,040.00 518.00 241-00-215 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-217 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-224 WATER - NUTP INTERNET 780.00 400.00 241-00-230 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-241 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 241-00-243 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 241-00-244 WATER - WTP MAINTYSERVICE 1,040.00 465.93 241-00-245 WATER - WTP MAINTYSERVICE 1,040.00 0.00 241-00-246 WATER -	2-41-00-111	WATER CONSULTING FEES (2 + 5)	9,020.00	14,000.00
CPP/El/AMS/RPP 2-41-00-131 WATER - EMPLOYEE BENEFIT EII 0.00 0.00 2-41-00-132 WATER - EMPLOYEE BENEFIT AMS 0.00 0.00 2-41-00-133 WATER - EMPLOYEE BENEFIT RAPS 0.00 0.00 2-41-00-137 WATER - WORKERS COMPENSATION 749.41 785.70 2-41-00-141 WATER - TRAVEL/SUBSISTANCE 1.040.00 143.50 2-41-00-211 WATER - TRAVEL/SUBSISTANCE 1.040.00 143.50 2-41-00-215 WATER - WTP PHONE/FAX 1.248.00 778.25 2-41-00-216 WATER - WTP PHONE/FAX 1.358.00 566.20 2-41-00-217 WATER MEMBERSHIPS 1.358.00 566.20 2-41-00-224 WATER NETP INTERNET 780.00 1.456.90 2-41-00-240 WATER - ENGINEERING 0.00 1.456.90 2-41-00-241 WATER - CONTRACT PREMIUMS 7.750.27 2.41-00.241 2-41-00-243 WATER - CONTRACT WK (METER RD/LABS) 2.266.00 2.002.32 2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2.266.00 2.002.32 2-41	2-41-00-121	WATER - FREEZE UP CONSUMP.ADJUST.	0.00	0.00
241-00-132 WATER - EMPLOYEE BENEFIT AMS 0.00 0.00 241-00-133 WATER - EMPLOYEE BENEFIT RPP 0.00 0.00 241-00-137 WATER - WORKERS COMPENSATION 749.41 785.70 241-00-141 WATER - STAFF DEVELOPMENT 4.161.00 1.180.00 241-00-211 WATER - TRAVEL/SUBSISTANCE 1.040.00 143.50 241-00-215 WATER - POSTAGE, FREIGHT, STATIONERY 0.00 518.00 241-00-216 WATER - WTP PHONE/FAX 1.248.00 778.25 241-00-217 WATER - WTP PHONE/FAX 1.248.00 768.25 241-00-244 WATER REDINERT 780.00 400.00 241-00-245 WATER - ENGINEERING 0.00 1.456.90 241-00-240 WATER - REGIONAL SYSTEM FEES 8.452.92 8.452.92 241-00-241 WATER - COMPUTER MAINT/SERVICE 1.040.00 455.00 241-00-244 WATER - CONTRACT WK (METER RD/LABS) 2.266.00 2.002.32 241-00-245 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-246 WATER - FIRE HYDRANT REPAIR/MAINT </td <td>2-41-00-130</td> <td></td> <td>12,727.95</td> <td>9,538.29</td>	2-41-00-130		12,727.95	9,538.29
241-00-133 WATER - EMPLOYEE BENEFIT RPP 0.00 0.00 241-00-137 WATER - WORKERS COMPENSATION 749.41 785.70 241-00-141 WATER - STAFF DEVELOPMENT 4,161.00 1,180.00 241-00-215 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-216 WATER - POSTAGE, FREIGHT, STATIONERY 0.00 518.00 241-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-217 WATER AMEMBERSHIPS 1,358.00 566.20 241-00-230 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-241 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 241-00-243 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 241-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 241-00-246 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-250 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-251 WATER - REGIONAL WATER USAGE FEES 266.952.00 235,223.04 241-00-251 WATER - NATURAL GAS 3,966.00 235,223.04 <tr< td=""><td>2-41-00-131</td><td>WATER - EMPLOYEE BENEFIT EI</td><td>0.00</td><td>0.00</td></tr<>	2-41-00-131	WATER - EMPLOYEE BENEFIT EI	0.00	0.00
241-00-137 WATER - WORKERS COMPENSATION 749.41 785.70 241-00-141 WATER - STAFF DEVELOPMENT 4,161.00 1,180.00 241-00-211 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-215 WATER - POSTAGE, FREIGHT, STATIONERY 0.00 518.00 241-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-217 WATER REMBERSHIPS 1,358.00 556.20 241-00-224 WATER REMBERSHIPS 1,358.00 556.20 241-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-241 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 241-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 241-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 241-00-246 WATER - WTP MAINTENANCE 7,802.00 870.00 241-00-250 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-513 WATER - TREATME	2-41-00-132	WATER - EMPLOYEE BENEFIT AMS	0.00	0.00
241-00-141 WATER - STAFF DEVELOPMENT 4,161.00 1,180.00 241-00-211 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 241-00-215 WATER - POSTAGE, FREIGHT, STATIONERY 0.00 518.00 241-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-217 WATER - WTP PHONE/FAX 1,248.00 778.25 241-00-224 WATER REMBERSHIPS 1,358.00 566.20 241-00-230 WATER - ENGINEERING 0.00 1,456.90 241-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-241 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 241-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 241-00-246 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 241-00-541 WATER - REGIONAL WATER USAGE FEES 266,952.00 235,223.04 241-00-541 WATER - NATURAL GAS 3,966.00 2,656.63 241-0	2-41-00-133	WATER - EMPLOYEE BENEFIT RPP	0.00	0.00
241-00-211 WATER - TRAVEL/SUBSISTANCE 1,040.00 143.50 2-41-00-215 WATER - NTP PHONE/FAX 1,248.00 778.25 2-41-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 2-41-00-217 WATER - WTP PHONE/FAX 1,248.00 778.25 2-41-00-224 WATER MEMBERSHIPS 1,358.00 556.20 2-41-00-230 WATER - ENGINEERING 0.00 1,456.90 2-41-00-241 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 2-41-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-541 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-541 <t< td=""><td>2-41-00-137</td><td>WATER - WORKERS COMPENSATION</td><td>749.41</td><td>785.70</td></t<>	2-41-00-137	WATER - WORKERS COMPENSATION	749.41	785.70
2-41-00-215 WATER - POSTAGE, FREIGHT, STATIONERY 0.00 518.00 2-41-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 2-41-00-217 WATER - WTP INTERNET 780.00 400.00 2-41-00-224 WATER MEMBERSHIPS 1,358.00 556.20 2-41-00-230 WATER - ENGINEERING 0.00 1,456.90 2-41-00-241 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 2-41-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - HIND MATERIALS/SUPPLIES 520.00 965.93 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-541 WATER - REGIONAL WATER USAGE FEES 266.952.00 235,223.04 2-41-00-541 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NA	2-41-00-141	WATER - STAFF DEVELOPMENT	4,161.00	1,180.00
2-41-00-216 WATER - WTP PHONE/FAX 1,248.00 778.25 2-41-00-217 WATER - WTP INTERNET 780.00 400.00 2-41-00-224 WATER MEMBERSHIPS 1,358.00 556.20 2-41-00-230 WATER - ENGINEERING 0.00 1,456.90 2-41-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 2-41-00-241 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - TREATMENT SUPPLIES 266.952.00 235.223.04 2-41-00-513 WATER - REGIONAL WATER USAGE FEES 266.952.00 235.223.04 2-41-00-542 WATER - NATURAL GAS 3.966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 0.00 2-41-00-543 WATER - PUMP OUT FEES 0.00 0.00 2-41-00-543	2-41-00-133WATER - EMPLOYEE BENEFIT RPP2-41-00-137WATER - WORKERS COMPENSATION2-41-00-141WATER - STAFF DEVELOPMENT2-41-00-211WATER - TRAVEL/SUBSISTANCE2-41-00-215WATER - POSTAGE, FREIGHT, STATIONE2-41-00-216WATER - WTP PHONE/FAX		1,040.00	143.50
241-00-217 WATER - WTP INTERNET 780.00 400.00 241-00-224 WATER MEMBERSHIPS 1,358.00 556.20 241-00-230 WATER - ENGINEERING 0.00 1,456.90 241-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-241 WATER - INSURANCE PREMIUMS 7,787.00 7,550.27 241-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 241-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 241-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 241-00-250 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-252 WATER - TREATMENT SUPPLIES 266.952.00 235,223.04 241-00-513 WATER - REGIONAL WATER USAGE FEES 266,952.00 2,656.63 241-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 241-00-543 WATER - NATURAL GAS 3,966.00 2,656.63 241-00-544 WATER - POWER 12,463.00 6,000 241-00-543 WAT	2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY	0.00	518.00
241-00-224 WATER MEMBERSHIPS 1,358.00 556.20 241-00-230 WATER - ENGINEERING 0.00 1,456.90 241-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 241-00-241 WATER - INSURANCE PREMIUMS 7,787.00 7,550.27 241-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 241-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 241-00-246 WATER - HIP MAINTENANCE 7,802.00 12,256.25 241-00-250 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 241-00-447 WATER - REGIONAL WATER USAGE FEES 266.952.00 235,223.04 241-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 241-00-541 WATER - POWER 12,463.00 8,096.99 241-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 241-00-543 WATER - PUMP OUT FEES 0.00 0.00 241-00-544 WATER - NATURAL GAS 3,966.00 2,656.63 241-00-592 WATER - S	2-41-00-216	WATER - WTP PHONE/FAX	1,248.00	778.25
2-41-00-230 WATER - ENGINEERING 0.00 1,456.90 2-41-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 2-41-00-241 WATER - INSURANCE PREMIUMS 7,787.00 7,550.27 2-41-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - BUILDING MATERIALS/SUPPLIES 520.00 965.93 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER-REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 0.00 2-41-00-591 WATER - SENIORS ADMIN FEE REBATE 0.00 0.00	2-41-00-217	WATER - WTP INTERNET	780.00	400.00
2-41-00-240 WATER - REGIONAL SYSTEM FEES 8,452.92 8,452.92 2-41-00-241 WATER - INSURANCE PREMIUMS 7,787.00 7,550.27 2-41-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - BUILDING MATERIALS/SUPPLIES 520.00 965.93 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER - REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 0.00 2-41-00-591 WATER SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00	2-41-00-224	WATER MEMBERSHIPS	1,358.00	556.20
2-41-00-241 WATER - INSURANCE PREMIUMS 7,787.00 7,550.27 2-41-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - BUILDING MATERIALS/SUPPLIES 520.00 965.93 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER-REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 0.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 <t< td=""><td>2-41-00-230</td><td>WATER - ENGINEERING</td><td>0.00</td><td>1,456.90</td></t<>	2-41-00-230	WATER - ENGINEERING	0.00	1,456.90
2-41-00-243 WATER - COMPUTER MAINT/SERVICE 1,040.00 455.00 2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - BUILDING MATERIALS/SUPPLIES 520.00 965.93 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER - REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 0.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER - SUNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-600 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 <td< td=""><td>2-41-00-240</td><td>WATER - REGIONAL SYSTEM FEES</td><td>8,452.92</td><td>8,452.92</td></td<>	2-41-00-240	WATER - REGIONAL SYSTEM FEES	8,452.92	8,452.92
2-41-00-245 WATER - CONTRACT WK (METER RD/LABS) 2,266.00 2,002.32 2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - BUILDING MATERIALS/SUPPLIES 520.00 965.93 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER - REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 0.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-600 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-241	WATER - INSURANCE PREMIUMS	7,787.00	7,550.27
2-41-00-246 WATER - WTP MAINTENANCE 7,802.00 12,256.25 2-41-00-250 WATER - BUILDING MATERIALS/SUPPLIES 520.00 965.93 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER-REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-243	WATER - COMPUTER MAINT/SERVICE	1,040.00	455.00
2-41-00-250 WATER - BUILDING MATERIALS/SUPPLIES 520.00 965.93 2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER-REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 0.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - INCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-245	WATER - CONTRACT WK (METER RD/LABS)	2,266.00	2,002.32
2-41-00-251 WATER - FIRE HYDRANT REPAIR/MAINT 0.00 0.00 2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER-REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 55.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-246	WATER - WTP MAINTENANCE	7,802.00	12,256.25
2-41-00-252 WATER - LINE REPAIR (INC. DRIPS) 45,320.00 870.00 2-41-00-447 WATER-REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 55.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - 1 TIME EXP. REG. WATER 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES	520.00	965.93
2-41-00-447 WATER-REGIONAL WATER USAGE FEES 266,952.00 235,223.04 2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 55.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT	0.00	0.00
2-41-00-513 WATER - TREATMENT SUPPLIES 1,560.00 0.00 2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 55.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-252	WATER - LINE REPAIR (INC. DRIPS)	45,320.00	870.00
2-41-00-541 WATER - POWER 12,463.00 8,096.99 2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 55.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-447	WATER-REGIONAL WATER USAGE FEES	266,952.00	235,223.04
2-41-00-542 WATER - NATURAL GAS 3,966.00 2,656.63 2-41-00-543 WATER - PUMP OUT FEES 0.00 55.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 0.00 0.00 0.00	2-41-00-513	WATER - TREATMENT SUPPLIES	1,560.00	0.00
2-41-00-543 WATER - PUMP OUT FEES 0.00 55.00 2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-541	WATER - POWER	12,463.00	8,096.99
2-41-00-591 WATER-SENIORS WATER REBATE 0.00 0.00 2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-542	WATER - NATURAL GAS	3,966.00	2,656.63
2-41-00-592 WATER-SENIORS ADMIN FEE REBATE 0.00 0.00 2-41-00-600 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00	2-41-00-543	WATER - PUMP OUT FEES	0.00	55.00
2-41-00-600 WATER - UNCOLLECTABLE ACCOUNTS 206.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-00-762 CONNECT 0.00 0.00 2-41-00-764 Towese Regender Hovember 14, 2024 0.00 0.00	2-41-00-591	WATER-SENIORS WATER REBATE	0.00	0.00
2-41-00-762 WATER - 1 TIME EXP. REG. WATER 0.00 0.00 2-41-0 One oway Townser 0.00 0.00 2-41-0 One oway Townser 0.00 0.00 0.00	2-41-00-592	WATER-SENIORS ADMIN FEE REBATE	0.00	0.00
CONNECT 2-41-0 One oway Tower Exertime in Agendar Hovember 14, 2024 0.00 0.00	2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS	206.00	0.00
$_{2-41-0}$ Draw between the second state of	2-41-00-762		0.00	0.00
2-41-00-810 WATER - SHORT TERM BORROW INTEREST 0.00 0.00	2-41-0 One oway	ΓαγγεβεραμηκαλίβAgendaτbevember 14,	2024 0.00	0.00
	2-41-00-810	WATER - SHORT TERM BORROW INTEREST	0.00	0.00

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2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE	0.00	0.00
2-41-00-831	WATER - DEBENTURE INTEREST	27,853.00	13,843.86
2-41-00-832	WATER PRINCIPLE	48,930.00	24,747.58
2-41-00-833	WATER-WILD DEBENTURE(PHASE I & II)	40,718.00	40,717.78
2-41-00-834	WATER-WILD DEBENTURE (PHASE III & IV)	30,053.00	30,053.04
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO	29,880.00	0.00
2-41-99-635	WATER- M&E AMORTIZATION	8,000.00	0.00
TOTAL WATER EX	(PENSE	636,243.28	463,130.23
WATER SURPLUS	DEFICIT	10,856.28	(19,727.47)
SEWER REVE	NUE		
1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	(88,960.00)	0.00
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	(30,466.00)	(22,710.66)
1-42-00-410	SEWER - LAGOON USE (TRSFR TO RESERVE)	(78,780.00)	(81,929.60)
1-42-00-411	SEWER LAGOON (outside use)	0.00	0.00
1-42-00-440	BASIC SEWER FEE	(47,470.00)	(35,118.23)
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	(151,500.00)	(112,586.60)
1-42-00-444	SEWER - ADMIN. SERVICE FEES	(8,787.00)	(9,459.42)
1-42-00-445	SEWER - GRANT CONSULTING FEES	0.00	0.00
4 40 00 500	SEWER -PENALTIES	(2 0 2 0 0 0)	(2 800 12)
1-42-00-590	SEWER -FENALTIES	(3,030.00)	(2,890.13)
1-42-00-590 1-42-00-591	SENIOR'S SEWER REBATE	0.00	0.00
	SENIOR'S SEWER REBATE		
1-42-00-591	SENIOR'S SEWER REBATE EVENUE	0.00	0.00
1-42-00-591 TOTAL SEWER RI	SENIOR'S SEWER REBATE EVENUE	0.00	0.00
1-42-00-591 TOTAL SEWER RI	SENIOR'S SEWER REBATE EVENUE NSE	0.00 (408,993.00)	0.00 (264,694.64)
1-42-00-591 TOTAL SEWER RI SEWER EXPEN 2-42-00-110	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES	0.00 (408,993.00) 48,971.00	0.00 (264,694.64) 36,764.63
1-42-00-591 TOTAL SEWER RI SEWER EXPEN 2-42-00-110 2-42-00-111 2-42-00-130	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05
1-42-00-591 TOTAL SEWER RI SEWER EXPEN 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00
1-42-00-591 TOTAL SEWER RI SEWER EXPEN 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132	SENIOR'S SEWER REBATE EVENUE SEWER - WAGES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00
1-42-00-591 TOTAL SEWER RI SEWER EXPEN 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYEE BENEFIT RPP	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00
1-42-00-591 TOTAL SEWER RI SEWER EXPEN 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-137	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYEE BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 0.00 416.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98
1-42-00-591 TOTAL SEWER RI 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-137 2-42-00-141	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES SEWER CONSULTING FEES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYEE BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP SEWER - MORKERS COMPENSATION SEWER - STAFF DEVELOPMENT	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 0.00 416.00 1,515.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58
1-42-00-591 TOTAL SEWER RI 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-137 2-42-00-141 2-42-00-211	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYEE BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 0.00 416.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58 61.72
1-42-00-591 TOTAL SEWER RI 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-137 2-42-00-141	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES SEWER CONSULTING FEES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYEE BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP SEWER - MORKERS COMPENSATION SEWER - STAFF DEVELOPMENT	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 0.00 416.00 1,515.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58
1-42-00-591 TOTAL SEWER RI 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-137 2-42-00-141 2-42-00-211	SENIOR'S SEWER REBATE EVENUE SEWER - WAGES SEWER CONSULTING FEES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYEE BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP SEWER - MORKERS COMPENSATION SEWER - STAFF DEVELOPMENT SEWER - TRAVEL&SUBSITANCE	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 0.00 416.00 1,515.00 1,010.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58 61.72
1-42-00-591 TOTAL SEWER RI SEWER EXPEN 2-42-00-110 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-133 2-42-00-137 2-42-00-141 2-42-00-211 2-42-00-215	SENIOR'S SEWER REBATE EVENUE SEWER - WAGES SEWER CONSULTING FEES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP SEWER - MORKERS COMPENSATION SEWER - STAFF DEVELOPMENT SEWER - TRAVEL&SUBSITANCE SEWER - POSTAGE & FREIGHT	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 416.00 1,515.00 1,010.00 0.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58 61.72 0.00
1-42-00-591 TOTAL SEWER RI 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-137 2-42-00-137 2-42-00-211 2-42-00-215 2-42-00-216 2-42-00-218	SENIOR'S SEWER REBATE EVENUE SEWER - WAGES SEWER CONSULTING FEES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYER BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 0.00 416.00 1,515.00 1,010.00 0.00 808.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58 61.72 0.00 588.30
1-42-00-591 TOTAL SEWER RI 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-137 2-42-00-137 2-42-00-211 2-42-00-211 2-42-00-216 2-42-00-217	SENIOR'S SEWER REBATE EVENUE NSE SEWER - WAGES SEWER CONSULTING FEES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYEE BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP SEWER - WORKERS COMPENSATION SEWER - STAFF DEVELOPMENT SEWER - TRAVEL&SUBSITANCE SEWER - POSTAGE & FREIGHT SEWER - LIFT STATION PHONE/FAX SEWER - LIFT STATION INTERNET	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 416.00 1,515.00 1,010.00 0.00 808.00 808.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58 61.72 0.00 588.30 687.60 400.00 0.00
1-42-00-591 TOTAL SEWER RI 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-137 2-42-00-137 2-42-00-211 2-42-00-215 2-42-00-216 2-42-00-218	SENIOR'S SEWER REBATE EVENUE SEWER - WAGES SEWER CONSULTING FEES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYER BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 416.00 1,515.00 1,010.00 0.00 808.00 808.00 808.00 707.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58 61.72 0.00 588.30 687.60 400.00
1-42-00-591 TOTAL SEWER RI 2-42-00-110 2-42-00-111 2-42-00-130 2-42-00-131 2-42-00-132 2-42-00-133 2-42-00-133 2-42-00-137 2-42-00-141 2-42-00-211 2-42-00-215 2-42-00-216 2-42-00-218 2-42-00-218 2-42-00-224 2-42-00-231	SENIOR'S SEWER REBATE EVENUE SEWER - WAGES SEWER - WAGES SEWER CONSULTING FEES SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP SEWER - EMPLOYER BENEFIT EI SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYER BENEFIT AMS SEWER - EMPLOYEE BENEFIT RPP SEWER - EMPLOYEE BENEFIT RPP SEWER - WORKERS COMPENSATION SEWER - STAFF DEVELOPMENT SEWER - TRAVEL&SUBSITANCE SEWER - POSTAGE & FREIGHT SEWER - LIFT STATION PHONE/FAX SEWER - LIFT STATION INTERNET SEWER - LAGOON INTERNET SEWER - LAGOON INTERNET	0.00 (408,993.00) 48,971.00 9,525.00 10,183.00 0.00 0.00 416.00 1,515.00 1,010.00 0.00 808.00 808.00 808.00 707.00 660.00 0.00	0.00 (264,694.64) 36,764.63 14,000.00 7,647.05 0.00 0.00 0.00 448.98 300.58 61.72 0.00 588.30 687.60 400.00 0.00

2-43-00-520	FUEL SURCHARGE Ե լ գետրեն ouncil Agenda November 14, 2	2,080.00 024 96,866.00	1,428.80 60,950.16
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5.13)	24,461.00	16,307.76
2-43-00-350 2-43-00-351	GARBAGE - HHHW RECYCLING - CONTRACT FOR PICKUP (3.22)	0.00 15,208.00	0.00 10,138.80
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS	7,527.00	4,241.00
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6.13)	28,960.00	19,566.56
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE	0.00	0.00
2-43-00-240	GARBAGE - LANDFILL PAYMENTS	18,630.00	9,267.24
2-43-00-239	GARBAGE - BILLING	0.00	0.00
WASTE COLL			
TOTAL WASTE C	OLLECTION REV	(93,626.00)	(65,352.06)
1-43-00-444	WASTE MISC (FIRESMART)	0.00	0.00
1-43-00-443		(14,997.00)	(10,938.99)
	TIPPAGE		
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL	0.00	0.00
1-43-00-441	WASTE COLLECTION FEES	(78,629.00)	(54,413.07)
WASTE COLL	ECTION REV		
SEWER SURPLU	S/DEFICIT	(36,477.00)	(114,007.27)
TOTAL SEWER E	XPENSE	372,516.00	150,687.37
2-42-99-615	SEWER-ENGINEERING STRUCTURES AMORTIZATIO	6,200.00	0.00
		48,930.00	24,747.58
2-42-00-831 2-42-00-832		27,853.00	13,443.85
2-42-00-831	PAYBACK	27 852 00	12 / 42 05
2-42-00-764	RESERVE TRANSFER - FORCEMAIN	30,466.00	0.00
2-42-00-762	SEWER - TRANSFER TO CAPITAL	0.00	0.00
2-42-00-635	SEWER - M&E AMORTIZATION	0.00	0.00
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	0.00	0.00
2-42-00-591	SEWER-EFFLUENT RESERVE	20,000.00	0.00
2-42-00-543	SEWER - PUMP OUT FEES	0.00	0.00
2-42-00-542	SEWER - NATURAL GAS	2,789.00	1,846.79
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	8,250.00	6,327.50
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUP.	1,515.00	500.00
2-42-00-251	MOST) SEWAGE LAGOON MAINTENANCE	20,000.00	7,920.00
2-42-00-250	SEWER - LINES REPAIR/MAINT. (30+71	121,210.00	26,629.95
2-42-00-245	SEWER - CONTRACT WORK	6,450.00	3,998.33
2-42-00-244	SEWER - GRANT CONSULTING FEES	0.00	0.00
2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	1,010.00	430.76

WASTE COLLEC	T SURPLUS/DEF	3,240.00	(4,401.90)
FCSS REVEN	UE		
1-51-00-587	FCSS-INTERAGENCY GROUP	0.00	0.00
1-51-00-588	FCSS - YOUTH GROUP	0.00	0.00
1-51-00-589	FCSS-BEAUTIFICATION PROJECT	0.00	0.00
1-51-00-591	FCSS - GRANT FOR OUTSIDE PROJECTS	0.00	0.00
1-51-00-592	FCSS - OUTSIDE PROJECTS CONTRIBUTIONS	0.00	0.00
1-51-00-840	F.C.S.S. PROV. CONDITIONAL GRANT	(28,802.00)	(21,601.72)
1-51-00-850	FCSS - MUNICIPALITIES CONTRIBUTION	(44,736.00)	(50,633.66)
1-51-00-851	FCSS - ADMIN. FEE RE: MUNICIPALITIES	(4,161.00)	(4,662.95)
1-51-00-852	FCSS - ONOWAY ADMIN FEE	0.00	0.00
1-51-00-990	FCSS - OTHER REVENUE	0.00	0.00
TOTAL FCSS RE	VENUE	(77,699.00)	(76,898.33)
FCSS EXPEN	SE		
2-51-00-110	FCSS OUTSIDEPROJECT CONTRACTOR & COSTS	0.00	0.00
2-51-00-111	FCSS-YOUTH GROUP	0.00	0.00
2-51-00-112	F.C.S.S ANNUAL COMMUNITY CHRISTMAS	0.00	0.00
2-51-00-113	FCSS - BEAUTIFICATION PROJECT	0.00	0.00
2-51-00-201	FCSS - VOLUNTEER RECOGNITION EVENT	0.00	0.00
2-51-00-750	CONTRIBUTION TO JOINT F.C.S.S. PROG	36,003.00	20,413.50
2-51-00-751	FCSS-MUNICIPALITIES CONTR. TO PROGRAMS	44,736.00	19,902.22
2-51-00-752	FCSS - ADMIN. FEES MUNICIPALITIES	0.00	0.00
2-51-00-753	FCSS-ADMIN. FEE ONOWAY	0.00	0.00
TOTAL FCSS EX	PENSE	80,739.00	40,315.72
FCSS SURPLUS	/DEFICIT	3,040.00	(36,582.61)
PLAN REVEN	UE		
1-61-00-521	PLANNING - DEVELOPMENT PERMITS	(1,500.00)	(2,347.62)
1-61-00-522	SAFETY CODES PERMITS	(2,500.00)	(4,936.49)
1-61-00-523	COMPLIANCE CERTIFICATES	(300.00)	0.00
1-61-00-524	PERMITS - SAFETY CODES COUNCIL LEVY	0.00	0.00
1-61-00-525	PLANNING - APPEALS	0.00	0.00
1-61-00-840	CONDITIONAL GRANTS-PLANNING	0.00	0.00
TOTAL PLAN RE	VENUE	(4,300.00)	(7,284.11)
PLANNING E	XPENSE		
2-61-00-110	PLAN - DEVELOPMENT OFFICER WAGE	0.00	0.00
1-51-00-852FCSS - ONOWAY ADMIN FEE1-51-00-990FCSS - OTHER REVENUETOTAL FCSS REVENUEFCSS EXPENSE2-51-00-110FCSS OUTSIDEPROJECT CONTRACTOR & COSTS2-51-00-111FCSS -YOUTH GROUP2-51-00-112F.C.S.S ANNUAL COMMUNITY CHRISTMAS2-51-00-113FCSS - BEAUTIFICATION PROJECT2-51-00-113FCSS - VOLUNTEER RECOGNITION EVENT2-51-00-751FCSS - VOLUNTEER RECOGNITION EVENT2-51-00-751FCSS - ADMIN. FEES MUNICIPALITIES2-51-00-752FCSS - ADMIN. FEES MUNICIPALITIES2-51-00-753FCSS-ADMIN. FEE ONOWAYTOTAL FCSS EXPENSEFCSS SURPLUS/DEFICITPLANREVENUE1-61-00-521PLANNING - DEVELOPMENT PERMITS1-61-00-523COMPLIANCE CERTIFICATES1-61-00-524PERMITS - SAFETY CODES COUNCIL LEVY1-61-00-525PLANNING - APPEALS1-61-00-526PLANNING - APPEALS1-61-00-527PLANNING - APPEALS1-61-00-528PLANNING - APPEALS1-61-00-529PLANNING - APPEALS1-61-00-520PLANNING - APPEALS1-61-00-521PLANNING - APPEALS1-61-00-524PERMITS - SAFETY CODES COUNCIL LEVY1-61-00-525PLANNING - APPEALS1-61-00-526PLANNING - APPEALS1-61-00-527PLANNING - APPEALS1-61-00-528PLANNING - APPEALS1-61-00-529PLANNING - APPEALS1-61-00-520PLANNING - APPEALS1-61-00-521PLANNING - APPEALS1-61		0.00	0.00
	PLAN-ENGINEERING SERVICES	0.00	19,128.41

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2-61-00-242	PLAN - LEGAL	0.00	0.00
2-61-00-245	PLAN-CONTRACT SERVICES (SDAB)	1,515.00	300.00
2-61-00-270	PLAN - DEV. OFFICER CONTRACT	14,140.00	9,777.40
2-61-00-271	PLAN - SAFETY CODES	0.00	0.00
2-61-00-513	PLAN - SUPPLIES	0.00	0.00
TOTAL PLANNING	EXPENSE	15,655.00	29,205.81
PLANNING SURPL	US/DEFICIT	11,355.00	21,921.70
LAND REVENU	E		
1-66-00-400	SALE OF LAND INVENTORY	(28,000.00)	(51,809.52)
1-66-00-401	SALE OF LAND-COST RECOVERY	0.00	0.00
1-66-00-592	OFF-SITE LEVIES	0.00	0.00
TOTAL LAND REVE	ENUE	(28,000.00)	(51,809.52)
LAND EXPENS	E		
2-66-00-221	LAND-ADVERTISING	0.00	0.00
2-66-00-230	LAND - ENGINEERING/CONTRACT	0.00	0.00
	SERVICES		
2-66-00-242	LAND - LEGAL COSTS	3,000.00	300.00
2-66-00-270	LAND - CONTRACTED SERVICES	500.00	0.00
2-66-00-570	LAND - COST OF LAND SALES	0.00	6,419.49
TOTAL LAND EXPE	ENSE	3,500.00	6,719.49
TOTAL LAND EXPE		3,500.00 (24,500.00)	6,719.49 (45,090.03)
-	EFICIT	·	·
LAND SURPLUS/DI	EFICIT	·	·
LAND SURPLUS/DI	EFICIT	(24,500.00)	(45,090.03)
LAND SURPLUS/DI EDC REVENUE 1-69-00-410	EFICIT EDC - BUSINESS LICENCE FEES	(24,500.00) (2,525.00)	(45,090.03) (2,850.00)
LAND SURPLUS/DI EDC REVENUE 1-69-00-410 1-69-00-940	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST)	(24,500.00) (2,525.00) (53,733.00)	(45,090.03) (2,850.00) 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-410 1-69-00-940 1-69-00-941	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE	(24,500.00) (2,525.00) (53,733.00) 0.00	(45,090.03) (2,850.00) 0.00 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-410 1-69-00-940 1-69-00-941 TOTAL EDC REVEN	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE	(24,500.00) (2,525.00) (53,733.00) 0.00	(45,090.03) (2,850.00) 0.00 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-410 1-69-00-940 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00)	(45,090.03) (2,850.00) 0.00 0.00 (2,850.00)
LAND SURPLUS/DI EDC REVENUE 1-69-00-940 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE 2-69-00-110	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE EDC - EDO/GRANT WRITER	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00) 0.00	(45,090.03) (2,850.00) 0.00 0.00 (2,850.00) 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-9410 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE 2-69-00-110 2-69-00-130	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE EDC - EDO/GRANT WRITER EDC - CPP	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00) 0.00 0.00	(45,090.03) (2,850.00) 0.00 0.00 (2,850.00) 0.00 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-941 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE 2-69-00-110 2-69-00-130 2-69-00-131	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE EDC - EDO/GRANT WRITER EDC - CPP EDC - EI	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00) 0.00 0.00 0.00 0.00	(45,090.03) (2,850.00) 0.00 0.00 (2,850.00) 0.00 0.00 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-410 1-69-00-940 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE 2-69-00-110 2-69-00-130 2-69-00-131 2-69-00-132	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE EDC - EDO/GRANT WRITER EDC - CPP EDC - EI EDC - AMS BENEFITS	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00) 0.00 0.00 0.00 0.00 0.00	(45,090.03) (2,850.00) 0.00 0.00 (2,850.00) 0.00 0.00 0.00 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-410 1-69-00-940 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE 2-69-00-110 2-69-00-130 2-69-00-131 2-69-00-132 2-69-00-133	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE EDC - EDO/GRANT WRITER EDC - CPP EDC - EI EDC - AMS BENEFITS EDC - RPP EDC - WCB EDC - WCB EDC - PUBLIC RELATIONS (LSAC	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00) 0.00 0.00 0.00 0.00 0.00 0.00	(45,090.03) (2,850.00) 0.00 (2,850.00) (2,850.00) 0.00 0.00 0.00 0.00 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-940 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE 2-69-00-110 2-69-00-130 2-69-00-131 2-69-00-132 2-69-00-133 2-69-00-137	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE EDC - EDO/GRANT WRITER EDC - CPP EDC - EI EDC - AMS BENEFITS EDC - RPP EDC - WCB	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	(45,090.03) (2,850.00) 0.00 0.00 (2,850.00) 0.00 0.00 0.00 0.00 0.00 0.00
LAND SURPLUS/DI EDC REVENUE 1-69-00-940 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE 2-69-00-110 2-69-00-130 2-69-00-131 2-69-00-132 2-69-00-133 2-69-00-137 2-69-00-140	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE EDC - EDO/GRANT WRITER EDC - CPP EDC - EI EDC - AMS BENEFITS EDC - RPP EDC - RPP EDC - WCB EDC - PUBLIC RELATIONS (LSAC DRAINAGE)	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00) (56,258.00) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	(45,090.03) (2,850.00) 0.00 0.00 (2,850.00) 0.00 0.00 0.00 0.00 0.00 0.00 0.0
LAND SURPLUS/DI EDC REVENUE 1-69-00-940 1-69-00-941 TOTAL EDC REVEN EDC EXPENSE 2-69-00-110 2-69-00-130 2-69-00-131 2-69-00-132 2-69-00-133 2-69-00-137 2-69-00-140 2-69-00-141	EFICIT EDC - BUSINESS LICENCE FEES EDC - TRSFR DEFERRED RESERVE TRANSFER (MOST) NUE EDC - EDO/GRANT WRITER EDC - CPP EDC - EI EDC - AMS BENEFITS EDC - RPP EDC - WCB EDC - PUBLIC RELATIONS (LSAC DRAINAGE) EDC - TOURIST INFO. BOOTH	(24,500.00) (2,525.00) (53,733.00) 0.00 (56,258.00) (56,258.00) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	(45,090.03) (2,850.00) 0.00 0.00 (2,850.00) (2,850.00) 0.00 0.00 0.00 0.00 0.00 0.00 967.00 0.00

2-69-00-270	EDC - MEMBERSHIPS	110.00	0.00
2-69-00-275	EDC-SUPPORT PHYSICIAN RETENTION	12,000.00	0.00
	(ORMC)		
2-69-00-512		5,000.00	0.00
2-69-00-513		0.00	0.00
2-69-00-514		0.00	0.00
2-69-00-515		0.00	0.00
2-69-00-516	GRANT129K+20K)	53,733.00	5,195.00
TOTAL EDC EXP	ENSE	80,553.00	6,627.40
EDC SURPLUS/D	DEFICIT	24,295.00	3,777.40
REC PROGRA			
	-	(11 000 00)	0.00
1-71-00-470		(11,000.00)	0.00
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM. GROUP	0.00	0.00
TOTAL REC PRO	GRAM REVENUE	(11,000.00)	0.00
REC PROGRA	AM EXPENSE		
2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00
2-71-00-241	REC MISC. SERVICES (PREV.PROGRAMMING)	4,050.00	2,414.35
2-71-00-513	REC - GENERAL SUPPLIES	0.00	0.00
2-71-00-541	REC - POWER (SENIORS CENTRE)	0.00	0.00
2-71-00-765	REC TAX - SENIORS	0.00	0.00
2-71-00-766	REC TAX - HALL (INC.	5,000.00	5,000.00
2-71-00-767	,	11,000.00	0.00
2-71-00-768		7,500.00	0.00
2-71-00-771		6,600.00	6,549.48
2-71-99-635	RECAMORTIZATION	1,938.00	0.00
TOTAL REC PRO	GRAM EXPENSE	36,088.00	13,963.83
		,	,
REC PROGRAM	SURPLUS/DEFICIT	25,088.00	13,963.83
CULTURE RE	VENUE		
1-74-00-541	CULTURE - HALL POWER	(5,365.00)	(3,240.62)
1-74-00-542	20-275 EDC-SUPPORT PHYSICIAN RETENTION (ORMC) 20-512 EDC - BUSINESS IMPROVEMENT GRANT 20-513 EDC - SUPPLIES 20-514 EDC - BOSTAGE / FREIGHT/ 20-515 EDC - GRANT (PREVIOUSLY ACP GRANT 129K+20K) 20-516 EDC - GRANT (PREVIOUSLY ACP GRANT 129K+20K) 20-517 FROM UNRESTRICTED SURPLUS/DEFICIT PROGRAM REVENUE 20-470 FROM UNRESTRICTED SURPLUS/RESERVES 20-590 DONATIONS REC. ON BEHALF OF COMM. GROUP L REC PROGRAM REVENUE PROGRAM EXPENSE 00-240 00-241 REC - REGIONAL REQUISITION 00-241 REC - REGIONAL REQUISITION 00-241 REC - POWER (SENIORS CENTRE) 00-513 REC - GENERAL SUPPLIES 00-565 REC TAX - SENIORS 00-767 REC TAX - ANDR 00-768 REC TAX - ANLL (INC. REPAIR/MAINTENANCE) 00-768 REC TAX - ARENA (\$7000-20/21/22#111/20) 00-771 REC TAX - SENIORS TRANSPORTATION 20 PROGRAM EXPENSE PROGRAM SURPLUS/DEFICIT CULTU	(3,512.00)	(3,889.07)
TOTAL CULTURE	REVENUE	(8,877.00)	(7,129.69)
CULTURE EX	PENSE		
2-74-00-250	CULTURE - BUILDING REPAIR AND	0.00	3,800.00
		0.00	0,000.00
2-74-00510 Onoway	Towh Council Adenda November 14 2	024 ^{0.00}	0.00
2-74-00-541	CULTURE - HALL POWER/UTILITY (MOST)	5,365.00	3,369.55

2-74-00-542	CULTURE - HALL GAS (MOST)	3,512.00	3,010.16
2-74-00-543	CULTURE - HALL INSURANCE	6,229.00	0.00
2-74-00-771	CULTURE - GRANTS TO LIBRARYS	14,746.00	4,313.80
2-74-00-772	CULTURE - GRANT TO COMMUNITYGROUPS	2,500.00	0.00
2-74-99-625	CULTURE-BUILDINGS AMORTIZATION	1,020.00	0.00
TOTAL CULTURE E	XPENSE	33,372.00	14,493.51
CULTURE SURPLU	S/DEFICIT	24,495.00	7,363.82
MISC EXPENSE			
2-97-00-912	MISC - ALLOW. FOR UNCOLLECT.TAXES	0.00	43,417.42
2-97-00-913	MISC - ALLOW FOR ASSESS.APPEAL TAX	0.00	0.00
2-97-00-990	MISC - ALLOW. FOR EXCESS COLLECTION	0.00	0.00
2-97-00-991	MISC - TAX DISCOUNTS	0.00	0.00
2-97-00-992	MISC - TAX COLLECTION COSTS	3,000.00	3,899.00
2-97-00-993	MISC - CANCEL UNCOLLECTABLE ACCTS.	0.00	0.00
2-97-00-994	MISC-RESERVE TRSFR LEGAL, INFLATION, MSI	10,000.00	0.00
TOTAL MISC EXPEN	ISE	13,000.00	47,316.42
MISC SURPLUS/DE	FICIT	13,000.00	47,316.42
TOTAL SURPLUS/D	EFICIT	(5.97)	(671,119.60)

*** End of Report ***



General Ledger

TOWN OF ONOWAY

Revenue & Expense

2021	Actual 2	2022 Actual	2023 Actual	2024 Actual	2024	Growth	Service	Other	2025	Notes	2026 Plan	2027 Plan	2028 Plan
				(Jan-Oct. 7)	Approved		Changes		Proposed				
					Budget				Budget				

GENERAL REVENUE

1-01-00-510 PENALTIES & COSTS ON TAXES	(23,718.01)	(26,498.41)	(28,149.82)	(33,665.86)	(24,240.00)			(1,882.08)	(26,122.08)	2021-2023 actuals avg.	(26,122.08)	(26,122.08)	(26,122.08)
1-01-00-540 FRANCHISE REVENUE - ATCO	(31,496.61)	(41,536.47)	(32,523.45)	(25,787.33)	(35,232.00)	(4,546.00)			(39,778.00)	ATCO Gas 2025 forecast is \$44,324 or \$9,092 increase from 2024. Considering the	(39,778.00)	(39,778.00)	(39,778.00)
										large discrepancy between 21 & 22 actual budget 50% of increase.			
1-01-00-541 FRANCHISE REVENUE - FORTIS	(84,458.68)	(92,153.15)	(85,924.58)	(51,375.58)	(88,810.25)	(4,529.69)			(93,339.94)	FortisAlberta 2024 forecast is \$106,929 or \$18,119 increase from 2024. Be consertative	(93,339.94)	(93,339.94)	(93,339.94)
										by budgeting 25% (\$4,529.69) of increase.			
1-01-00-550 RETURN ON INVESTMENT (BANK INTEREST)	(7,304.58)	(18,704.70)	(41,909.00)	(13,006.71)	(8,080.00)			(14,559.43)	(22,639.43)	Based on 2021-2023 actuals average.	(22,639.43)	(22,639.43)	(22,639.43)
1-01-00-740 PROVINCIAL UNCONDITIONAL GRANTS	(62,195.00)	0.00	(60,000.00)	(56,050.00)	0.00				0.00		0.00	0.00	0.00
1-01-00-840 CONDITIONAL OPERATIONAL GRANTS	(56,700.00)	(7,040.00)	(15,000.00)	0.00	0.00				0.00		0.00	0.00	0.00
1-03-12-920 RESERVE TRANSFER - ADMIN.	0.00	0.00	0.00	0.00	(62,932.87)		15,000.00	6,847.55	(41,085.32)	Mill Rate Stabilization from Operating Reserve. Decreasing by 12.5%	(34,237.77)	(27,390.22)	(20,542.67)
										(\$6,847.55/\$54,780.42) annually starting in 2024 until 2032. Decreasing \$15K for ACP			
										grant approved in 2023 and deferred and used in 2024.			
TOTAL GENERAL REVENUE	(265,872.88)	(185,932.73)	(263,506.85)	(179,885.48)	(219,295.12)	(9,075.69)	15,000.00	(9,593.96)	(222,964.77)		(216,117.22)	(209,269.67)	(202,422.12)



Revenue & Expense

2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024	Service	2025	Notes	2026 Plan	2027 Plan	2028 Plan
			(Jan-Oct. 7)	Approved	Changes	Proposed				1
				Budget		Budget				

FIRE REVENUE

Ledger

1-23-00-420	BAY RENTAL FEES	(25,800.00)	(26,400.00)	(26,400.00)	(22,000.00)	(26,400.00)		(26,400) Based on 2025 approved amount.	(26,400)	(26,400)	(26,400)
1-23-00-850	FIRE - ORFS CONTRIB. ADM/COPIES/POSTAGE	(208,171.68)	(13,000.00)	(13,000.00)	(13,065.00)	(13,000.00)	10,637.00	(2,363) Decrease of \$10,637 based on annual amount of \$12k (Administration) & \$1,065 (Copies/Postage) prorated to March 7,	(2,363)	(2,363)	(2,363)
								2025/66 days due to Fire Service agreement expiring with Fire Rescue International.			
1-23-00-920	FIRE - TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00	0.00		0	0	0	0
1-23-00-930	CONTRIBUTION - OTHER FUNCTIONS-	(4,613.34)	0.00	(9,809.76)	0.00	(4,377.68)	791.58	(3,586) Decrease of \$791.58 based on annual amount of \$4,377.68 prorated to March 7, 2025/66 days due to Fire Service	(3,586)	(3,586)	(3,586)
	DISPATCH							agreement expiring with Fire Rescue International.			
1-23-00-931	FIRE REV LSAC MVA RESPONSE	(45,824.08)	0.00	3,015.00	0.00	0.00		⁰ Replaced by 992 Code.	0	0	0
1-23-00-940	FIRE - ONOWAY INCIDENT RECOVERY	(71,117.93)	(3,643.82)	(11,522.32)	(21,647.35)	(10,000.00)	8,192.00	(1,808) Decrease of \$8,192 based on annual amount of \$10k prorated to March 7, 2025/66 days due to Fire Service agreement	(1,808)	(1,808)	(1,808)
								expiring with Fire Rescue International.			
1-23-00-990	OTHER REVENUE - ADMIN CHARGES	(46,781.36)	0.00	0.00	0.00	0.00		⁰ Replaced by 993 Code.	0	0	0
1-23-00-991	BLDG REIMBURSEMENT(\$5000/\$9000)	0.00	(12,370.00)	(12,370.00)	(14,000.00)	(12,370.00)	9,115.00	(3,255) Onoway receives \$5,000 for Hall Improvements and \$9,000 for Additional Operational. Decrease of \$9,115 based on	(3,255)	(3,255)	(3,255)
								additional operational annual amount of \$9k prorated to March 7, 2025/66 days due to Fire Service agreement expiring			
								with Fire Rescue International and \$5k hall improvement will not be collected in 2025 based on agreement expiring.			
TOTAL FIRE	REVENUE	(402,308.39)	(55,413.82)	(70,087.08)	(70,712.35)	(66,147.68)	28,735.58	(37,412.10)	(37,412.10)	(37,412.10)	(37,412.10)

FIRE EXPENSE

2-23-00-110	FIRE - ONOWAY INCIDENT RESPONSES	71,862.64	5,240.44	13,494.19	20,781.46	10,000.00	(8,192.00)	1,808	Flow through from revenue GL 1-23-00-940	1,808	1,808	1,808
2-23-00-111	FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	14,740.00	3,725.54	0.00	0.00	0.00			Replaced by 113 code	0	0	0
2-23-00-112	FIRE EXP LSAC MVA RESPONSES	33,646.15	0.00	0.00	0.00	0.00			Replaced by 114 code	0	0	0
2-23-00-216	FIRE - RADIOS/LEGAL	9,034.72	0.00	0.00	0.00	0.00			Replaced by 225,274 & 517 codes.	0	0	0
2-23-00-226	FIRE ADMIN FEE (\$2,201.52)	0.00	11,779.73	12,233.52	6,114.75	11,897.80	(9,696.28)		Decrease of \$8,192 based on annual amount of \$12k prorated to March 7, 2025/66 days due to Fire Service agreement	2,202	2,202	2,202
									expiring with Fire Rescue International.			
	FIRE HALL INSURANCE	1,744.23	321.25	313.43	313.00	313.43		313	Based on 2024 Actuals	313	313	313
2-23-00-250	FIRE - BUILDING REPAIR, MAINTENANCE	3,935.40	2,487.28	14,856.93	2,109.43	5,050.00		5,050		5,050	5,050	5,050
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	14,170.00	0.00	0.00	0.00	0.00		0		0	0	0
2-23-00-350	FIRE-CONTRACT (\$56,509)	50,864.00	50,811.31	53,060.56	42,621.33	51,938.91	7,792.66	59,732	Decrease of \$41,358.03 based on annual amount of \$87k prorated to March 7, 2025/66 days due to Fire Service	59,732	59,732	59,732
									agreement expiring with Fire Rescue International.			
	911 DISPATCH CONTRACT PARKLAND	6,713.17	6,722.19	6,989.76	5,318.01	6,901.00	(5,175.75)		Pro-Rated for Q1 payment.	1,725	1,725	1,725
	FIRE - NWFR CONTRACT	208,167.00	0.00	0.00	0.00	0.00		0	Reallocated to GL 2-23-00-513- ORFS- Contract.	0	0	0
	FIRE - WATER USE/MISC	1,720.32	1,874.20	1,737.12	0.00	2,020.00		2,020		2,020	2,020	2,020
	FIRE - POWER (4812 - 51 STREET)	2,466.88	5,515.47	7,493.40	4,348.11	3,080.00			Reallocated from GL 2-12-00-541 Admin - Power.	3,080	3,080	3,080
	FIRE - PROPANE	668.39	928.61	74.02	816.40	880.00		880		880	880	880
2-23-00-543	FIRE - SEPTIC SERVICES	2,059.12	2,029.13	5,826.94	3,774.57	2,020.00	(1,010.00)		Increase based on scheduled maintenance; also includes fire hall sump. Pro-rated for Fire Service agreement expiring	1,010	1,010	1,010
									with Fire Rescue International			
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	0.00	1,286.73	0.00	6,109.17	2,020.00		2,020		2,020	2,020	2,020
TOTAL FIRE	EXPENSE	421,792.02	92,721.88	116,079.87	92,306.23	96,121.14	(16,281.37)	79,839.76		79,839.76	79,839.76	79,839.76
	ERVE TRANSFER		-	·		-						
2-23-00-354	FIRE -ONOWAY PORT BLDG. REIMB (TO RESER)	0.00	0.00	0.00	0.00	0.00		0	No Reserve transfer required.	0	0	0
TOTAL FIRE	RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
FIRE SURPL	US/DEFICIT	19,483.63	37,308.06	45,992.79	21,593.88	29,973.46	12,454.21	42,427.67		42,427.67	42,427.67	42,427.67
	RTIZATION									·	·	
2-23-99-635	FIRE EQUIPAMMORTIZATION	10,299.00	0.00	0.00	0.00	0.00	0.00	0	Based on amort schedule	0	0	0
TOTAL ADMI	N AMORTIZATION	10,299.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00



Revenue & Expense

[2022 Actual 2023 Actual	2024 Actual	2024	Service	2025	Notes	2026 Plan	2027 Plan	2028 Plan
		(Jan-Oct. 7)	Approved	Changes	Proposed				
			Budget		Budget				

ORFS REVENUE

Ledger

1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES	(18,344.47)	(56,426.25)	(12,656.67)	(45,000.00)	5,000.00	(40,000)	Offset by GL 2-23-00-114 ORFS-LSAC MVS/MUTUAL AID RESP (\$40K) & \$5K for Surplus Highway Responses. Decrease of \$5K based on Draft 2025 ORFS Budget for October 2024 meeting.	0	0	0
1-23-00-993	ORFS - OPERATIONAL COST (other munis)	(50,848.10)	(52,807.22)	(52,781.35)	(72,659.30)	63,156.21		Decrease of \$63,156.21 based on annual amount of \$52,544.98 (Excluding Onoway) prorated to March 7, 2025/66 days due to Fire Service agreement expiring with Fire Rescue International.	0	0	0
1-23-00-994	ORFS - NWF CONTRACT (other muinis)	(210,460.33)	(217,155.40)	(231,270.72)	(245,385.63)	202,082.26	(43,303)	Decrease of \$202,082.26 based on annual amount of \$239,480.76 (Excluding Onoway) prorated to March 7, 2025/66 days due to Fire Service agreement expiring with Fire Rescue International.	0	0	0
1-23-00-995	ORFS - INCIDENT RECOVERY (EXC.ONOWAY)	(26,417.39)	(134,680.31)	(24,330.26)	(30,000.00)		(30,000)		0	0	0
1-23-00-996	ORFS - FIRE RESER TRANS.(\$9761 & \$7801)	(17,124.00)	0.00	0.00	0.00		0	No longer req. as radio replacement completed in 2022.	0	0	0
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway)	(11,779.73)	(65,294.07)	(6,114.75)	(76,790.91)	64,008.51		Decrease of \$64,008.51 based on annual amounts of \$12,175.06(Operational Cost) & \$58,515.47(Contract Cost) prorated to March 7, 2025/66 days due to Fire Service agreement expiring with Fire Rescue International.	0	0	0
TOTAL ORFS	REVENUE	(334,974.02)	(526,363.25)	(327,153.75)	(469,835.84)	68,156.21	(135,588.86)		0.00	0.00	0.00
ORFS EXPI	ENSE	· · · ·	ŀ		·	·		-			
2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	15,395.27	11,691.48	11,055.00	14,740.00	(11,956.00)	2,784	Decrease of \$11,956 based on annual amount of \$15,395.27 prorated to March 7, 2025/66 days due to Fire Service agreement	0	0	0
								expiring with Fire Rescue International.			
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP.	62,346.75	146,641.37	17,309.66	40,000.00		40,000		0	0	0
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC.	9,517.57	8,393.81	14,920.28	30,000.00		30,000		0	0	0
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS	0.00	0.00	0.00	1,941.74	(1,590.74)	,	Decrease of \$1,590.74 based on annual amount of \$1,941.74 prorated to March 7, 2025/66 days due to Fire Service agreement	0	0	0
					, -	()		expiring with Fire Rescue International.			-
2-23-00-143	ORFS - COPIES/POSTAGE	1,000.00	1,000.00	1,065.00	1,000.00	(807.00)	193	Decrease of \$807 based on annual amount of \$1,065 prorated to March 7, 2025/66 days due to Fire Service agreement expiring	0	0	0
								with Fire Rescue International.			
2-23-00-211	ORFS - ADMINISTRATION	12,000.00	12,000.00	12,000.00	12,000.00	(9,830.00)	2,170	Decrease of \$9,830 based on annual amount of \$12K prorated to March 7, 2025/66 days due to Fire Service agreement expiring	0	0	0
								with Fire Rescue International.			
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH)	166.00	82.50	1,155.00	250.00	(205.00)	45	Decrease of \$205 based on annual amount of \$250 prorated to March 7, 2025/66 days due to Fire Service agreement expiring	0	0	0
								with Fire Rescue International.			
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE	1,480.00	1,480.00	1,480.00	1,480.00	(1,195.00)	285	Decrease of \$1,195 based on annual amount of \$1,576.20 prorated to March 7, 2025/66 days due to Fire Service agreement	0	0	0
								expiring with Fire Rescue International.			
2-23-00-218	ORFS - RESERVES	0.00	0.00	0.00	3,000.00	(3,000.00)	0	Decrease of \$3,000 (annual amount) as per direction of Executive and due to Fire Service agreement expiring with Fire Rescue	0	0	0
								International.			
2-23-00-219	ORFS - NWF CONTRACT(other munis)	207,951.43	0.00	0.00	0.00			Reallocated to GL 2-23-00-513- OFRS- Contract.	0	0	0
2-23-00-220	ORFS - ADD. OPERATIONAL (AB & ON)	14,670.00	14,670.00	9,000.00	14,740.00	(11,485.00)	3,255	Decrease of \$11,485 based on annual amount of \$18k(\$9k-Onoway &\$9K-AB) prorated to March 7, 2025/66 days due to Fire	0	0	0
								Service agreement expiring with Fire Rescue International.			
2-23-00-221	ORFS - HALL IMPR.(\$5000 ONO. \$6800 AB)	11,800.00	11,800.00	5,000.00	11,800.00	(11,800.00)	0	Decrease of \$11,800 (annual amount) as per direction of Executive and due to Fire Service agreement expiring with Fire Rescue	0	0	0
								International.			
2-23-00-223	ORFS - RADIOS	6,006.45	4,518.00	3,539.50	0.00	1,179.00	1,179	Decrease of \$1,179 based on annual amount paid up to March 7, 2025 due to Fire Service agreement expiring with Fire Rescue International.	0	0	0
2-23-00-224	ORFS - RADIOS (AFRRCS SETUP)	19,735.89	0.00	0.00	0.00		0	Based on Draft 2025 ORFS Budget for October 2024 meeting.	0	0	0
2-23-00-225	ORFS - RADIOS LICENSE	936.88	1,000.62	1,044.61	1,189.02	(144.41)		Based on annual payment and awaiting confirmation if this payment can be prorated.	0	0	0
2-23-00-274	ORFS - LEGAL	0.00	3,400.00	0.00	700.00	(573.00)		Decrease of \$573 based on annual amount of \$700 prorated to March 7, 2025/66 days due to Fire Service agreement expiring	0	0	0
								with Fire Rescue International.			
2-23-00-513	ORFS - CONTRACT	694.40	270,215.99	173,213.70	270,215.99	(216,331.74)	53,884	Decrease of \$216,331.74 based on annual amount of \$297.996.22 prorated to March 7, 2025/66 days due to Fire Service agreement expiring with Fire Rescue International.	0	0	0
2-23-00-517	ORFS - RADIO REPAIR	44.05	676.00	0.00	7,200.00	(6,929.00)	271	Decrease of \$6,929 based on annual amount of \$1,500 prorated to March 7, 2025/66 days due to Fire Service agreement expiring with Fire Rescue International.	0	0	0
TOTAL ORFS	EXPENSE	363,744.69	487,569.77	250,782.75	410,256.75	(274,667.89)	135,588.86		0.00	0.00	0.00
						,	-				
ORFS SURPLI	JS/DEFICIT	28,770.67	-38,793.48	-76,371.00	-59,579.09	-206,511.68	0.00		0.00	0.00	0.00



Revenue & Expense

					General
	Approved Budget	OCt. () Appr	Actual	Actual Actual	Ledger
Budget	Budget	Buc			

EMERG. MGT/DISASTER SERV. REV.

1-24-00-840 DIS. SERV - REGIONAL COLL. GRANT	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
1-24-00-841 EMERG. MGT- REG. RADIO NETWORK GRANT	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
1-24-00-990 EMERG. MNGMNT RADIO SALES (BINS)	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
TOTAL DISASTER SERVICES REV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EMERGENCY MGT./DISASTER SERVI

2-24-00-141	DIS.SERV STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	1,515.00	1,515		1,515	1,515	1,515
2-24-00-211	DIS.SERV TRAVEL & SUBSISTENCE	119.68	0.00	0.00	0.00	505.00	505		505	505	505
2-24-00-245	DIS. SERV CONTRACTED WORK	6,310.04	3,291.41	809.10	96.82	0.00	0		0	0	0
2-24-00-246	DIS. SERV REGIONAL EMERG. SERV. STUDY	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-24-00-247	EMRG. MGTREG. RADIO	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-24-00-510	DIS.SERV GENERAL SUPPLIES	1,300.00	0.00	112.69	0.00	2,020.00	2,020	2021 Actual amount \$1300- H2 Safety Courses.	2,020	2,020	2,020
TOTAL DISAS	TER SERVICES EXPENS	7,729.72	3,291.41	921.79	96.82	4,040.00	4,040.00		4,040.00	4,040.00	4,040.00
DISASTER	SERVICES RESERVE TRANSFER										
	DIS.SERV TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0		0	0	0

DIS.SERV TRANSFER TO RESERVE

TOTAL DISATSER SERVICES RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00

DISASTER SURPLUS/DEFICIT

7.729.72	3.291.41	921.79	96.82	4,040.00	4,040.00
1,129.12	3,291.41	921.79	90.02	4,040.00	4,040.00
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TOWN OF ONOWAY

Revenue & Expense

2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024	2025	Notes	2026 Plan	2027 Plan	2028
			(Jan-Oct. 7)	Approved	Proposed				
				Budget	Budget				

AMBULANCE REVENUE

1-25-00-351 CONTRIBUTION - OTHER	(600.00)	0.00	0.00	0.00	0.00	0		0.00	0.00	
1-25-00-840 CONDITIONAL GRANT-AMBULANCE	0.00	0.00	0.00	0.00	0.00	0		0.00	0.00	
1-25-00-990 AMBULANCE-OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0		0.00	0.00	
TOTAL AMBULANCE REVENUE	(600.00)	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	
AMBULANCE EXPENSE				I			1	I	1	1
2-25-00-240 AMBULANCE - TRANSFER PAYMENTS	0.00	0.00	0.00	0.00	0.00	0		0.00	0.00	
2-25-00-262 AMBULANCE - STAFF ACCOMODATION	0.00	0.00	0.00	0.00	0.00	0		0.00	0.00	
TOTAL AMBULANCE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	
AMBULANCE RESERVE TRANSFER										
AMBULANCE - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0		0	0	
TOTAL AMBULANCE RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	
		0.00	0.00				-			
SURPLUS/DEFICIT AMBULANCE	-600.00	0.00	0.00	0.00	0.00	0.00	<u>'</u>	0.00	0.00	

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Revenue & Expense

2021 Actua	I 2022	2023	2024 Actual (Jan-	2024	2025 Proposed	Notes	2026 Plan	2027 Plan	2028 Plan
	Actual	Actual	Oct. 7)	Approved	Budget				
				Budget					

BYLAW REVENUE

Ledger

1-26-00-420 DOG POUND CHARGES	6, DOG SALES	0.00	(440.69)	0.00	0.00	(450.00)	(450)	Don't inflate, based on bylaw rates and actuals	(450)	(450)	(450)
1-26-00-513 WEED&SNOW REMOVA	AL COST	0.00	(420.00)	(2,475.00)	0.00	(500.00)	(500)	Don't inflate, based on bylaw rates and actuals	(500)	(500)	(500)
1-26-00-520 ANIMAL LICENSES		(310.00)	(130.00)	(510.00)	(500.00)	(300.00)	(300)	Don't inflate, based on bylaw rates and actuals	(300)	(300)	(300)
1-26-00-530 MUNICIPAL FINES (DOC	GS, WEEDS)	0.00	(261.00)	0.00	0.00	(400.00)	(400)	Don't inflate, based on bylaw rates and actuals	(400)	(400)	(400)
TOTAL BYLAW REVENUE		(310.00)	(1,251.69)	(2,985.00)	(500.00)	(1,650.00)	(1,650.00)		(1,650.00)	(1,650.00)	(1,650.00)

BYLAW EXPENSE

2-26-00-242 BYLAW-LEGAL FEES	0.00	0.00	0.00	510.00	505.00	505		505	505	505
2-26-00-245 BYLAW - CONTRACT	4,000.00	0.00	0.00	16,875.00	0.00	0	Do not need budget, one off expense. 2024 amount based on demolition	0	0	0
							and removal of building at 5112-49 Avenue.			
2-26-00-271 BYLAW - POUND/VET FEES	0.00	760.69	0.00	0.00	1,010.00	1,010		1,010	1,010	1,010
2-26-00-513 BYLAW - CONTRACTED	0.00	389.57	2,585.00	0.00	400.00	400	Should be flow through revenue to property owner.	400	400	400
TOTAL BYLAW EXPENSE	4,000.00	1,150.26	2,585.00	17,385.00	1,915.00	1,915.00		1,915.00	1,915.00	1,915.00
BYLAW RESERVE TRANSFER										
BYLAW - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL BYLAW RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
		(104.40)	(100.00)	40.007.00		007.00				
BYLAW SURPLUS/DEFICIT	3,690.00	(101.43)	(400.00)	16,885.00	265.00	265.00		265.00	265.00	265.00



Ledger

TOWN OF ONOWAY

Revenue & Expense

n	2022 Actual	2023 Actual	2024 Actual (Jan-	2024	Inflation	Other	2025 Proposed	Notes	2026 Plan	2027 Plan	2028 Plan
			Oct. 7)	Approved			Budget				1
				Budget							1

POLICING REVENUE

POLICING REVENUE											
1-27-00-530 RCMP & CPO FINE REVENUE	(2,219.11)	(6,590.94)	(1,269.48)	(7,100.00)	0.00	2,156.28	(4,944)	Decrease based on 4 year actual average (2021-2024 Q3).	(4,944)	(4,944)	(4,944)
1-27-00-531 SCHOOL RESOURCE OFFICER	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL POLICING REVENUE	(2,219.11)	(6,590.94)	(1,269.48)	(7,100.00)	0.00	2,156.28	(4,943.72)		(4,943.72)	(4,943.72)	(4,943.72)
				-7100			•				
POLICING EXPENSE											
2-27-00-240 COMMUNITY PEACE OFFICER CONTRACT	63,720.00	62,910.00	66,744.00	88,992.00	2,669.76	0.00		2023-Contract fee update from \$88.50/hr to \$120/hr for 7 months @ 60 hrs/month. 2024- As per agreement based on 3% increase in hourly rate from \$120 to \$123.60. \$123.60/hr x 60 hrs/month x 12 months = \$88,992. 2025-As per agreement based on 3% increase in hourly rate from \$123.60. to \$127.31. \$127.31/hr x 60 hrs/month x 12 months = \$91,661.76.	94,412	97,244	100,161
2-27-00-241 POLICE COSTING MODEL	29,024.00	32,599.00	51,417.00	51,416.50	0.00	0.00		As per letter from the Province for 2024-25 and beyond, no further increases planned and any changes to PFM will not be made until consultation with municipalities has occurred.	51,417	51,417	51,417
2-27-00-245 POLICING - SCHOOL RESOURCE OFFICER	0.00	0.00	0.00	0.00	0.00		0		0	0	0
TOTAL POLICING EXPENSE	92,744.00	95,509.00	118,161.00	140,408.50	2,669.76	0.00	143,078.26		145,828.11	148,660.46	151,577.78
POLICE RESERVE TRANSFER				140408.5							
POLICE - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL POLICE RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00]	0.00	0.00	0.00
POLICING SURPLUS/DEFICIT	90,524.89	88,918.06	116,891.52	133,308.50	2,669.76	2,156.28	138,134.54		140,884.40	143,716.74	146,634.06
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Revenue & Expense

General	De
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2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan- Oct. 7)	2024 Approved Budgot	Inflation	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
				Budget						

FCSS REVENUE

1-51-00-587 FCSS-INTERAGENCY GROUP	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
1-51-00-588 FCSS - YOUTH GROUP	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
1-51-00-589 FCSS-BEAUTIFICATION PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
1-51-00-591 FCSS - GRANT FOR OUTSIDE PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
1-51-00-840 F.C.S.S. PROV. CONDITIONAL GRANT	(25,256.00)	(27,562.00)	(32,050.22)	(21,601.72)	(28,802.29)	0.00	(28,802)	Based on agreement for 2025. Agreement ends on Dec. 31, 2025.	(28,802)	(28,802)	(28,802)
1-51-00-850 FCSS - Municipalities CONTRIBUTION	(84,145.98)	(69,344.70)	(50,456.53)	(50,633.66)	(44,735.62)	(5,898.04)	(50,634)	Increased based on 2024 actuals and includes SV of Yellowstone.	(50,634)	(50,634)	(50,634)
1-51-00-851 FCSS - ADMIN. FEE RE: MUNICIPALITIES	(12,363.30)	(12,237.30)	(7,980.00)	(4,662.95)	(4,160.62)	(502.33)	(4,663)	Increased based on 2024 actuals. 7.5% admin fee for Tri- Village (AB, SV of Sunset Point, SV of Val Quentin, SV of Castle Island) and 15% admin fee for SV of Yellowstone.	(4,663)	(4,663)	(4,663)
1-51-00-852 FCSS - ONOWAY ADMIN FEE	(5,168.00)	0.00	0.00	0.00	0.00	0.00	0	Admin fee to Onoway is no longer required.	0	0	0
1-51-00-592 FCSS - OUTSIDE PROJECTS CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
1-51-00-990 FCSS - OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL FCSS REVENUE	(126,933.28)	(109,144.00)	(90,486.75)	(76,898.33)	(77,698.53)	(6,400.37)	(84,098.90)		(84,098.90)	(84,098.90)	(84,098.90)
					-77698.53			-			
FCSS EXPENSE 2-51-00-110 FCSS OUTSIDEPROJECT CONTRACTOR & COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0		0		0]
2-51-00-111 FCSS-YOUTH GROUP	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-51-00-112 F.C.S.S ANNUAL COMMUNITY CHRISTMAS	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-51-00-113 FCSS - BEAUTIFICATION PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-51-00-201 FCSS - VOLUNTEER RECOGNITION EVENT	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-51-00-750 CONTRIBUTION TO JOINT F.C.S.S. PROG	32,445.00	32,817.05	22,997.00	20,413.50	36,002.86	0.00	36,003	Based on agreement for 2025. Agreement ends on Dec. 31,	36,003	36,003	36,003
2-51-00-751 FCSS-MUNICIPALITIES CONTR. TO PROGRAMS	84,146.00	75,442.80	45,168.55	19,902.22	44,735.52	5,898.04		Based on 2025 forecasted and includes SV of Yellowstone.	50,634	50,634	50,634
2-51-00-752 FCSS - ADMIN. FEES MUNICIPALITIES	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-51-00-753 FCSS-ADMIN. FEE ONOWAY	5,168.00	200.00	0.00	0.00	0.00	0.00	0	Admin fee to Onoway is no longer required.	0	0	0
TOTAL FCSS EXPENSE	121,759.00	108,459.85	68,165.55	40,315.72	80,738.38	5,898.04	86,636.42		86,636.42	86,636.42	86,636.42
FCSS RESERVE TRANSFER					80738.38				·		
FCSS - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL FCSS RESERVE TRANSFER								4			
TOTAL FUSS RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	J	0.00	0.00	0.00



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TOWN OF ONOWAY

Revenue & Expense

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al Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-	2024	Other	2025 Proposed	Notes	2026 Plan	2027 Plan	2028 Plan
r				Oct. 7)	Approved		Budget				
					Budget		-				

PLANNING REVENUE

1-61-00-521 PLANNING - DEVELOPMENT PERMITS	(7,282.62)	(1,650.00)	(2,828.33)	(2,347.62)	(1,500.00)		(1,500)	\$1900 lowest in 2020, any rate changes forecasted?	(1,500)	(1,500)	(1,500)
1-61-00-522 SAFETY CODES PERMITS	(2,891.56)	(3,030.30)	(2,212.40)	(4,936.49)	(2,500.00)		(2,500)	Increased in line with actuals	(2,500)	(2,500)	(2,500)
1-61-00-523 COMPLIANCE CERTIFICATES	(285.00)	(5,810.12)	(2,318.91)	0.00	(300.00)		(300)	Reduced in line with actuals	(300)	(300)	(300)
1-61-00-524 PERMITS - SAFETY CODES COUNCIL LEVY	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-61-00-525 PLANNING - APPEALS	0.00	0.00	0.00	0.00	0.00		0		0	0	0
1-61-00-840 CONDITIONAL GRANTS-PLANNING	0.00	0.00	0.00	0.00	0.00		0		0	0	0
TOTAL PLAN REVENUE	(10,459.18)	(10,490.42)	(7,359.64)	(7,284.11)	(4,300.00)	0.00	(4,300.00)		(4,300.00)	(4,300.00)	(4,300.00)

PLANNING EXPENSE

0.00 0.00 10,860.24	0.00 0.00 84,863.32	0.00 0.00	0.00		0		0	0	0
					0		0	0	
10,860.24	84,863.32	40 400 44					0	0	0
		19,128.41	0.00	15,000.00		\$15k increase for Highway 37 Interchange Joint Engineering costs with LSAC. 2024 Actuals were one time costs as follows: \$16,456- Climate Vulnerability Grant, \$2,160.22 for Fibre Optic installation, \$512.19-General Site Adivisory & \$2,517.05-LDS subdivision plan review.	0	0	0
0.00	0.00	0.00	0.00		0		0	0	0
0.00	300.00	300.00	1,515.00		1,515	Higher spend in 2022, lower in previous years	1,515	1,515	1,515
11,087.50	11,802.70	9,777.40	14,140.00		14,140	RFP tender for Economic Development Officer in Q1 2025.	14,140	14,140	14,140
0.00	0.00	0.00	0.00		0		0	0	0
0.00	0.00	0.00	0.00		0		0	0	0
21,947.74	96,966.02	29,205.81	15,655.00	15,000.00	30,655.00		15,655.00	15,655.00	15,655.00
0.00	0.00	0.00	0.00	0.00	0		0	0	0
0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
11,457.32	89,606.38	21,921.70	11,355.00	15,000.00	26,355.00] [11,355.00	11,355.00	11,355.00
	0.00 11,087.50 0.00 0.00 21,947.74 0.00 0.00	0.00 300.00 11,087.50 11,802.70 0.00 0.00 0.00 0.00 21,947.74 96,966.02 0.00 0.00 0.00 0.00	0.00 300.00 300.00 11,087.50 11,802.70 9,777.40 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 300.00 300.00 1,515.00 11,087.50 11,802.70 9,777.40 14,140.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 300.00 300.00 1,515.00 11,087.50 11,802.70 9,777.40 14,140.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 1 1,515 1,515 1,515 1,515 1,515 14,140 0 0 14,140 0<	LSAC. 2024 Actuals were one time costs as follows: \$16,456- Climate Vulnerability Grant, \$2,160.22 for Fibre Optic installation, \$512.19-General Site Adivisory & \$2,517.05-LDS subdivision plan review. 0.00 0.00 0.00 0 0 0.00 300.00 1,515.00 1,515 Higher spend in 2022, lower in previous years 11.087.50 11,802.70 9,777.40 14,140.00 14,140 0.00 0.00 0.00 0.00 0 0.00 0.00 0.00 0.00 0 0.00 0.00 0.00 0.00 0 0.00 0.00 0.00 0.00 0 0.00 0.00 0.00 0.00 0 0.00 0.00 0.00 0.00 0 0.00 0.00 0.00 0.00 0 0.00 0.00 0.00 0 0 0.00 0.00 0.00 0 0 0.00 0.00 0.00 0 0	LSAC. 2024 Actuals were one time costs as follows: \$16,456- Climate Vulnerability Grant, \$2,160.22 for Fibre Optic installation, \$512.19-General Site Adivisory & \$2,517.05-LDS subdivision plan review. 0 0.00 0.00 0.00 0 0 0 0 0.00 300.00 1,515.00 1,515 Higher spend in 2022, lower in previous years 1,515 11,087.50 11,802.70 9,777.40 14,140.00 14,140 RFP tender for Economic Development Officer in Q1 2025. 14,140 0.00 0.00 0.00 0.00 0 0 0 21,947.74 96,966.02 29,205.81 15,605.00 30,655.00 15,655.00 15,655.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 15,655.00 21,947.74 96,966.02 29,205.81 15,605.00 30,655.00 15,655.00 15,655.00 15,655.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	LSAC. 2024 Actuals were one time costs as follows: \$16,456- Climate Vulnerability Grant, \$2,160.22 for Fibre Optic installation, \$512.19-General Site Adivisory & \$2,517.05-LDS subdivision plan review.Image: climate Site Adivisory & \$2,517.05-LDS subdivision plan review.0.000.000.000.000000.00300.001,515.001,515Higher spend in 2022, lower in previous years1,5151,51511,087.5011,802.709,777.4014,140.0014,140RFP tender for Economic Development Officer in Q1 2025.14,14014,1400.000.000.000.0000000021,947.7496,966.0229,205.8115,605.0015,000.0030,665.0015,665.0015,665.0015,665.0015,665.000.000.000.000.000.000.0000000000.000.000.000.000.0000000000.000.000.000.000.000000000.000.000.000.000.000000000.000.000.000.000.000000000.000.000.000.000.0000000000.000.000.000.000.000.00000000



Revenue & Expense

2021 Actual 2022 Actual 2023 Actual 2024 Actual (Jan- Oct. 7)	2024 Other Approved Budget	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
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LAND REVENUE

Ledger

1-66-00-400 SALE OF LAND INVENTORY	(33,147.50)	(28,993.35)	0.00	(51,809.52)	(28,000.00)	28,000.00	0	Decreased \$28K based on sale of 4907 LSAC South in 2024. 2024 Actual includes 4907 LSAC South sale (\$28K) and 4908-48 Ave. (\$25K).	0	0	0
1-66-00-401 SALE OF LAND-COST RECOVERY	(3,662.50)	0.00	0.00	0.00	0.00		C		0	0	0
1-66-00-592 OFF-SITE LEVIES	0.00	0.00	0.00	0.00	0.00		C		0	0	0
TOTAL LAND REVENUE	(36,810.00)	(28,993.35)	0.00	(51,809.52)	(28,000.00)	28,000.00	0.00		0.00	0.00	0.00
LAND EXPENSE											
2-66-00-221 LAND-ADVERTISING	0.00	0.00	0.00	0.00	0.00		0)	0	0	0
2-66-00-230 LAND - ENGINEERING/CONTRACT SERVICES	800.00	0.00	0.00	0.00	0.00		C		0	0	0
2-66-00-242 LAND - LEGAL COSTS	6,904.50	3,536.44	411.00	300.00	3,000.00		3,000		3,000	3,000	3,000
2-66-00-270 LAND - CONTRACTED SERVICES	600.00	0.00	0.00	0.00	500.00		500	Decreased based on historical expenses.	500	500	500
2-66-00-570 LAND - COST OF LAND SALES	0.00	2,100.00	0.00	6,419.49	0.00		0		0	0	0
TOTAL LAND EXPENSE	8,304.50	5,636.44	411.00	6,719.49	3,500.00	0.00	3,500.00		3,500.00	3,500.00	3,500.00
LAND RESERVE TRANSFER		·	•	•	3500	•			•		
LAND - TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	C		0	0	0
TOTAL LAND RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
LAND SURPLUS/DEFICIT	(28,505.50)	(23,356.91)	411.00	(45,090.03)	(24,500.00)	28,000.00	3,500.00] [3,500.00	3,500.00	3,500.00



Revenue & Expense

General Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024	Service	Other	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
									notes -			
ledger				(lan-Oct 7)	Annroved	Changes						
Ledger					Approved							
					Budget	1 1						
					Duugei							

EDC REVENUE

1-69-00-410 EDC - BUSINESS LICENCE	(1,800.00)	(2,702.50)	(3,000.00)	(2,850.00)	(2,525.00)			(2,525)		(2,525)	(2,525)	(2,525)
1-69-00-940 EDC - TRSFR DEFERRED	(49,948.83)	(27,267.28)	0.00	0.00	(53,732.72)			(53,733)	Leave in for now until further info is found and will include on Final budget.Partners in progress grant \$27K expensed in 2022.	(53,733)	(53,733)	(53,733)
1-69-00-941 RESERVE TRANSFER (MOST)	0.00	0.00	0.00	0.00	0.00			0		0	0	0
TOTAL EDC REVENUE	(51,748.83)	(29,969.78)	(3,000.00)	(2,850.00)	(56,257.72)	0.00	0.00	(56,257.72)		(56,257.72)	(56,257.72)	(56,257.72)

EDC EXPENSE

2-69-00-110 EDC - EDO/GRANT WRITER	0.00	0.00	0.00	0.00	0.00	31,880.00		31,880 Increase based on Ec Dev Officer initiatives continuation in 2025.	31,880	31,880	31,880
2-69-00-130 EDC - CPP	0.00	0.00	0.00	0.00	0.00			⁰ Wrong account; should be under Wages for EDO/Grant Writer GL 2-69-00-110.	0	0	0
2-69-00-131 EDC - EI	0.00	0.00	0.00	0.00	0.00			0	0	0	0
2-69-00-132 EDC - AMS BENEFITS	0.00	0.00	0.00	0.00	0.00			0	0	0	0
2-69-00-133 EDC - RPP	0.00	0.00	0.00	0.00	0.00			0	0	0	0
2-69-00-137 EDC - WCB	0.00	0.00	0.00	0.00	0.00			0	0	0	0
2-69-00-140 EDC - PUBLIC RELATIONS	0.00	14,000.00	0.00	967.00	2,000.00			2,000 Existing Business' Networking Breakfast.	2,000	2,000	2,000
2-69-00-141 EDC - TOURIST INFO. BOOTH	0.00	0.00	0.00	0.00	4,700.00		(4,700.00)	O Not required until EDO initiatives are in place	0	0	0
2-69-00-211 EDC - TRAVEL &	0.00	0.00	0.00	0.00	0.00			0	0	0	0
2-69-00-216 EDC - PHONE & FAX CHARGES	0.00	0.00	0.00	0.00	0.00			0	0	0	0
2-69-00-221 EDC - ADVERTISING	0.00	0.00	1,279.50	465.40	3,010.00			3,010 Increased based on new EDT Committee initiatives.	3,010	3,010	3,010
2-69-00-270 EDC - MEMBERSHIPS	0.00	0.00	0.00	0.00	110.00			110	110	-	110
2-69-00-275 EDC-SUPPORT PHYSICIAN	2,501.85	0.00	0.00	0.00	12,000.00			12,000 Decrease to \$12k.	12,000		12,000
2-69-00-512 EDC - BUSINESS	0.00	0.00	0.00	0.00	5,000.00			5,000 As per Motion# 081/24, increase \$5K for Business Improvement Grant Implementation for 2024.	5,000	5,000	5,000
2-69-00-513 EDC - SUPPLIES	0.00	0.00	0.00	0.00	0.00			Any supplies expensed to GL Admin- Supplies 2-12-00-513	0	0	0
2-69-00-514 EDC - BROCHURE/PROMOTION	0.00	0.00	0.00	0.00	0.00			0	0	0	0
2-69-00-515 EDC - POSTAGE / FREIGHT/	0.00	0.00	0.00	0.00	0.00			0	0	0	0
2-69-00-516 EDC-IND.INVEST/PARTN.PRO	49,948.83	27,267.28	0.00	5,195.00	53,732.72			53,733 Partners in progress grant \$27K expensed in 2022.	53,733	53,733	53,733
TOTAL EDC EXPENSE	52,450.68	41,267.28	1,279.50	6,627.40	80,552.72	31,880.00	(4,700.00)	107,732.72	107,732.72	107,732.72	107,732.72
EDC RESERVE TRANSFER					80552.72						
LAND - TRANSFER TO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0
TOTAL EDC RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EDC SURPLUS/DEFICIT	701.85	11,297.50	(1,720.50)	3,777.40	24,295.00	31,880.00	(4,700.00)	51,475.00	51,475.00	51,475.00	51,475.00
L		,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	,	,	()			,	,



Revenue & Expense

General Ledger	Description	2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-Oct. 7)	2024 Approved Budget	2025 Proposed Budget	Notes	2026 Plan	2027 Plan	2028 Plan
REC PROC	RAM REVENUE										
1-71-00-470	FROM UNRESTRICTED SURPLUS/RESERVES	0.00	0.00	0.00	0.00	(11,000.00)) (11,000)	\$11k for ball diamond upgrades as per Motion #191/22.	(11,000)	(11,000)	(11,000)
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM. GROUP	0.00	0.00	0.00	0.00	0.00			0	0	0
TOTAL REC F	ROGRAM REVENUE	0.00	0.00	0.00	0.00	(11,000.00)	(11,000.00)		(11,000.00)	(11,000.00)	(11,000.00)
REC PROC	RAM EXPENSE										
2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-71-00-241	REC PROGRAMMING	0.00	0.00	0.00	2,414.35	4,050.00		\$4,0050 allocated to set aside as variance between 2024 Rec Tax revenue \$23,150 less \$5,050 Hall Repairs & Maint., \$7,500 Arena & \$6,600 EEB.	4,050	4,050	4,050
2-71-00-513	REC - GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00			0	0	0
2-71-00-541	REC - POWER (SENIORS CENTRE)	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-71-00-765	REC TAX - SENIORS	0.00	0.00	0.00	0.00	0.00	0		0	0	0
2-71-00-766	REC TAX - HALL (INC. REPAIR/MAINTENANCE)	4,152.57	385.57	10,000.00	5,000.00	5,000.00	5,000	Decreased \$50 to remove inflation.	5,000	5,000	5,000
2-71-00-767	REC TAX - OTHER	11,994.56	0.00	0.00	0.00	11,000.00	11,000	Based on Motion #191/22 states ball diamond upgrade \$11,000.	11,000	11,000	11,000
2-71-00-768	REC TAX-ARENA (\$7500-23/24/25#159/22)	7,000.00	7,000.00	7,500.00	0.00	7,500.00	7,500	Motion #159/22 states the Town provide \$7,500 to Onoway and District Agricultural Society for 3 year period from 2023, 2024 & 2025. No inflation.	7,500	7,500	7,500
2-71-00-771	REC TAX - SENIORS TRANSPORTATION	0.00	27,372.80	6,600.00	6,549.48	6,600.00		Amount for EEB breakdown as follows: \$6,600- Operating & \$2,233 estimated Capital will need to be reviewed. \$2,233 for Capital Replacement is waived for 2023.	6,600	6,600	6,600
L TOTAL REC F	ROGRAM EXPENSE	23,147.13	34,758.37	24,100.00	13,963.83	34,150.00	34,150.00		34,150.00	34,150.00	34,150.00
					-	-			· · ·	-	·
	RVE TRANSFER RESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0		0	0	0
TOTAL REC F	ESERVE TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
REC PROGRA	M SURPLUS/DEFICIT	23,147.13	34,758.37	24,100.00	13,963.83	23,150.00	23,150.00		23,150.00	23,150.00	23,150.00

REC AMORTIZATION

2-71-99-635 RECAMORTIZATION	6,122.38	6,247.38	0.00	0.00	1,938.00	1,938	Based on amort schedule	1,938	1,938	1,938
TOTAL REC AMORTIZATION	6,122.38	6,247.38	0.00	0.00	1,938.00	1,938.00		1,938.00	1,938.00	1,938.00



Ledger

TOWN OF ONOWAY

Revenue & Expense

		-										
escription	2021 Actual	2022 Actual	2023 Actual 2024 Actual (Jan-	2024	Growth	Inflation	Other	2025	Notes	2026 Plan	2027 Plan	2028 Plan
			Oct. 7)	Approved				Proposed		(
				Budget				Budget		(

CULTURE REVENUE

1-74-00-541 CULTURE - HALL POWER	0.00	(4,333.39)	(5,434.74)	(3,240.62)	(5,364.50)	0.00	0.00	717.73	(4,647) Based on projected 2024 YE.	(4,786)	(4,930)	(5,078)
1-74-00-542 CULTURE - HALL GAS	0.00	(3,175.55)	(4,125.79)	(3,889.07)	(3,512.30)	0.00	(105.37)		(3,618) No actual revenue prior to 2021.	(3,726)	(3,838)	(3,953)
TOTAL CULTURE REVENUE	0.00	(7,508.94)	(9,560.53)	(7,129.69)	(8,876.80)	0.00	(105.37)	717.73	(8,264.44)	(8,512.37)	(8,767.74)	(9,030.78)
CULTURE EXPENSE					-8876.8							
2-74-00-250 CULTURE - BUILDING REPAIR AND MAINTENANCE	0.00	17,175.55	0.00	3,800.00	0.00	0.00	0.00		0	0	0	0
2-74-00-510 CULTURE - GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0	0	0
2-74-00-541 CULTURE - HALL POWER/UTILITY (MOST)	6,356.42	5,134.13	4,765.43	3,369.55	7,364.50	0.00	0.00	(717.73)	6,647 Based on increase in Revenue GL 1-74-00-541 Hall Power.	6,846	7,052	7,263
2-74-00-542 CULTURE - HALL GAS (MOST)	2,976.63	3,821.26	3,319.45	3,010.16	3,512.30	0.00	105.37		3,618	3,726	3,838	3,953
2-74-00-543 CULTURE - HALL INSURANCE	5,571.18	0.00	0.00	0.00	6,229.44	0.00	186.88		6,416	6,609	6,807	7,011
2-74-00-771 CULTURE - GRANTS TO LIBRARYS	14,589.34	14,592.90	13,872.62	4,313.80	14,746.00	0.00	0.00		14,746	15,188	15,644	16,113
2-74-00-772 CULTURE - GRANT TO COMMUNITY GROUPS	2,000.00	2,500.00	0.00	0.00	2,500.00	0.00	75.00	0.00	2,575 Based on Canada Day fireworks in 2022.	2,652	2,732	2,814
TOTAL CULTURE EXPENSE	31,493.57	43,223.84	21,957.50	14,493.51	34,352.24	0.00	367.25	(717.73)	34,001.76	35,021.82	36,072.47	37,154.64
CULTURE RESERVE TRANSFER					34352.24							
2-71-00-764 CULTURE - TRANSFER TO RESERVES	0.00	0.00	0.00		0.00	0.00	0.00	0.00	Remove as this is a duplicate and no GL code for Culture-Transfer to Reserves that exist.	0	0	0
TOTAL CULTURE RESERVE TRANSFER	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CULTURE SURPLUS/DEFICIT	31,493.57	35,714.90	12,396.97	7,363.82	25,475.44	0.00	261.88	0.00	25,737.32	26,509.44	27,304.73	28,123.87
CULTURE AMORTIZATION												
2-74-99-625 CULTURE-BUILDINGS AMORTIZATION	598.53	598.53	0.00	0.00	1,020.00			0.00	1.020 Based on amort schedule	1,020	1,020	1,020
TOTAL CULTURE AMORTIZATION	598.53	598.53	0.00	0.00	1,020.00	0.00	0.00	0.00	1,020.00	1,020.00	1,020.00	1,020.00



Revenue & Expense

2021 Actual	2022 Actual	2023 Actual	2024 Actual (Jan-	2024	Other	2025 Proposed	Notes	2026 Plan	2027 Plan	2028 Plan
			Oct. 7)	Approved		Budget				1
				Budget						

MISC EXPENSE

Ledger

2-97-00-912 MISC - ALLOW. FOR UNCOLLECT.TAXES	30.00	0.00	0.00	43,417.42	0.00	23,499.00	23,499	2024 Actual based on Tax Roll 49000 outstanding amount of \$43,417.42 since 2013 transferred from roll to uncollectible GL. Tax Roll 84000 tax sale.	23,499	23,499	23,499
2-97-00-913 MISC - ALLOW FOR ASSESS.APPEAL TAX	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-97-00-990 MISC - ALLOW. FOR EXCESS COLLECTION	0.00	0.00	0.00	0.00	0.00		0		0	0	0
2-97-00-991 MISC - TAX DISCOUNTS	0.00	0.00	0.00	0.00	0.00		0	Tax Discount bylaw repealed in the 1990's. No longer required.	0	0	0
2-97-00-992 MISC - TAX COLLECTION COSTS	124.56	2,416.90	2,250.00	3,899.00	3,000.00		3,000	Contractor collection recovery fee Off set on tax roll.	3,000	3,000	3,000
2-97-00-993 MISC - CANCEL UNCOLLECTABLE ACCTS.	0.00	0.00	0.00	0.00	200.00	(200.00)	0	Removed after Nov. 9/23 Interim Budget during Council meeting.	0	0	0
TOTAL MISC EXPENSE	154.56	2,416.90	2,250.00	47,316.42	3,200.00	23,299.00	26,499.00		26,499.00	26,499.00	26,499.00

MISC RESERVE TRANSFER

2-97-00-994 MISC-RESERVE TRSFR LEGAL, INFLATION, MSI	10,000.00	10,000.00	0.00	0.00	10,000.00	(10,000.00)	⁰ Utilized from 2019-2022. No longer required.	0	0	0
TOTAL MISC RESERVE TRANSFER	10,000.00	10,000.00	0.00	0.00	10,000.00	(10,000.00)	0.00	0.00	0.00	0.00
MISC SURPLUS/DEFICIT	10,154.56	12,416.90	2,250.00	47,316.42	13,200.00	13,299.00	26,499.00	26,499.00	26,499.00	26,499.00



Town of Onoway Request for Decision

Meeting:Council MeetingMeeting Date:November 14, 2024Presented By:Gino Damo, Director of Corporate and Community ServicesTitle:Town of Onoway Borrowing Bylaw for Construction of Fibre Optic
Network Infrastructure # 817-24 Second and Third Reading

BACKGROUND / PROPOSAL

During the September 12, 2024, Council Meeting, Council made the following motion regarding the first reading of Bylaw817-24 Borrowing Bylaw:

a. Bylaw 817-24 - Borrowing Bylaw - first reading

Motion # 262-24

MOVED by: Councillor Bridgitte Coninx

That Bylaw # 817-24 the Borrowing Bylaw, a Bylaw to borrow the construction of fibre optic network infrastructure in the industrial area, be given first reading.

CARRIED

Municipal Government Act (MGA) Section 251, as shown below, provides the legislation surrounding a Borrowing bylaw.

Borrowing

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

- (2) A borrowing bylaw must set out
- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised. RSA 2000 cM-26 s251;2022 c16 s9(56)

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As a continuation of the above motion # 262-24, Administration is presenting to Council the attached Borrowing Bylaw #817-24 for second and third reading.

During the petition period between October 4 – October 21, there were 0 petitions filed.

Onoway Town Council Agenda November 14, 2024

The bylaw meets the MGA Section 251 as follows:

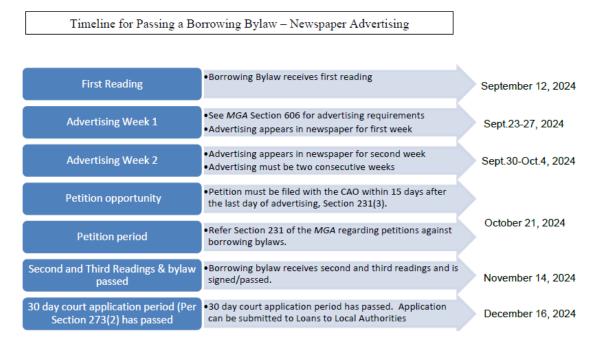
2(a) - Amount of \$223,000 to borrow for the purpose of construction of fibre optic network infrastructure in the industrial area.

2(b) - The maximum interest rate as of 15% (Prime Lending Rate of 10% plus 5%) and a term of up to 6 years.

2(c) – Annual property tax revenue is the source of money to be used to pay the principal and interest owing.

Also, the bylaw indicates that the funds may be borrowed from the Province of Alberta or other financial institution. Borrowing from the province presents some restrictions such as incurring costs in the event the loan is fully or partially repaid.

Additionally, the below timeline indicates the legislative requirements in passing a borrowing bylaw when it comes to newspaper advertising.



Administration recommends a loan term of 6 years. Based on this term, Administration has provided the attached loan calculator from the Loans to Local Authorities department of the Province of Alberta to show estimated payment amounts.

Although Administration is pursuing grant funding as a source to fund the project, it is still prudent to follow through with the above process if grant funding cannot be secured.

It is important to note that in passing the attached bylaw the Town is not committed to borrow funds from either a financial institution or the Province of Alberta if grant funding or another source is received for the project.

Onoway Town Council Agenda November 14, 2024

STRATEGIC ALIGNMENT

Financial Sustainability

COSTS / SOURCE OF FUNDING

Amount of interest paid may vary depending on the interest rate % at time of loan disbursement however the attached loan calculator payment will be included in the 2025-2027 Operating Budget so that it is accounted for.

RECOMMENDED ACTION

- That Bylaw # 817-24, the Borrowing Bylaw be given second reading.
- That Bylaw # 817-24, the Borrowing Bylaw be given third reading and adopted.
- OR direction provided by Council after deliberations.

ATTACHMENTS

- a) Proposed Bylaw 817-24 Borrowing Bylaw.
- b) Loans to Local Authorities Loan Calculator.

TOWN OF ONOWAY By-Law 817-24

A BYLAW TO BORROW THE CONSTRUCTION OF FIBRE OPTIC NETWORK INFRASTRUCTURE IN THE INDUSTRIAL AREA.

WHEREAS the Council of the Town of Onoway (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of construction of fibre optic network infrastructure in the industrial area.

AND the cost of construction is Two Hundred and Twenty-Three Thousand Dollars (\$223,000);

AND in order to construct, it will be necessary for the Corporation to borrow up to the sum of Two Hundred and Twenty-Three Thousand Dollars (\$223,000) (the "Indebtedness") by the issuance of a debenture on the terms and conditions referred to in this Bylaw;

AND the Town of Onoway amount of existing debenture debt at December 31, 2023 is \$1,215,503, no part of which is in arrears;

AND the term of the borrowing would not exceed the projected lifetime of the fibre optic network infrastructure as constructed;

NOW THEREFORE, under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, the Council of the Town of Onoway enacts as follows:

- 1. For the purpose of the construction of fibre optic network infrastructure in the industrial area; the sum of up to Two Hundred and Twenty-Three Thousand Dollars (\$223,000) may be borrowed from the Province of Alberta or an accredited financial institution by way of debenture on the credit and security of the Council of the Corporation at large, of which the full amount borrowed is to be paid by the Council of Corporation at large.
- 2. The debentures to be issued under this bylaw shall be in any denomination not exceeding the amount authorized by this bylaw and shall be dated having regard to the date of the borrowing.
- 3. The debentures shall bear interest during the currency of the debentures, at the interest rate fixed from time to time by the Province of Alberta or other financial institution at a rate not exceeding Prime Lending Rate (10%) plus five percent (5%) per annum, payable semi-annually.
- 4. The debentures shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal semi-annual installments over a period of up to six (6) years, in accordance with the schedule attached and forming a part of the debenture. revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenue for the payment of

the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenue can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.

- 5. The debentures shall be payable in lawful money of Canada at the Alberta Treasury Branch or at such other bank or financial institution as Council may authorize as its banking agency during the currency of the debenture.
- 6. The Mayor and a Designated Officer of the Town of Onoway shall authorize such bank or financial institution to make payments to the holder of the debentures, on such date and in such amounts as specified in the repayment schedule forming part of each debenture and shall affix the Town of Onoway corporate seal to the debenture documents.
- 7. There shall be levied and raised in each year of the currency of the debentures a rate or rates on the assessed value of all lands and improvements shown on the assessment roll, sufficient to provide an annual tax adequate to pay the principal and interest falling due in such year on such debentures. The said rates and taxes are collectible at the same time and in the same manner as other rates and taxes.
- 8. The Indebtedness is contracted on the credit and security of the Town of Onoway at large.
- 9. That Bylaw 817-24 comes into full force and effect upon third reading.

Read a first time this _____.

Read a second time this ______.

Unanimous consent to proceed to third reading this ______.

Read a third time and passed this ______.

Signed by Mayor Lenard Kwasny

Signed by Jennifer Thompson Chief Administrative Officer

Calculate Loan

	Loan Cal	Loan Calculator							
Recalculation options	Type Blended Amortization	✓ Term 6	Deferment	NA Recalculate Loan					
		ulations based or							
	Prin	cipal is \$223,000.0	00						
Term is 6 Years	Loan Type is Blended	Defer NA	red payments	Interest rate of 4.54 %					
Payment #	Payment	Principal	Interest	Balance					
1	\$21,438.00	\$16,375.90	\$5,062.10	\$206,624.10					
2	\$21,438.00	\$16,747.63	\$4,690.37	\$189,876.47					
3	\$21,438.00	\$17,127.80	\$4,310.20	\$172,748.67					
4	\$21,438.00	\$17,516.61	\$3,921.39	\$155,232.06					
5	\$21,438.00	\$17,914.23	\$3,523.77	\$137,317.83					
6	\$21,438.00	\$18,320.89	\$3,117.11	\$118,996.94					
7	\$21,438.00	\$18,736.77	\$2,701.23	\$100,260.17					
8	\$21,438.00	\$19,162.09	\$2,275.91	\$81,098.08					
9	\$21,438.00	\$19,597.07	\$1,840.93	\$61,501.01					
10	\$21,438.00	\$20,041.93	\$1,396.07	\$41,459.08					
11	\$21,438.00	\$20,496.88	\$941.12	\$20,962.20					
12	\$21,438.00	\$20,962.20	\$475.80	\$0.00					
Totals	\$257,256.00	\$223,000.00	\$34,256.0	0					



Town of Onoway Request for Information

Meeting:	Council Meeting
Meeting Date:	November 14, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Municipal Accountability Program

BACKGROUND / PROPOSAL

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities and communities with fiscally responsible, well-managed, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the MGA. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Town of Onoway was scheduled for the second round of the municipal accountability review.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration met with representatives of Municipal Affairs on March 12, 2024 to provide information and answer questions regarding legislative compliance. The review included information regarding designated officer designation, minutes, financial statements and legislated bylaws and the contents of those bylaws.

Administration was made aware of changes in legislation that required bylaw amendments and have been working on those items since the initial meeting.

Staff have submitted the solutions to the compliance concerns from the MAP review and have until August 30, 2025 to be compliant.

A copy of the MAP report and the response is attached for Council review.

For ease of access to corrective action required the following list is where compliance is required.

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to ensure municipal documents are signed in accordance with the MGA (page 9);
- requirements for public hearings (page 16);
- requirements that meetings conducted by electronic means be in accordance with the MGA (page 18);
- requirement for the procedural bylaw to be in accordance with the MGA (page 19);
- requirement for the code of conduct bylaw to comply with the MGA and regulation (page 20);
- requirement to establish a bylaw enforcement officer bylaw in accordance with the MGA (page 22);
- requirement to adopt a capital budget (page 31);
- requirements for the three-year operating and five-year capital plans (page 32);
- requirement for the municipality to appoint an auditor, ensure the audited statements are submitted to the ministry on time, and approved by council (page 33);
- requirement for borrowing bylaws to be in accordance with the MGA (page 35);
- requirement for the content of assessment notices to be in accordance with the MGA (page 39);
- requirement for the property tax bylaw to be in accordance with the MGA (page 41);
- requirement for the content of tax notices to be in accordance with the MGA (page 42);
- requirement to prepare a tax arrears list annually (page 56);
- requirement to establish a municipal development plan in accordance with the MGA (page 60);
- requirements to establish a subdivision and development appeal board (page 63); and
- requirements that offsite levy bylaws be in accordance with the MGA (page 64).

Staff have and are continuing to ensure legislative compliance.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

None.

RECOMMENDED ACTION

THAT Council accept the 2023/24 Municipal Accountability Program Report and Administration's efforts to ensure compliance.

ATTACHMENTS

2024 Municipal Accountability Program Report

Onoway Town Council Agenda November 14, 2024

Mail: Box 540 Onoway, Alberta T0E-1VO Town Office: 4812-51 Street Phone: 780-967-5338 cao@onoway.ca



October 29, 2024

Alberta Municipal Affairs-Municipal Services Division Attention: Nnamdi Njoku 17th Floor Commerce Place 10155 – 102 Street EDMONTON, Alberta T5J 4L4

Dear Nnamdi:

Re: Town of Onoway Municipal Accountability Review – 8 Week Report

Enclosed is the Town of Onoway's response to legislative gaps that are noted in your September 5, 2024 letter and MAP Report.

It is anticipated that the Town can complete these items by August 31, 2025 and our office will keep you advised of our progress in addressing them.

Thank you to Municipal Affairs staff for the assistance and advice that has been provided.

Yours truly,

nufer Thompson

Jennifer Thompson Chief Administrative Officer

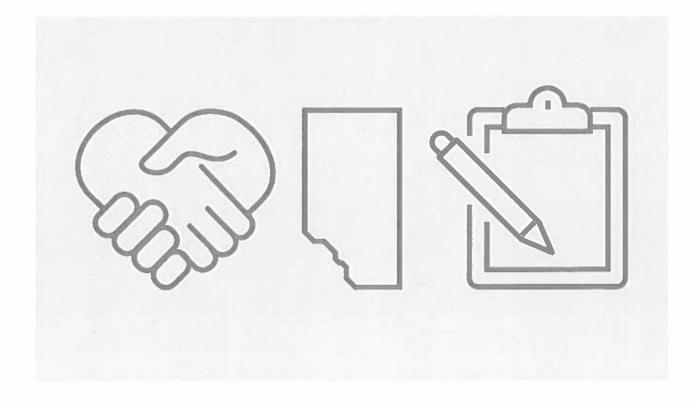
JT/dg

Enclosure c.c. Town Council

Onoway Town Council Agenda November 14, 2024

2023-24 Municipal Accountability Program Report

Town of Onoway



Albertan

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

Town of Onoway 2023-2024 Municipal Accountability Program Report | Municipal Affairs

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to assisting municipalities in providing well-managed, accountable local government to Albertans. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency, and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory and discretionary requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality, and the viability, safety, and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- enhance their knowledge of mandatory legislative requirements with a primary focus on the MGA;
- · assist municipalities in achieving legislative compliance;
- · support municipalities in being well-managed, accountable, and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year review cycles ordered by the Minister under the authority of Section 571 of the *MGA*. While this program is available to all municipalities upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Town of Onoway was selected for a municipal accountability program review in 2023-24.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Town of Onoway review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A visit and interview with town administration may also be included. These components assist in determining areas where the municipality is compliant with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements the *MGA* and other legislation imposed on municipalities.

Municipal Affairs staff met with town administration on March 12, 2024, by electronic means. This virtual format was used to complete the on-site portion of the Municipal Accountability Program review and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Town of Onoway is commended for their cooperation and assistance throughout the review. Municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and responded to appreciate the same important to the well being and success of the municipality domentation by town administration.

2.2 Legislative Compliance

Overall the review findings are positive. The areas in which the municipality is meeting legislative requirements includes:

- disposal of land;
- · delegation of authority;
- regular meetings;
- special meetings;
- organizational meetings;
- · closed meetings;
- · pecuniary interest;
- · establishment of the chief administrative officer position;
- face mask and proof of COVID-19 vaccination bylaw;
- · fees and charges bylaw;
- · firearm bylaw;
- consolidation of bylaws;
- road closure bylaw;
- alternate methods of advertising bylaw;
- utility services bylaws
- operating budget;
- investments;
- borrowing;
- loans;
- loan guarantees;
- · assessment of property;
- assessment review boards;
- supplementary assessments;
- supplementary property tax bylaw;
- tax payment and tax penalty bylaws;
- special tax;
- local improvement tax;
- clean energy improvement tax;
- other taxes;
- tax agreements;
- tax recovery auctions relating to land;
- tax recovery auctions relating to designated manufactured homes;
- · land use bylaw;
- · municipal planning commissions;
- area structure plans;
- reserve lands
- · area redevelopment plans;
- · joint use and planning agreements; and
- · reserve lands.

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to ensure municipal documents are signed in accordance with the MGA (page 9);
- requirements for public hearings (page 16);
- requirements that meetings conducted by electronic means be in accordance with the MGA (page 18);
- requirement for the procedural bylaw to be in accordance with the MGA (page 19);
- requirement for the code of conduct bylaw to comply with the MGA and regulation (page 20);
- requirement to establish a bylaw enforcement officer bylaw in accordance with the MGA (page 22);
- requirement to adopt a capital budget (page 31);
- requirements for the three-year operating and five-year capital plans (page 32);
- requirement for the municipality to appoint an auditor, ensure the audited statements are submitted to the ministry on time, and approved by council (page 33);
- requirement for borrowing bylaws to be in accordance with the MGA (page 35);
- requirement for the content of assessment notices to be in accordance with the MGA (page 39);
- requirement for the property tax bylaw to be in accordance with the MGA (page 41);
- requirement for the content of tax notices to be in accordance with the MGA (page 42);
- requirement to prepare a tax arrears list annually (page 56);
- requirement to establish a municipal development plan in accordance with the MGA (page 60);
- requirements to establish a subdivision and development appeal board (page 63); and
- requirements that offsite levy bylaws be in accordance with the MGA (page 64).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General Requirements

1. Signing of Municipal Documents (Mandatory)

Legislative requirements: MGA 210, 213

- 1. Are minutes of council meetings, and minutes of council committee meetings dealing with a power, duty or function delegated by council to the council committee signed by:
 - a. the person presiding at the meetings; and
 - b. a designated officer?
- 2. Are the bylaws of the municipality signed by:
 - a. the chief elected official; and
 - b. a designated officer?
- 3. Are agreements, cheques, and other negotiable instruments signed by:
 - a. by the chief elected official or by another person authorized by council to sign them, and a designated officer; or
 - b. by a designated officer acting alone if so, authorized by council?
- 4. Are signatures reproduced by any method to sign municipal documents?
 - a. If so, has the reproduction of signatures been so authorized by council?

<u>Comments/Observations</u>: Council meetings minutes are not always signed by the person who presided at the meeting and are signed by the recording secretary, who is not a designated officer as required by section 213(1) of the *MGA*. Agreements, cheques, and other negotiable instruments are generally signed by the chief elected official and the CAO; however, the CAO indicated one member of administration authorized to sign cheques is not established as a designated officer as required by section 213(4)(b) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: All minutes should be signed by the person who presided at the meeting as well as a designated officer, and a resolution or policy should be passed by council delegating authority to a designated officer to sign agreements, cheques, and other negotiable instruments.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Designated Officer Bylaw 815-24 adopted by Council. Minutes are now signed by CAO and the presiding member of Council effective February 22, 2024.

2. Disposal of Land (Discretionary)

Legislative requirements: MGA 70, 606, 606.1

- 1. Has the municipality ever transferred or granted an estate or interest in:
 - a. land for less than its market value; or
 - b. a public park or recreation or exhibition grounds?
- 2. Was the proposal advertised?

<u>Comments/Observations</u>: The Town of Onoway has not disposed of land for less than market value, nor disposed of a public park, recreation, or exhibition ground.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

3. Delegation of Authority (Discretionary)

Legislative requirements: MGA 203

- 1. Has council delegated any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee or any person?
 - a. Was the delegation enacted by bylaw?
 - b. Does the delegation of authority include any of the following powers, duties or functions prohibited by legislation:
 - i. its power or duty to pass bylaws;
 - ii. its power to make, suspend, or revoke the appointment of a person to the position of chief administrative officer;
 - iii. its power to adopt budgets under Part 8;
 - iv. its power with respect to taxes under section 347; or
 - v. a duty to decide appeals imposed on it by this or another enactment, unless the delegation is to a council committee?
- 2. Are there any delegations of authority in any of the following bylaws:
 - a. Committee bylaws;
 - b. Land Use Bylaw;
 - c. Assessment Review Board Bylaw; or
 - d. Subdivision and Development Appeal Board Bylaw.

If so, are the delegations compliant with section 203?

Comments/Observations: The Town of Onoway has not delegated council's authority to any other person or committee.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

3.2 Meetings and Meeting Procedures

1. Regular Meetings (Mandatory)

Legislative requirements: MGA 193

- 1. When specifying the dates, times, and places to hold regularly scheduled council meetings, were all members of council present at the meeting?
- 2. Has the date, time or place of a regularly scheduled meeting been changed?
- 3. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

<u>Comments/Observations</u>: The Town of Onoway council sets the regular council meetings at the annual organizational meeting with all councillors in attendance such as on October 26, 2024. Changes are made by resolution at a regular meeting and at least 24 hours' notice is given to any councillors absent at the meeting and the public.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

2. Special Meetings (Mandatory)

Legislative requirements: MGA 194

- 1. Has a special council meeting been held
 - a. when the chief elected official considered it appropriate to do so; or
 - b. within 14 days of receiving a request for the meeting, stating its purpose, from a majority of the councillors?
- 2. Was the proper notification provided to the public?
- 3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council before the beginning of the meeting?
- 4. Was there a need to change the agenda for the special meeting?
- 5. If the agenda was modified, was all of council present at the meeting to approve the change?

<u>Comments/Observations</u>: Three special meetings of council were scheduled for April 24, June 13, and September 21, 2023. Administration confirmed that all three meetings had more than 24 hours notice, and the public was informed by a method approved by the council. The September 21, 2023 meeting did not proceed as quorum was not met.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

3. Organizational Meeting (Mandatory)

Legislative requirements: MGA 150, 152, 154(3), 159(1), 192

- 1. Is an Organizational Meeting held annually no later than 3 weeks after the third Monday in October, or before August 31 for summer villages?
- 2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
- 3. Is a Deputy CEO appointed?
- 4. Is the chief elected official a member of a board, commission, subdivision authority or development authority?

<u>Comments/Observations</u>: The Town of Onoway last held an organizational meeting on October 26, 2023, within the required timeline. The mayor and deputy mayor were appointed from council. The mayor is named as a member to several committees as part of the annual organizational meeting.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

4. Closed Meetings (Mandatory)

Legislative requirements: MGA 197

- 1. Are council and council committee meetings held in public, unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act (FOIPP)?
- 2. Before closing all or a part of the meeting to the public:
 - a. Is a resolution passed to indicate what part of the meeting is to be closed?
 - b. Does the resolution identify the exception(s) to disclosure under *FOIPP* apply to the part of the meeting to be closed?
 - c. Are members of the public notified once the closed portion of the meeting is concluded?

<u>Comments/Observations</u>: Regular council meeting minutes of December 14, 2023 included a closed session. The resolution passed included the exception to disclosure applicable to the closed session as per FOIPP.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

5. Public Hearings (Mandatory)

Legislative requirements: MGA 216.4

- 1. When council is required to hold a public hearing on a proposed bylaw or resolution, was the public hearing held:
 - a. before second reading of the bylaw; or
 - b. before council votes on the resolution?
- 2. Was notice of the public hearing given in accordance with section 606?
- 3. Was the public hearing conducted during a regular or special council meeting?
- 4. During the public hearing, did council:
 - a. hear any person, group of persons or person representing them who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by council; and
 - b. hear any person who wished to make a representation?
- 5. Do the minutes of the council meeting record the public hearing to the extent directed by the council?

Comments/Observations: A public hearing was held on March 28, 2024, in respect to a land use bylaw amendment (bylaw 807-24) prior to second reading of the bylaw and advertised in accordance with section 606 of the *MGA*. A motion was made to suspend the regular meeting and at the completion of the public hearing the mayor adjourned to resume the regular council meeting. This resulted in the public hearing not being conducted as part of the regular meeting as required by section 216.4(2)(b) of the *MGA*. The minutes of the council meeting recorded the public hearing to the extent directed by the council.

Meets Legislative Requirements: No

Recommendations/Action Items: Regular or special council meeting should not be suspended prior to holding public hearings. Public hearings must be conducted as part of a regular or special council meeting to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Public Hearings are addressed in the revised Procedural Bylaw that is scheduled to come to Council prior to the end of 2024.

6. Pecuniary Interest (Mandatory)

Legislative requirements: MGA 172

1. When a pecuniary interest is declared:

- a. is the general nature of the pecuniary interest disclosed prior to any discussion on the matter?
- b. has the councillor abstained from voting on any question relating to the matter?
- c. Has the councillor abstained from any discussion on the matter (if applicable)?
- d. Has the councillor left the room (if applicable)?
- 2. Has the abstention from voting and the disclosure of the councillor's interest been recorded in the meeting minutes?

<u>Comments/Observations</u>: There have been no recent cases of a declaration of pecuniary interest in the Town of Onoway. A resource is provided below in the event the municipality encounters a pecuniary interest situation in the future.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs has prepared <u>Pecuniary Interest for Municipal Councillors</u>. Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Meetings by Electronic Means (Discretionary)

Legislative requirements: MGA 199

- 1. Does the municipality conduct council or council committee meetings by electronic means?
- 2. Does the municipality have a bylaw providing for council meetings or council committee meetings by electronic means?
- 3. Does the bylaw:
 - a. specify the type or types of electronic means by which meetings are authorized to be held;
 - b. require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw; and
 - c. except in the case of a meeting that is closed to the public in accordance with section 197, specify
 - i. a method by which members of the public may access the meeting and make submissions;
 - ii. where information is required to be made publicly available, a method for making the information available before and during the meeting; and
 - iii. a method for giving the public notice of the meeting, of the method by which the public may access the meeting, and the method by which the public may access information required to be made public?

<u>Comments/Observations</u>: The Town of Onoway council has used electronic means to attend council meetings, but does not currently have a bylaw in place. The town is including meetings by electronic means in their procedure bylaw which is currently being updated.

Meets Legislative Requirements: No

Recommendations/Action Items: A bylaw or amendment to the bylaw to conduct meetings electronically is required to be compliant with legislation. Council or council committee meetings must not be held by electronic means until the bylaw is in place.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Meetings by Electronic Means are addressed in the revised Procedural Bylaw that is scheduled to come to Council prior to the end of 2024.

8. Procedural Bylaw (Discretionary)

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw?

<u>Comments/Observations</u>: Bylaw No. 792-21 was passed on December 2, 2021, establishing a procedural bylaw for the town. The town is currently in the process of updating the procedural bylaw.

Section 20 of the bylaw states "Members shall vote on all motions brought forward in meetings unless a conflict of interest or pecuniary interest has been declared prior to the motion." Conflict of interest is not found in the *MGA* as grounds for abstaining from debate or vote, or a reason to leave the room.

Meets Legislative Requirements: No

Recommendations/Action Items: The procedural bylaw must be amended to remove terminology unsupported by the MGA relating to excusing a member of council from voting on a matter.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Revised Procedural Bylaw is scheduled to come to Council prior to the end of 2024.

3.3 Mandatory Bylaws

1. Code of Conduct (Mandatory)

Legislative requirements: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

- 1. Has a code of conduct governing the conduct of councillors been established by bylaw?
- 2. Does the bylaw apply to all councillors equally?
- 3. Are there sanctions for breaching the code of conduct?
- 4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
- 5. Has a complaint system been established within the bylaw?
- 6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
- 7. Has the code of conduct been reviewed in the last four years?

<u>Comments/Observations</u>: Council's code of conduct bylaw (bylaw791-21) was passed on September 16, 2021. Section 15.4(i) of the bylaw states "any other sanction council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act." This is not a sanction that may be imposed as per section 5 of the *Code of Conduct for Elected Officials Regulation* 200/2017.

Meets Legislative Requirements: No

Recommendations/Action Items: The sanction under section 15.4(i) of bylaw 791-21 should be removed to be compliant with the *Code of Conduct for Elected Officials Regulation 200/2017* section 5.

Resources: The <u>Councillor Code of Conduct: A Guide for Municipalities</u> is a tool developed by the Alberta Municipalities (formerly Alberta Urban Municipalities Association), in partnership with the Rural Municipalities of Alberta (RMA) and Alberta Municipal Affairs, to help municipalities develop their local codes of conduct.

The resource is divided into two parts:

1. The first part is an explanation of codes of conduct and what the legislative amendments require.

2. The second part is a template that municipalities can use and adapt to their local context: <u>Access the Word version of</u> the bylaw template

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

In the new Code of Conduct Bylaw presented to Council this clause is not present. The Code of Conduct Bylaw will be presented to Council before the end of year 2024.

2. Establishment of the Chief Administrative Officer Position (Mandatory)

Legislative requirements: MGA 205

- 1. Is there a bylaw establishing the position of CAO?
- 2. Is there a council resolution that appoints the current CAO?
- 3. If more than one person is appointed, has council by bylaw determined how the powers, duties and functions of the position of chief administrative office are to be carried out?

<u>Comments/Observations</u>: Bylaw 802-2023 establishing the position of CAO was passed on May 24, 2023. Council passed resolution 327/23 confirming the appointment of the CAO by name during the October 26, 2023 organizational meeting.

Meets Legislative Reguirements: Yes

Recommendations/Action Items: No action required.

3. Bylaw Enforcement Officers (Mandatory)

Legislative requirements: MGA 555-556

- 1. Has the municipality passed a bylaw enforcement officer bylaw?
- 2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
- 3. Does the bylaw include:
 - a. disciplinary procedures;
 - b. penalties; and
 - c. an appeal process?
- 4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

<u>Comments/Observations</u>: The town's bylaw enforcement officer bylaw (bylaw 762-19) was passed on October 3, 2019, establishing that bylaw enforcement services are provided by Lac Ste. Anne County through the Enforcement Services Agreement. This agreement provides that Lac Ste. Anne County manages the services including penalties, disciplinary actions, and complaints, through the county's bylaws. The CAO confirmed that the officers have taken the county's oath but not an oath for the town.

Meets Legislative Requirements: No

<u>Recommendations/Action Items</u>: The Town of Onoway should ensure the bylaw enforcement officers take the official oath for the town to meet legislative requirements under section 555 of the MGA.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status or action to be taken including key milestones and deadlines.

The oaths of office are now on file for the Town of Onoway effective September 20, 2024.

3.4 Discretionary Bylaws

1. Face Mask and Proof of COVID-19 Vaccination Bylaw (Discretionary)

Legislative requirements: MGA 7.1

- 1. Since April 21, 2022, has council brought into force a bylaw or amendment to a bylaw that requires:
 - a. an individual to wear a face mask or other face covering for the primary purpose of preventing or limiting the spread the spread of COVID-19 or any other communicable disease, as defined in the *Public Health Act*; or
 - b. an individual to provide proof of vaccination against COVID-19 or proof of a negative COVID-19 test on entering a premises?
- 2. Does the bylaw or portion of the bylaw apply only to property owned or leased and operated by the municipality?
- 3. If the bylaw applies to property not owned or leased and operated by the municipality, has the bylaw or amendment to a bylaw been approved by the Minister?

Comments/Observations: The Town of Onoway does not have a face mask or proof of COVID-19 vaccination bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

2. Powers under bylaws (Fees and Charges) (Discretionary)

Legislative requirements: MGA 8(1)(c), 61

- 1. Is there a bylaw to provide for a system of licences, permits or approvals, including any or all of the following:
 - a. establishing fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - b. establishing fees for licences, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - c. prohibiting any development, activity, industry, business or thing until a licence, permit or approval has been granted;
 - d. providing that terms and conditions may be imposed on any licence, permit or approval, the nature of the terms and conditions and who may impose them;
 - e. setting out the conditions that must be met before a licence, permit or approval is granted or renewed, the nature of the conditions and who may impose them; or
 - f. providing for the duration of licences, permits and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw?
- 2. Does the municipality charge fees, tolls and charges for the use of its property, including property under the direction, control and management of the municipality?

<u>Comments/Observations</u>: The Town of Onoway's bylaw 760-19 passed on July 4, 2019, and establishes a system to provide fees and charges for the municipality in compliance with section 8(1)(c) of the MGA.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

3. Consolidation of Bylaws (Discretionary)

Legislative requirements: MGA 69(1)

- 1. Has council by bylaw authorized a designated officer to consolidate one or more of the bylaws of the municipality?
- 2. In consolidating a bylaw, has the designated officer:
 - a. incorporated all amendments to it into one bylaw; and
 - b. omitted any provision that have been repealed or which have expired?

Comments/Observations: The Town of Onoway does not have a bylaw consolidation bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

4. Firearm Bylaws (Discretionary)

Legislative requirements: MGA 74.1

- 1. Since May 31, 2022, has the municipality brought into force a bylaw respecting firearms or a bylaw amendment respecting firearms?
- 2. Was the bylaw approved by the Lieutenant Governor in Council?

<u>Comments/Observations</u>: Bylaw 599-03 respecting firearms was passed by the Town of Onoway on January 21, 2016, prior to May 31, 2022.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

5. Road Closure (Discretionary)

Legislative requirements: MGA 22

- 1. Has the municipality permanently closed a road under the direction, control, and management of the municipality?
- 2. Was the road closure enacted by bylaw?
- 3. Prior to second reading of the bylaw, was the road closure approved by the Minister of Transportation and Economic Corridors (not applicable to cities)?
- 4. If the municipality is a municipal district, and the council determines a road is no longer required for use by the travelling public because an alternate route exists, did the municipal district receive the approval of the Minister of Transportation and Economic Corridors prior to closing the road by resolution?

<u>Comments/Observations</u>: The Town of Onoway has not permanently closed a road under the direction, control, and management of the municipality since 2010.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

6. Advertising Bylaw (Discretionary)

Legislative requirements: MGA 606.1

- 1. Has the municipality provided for one or more methods, including electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings, and other methods?
- 2. Did the municipality conduct a public hearing before making an advertising bylaw?
- 3. Was notice of the proposed bylaw advertised?
- 4. Is the bylaw available for public inspection?

Comments/Observations: The Town of Onoway does not have an advertising bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

7. Utility Services Bylaws (Discretionary)

Legislative requirements: MGA 33, 45, 46

- 1. Does the municipality provide municipal utility service?
 - a. If yes, does the council by bylaw prohibit any person other than the municipality from providing the same or a similar type of utility service in all or part of the municipality?
- 2. Does the council by agreement, grant a right, exclusive or otherwise, to a person to provide a utility service in all or part of the municipality, for not more than 20 years?
- 3. Does the agreement grant a right, exclusive or otherwise, to use the municipality's property, including property under the direction, control, and management of the municipality, for the construction, operation, and extension of a public utility in the municipality for not more than 20 years?
- 4. Before the agreement is made, amended, or renewed, is the agreement, amendment, or renewal:
 - a. advertised, and
 - b. be approved by the Alberta Utilities Commission?
- 5. Does a bylaw prohibit a retailer from providing to customers in all or any part of the municipality the functions or services that retailers are permitted to provide under the *Electric Utilities Act* or the regulations under that Act?

<u>Comments/Observations</u>: The Town of Onoway provides water, sewer, and waste disposal public utility services under bylaws 799-23 and 808-24 passed on April 26, 2023, and January 25, 2024, respectively. The bylaws do not specifically prohibit any person other than the town from providing the same or a similar type of utility service in all or part of the municipality.

Bylaw 731-17 passed on June 1, 2017, and bylaw 757-19 passed on June 20, 2019, and associated agreements are in place for the provision of gas and power, which are in compliance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

3.5 Municipal Finance

2.

1. Operating Budget (Mandatory)

Legislative requirements: MGA 242, 243, 244, 248

- 1. Has an operating budget or interim operating budget been adopted prior to January 1 for the calendar year?
 - Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - a. the amount needed to provide for the council's policies and programs;
 - b. the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - c. the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board;
 - d. the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - e. the amount of expenditures and transfers needed to meet the municipality's obligations for services funded under an intermunicipal collaboration framework;
 - f. if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - g. the amount to be transferred to the capital budget;
 - h. the amount needed to recover any shortfall as required under section 244.
- 3. Does the operating budget include estimated amounts from each source of revenue (taxes, grants, service fees)?
- 4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
- 5. Has council established procedures to authorize and verify expenditures that are not included in a budget?

<u>Comments/Observations</u>: The town adopted their 2023 operating budget on April 24, 2023. The budget includes amounts needed to pay for council's policies and programs, needed to pay all debt obligations, the amount required for the requisitions the municipality is required to pay, estimated amounts from each source of revenue, and the amount to be transferred to the capital budget. There are no shortfalls to be recovered and the approved operating budget shows a surplus.

Bylaw 804-23 passed on August 10, 2023, establishes procedures to authorize and verify expenditures that are not included in the budget.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

2. Capital Budget (Mandatory)

Legislative requirements: MGA 245, 246

- 1. Has a capital budget been adopted prior to January 1 the calendar year?
- 2. Does the capital budget include the estimated amount for the following:
 - a. the amount needed to acquire, construct, remove or improve capital property;
 - b. the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - c. the amount to be transferred from the operating budget?

<u>Comments/Observations</u>: The Town of Onoway did not adopt a capital budget until April 24, 2023, which does not meet the legislated requirements under section 245 of the *MGA*. The adopted 2023 capital budget did include the amount needed to acquire, construct, remove or improve capital property; the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and the amount to be transferred from the operating budget as per section 246 of the *MGA*.

Meets Legislative Requirements: No

<u>Recommendations/Action Items</u>: Going forward, the capital budget must be passed prior to January 1st of each calendar year as per section 245 of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

2025 Capital Budget to be presented to Council and passed prior to January 1, 2025.

3. Three-Year Operating and Five-Year Capital Plans (Mandatory)

Legislative requirements: MGA 283.1, Municipal Corporate Planning Regulation 192/2017

- 1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit;
 - c. accumulated surplus/deficit?
- 2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
- 3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
- 4. Has council reviewed and updated its financial plan and capital plan annually?

<u>Comments/Observations</u>: The Town of Onoway included their 2023 three-year operating plan (2024-2026) as a part of the 2023 operating budget information. Council resolution #124/23 of April 24, 2023, approved the 2023 operating budget but did not include approval of the three-year operating plan, nor was there a separate resolution approving the three-year operating plan. The 2023 three-year operating plan also did not include anticipated accumulated surplus or deficit.

The Town of Onoway's 2023 five-year capital plan (2023-2028) does not have anticipated sources of revenue for the years 2024-2028. Council resolution #125/23 of April 24, 2023, approved the 2023 capital budget but did not include approval of the 2023 five-year capital plan, nor was there a separate resolution approving the five-year capital plan. The 2024 five-year capital plan (2025-2029) approved (resolution #107/24) April 11, 2024, does not have anticipated revenue sources.

Meets Legislative Requirements: No

<u>Recommendations/Action Items</u>: The three-year operating and five-year capital plans must be approved by council by resolution to meet legislative requirements under *section* 283.1 of the *MGA*. The three-year operating plan must include the accumulated surplus/deficit to meet legislative requirements. The five-year capital plan must include anticipated revenue sources to meet legislative requirements.

<u>Resources:</u> Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: <u>New Legislative Requirements for Municipal Financial & Capital Plans.</u>

Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3 year Operating Plan 2025-2027 presentation to Council for approval before 2024 year end will include surplus/deficit to meet Legislative requirements. 5 year Capital Plan 2025-2029 presentation to Council for approval before 2024 year end will

include anticipated revenue sources.

4. Auditor, Audited Financial Statements, Financial Information Return (Mandatory)

Legislative requirements: MGA 217, 276, 277 280, 281, Supplementary Accounting Principles and Standards Regulation 313/2000; Debt Limit Regulation 255/2000

- 1. Have one or more auditors for the municipality been appointed by council?
 - Have annual financial statements of the municipality been prepared for the immediately preceding year in accordance with
 - a. Canadian generally accepted accounting principles for municipal governments approved by the Public Sector Accounting Board; and
 - b. any modifications of the principles or any supplementary accounting standards or principles established by the Minister by regulation?
- 3. Do the financial statements include:

2.

- a. the municipality's debt limit;
- b. the amount of the municipality's debt as defined in the regulations under section 271;
- c. revenues received from the granting of rights over its properties for the purpose of providing a utility service, each as separate entries;
- d. the annual revenues received from the granting of each utility franchise agreement entered into the municipality separately; and
- e. the salaries of councillors, the chief administrative officer, and designated officers of the municipality?
- 4. Does the municipality make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
- 5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?
- 6. Has the auditor reported seperately to the council any improper or unauthorized transaction or non-compliance with this or another enactment or bylaw that was noted during the course of the audit?

<u>Comments/Observations</u>: The town's auditor was appointed on October 26, 2023, by council resolution 324/23. The auditor presented the audited 2023 financial statements at the April 11, 2024 council meeting, which was approved by council resolution 105/24. The town's debt limit and debt servicing limit are included in the financial statement. The town received a management letter from their auditor. The municipality makes financial statements available to the public through the municipal website; however, the 2023 audited financial statements were not available on the website by the required May 1, 2024 due date.

Meets Legislative Requirements: No

Recommendations/Action Items: The Town of Onoway should ensure its financial statements, or a summary of the financial statement, and the auditor's report of the financial statements are available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

A recurring annual reminder on the Monday before May 1 is in place for the CAO and Director of Corporate and Community Services to make the Audited Financial Statements public has been established.

5. Investments (Discretionary)

Legislative requirements: MGA 250

- 1. Are the investments of the municipality in one or more of the following:
 - a. Securities issued or guaranteed by the Crown in right of Canada or an agent of the crown, or the Crown in right of a province or territory or an agent of the province or territory;
 - **b.** securities of a municipality, school division, hospital district, health region under the *Regional Health Authorities Act* or regional services commission in Alberta;
 - c. securities that are issues or guaranteed by a bank, treasury branch, credit union or trust corporation;
 - d. units in pooled funds of all or any of the investments described above?
- 2. Does the municipality have any investments in shares of a corporation incorporated or continued under the Canada Business Corporations Act (Canada) or incorporated, continued, or registered under the Business Corporations Act?
 - a. If so, was the investment approved by the Minister?

Comments/Observations: The Town of Onoway does not have any investments.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

6. Borrowing (Discretionary)

Legislative requirements: MGA 251-259, Debt Limit Regulation 255/2000

- 1. Does the municipality have any debt?
- 2. Have all borrowings been authorized by a borrowing bylaw?
- 3. Does the borrowing bylaw set out:
 - a. the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - b. the maximum rate of interest, expressed as a percentage, the term, and terms of repayment of the borrowing, and
 - c. the source or sources of money to be used to pay the principal and interest owing under the borrowing?
- 4. Was the borrowing bylaw advertised (if required)?

<u>Comments/Observations</u>: The town passed Bylaw 804-23 on August 10, 2023. Bylaw 804-23 includes the amount of money to be borrowed and the general purpose, part of which is for an operating line of credit. Section 5 of the bylaw does not cite the maximum rate of interest, which is required by the legislation.

Meets Legislative Requirements: No

Recommendations/Action Items: The Town of Onoway will need to amend or replace the borrowing bylaw to include the maximum rate of interest expressed as a percentage to fully meet the legislated requirements in section 251 of the MGA.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

The maximum rate of interest as shown below in the new Borrowing Bylaw 812-24 passed May 9, 2024. (Bylaw 812-24 states: All sums borrowed under this Bylaw shall bear interest at a rate per annum not exceeding Prime Lending Rate (10%) plus thirty percent (30%) established from time to time by the Bank).

7. Loans (Discretionary)

Legislative requirements: MGA 264-265

- 1. Has the municipality loaned money to another organization?
- 2. Was the recipient of the loan:
 - a. one of the municipality's controlled corporations;
 - b. a non-profit organization; or
 - c. to a designated seller under the Gas Distribution Act as part of the capitalization of the designated seller by its shareholders?
- 3. Is the loan authorized by bylaw?
- 4. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned to be used;
 - b. the minimum rate of interest, the term and terms of repayment of the loan; and
 - c. the source or sources of money to be loaned?
- 5. Was the bylaw authorizing the loan advertised?

Comments/Observations: The Town of Onoway has not loaned money to another organization.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

8. Loan Guarantees (Discretionary)

Legislative requirements: MGA 264-265

- 1. Has the municipality guaranteed the repayment of a loan of another organization?
- 2. Was the loan guarantee for:
 - a. one of the municipality's controlled corporations; or
 - b. a non-profit organization?
- 3. Is the loan guarantee authorized by bylaw?
- 4. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be borrowed under the loan to be guaranteed and, in general terms, the purpose for which the money is borrowed;
 - b. the rate of interest under the loan or how the rate of interest is calculated, the term and terms of repayment of the loan; and
 - c. the source or sources of money to be used to pay the principal and interest owing under the loan if the municipality is required to do so under the guarantee?
- 5. Was the bylaw authorizing the guarantee advertised?

Comments/Observations: The Town of Onoway has not guaranteed the repayment of a loan of another organization.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

3.6 Assessment and Taxation

1. Assessment of Property (Mandatory)

Legislative requirements: MGA 284.2(1), 297, Matters Relating to Assessment Sub-classes Regulation 202/2017

- 1. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
- 2. When preparing the assessment of property, does the assessor assign one or more of the following assessment classes to the property:
 - a. class 1 residential;
 - b. class 2 non-residential;
 - c. class 3 farm land; and
 - d. class 4 machinery and equipment?
- 3. Has the municipality by bylaw divided class 1 into sub-classes?
- 4. Has the municipality by bylaw divided class 2 into the sub-classes prescribed by the regulations?

<u>Comments/Observations</u>: A qualified assessor was appointed by council resolution 325/23 passed at the October 26, 2023 organizational meeting. Bylaw 786-21 passed on April 1, 2021, which assigned one or more classes to each property and divided assessment classes 1 and 2 into sub-classes.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

2. Assessment Notices (Mandatory)

Legislative requirements: MGA 303, 308, 310, 311

- 1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
- 2. Does the assessment notice show the following information:
 - a. a description sufficient to identify the location of the property;
 - b. the name and mailing address of the assessed person;
 - c. whether the property is a parcel of land, an improvement or a parcel of land and the improvements to it;
 - d. if the property is an improvement, a description showing the type of improvement;
 - e. the assessment;
 - f. the assessment class or classes;
 - g. a notation if the property is fully or partially exempt from taxation under Part 10;
 - h. a notation if a deferral of the collection of tax under section 364.1 or 364.2 is in effect for the property;
 - i. any other information considered appropriate by the municipality or required by the Minister;
 - j. the notice of assessment date;
 - k. a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - I. information respecting filing a complaint in accordance with the regulations?
- 3. Have assessment notices been sent no later than July 1, and at least 7 days prior to the notice of assessment date?
- 4. Has a designated officer certified the date on which the assessment notice was sent?
- 5. Has the municipality published a notice that the assessment notices have been sent?

<u>Comments/Observations</u>: The Town of Onoway set a notice of assessment date of May 25, 2023. The combined assessment and taxation notices met all the legislated assessment notice requirements and were sent on May 17, 2023. The town published a notice and certified the date on which the notices were sent; however, a designated officer did not perform these actions as required by the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: The Town of Onoway must have a designated officer certify the date on which the assessment notice was sent as per section 310(4) of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

The Designated Officer Bylaw 815-24 has been passed on July 11, 2024 by Council.

3. Assessment Review Boards (Mandatory)

Legislative requirements: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

- 1. Has the municipality, by bylaw, established a local assessment review board?
 - a. Are at least three members appointed to this board?
 - b. Is the term of office for each member appointed established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - e. Have the appointed members received the mandatory training?
- 2. Has the municipality, by bylaw, established a composite assessment review board?
 - a. Are at least two members appointed to this board?
 - b. Is the term of the appointment established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - e. Have the appointed members received the mandatory training?
- 3. Has council appointed a person who has received the mandatory training as the clerk of the boards?
- 4. If the municipality has jointly established the local assessment review board, composite assessment review board, or both with one or more other municipalities:
 - a. Have the member councils jointly designated one of the board members as chair?
 - b. Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - c. Have the member councils jointly appointed the clerk of the assessment review boards?

<u>Comments/Observations</u>: The Town of Onoway passed Bylaw 780-21 on February 18, 2021, establishing a local assessment review board, composite assessment review board, and addresses all the requirements. Council resolution 292/23 at the October 26, 2023 organizational meeting appointed the chair, clerk, and panelists for the ARB as per Bylaw 780-21.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

4. Property Tax Bylaw (Mandatory)

Legislative requirements: MGA 326(1)(a), 353-357, Matters Relating to Assessment Sub-classes Regulation 202/2017

- 1. Is a property tax bylaw passed annually?
- 2. Does the property tax bytaw authorize the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of:
 - a. The expenditures and transfers set out in the budget of the municipality; and
 - b. The requisitions?
- 3. Are the requisitions listed within the tax rate bylaw for:
 - a. the amount required to be paid into the Alberta School Foundation Fund under section 167 of the *Education Act* that is raised by imposing a rate referred to in section 167 of the *Education Act*;
 - b. the requisition of school boards under Part 6, Division 3 of the Education Act;
 - c. the amount required to be paid to a management body under section 7 of the Alberta Housing Act; or
 - d. the amount required to recover the costs incurred for matters relating to the assessment of designated industrial property, and any other matters related to the provincial assessor's operations?
- 4. Are the rates in accordance with the:
 - a. assessment class (section 297);
 - b. Matters Relating to Assessment Sub-classes Regulation; and
 - c. A municipal assessment sub-class bylaw?
- 5. Are the calculations correct?
- 6. Is there a minimum tax applied?

Comments/Observations: Tax rate bylaw 800-23 passed on April 26, 2023, and authorized rates of taxation for the 2023 taxation year including the required requisitions in accordance with section 297 of the *MGA*. The town uses a single minimum tax rate that applies to all properties in the town. The estimated totals in the 2023 budget do not match the levies in the Bylaw 800-23. Bylaw 800-23 uses sub-class descriptions that are inconsistent with the descriptions set out in Assessment Class Bylaw 786-21. Bylaw 800-23 also uses the class/sub-class "other" which is not included in section 297 of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: The town must ensure the values used throughout the bylaw are consistent with the values in the corresponding budget which was passed by council. Sub-classes in the property tax bylaw must be consistent with the sub-classes established in the Assessment Class Bylaw 786-21 as allowed in section 297(2) of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Administration has discussed this with the appointed Assessor who recommends that Council update Assessment Class Bylaw 786-21 to align with the Tax Rate Bylaw sub class descriptions.

Also, appointed Assessor recommends other sub class descriptions be consolidated within legislated sub classes as per Section 297 MGA.

The above will take place prior to the passing of the 2025 Property Tax Rate Bylaw in April.

5. Tax Notices (Mandatory)

Legislative requirements: MGA 329, 333-336, 357

- 1. Does the tax notice show the following information:
 - a. a description sufficient to identify the location of the property or business;
 - b. the name and mailing address of the taxpayer;
 - c. the assessment;
 - d. the name, tax rate and amount of each tax imposed in respect of the property or business;
 - e. the total amount of all taxes imposed in respect of the property or business;
 - f. the amount of tax arrears, if any;
 - g. a notation if the property is the subject of an agreement between the taxpayer and the municipality under section 347(1) relating to tax arrears;
 - h. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a bylaw or agreement made under section 364.1 to defer the collection of tax;
 - i. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a deferral granted under section 364.2;
 - j. any other information considered appropriate by the municipality;
 - k. the date the tax notice is sent to the taxpayer;
 - I. the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - m. except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - n. the name and address of the designated officer with whom a complaint must be filed;
 - o. the dates on which penalties may be imposed if the taxes are not paid; and
 - p. information on how to request a receipt for taxes paid?
- 2. Has the municipality prepared and sent tax notices annually before the end of the year in which the taxes were imposed?
- 3. Has a designated officer certified the date the tax notices were sent?
- 4. If the property tax bylaw specifies a minimum amount payable as property tax, does the tax notice indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the Alberta School Foundation Fund requisition?

<u>Comments/Observations</u>: The town's combined assessment and taxation notices met all the legislated tax notice requirements and were sent on May 17, 2023. The town did certify the date on which the notices were sent, this was not done by a designated officer which does not meet legislated requirements under section 336(1) of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: A designated officer must certify the date the tax notices are sent under section 336(1) of the MGA.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

The Designated Officer Bylaw 815-24 has been passed on July 11, 2024 by Council.

6. Supplementary Assessments (Discretionary)

Legislative requirements: MGA 313, 315, 316

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- 1. Does the municipality require the preparation of supplementary assessments for improvements?
- 2. Is the preparation of supplementary assessments authorized by bylaw?
 - a. Was the bylaw or any amendments passed prior to May 1 of the year to which it applies?
 - Has the assessor set an additional notice of assessment date for supplementary assessment notices?
- 4. Has the municipality prepared and sent supplementary assessment notices for every assessed improvement shown on the supplementary assessment roll before the end of the year?
- 5. Does the supplementary assessment reflect the value of an improvement not previously assessed or an increase in the value of the improvement since it was last assessed?
- 6. Is the supplementary assessment prorated to reflect the number of months the improvement was complete, occupied, located or in operation?
- 7. Was the supplementary assessment roll prepared before the end of the year?
- 8. Did the supplementary assessment roll show:
 - a. The same information required to be shown on the assessment roll;
 - b. The date the improvement was completed, occupied, moved to the municipality, or became operational?
- 9. Does the supplementary assessment notice show:
 - a. The same information required to be shown on the supplementary assessment roll;
 - b. The notice of assessment date;
 - c. The statement that the assessed person may file a complaint and the deadline for doing so;
 - d. Information with respect to filing a complaint.

Comments/Observations: The Town of Onoway does not have a supplementary assessment bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

7. Supplementary Property Tax Bylaw (Discretionary)

Legislative requirements: MGA 369, 369.1

- 1. Has the council, in the same year when a bylaw authorizing supplementary assessments to be prepared in respect of property, passed a bylaw authorizing it to impose a supplementary tax?
- 2. Does the supplementary property tax bylaw use the same tax rates set in the property tax bylaw?
- 3. Are the tax rates required to raise the revenue to pay requisitions referred to in section 175 of the *Education Act* applied as supplementary tax rates?
- 4. Has the municipality prepared a supplementary tax roll?
- 5. Has the municipality prepared and sent supplementary tax notices for all taxable property shown on the supplementary tax roll?

Comments/Observations: The Town of Onoway does not have a supplementary tax bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

8. Tax Payment and Tax Penalty Bylaws (Discretionary)

Legislative requirements: MGA 339, 340, 344(1), 345(1), 357(1.1)

- 1. Has the municipality, by bylaw:
 - a. provided incentives for payment of taxes by the dates set out in the bylaw?
 - b. permitted taxes to be paid by instalments, at the option of the taxpayer?
- 2. Has the municipality passed a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes?
- 3. Has the municipality, by bylaw:
 - a. imposed penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice?
 - b. imposed penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed?

<u>Comments/Observations</u>: The town's tax penalties bylaw (bylaw 803-23) was passed on May 24, 2023. The bylaw imposes penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice. It imposes penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed and is in compliance with the legislated requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

9. Brownfield Tax Incentives (Discretionary)

Legislative requirements: MGA 364.1

- 1. Has the municipality, by bylaw, provided for full or partial exemptions from taxation, or deferrals of the collection of tax for brownfield properties?
- 2. Does the bylaw identify:
 - a. the brownfield properties in respect of which an application may be made;
 - b. the taxation year or years for which the identified brownfield properties may qualify for an exemption or deferral; and
 - c. any conditions the breach of which cancels an exemption or deferral and the taxation year or years to which the condition applies?
- 3. Was a public hearing held prior to second reading of the bylaw?

Comments/Observations: The Town of Onoway does not have brownfield tax incentives.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

10. Non-residential Tax Incentives (Discretionary)

Legislative requirements: MGA 364.2

- 1. Has the municipality, by bylaw, provided for full or partial exemptions from taxation, or deferrals of the collection of tax for non-residential properties or machinery and equipment?
- 2. Does the bylaw:
 - a. set criteria to be met for property to qualify for an exemption or deferral;
 - b. establish a process for the submission and consideration of applications; and
 - c. if the bylaw provides for any person other than the council to refuse to grant an exemption or deferral, a process for applying to the council for a review of those decisions, including the period of time within which the application must be made?
- 3. Does the bylaw allow for an exemption or deferral to apply or more than 15 consecutive taxation years?

Comments/Observations: The Town of Onoway does not have a non-residential tax incentives bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

3.7 Other Municipal Taxation Authority

1. Tax Agreements (Utilities/Linear Property) (Discretionary)

Legislative requirements: MGA 360

- 1. Has the council made a tax agreement with the operator of a public utility or of linear property who occupies the municipality's property?
- 2. Does the agreement provide that the municipality accepts payment of the amount calculated under the agreement in place of the tax or other fees and charges specified in the agreement?
- 3. If the agreement is with an operator who is subject to regulation by the Alberta Utilities Commission, has the agreement been approved by the commission?

<u>Comments/Observations</u>: The Town of Onoway does not have a tax agreement with the operator of a public utility or of linear property in the municipality.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

2. Business Tax (Discretionary)

Legislative requirements: MGA 369.1, 371-379

- 1. Has the municipality passed a bylaw authorizing a tax in respect to all businesses operating in the municipality?
- 2. Was the bylaw, or any amendment to it, passed before May 1 in the year to which it applies?
- 3. Does the bylaw:
 - a. require assessments of businesses operating in the municipality to be prepared and recorded on a business tax roll;
 - b. specify one or more methods of assessment as specified in section 374(b); and
 - c. specify the basis on which a business tax may be imposed as specified in section 347(c)?
- 4. Does the municipality pass a business tax rate bylaw annually?
- 5. Does the business tax rate bylaw set the business tax rate, and if applicable, set a business tax rate for each class?
- 6. If the municipality passes a supplementary assessment bylaw, has the municipality also passed a bylaw imposing a supplementary business tax with respect of those businesses?

Comments/Observations: The Town of Onoway does not impose a business tax.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

3. Community Revitalization Levy (Discretionary)

Legislative requirements: MGA 381.1-381.5

- 1. Has a community revitalization levy bylaw been passed for the municipality?
- 2. Has the community revitalization levy bylaw, or any amendment to the bylaw, been approved by the Minister?

Comments/Observations: The Town of Onoway has not passed a community revitalization levy bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

4. Special Tax (Discretionary)

Legislative requirements: MGA 382-387

- 1. Has the council passed a special tax bylaw annually to raise revenue to pay for a specific service or purpose?
- 2. Is the special tax imposed on one or more of the following:
 - a. a waterworks tax;
 - b. a sewer tax;
 - c. a boulevard tax;
 - d. a dust treatment tax;
 - e. a paving tax;
 - f. a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities and water facilities;
 - g. a tax to enable the municipality to provide incentives to health professionals to reside and practice in the municipality;
 - h. a fire protection area tax;
 - i. a drainage ditch tax;
 - j. a tax to supply water for the residents of a hamlet; or
 - k. a recreational services tax?
- 3. Does the special tax bylaw include:
 - a. the specific service or purpose for which the bylaw is passed;
 - b. a description of the area of the municipality that will benefit from the service or purpose;
 - c. the estimated cost of the service or purpose; and
 - d. whether the tax rate is to be based on the assessment prepared, each parcel of land, each unit of frontage, or each unit of area and set the tax rate to be imposed in each case?
- 4. Is the estimated cost of the specific service or purpose included in the budget of the municipality?
- 5. Is the revenue raised used only for the specific service or purpose stated in the bylaw?
- 6. If there is any excess revenue, did the municipality advertise the use to which it proposes to put the excess revenue?

<u>Comments/Observations</u>: The Town of Onoway passed a special tax bylaw on April 26, 2023, for recreational services. The bylaw authorizes a special tax levied on each taxable property within the corporate limits of the town. The special tax bylaw is passed annually in compliance with the legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

5. Local Improvement Tax (Discretionary)

Legislative requirements: MGA 391-409

- 1. If a local improvement has been proposed, has the municipality prepared a local improvement plan?
- 2. Does the local improvement plan:
 - a. Include the proposed local improvement and its location;
 - b. identify the parcels of land in respect of which the local improvement tax will be imposed, and the person who will be liable to pay the local improvement tax;
 - state whether the tax rate is based on the assessment prepared, each parcel of land, each unit of frontage, or each unit of area;
 - d. include the estimated cost of the local improvement;
 - e. include the period over which the cost of the local improvement will be spread;
 - f. include the estimated cost of the local improvement to be paid by the municipality, from revenue raised by the local improvement tax, and from other sources of revenue; and
 - g. include any other information the proponents of the local improvement consider necessary.
- 3. Did the municipality provide notice to the persons liable to pay the local improvement tax that a local improvement plan has been prepared?
 - a. Did the notice include a summary of the information included in the local improvement plan?
- 4. Has the municipality passed a local improvement tax bylaw in respect of each local improvement?
- 5. Does the bylaw include:
 - a. all the information required to be included in the local improvement plan;
 - b. provide for equal payments during each year in the period over which the cost of the local improvement is spread;
 - c. set a uniform tax rate to be imposed based on the cost of the local improvement less any financial assistance provided by the Federal or Provincial government; and
 - d. any other information the council considers necessary?

Comments/Observations: The Town of Onoway does not have any local improvement plans or taxes.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

6. Clean Energy Improvement Tax (Discretionary)

Legislative requirements: MGA 390.1-390.9

- 1. Has the municipality passed a clean energy improvement tax bylaw?
- 2. Does the bylaw set out:
 - a. the types of private property that are eligible for a clean energy improvement;
 - b. eligible clean energy improvements;
 - c. the amount of money to be borrowed to finance clean energy improvements;
 - d. the maximum rate of interest, the term and the terms of repayment of the borrowing;
 - e. the source or sources of money to be used to pay the principal and interest owing under the borrowing;
 - f. indicate that a clean energy improvement tax will be charged based on the clean energy agreement with the owner;
 - g. identify the period over which the cost of each eligible clean energy improvement will be spread, which shall not exceed the probably lifetime of the improvement;
 - h. the process by which the owner of a property can apply for a clean energy improvement;
 - i. any other information the council considers necessary or advisable; and
 - j. any requirements imposed by the regulations.
- 3. Prior to second reading of the bylaw, was a public hearing held?
- 4. Before a clean energy improvement is made to a property, did the municipality and the owner enter into a clean energy improvement agreement?
- 5. Does the clean energy improvement agreement specify:
 - a. the proposed clean energy improvement;
 - b. the property in respect which the clean energy improvement tax will be imposed;
 - c. that the owner of the property is liable to pay the clean energy improvement tax;
 - d. the amount required to recover the costs of the clean energy improvement and the method of calculation used to determine that amount;
 - e. the period over which the clean energy improvement tax will be paid;
 - f. the portion of the amount required to recover the costs to be paid by the municipality, from revenue raised by the clean energy improvement tax, and from other sources of revenue;
 - g. how the clean energy improvement tax will be revised in the event of the subdivision or consolidation of the property; and
 - h. any other information the municipality considers necessary or advisable?

Comments/Observations: The Town of Onoway does not have a clean energy improvement tax bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

7. Other Taxes (Discretionary)

Legislative requirements: MGA 388, 409.1

- 1. Does the municipality have a well drilling equipment tax bylaw authorizing a tax in respect of equipment used to drill a well for which a license is required under the Oil and Gas Conservation Act?
- 2. Has the municipality by bylaw authorized a levy in respect of all sand and gravel businesses operating in the municipality?

Comments/Observations: The Town of Onoway does not have a well drilling tax or sand and gravel levy bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

8. Adding Amounts to the Tax Roll (For Discussion)

Legislative requirements: MGA 553

- 1. Is the municipality aware that the following amounts may be added to the tax roll of a property by council:
 - a. unpaid cost referred to in section 35(4) or 39(2) of the MGA relating to service connections of a municipal public utility that are owing by the owner of the parcel;
 - b. unpaid charges referred to in section 42 of the MGA for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
 - c. unpaid expenses and costs referred to in section 549(5)(a) of the MGA, if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
 - d. costs associated with tax recovery proceedings related to the parcel;
 - e. if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel;
 - e.1 if the municipality has passed a bylaw requiring the owner or occupant of a parcel to keep the sidewalks adjacent to the parcel clear of snow and ice, unpaid expenses and costs incurred by the municipality for removing the snow and ice in respect of the parcel;
 - f. unpaid costs awarded by a composite assessment review board under section 468.1 of the MGA or the Land and Property Rights Tribunal under section 501 of the MGA, if the composite assessment review board or the Land and Property Rights Tribunal has awarded costs against the owner of the parcel in favour of the municipality and the matter before the composite assessment review board or the Land and Property Rights Tribunal was related to the parcel;
 - f.1 the expenses and costs of carrying out an order under section 646 of the MGA; and
 - g. any other amount that may be added to the tax roll under an enactment.
- 2. When an amount is added to the tax roll of a parcel:
 - a. is deemed for all purposes to be a tax imposed under Division 2 of Part 10 of the MGA from the date it was added to the tax roll; and
 - b. forms a special lien against the parcel of land in favour of the municipality from the date it was added to the tax roll.

3.8 Tax Recovery

1. Tax Arrears List (Mandatory)

Legislative requirements: MGA 412, 436.03

- 1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears prior to March 31 annually?
 - a. Have 2 copies of the list been sent to the Registrar?
 - b. Has a copy of the list been sent to the Minister responsible for the Unclaimed Personal Property and Vested Property Act?
 - c. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?
- 2. Has a tax arrears list been prepared showing the designated manufactured homes in the municipality for which there are tax arears for more than one year?
 - a. Has the municipality registered a tax recovery lein against each designated manufactured home shown on the tax arrears list?
 - b. Were the owners of each designated manufactured home been given written notice that a tax recovery lein has been registered against the designated manufactured home?
 - c. Was the owner of each manufactured home community containing one or more designated manufactured homes shown on the tax recovery list notified in writing that a a tax recovery lein has been registered?
- 3. Have the tax recovery lists been posted in a place that is accessible to the public during normal business hours?

Comments/Observations: The Town of Onoway prepared the 2023 tax arrears list and submitted two copies of the list to the Registrar before the legislated deadline. The list is posted within the town office, and persons liable to pay the tax arrears were notified a list has been prepared. The town did not send a copy of the list to the Minister responsible for the Unclaimed Personal Property and Vested Property Act.

Meets Legislative Requirements: No

Recommendations/Action Items: The Town of Onoway must ensure a copy of the arrears list is sent to the Minister responsible for the Unclaimed Personal Property and Vested Property Act as required under section 412 (1) (b.1) of the MGA.

Resources: A Guide to Tax Recovery in Alberta can be found at <u>https://www.alberta.ca/municipal-government-resources</u> under *Property assessment and taxation*. Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

The list was provided through Tax Service, Contractor for Tax Recovery. Email verification can be provided.

2. Tax Agreements (Discretionary)

Legislative requirements: MGA 418(4), 436.09(4)

- 1. Has the municipality entered into an agreement with the owner of a parcel of land shown on the tax arrears list?
- 2. Does the period of time for the payment of tax arrears exceed 3 years?

<u>Comments/Observations</u>: The Town of Onoway does not have any tax agreements with the owner of a parcel of land shown on the tax arrears list.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

3. Tax Recovery Auctions – Land (Mandatory)

Legislative requirements: MGA 418-422

- 1. Has the municipality offered for sale at public auction any parcel of land shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
- 2. Did the council set:
 - a. for each parcel of land to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale.
- 3. Did the municipality advertise the public auction:
 - a. in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date of the public auction; and
 - b. in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date of the public auction.
- 4. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each parcel of land to be offered for sale?
- 5. Does the advertisement state the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction?
- 6. Did the municipality send a copy of the advertisement placed in The Alberta Gazette to:
 - a. the owner of each parcel of land to be offered for sale;
 - each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar; and
 - c. each encumbrance shown on the certificate of title for each parcel to be offered for sale?
- 7. Did the municipality adjourn the holding of a public auction to any date within 2 months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

<u>Comments/Observations</u>: The Town of Onoway has not been required to conduct a tax sale recently for any parcel of land on its tax arrears list but administration is aware of the legislation.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

4. Tax Recovery Auctions – Designated Manufactured Homes (Mandatory)

Legislative requirements: MGA 436.08-436.13

- 1. Not later than August 1 following the preparation of the tax arrears list, has the municipality in respect to each designated manufactured home (DMH) shown on the tax arrears list sent a written notice to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
- 2. Does the notice state that if the tax arrears are not paid before March 31 in the next year, the municipality will offer the DMH for sale at public auction?
- 3. Has the municipality offered for sale at public auction any DMH shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
- 4. Did the council set:
 - a. for each DMH to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale.
- 5. Did the municipality advertise the public auction in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 30 days before the date of the public auction?
- 6. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each DMH to be offered for sale?
- 7. Did the municipality send a copy of the advertisement to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
- 8. Did the municipality adjourn the holding of a public auction to any date within 2 months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

<u>Comments/Observations</u>: The Town of Onoway has not been required to conduct a tax sale recently for a designated manufactured home on its tax arrears list but administration is aware of the legislation.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

3.9 Planning and Development

1. Municipal Development Plan (Mandatory)

Legislative requirements: MGA 216.4, 606, 632, 641, 692

- 1. Has the municipality adopted a Municipal Development Plan (MDP) by bylaw?
- 2. Does the MDP address:
 - a. future land use;
 - b. future development;
 - c. coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - d. transportation systems within the municipality and in relation to adjacent municipalities;
 - e. provision of municipal services and facilities;
 - f. policies respecting municipal reserve lands; and
 - g. policies respecting the protection of agricultural operations?

<u>Comments/Observations</u>: Bylaw 776-20 was passed on September 17, 2020, adopting a municipal development plan for the Town of Onoway. The town has an intermunicipal development plan with Lac Ste. Anne County. Bylaw 776-20 does not contain policies respecting the protection of agricultural operations as required by section 632(3)(f) of the *MGA*.

Meets Legislative Requirements: No

<u>Recommendations/Action Items:</u> Bylaw 776-20 must be amended or replaced to include policies respecting the protection of agricultural operations to meet legislative requirements.

Resources: Municipal Affairs has prepared a <u>Guidebook for preparing a municipal development plan</u>. Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Administration is working with the contracted Development Officer to implement.

2. Land Use Bylaw (Mandatory)

Legislative requirements: MGA 606, 640, 642(1), 692(4), Subdivision and Development Regulation 84/2022

- 1. Is there a land use bylaw?
- 2. Does the land use bylaw:
 - a. divide the municipality into districts (zones);
 - b. establish a method of making decisions on development permit applications, including provisions for:
 - c. the types of development permits that may be issued;
 - d. processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - e. the conditions (contained in the land use bylaw) that development permits may be subject to;
 - f. how long development permits remain in effect (if applicable);
 - g. the discretion the development authority may exercise with respect to development permits;
 - h. provide for how and to whom notice of the issuance of development permits is to be given;
 - i. establish the number of dwelling units permitted on a parcel of land; and
 - j. identify permitted and discretionary uses?
- 3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
 - a. the municipal address/legal address of the parcel of land;
 - b. a map showing the location of the parcel of land;
 - c. written notice to the assessed owner of that parcel of land; and
 - d. written notice to the assessed owner of the adjacent parcel of land;
 - e. the purpose of the bylaw amendment or change and public hearing;
 - f. the address where the proposed bylaw, and any documents can be inspected; and
 - g. the date, time, and place of the public hearing?

<u>Comments/Observations</u>: Bylaw 712-13 land use passed on March 6, 2014, and amendments up to bylaw 746-18 passed on August 16, 2018, were found compliant during the town's 2019 MAP review. Subsequent amendments in 2021 passed on October 7, 2021, and a current notice for an amendment under 807-24, the notice for 807-24 meets legislative compliance.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

3. Subdivision and Development Appeal Board (Mandatory)

Legislative requirements: MGA 627, 628, Subdivision and Development Regulation 84/2022

- 1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
- 2. Does the SDAB bylaw describe the functions and duties of the SDAB?
- 3. Do the SDAB members exclude those who are:
 - a. municipal employees;
 - b. members of the municipal planning commission; and
 - c. individuals who can carry out subdivision and development powers on behalf of the municipality?
- 4. Is there no more than one councillor appointed to serve on a panel of the board?
- 5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
- 6. Is there a clerk appointed to the SDAB?
- 7. Has the clerk successfully completed the required SDAB training?
- 8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
- 9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

<u>Comments/Observations</u>: Bylaw 752-18 passed on December 20, 2018, establishes the subdivision and development appeal board for the Town of Onoway, excluding members in accordance with the *MGA*. Bylaw requires members to complete training before participating and clerks to be designated officers, and they must meet the training requirements before appointment. At the October 26, 2023, organizational meeting, council resolution 293/23 appointed two SDAB designated officers/clerks and ten board members.

There are no council members appointed to the SDAB as they are members of the municipal planning commission. Bylaw 752-18 under section 2.9. requires the town annually submit to the province the number of SDAB clerks and members appointed including status of the required training, the 2022 MIR report includes that a SDAB has been established but does not include the appointees or training information.

Meets Legislative Requirements: No

Recommendations/Action Items: Appointees must have the required training and the town must include all required information in the annual Municipal Information Return.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

<u>Municipal Response</u>: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Administration has confirmed all required training and will be submitted with the Annual MIR in 2025.

4. Off-site Levies (Discretionary)

Legislative requirements: MGA 648, 648.2

- 1. Has the municipality by bylaw provided for the imposition and payment of a levy in respect to land that is to be developed or subdivided, and authorized an agreement to be entered into in respect of the payment of the levy?
- 2. Does the bylaw impose an off-site levy on land owned by a school board that is to be developed for a school?
- 3. Does the bylaw provide for the payment of capital costs relating to one or more of:
 - a. new or expanded facilities for the storage, transmission, treatment or supplying of water;
 - b. new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
 - c. new or expanded storm water drainage facilities;
 - d. new or expanded roads required for or impacted by a subdivision or development;
 - e. new or expanded transportation infrastructure required to connect, or to improve the connection of, municipal roads to provincial highways resulting from a subdivision or development;
 - f. land required for or in connection with any of the above facilities;
 - g. new or expanded community recreation facilities;
 - h. new or expanded fire hall facilities;
 - i. new or expanded police station facilities; or
 - j. new or expanded libraries?
- 4. Does another off-site levy bylaw apply to the same lands for the same purpose?
- 5. Was the off-site levy bylaw advertised?
- 6. Does the calculation of the off-site levy:
 - a. take into account criteria such as area, density or intensity of use;
 - b. recognize variation among infrastructure, facility and transportation infrastructure types;
 - c. maintain consistency across the municipality for that type of infrastructure, facility or transportation infrastructure; and
 - d. be fair and reasonable in the municipality?
- 7. Does the bylaw include a requirement for periodic reviews of the off-site levy calculation?

<u>Comments/Observations</u>: Bylaw 511-98 establishes an off-site levy for the Town of Onoway. The bylaw does not include a requirement for periodic reviews of the off-site levy calculation as required by section 648.2(5) of the MGA.

Meets Legislative Requirements: No

<u>Recommendations/Action Items</u>: Bylaw 511-98 should be amended to include a requirement for periodic reviews of the offsite levy calculation to meet legislative requirements.

<u>Resources:</u> Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Administration will amend Bylaw 511-98 to include this requirement for periodic reviews of the off-site levy calculation.

5. Municipal Planning Commissions (Discretionary)

Legislative requirements: MGA 625

- 1. Has the municipality established a municipal planning commission by bylaw?
- 2. Has the municipality entered into an agreement with one or more municipalities to establish an intermunicipal planning commission or an intermunicipal service agency by bylaw?
- 3. Does the bylaw establishing the municipal planning commission or the agreement establishing an intermunicipal planning commission:
 - a. provide for the applicable matters described in section 145(3);
 - b. prescribe the functions and duties of the commission, including but not limited to subdivision and development powers and duties, and
 - c. in the case of an intermunicipal planning commission, provide for its dissolution.
- 4. Does the bylaw delegate, by agreement, any of its subdivision authority or development authority powers, duties, or functions to:
 - a. municipal planning commission,
 - b. a regional services commission, or
 - c. an intermunicipal service agency?

<u>Comments/Observations</u>: Bylaw 523-98 passed on November 9, 1998, establishes the town's municipal planning commission, and meets the legislative requirements. At the October 26, 2023 organizational meeting, resolution 331/23 appoints council as a whole to the municipal planning commission. The bylaw does not delegate any of its subdivision or development authority powers, duties, or functions.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No actions required.

6. Area Structure Plans (Discretionary)

Legislative requirements: MGA 633

- 1. Has the municipality adopted an area structure plan for the purpose of providing a framework for subsequent subdivision and development of an area of land?
- 2. Does the area structure plan describe:
 - a. the sequence of development proposed for the area;
 - b. the land uses proposed for the area, either generally or with respect to specific parts of the area;
 - c. the density of population proposed for the area either generally or with respect to specific parts of the area; and the general location of major transportation routes and public utilities?
- 3. Does the area structure plan contain any other matters, including matters relating to reserves, as the council considers necessary?

<u>Comments/Observations</u>: Bylaw 690-10 passed on May 10, 2010 adopts an area structure plan for the Town of Onoway. The plan addresses the sequence of development proposed for the area, the land uses proposed for the area, the density of population proposed for the area, and the general location of major transportation routes and public utilities. The area structure plan is compliant with the legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No actions required.

7. Area Redevelopment Plans (Discretionary)

Legislative requirements: MGA 634, 635, 647

- 1. Has the municipality designated an area of the municipality as a redevelopment area for the purpose of any or all the following:
 - a. preserving or improving land and buildings in the area;
 - b. rehabilitating buildings in the area;
 - c. removing buildings from the area;
 - d. constructing or replacing buildings in the area;
 - e. establishing, improving or relocating roads, public utilities or other services in the area;
 - f. facilitating any other development in the area?
- 2. Has the municipality, by bylaw, adopted an area redevelopment plan?
- 3. Does the plan describe:
 - a. the objectives of the plan and how they are proposed to be achieved;
 - b. the proposed land uses for the redevelopment area;
 - c. if a redevelopment levy is to be imposed, the reasons for imposing it;
 - d. any proposals for the acquisition of land for any municipal use, school facilities, parks and recreation facilities or any other purposes the council considers necessary; and
 - e. contain any other proposals that the council considers necessary?
- 4. Does the plan bylaw provide for the imposition and collection of a levy to be known as a "redevelopment levy", and authorize a designated officer, with or without conditions, to perform any function with respect to the imposition and collection of that redevelopment levy?

Comments/Observations: The Town of Onoway has not designated an area of the municipality as a redevelopment area.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

8. Joint Use and Planning Agreements (For Discussion)

Legislative requirements: MGA 670.1, 672 and 673, Education Act 53.1

- 1. Where a school board is operating within the municipal boundaries of a municipality, has the municipality entered into an agreement with the school board?
- 2. Does the agreement contain provisions:
 - a. establishing a process for discussing matters relating to:
 - i. the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
 - ii. transfers under section 672 or 673 of the MGA of municipal reserves, school reserves and municipal and school reserves in the municipality;
 - iii. disposal of school sites;
 - iv. the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
 - v. the use of school facilities, municipal facilities and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them; and
 - vi. how the municipality and the school board will work collaboratively,
 - b. establishing a process for resolving disputes, and
 - c. establishing a time frame for regular review of the agreement, and may, subject to the governing legislation, contain any other provisions the parties consider necessary or advisable?

<u>Comments/Observations</u>: The Town of Onoway does not have a joint use and planning agreement currently. The CAO was advised of the upcoming legislative requirements.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

9. Reserve Lands (Mandatory)

Legislative requirements: MGA 664.1(1), 666(1), 667(1), 669(1), 672(1), 673(1), 674(1), 676(1)

- 1. Does the municipality receive "subdivision approval applications" for approval to subdivide a parcel of land?
- 2. Does the municipality as a subdivision authority require the owner of a parcel of land that is the subject of a proposed subdivision:
 - a. To provide part of that parcel of land as municipal reserve, school reserve or municipal and school reserve?
 - b. to provide money in place of municipal reserve, school reserve or municipal and school reserve, or
 - c. to provide any combination of land or money referred above?
- 3. If money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, does the municipality ensure the applicant provide:
 - a. a market value appraisal of the land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made as if the use proposed for the land conforms with any use prescribed in a statutory plan or land use by law for that land, and
 - b. on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made? Or
 - c. if the applicant and the subdivision authority agree, a land value based on a method other than those described above?
- 4. Has the municipality as a subdivision authority directed that the requirement to provide all or part of the municipal reserve, school reserve or municipal and school reserve be deferred against:
 - a. the remainder of the parcel that is the subject of the proposed subdivision approval, or
 - b. other land of the person applying for subdivision approval that is within the same municipality as that parcel of land, or both?
- 5. Has the municipality ensured if a school board holds an interest in a school reserve, municipal and school reserve or municipal reserve under this or previous legislation and declares that the reserve is surplus to the school board's needs, the school board must transfer its interest in the land to the municipality where the reserve is located, for the consideration agreed on between them?
- 6. Has the municipality transferred municipal reserve of its interest in municipal and school reserve to a school board?
- 7. Did the municipality hold a public hearing in accordance with the legislation and advertise in accordance with the legislation before any of the following occurs:
 - a. the sale, lease or other disposal of municipal reserve, community services reserve or municipal and school reserve
 - i. by a council, or
 - ii. municipal and school reserve by a council and a school board; or
 - b. the making of a bylaw requiring the school building footprint of a school reserve, municipal and school reserve or municipal reserve referred to in above to be designated as community services reserve; or
 - c. the disposal of conservation reserve by a municipality as permitted by legislation.
- 8. Has the municipality sold, leased, or otherwise disposed of conservation reserve?
- 9. Has the municipality ensured that lands designated as conservation reserve remains in its natural state?
- 10. Has the municipality by bylaw, after giving notice in accordance with the legislation and holding a public hearing in accordance with the legislation:
 - a. used an environmental reserve for a purpose not specified in the legislation; or
 - b. transferred an environmental reserve to the Crown or an agent of the Crown for consideration, as agreed, or
 - c. leased or disposed of an environmental reserve other than by a sale for a term of not more than 3 years; or
 - d. change the boundaries of an environmental serve or environmental reserve easement in order to correct an omission, error or other defect in the certificate of title, or to rectify an encroachment problem or other concern.

<u>Comments/Observations</u>: The Town of Onoway has subdivided lands that included part of the subdivision as municipal reserves. The town has not disposed of any municipal or school reserves.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No actions required.

Section 4: Conclusion

Your participation and cooperation during the 2024 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Onoway reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety is to be shared with council during an open session to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are posted on the municipality's website.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable, and transparent local governments.



Town of Onoway Request for Information

Meeting:	Council Meeting
Meeting Date:	October 10, 2024/November 14, 2024
Presented By:	Jennifer Thompson, Chief Administration Officer
Title:	Updated Procedural Bylaw

BACKGROUND / PROPOSAL

Administration has worked with legal counsel on an updated Procedural Bylaw that incorporates suggestions from Municipal Affairs through the MAP Review.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The updated Procedural Bylaw is more robust in providing procedures to be followed. The current Procedural Bylaw is attached for Council reference.

<u>Part I</u> is made up of definitions of terms within the bylaw. There are more definitions that help provide clarity of meanings.

Part II - Nominations and Elections Procedures

This formalizes the procedure that is currently used however Council will need to appoint Administration staff as election officers. Administration suggests that this should be done at the Organizational meeting which would be in place until the next organizational meeting.

<u>Part III</u> – Designation of Councillor to Act in Place of the Mayor Deputy Mayor is an annually appointed position that is appointed at the Organizational meeting. This section also provides the procedure to occur if the Mayor & Deputy Mayor are unable to perform their duties.

Part IV – Meetings and Notices

This section indicates that the inaugural meeting of Council shall be called by the CAO. Council members are to complete the oath of office and affirm they will comply with the Council Code of Conduct Bylaw.

Inaugural Meetings are called by the CAO

Organizational meeting shall be held annually

Meetings

Organizational meetings

192(1) Except in a summer village, a council must hold an organizational meeting annually not later than 14 days after the 3rd Monday in October.

Onoway Town Council Agenda November 14, 2024

At the Organizational Meeting, Council will elect a Mayor & Deputy Mayor from its members and they will hold that position until the next organizational meeting.

All members of Council must be present at the Organizational Meeting to set the dates, times and location of meetings. Council also has the ability to change Council meetings dates and times through resolution.

There is a new section for meetings to be held electronically and virtually. (Section 10)

Closed Session has been redefined to "Closed Meeting" as suggested by Municipal Affairs.

Electronic Means and Virtual Meetings

A section detailing that Council may meet via electronic means and hold virtual meetings has been added.

Part V - Meetings - General Matters

Timing

To achieve quorum, 15 minutes is allotted to achieve quorum.

Time for public to attend after Closed session of Council has been set to 5 minutes.

Public Input Session

Under Section 15.4 a Public Input Session has been included in the agenda. More detail of the public input session is in Section 44. Please note that members of the public who wish to speak during the Public Input Session are limited to speak about items on the current meeting agenda.

Minutes and Meeting Records

The name of the Councillor making the motion shall be recorded. Please note: some municipalities are removing this so that the name of a member making a motion is NOT recorded.

Section 16 Minutes and Meeting records

16.4 notes that motions will be recorded as carried unanimously or defeated unanimously if all members vote in favour or against. Other motions that do not receive unanimous consent or defeat will be recorded as "carried" or "defeated"

Section 17 Notice of Motion

A notice of motion has been added. It is a way for a member of Council to introduce a report to be considered by Council. This allows for Council to provide direction to Administration on an item.

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Part VI – Role of the Chair and Meeting Conduct

This portion of the proposed bylaw speaks to contact during meetings.

Part VII - Rules of Debate and Limits to Speaking

There is more clarification of procedures during meetings regarding rules of debate, and limits on speaking,

Part VIII - Motions

This section speaks to motions and details procedures of motions.

Part IX - Voting

Procedures for voting.

NOTE: Does council want to include 40.6 The Minutes will include a Recorded Vote for every motion

Part X – Public Input Other than Public Hearings

This is a new section allowing for public input during council meetings. This is a session that is scheduled for no longer than 15 minutes. Registering to speak is encouraged and those that have registered would have the opportunity to be heard first. Each person has a maximum of 5 minutes to speak.

Speakers must only speak to an item on the current agenda.

Part XI – Public Hearings

Public hearings are required to have a virtual component.

Part XII – Bylaws

Reiteration of the procedure for adopting bylaws.

Part XIII – Administration and Approval

Allowance for electronic signatures for minutes, and documents applicable to the Procedure Bylaw are added in this bylaw.

NOTE: Legal Counsel recommends a policy to allow for electronic signature of other documents. This item will be presented to Council at a later time.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

RECOMMENDED ACTION

To be determined from deliberations

ATTACHMENTS

DRAFT Procedural Bylaw

Onoway Town Council Agenda November 14, 2024

BYLAW NO. _____ TOWN OF ONOWAY

Being a Bylaw of the Town of Onoway to regulate the proceedings and the conduct of business at Town of Onoway Council and Committee Meetings.

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c M-26, Council may pass bylaws related to the procedures to be followed by Council and Council Committees;

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

1. TITLE: The Bylaw may be cited as the Council Procedure Bylaw.

PART I – DEFINITIONS AND INTERPRETATION

2. DEFINITIONS.

2.1. In this bylaw:

- 2.1.1. "Act" means the Municipal Government Act, R.S.A. 2000, c M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.1.2. "Acting Mayor" means the Councillor appointed by resolution of Council to act as Mayor in the absence or incapacity of both the Mayor and the Deputy Mayor;
- 2.1.3. "Adjourn" used in relation to any meeting means to terminate the meeting;
- 2.1.4. "Administration" means the employees of the Town of Onoway, led by the CAO;
- 2.1.5. "Agenda" means the list of items comprising the agenda and the order in which those items appear on the agenda for a Regular or Special meeting of Council prepared pursuant to this bylaw;
- 2.1.6. "Bylaw" means a bylaw of the Town of Onoway;
- 2.1.7. "CAO" means the Chief Administrative Officer, or delegate, for the municipality;
- 2.1.8. "Chair" means the person who has the authority to preside over a meeting, and when in attendance at Council Meetings shall mean the Mayor;
- 2.1.9. "Closed Meeting" means a meeting or a portion of a meeting which is held without the public present in accordance with the Act and the *Freedom of Information and Protection of Privacy Act,* RSA 2000, c F-25;

- 2.1.10. "Committee" means a committee, board, commission, or other body established by Council under the Act, but does not include an assessment review board, or subdivision and development appeal board;
- 2.1.11. "Committee Meeting" means any gathering of quorum of a Committee where the Committee provides direction on any matter over which the Committee has jurisdiction;
- 2.1.12. "Consensus" means that no objection is raised on a non-substantive motion put to Council;
- 2.1.13. "Consent Agenda" means the items included under this heading in the Agenda, which are moved and voted on without debate in one motion, such items typically including routine business and reports;
- 2.1.14. "Council" means the Mayor and Councillors of the Town of Onoway elected pursuant to the provisions of the *Local Authorities Election Act* RSA 2000, c L-21;
- 2.1.15. "Council Chamber" means the room that has been designated for the purposes of holding regular Council Meetings;
- 2.1.16. "Councillor" means a member of Council who is duly elected and continues to hold office;
- 2.1.17. "Council Meeting" means any gathering of quorum of Council where Council provides direction on any matter over which Council has jurisdiction, and includes a Public Hearing;
- 2.1.18. "Deputy Mayor" means the Councillor who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;
- 2.1.19. "Delegation" means any person(s) acting on behalf of themselves or authorized to act as representative(s) for another person, group, or organization appearing before Council at a Council Meeting to make a request or provide a presentation, but does not include speaking to a bylaw for which a Public Hearing has been held or scheduled;
- 2.1.20. "Disruption" means any act meant to impede the proceedings of a meeting whether the source be Council members, delegates or public at large;
- 2.1.21. "Election Officers" means the persons appointed by resolution of Council under Part II of this Bylaw to conduct an election, including collection and tabulation of results for such election, where required by this bylaw;
- 2.1.22. "Electronic Means" means an electronic or telephonic communication method that enables all participants attending a meeting to hear and communicate with each other during the course of the meeting;

- 2.1.23. "General Election" means an election held for all Members of Council to fill vacancies caused by the passage of time in accordance with the *Local Authorities Election Act*, RSA 2000, c L-21;
- 2.1.24. "Hybrid Meeting" means a meeting where some participants attend by Electronic Means and some attend in person;
- 2.1.25. "Mayor" is the chief elected official of the Town;
- 2.1.26. "Member" means a Member of Council duly elected who continues to hold office, or a Member of a Committee, duly appointed by Council to that Committee, as the context requires;
- 2.1.27. "Minutes" means the record of decisions of a meeting recorded in the English language without note or comment;
- 2.1.28. "Municipality" means the Town of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- 2.1.29. "Notice of Motion" means the document by which a Member of Council brings forward an item that they wish to be considered at a subsequent Council Meeting;
- 2.1.30. "Peace Officer" means a peace officer as defined in the *Peace Officer Act*, SA 2006, c P-3.5.
- 2.1.31. "Pecuniary Interest" means a pecuniary interest as defined in the Act;
- 2.1.32. "Point of Order" means bringing to the attention of the Chair and to Members that a person has broken a rule or made an error in procedure and asking that the rule be followed or that the error in procedure be corrected;
- 2.1.33. "Point of Privilege" means a request to the Chair and to Members to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members, or of Council or a Committee as a whole, despite other pending business currently before the meeting;
- 2.1.34. "Postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- 2.1.35. "Presentation" means information provided at a Council meeting by a Delegation or by representative(s) of an outside organization;
- 2.1.36. "Public Hearing" means a public hearing held pursuant to the Act or any other legislation, whether statutory or non-statutory;

- 2.1.37. "Public Input Session" means the time set aside at a Council Meeting for the public to address Council;
- 2.1.38. "Public Notice Posting Places" means, at minimum, the Town's website or, where the website is not accessible for technical reasons, at a location at the Town Hall which is accessible by the public;
- 2.1.39. "Quorum" means the number of Members to be present at a meeting to legally conduct business at the meeting;
- 2.1.40. "Recess" means to take a short break or intermission within a meeting that does not end the meeting, after which proceedings are immediately resumed at the point where they were interrupted;
- 2.1.41. "Recorded Vote" means that a record is kept in the Minutes of the Members voting for and against a motion;
- 2.1.42. "Special Meeting" is a special council meeting called pursuant to section 194 of the Act;
- 2.1.43. "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- 2.1.44. "Town" means the Town of Onoway;
- 2.1.45. "Town Hall" means the municipal office for the Town, located at 4812 51 Street, Onoway, Alberta T0E 1V0.;
- 2.1.46. "Virtual Meeting" means a meeting at which all persons entitled to participate in that meeting participate by Electronic Means;

3. INTERPRETATION AND APPLICATION

- 3.1. This bylaw applies to all Council Meetings and those participating in and attending those meetings.
- 3.2. The precedence of rules governing the procedure of Council is:
 - 3.2.1. the Act;
 - 3.2.2. other provincial legislation;
 - 3.2.3. this bylaw; and
 - 3.2.4. the current edition of *Robert's Rules of Order Newly Revised.*

- 3.3. Where Council makes this bylaw applicable to a Committee, it shall apply with all necessary modifications and:
 - 3.3.1. any reference to the Mayor shall be treated as reference to Chair;
 - 3.3.2. any reference to Councillor shall be treated as reference to a Member; and
 - 3.3.3. any reference to Council shall be treated as reference to Committee.
- 3.4. Notwithstanding the procedures in this bylaw, if a Committee establishes procedures that differ from the procedures in this bylaw, and provided such procedures are not inconsistent with the Act or other applicable provincial legislation, the procedures established by the Committee shall take precedence to the extent of the difference.
- 3.5. Council may, by resolution in accordance with this bylaw, temporarily suspend the rules or a specific rule established by this bylaw provided that such a suspension does not conflict with the Act or another enactment. A suspension of rules is only in effect for the meeting at which the resolution is passed.

PART II - NOMINATION AND ELECTION PROCEDURES

4. NOMINATIONS AND ELECTIONS

- 4.1 The following process applies to nomination and election procedures:
 - 4.1.1. Nominations must be called for three (3) times and nominations may be closed after the third call or by a "carried" motion that nominations cease.
 - 4.1.2. If only one (1) nomination is received for any one (1) position, the individual will be declared the nominee elected, by acclamation.
 - 4.1.3. If an election is required for any position, Election Officers shall be appointed by resolution of Council and the appointed Election Officers must conduct the election. Voting will be by secret ballot and each voting member must be given a ballot for this purpose.
 - 4.1.4. In the event a tie vote occurs for any position, the winner will be determined by a draw from a receptacle.
 - 4.1.5. All positions will be filled by Council appointing the candidates receiving the largest number of votes. If more than one (1) position is to be filled (including that of an alternate), on any given Committee, the candidates with the greater number of votes shall be declared appointed.
 - 4.1.6. Collection and tabulation of ballots will be performed by two (2) appointed Elections Officers with the name of the successful nominee delivered to, and announced by, the Mayor, without reference to the number of ballots cast.

- 4.1.7. Council may exercise the appointment of members to Committees, Boards, Commissions, etc. by nominations and elections or by resolution of Council.
- 4.1.8. If more than one (1) position is to be filled on any given Committee, Board, or Commission, the candidates with the greatest number of votes will be declared elected.
- 4.1.9. Once an election is completed, the appointed Election Officers must destroy all ballots from the elections held.

PART III – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR

5. DEPUTY MAYOR AND ACTING MAYOR

- 5.1. The Deputy Mayor must act as the Mayor when the Mayor is unable to perform the duties of Mayor or if the office of the Mayor is vacant. The Deputy Mayor has the same powers and responsibilities as the Mayor when acting as the Mayor.
- 5.2. In the absence of both the Mayor and the Deputy Mayor, Council may, by resolution, appoint a Councillor as Acting Mayor. The Councillor designated as Acting Mayor must act as the Mayor if both the Mayor and Deputy Mayor are unable to perform the duties of Mayor, or if the office of the Mayor and Deputy Mayor are vacant. The Acting Mayor has all the same powers and responsibilities as the Mayor when acting as the Mayor.

PART IV – MEETINGS AND NOTICE OF MEETINGS

6. INAUGURAL MEETING

- 6.1. The date of the Inaugural Meeting shall be set by the CAO and notification provided as set out in section 11.1 of this Bylaw.
- 6.2. At the first meeting of Council after a General Election:
 - 6.2.1. the CAO will call the meeting to order until the Mayor has taken the official oath, at which point the CAO shall immediately retire from the Chair and the Mayor shall take position of the Chair;
 - 6.2.2. all Members will take the official oath as prescribed by the Act and the *Oaths of Office Act*, RSA 2000, c O-1;
 - 6.2.3. all Members will affirm that they will comply with the Council Code of Conduct Bylaw;
 - 6.2.4. Council will elect a Mayor from among their Members;

- 6.2.5. Council will elect a Deputy Mayor from among their Members;
- 6.2.6. Council will complete the business required for organizational meetings under this bylaw.

7. ORGANIZATIONAL MEETINGS

- 7.1. Council shall hold an organizational meeting annually pursuant to the Act.
- 7.2. At the organizational meeting, Council will:
 - 7.2.1. Elect a Mayor from among their Members, to hold such office until the next organizational meeting;
 - 7.2.2. Elect a Deputy Mayor from among their Members, to hold such office until the next organizational meeting;
 - 7.2.3. provided that all Members are present, set dates, time, and locations for regularly scheduled Council Meetings, as required;
 - 7.2.4. appoint Councillors as Members of Council Committees and any external boards, committees, and commissions, as required; and
 - 7.2.5. deal with any other business on the Agenda.
- 7.3. If not all Members are present at the organizational meeting, the schedule of meetings shall be postponed until the Next Council meeting at which all Members are present, and Council shall establish the date, time and location of the next Council meeting by resolution.

8. REGULAR COUNCIL MEETINGS

- 8.1. Regular Council Meetings are ordinarily held on the second and fourth Thursday of the month at 9:30 AM, at the Town Hall.
- 8.2. Council may, by resolution, establish other regular Council Meeting dates as may be required from time to time.
- 8.3. Council may change the date, time, or place of a regularly scheduled meeting by majority vote.
- 8.4. Notice of a change in date, time, or place of any Council Meeting will be provided at least 24 hours prior to the meeting to Councillors in accordance with the Act and to the public by:
 - 8.4.1. posting a notice at the Town Hall; and
 - 8.4.2. posting a notice on the Town website.

9. SPECIAL MEETINGS

- 9.1. The Mayor may call a Special Meeting at any time by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the matters to be considered and the date, time, and location of the Special Meeting.
- 9.2. The Mayor must call a Special Meeting if a written request is received from a majority of Councillors stating the purpose for such meeting.
- 9.3. A Special Meeting requested by Councillors must be held within fourteen (14) days after the request is received by the Mayor.
- 9.4. Council may set a Special Meeting by majority vote of all Council. The resolution must specify the following:
 - 9.4.1. the business to be placed on the Agenda for consideration; and
 - 9.4.2. the date, time, and location of the Special Meeting.
- 9.5. A Special Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
- 9.6. No business other than that stated in the notice calling the Special Meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

10.ELECTRONIC MEANS AND VIRTUAL MEETINGS

- 10.1. Council meetings, including Public Hearings, and Special Meetings, may be conducted using Electronic Means, and may be Hybrid Meetings.
- 10.2. Committee meetings may be conducted using Electronic Means and may be Hybrid Meetings, in accordance with the procedures and processes established for Council.
- 10.3. The following applies to meetings conducted using Electronic Means:
 - 10.3.1. Except for Virtual Meetings, the Chair must be physically present and cannot preside over meetings by Electronic Means. To participate in a meeting that is not a Virtual Meeting by Electronic Means, the Chair must vacate the chair for that meeting;
 - 10.3.2. Except for any part of a meeting that is a Closed Meeting, the CAO will provide live, publicly available audio and video of the location where the meeting is being held;

- 10.3.3. Councillors that are physically present at the meeting location or participating by Electronic Means are deemed to be present at the meeting and will be counted towards Quorum;
- 10.3.4. Immediately after a meeting is called to order, and after any recess exceeding 30 minutes, the Chair must conduct a roll call to confirm the identity of any Councillors participating by Electronic Means; and
- 10.3.5. For any meeting, or portion of a meeting, that is a Closed Meeting, Councillors participating by Electronic Means must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed, and that they are not recording the meeting.
- 10.4. Where a Virtual Meeting is held, the following applies:
 - 10.4.1. Virtual Meetings may be held through a video or teleconference platform. The CAO will determine and provide for the specific platform through which Virtual Meetings will be held based on accessibility and technical limitations.
 - 10.4.2. The CAO must give the public at least twenty-four (24) hours' notice that a Virtual Meeting will be held;
 - 10.4.3. Notice of the Virtual Meeting must provide information identifying where the meeting can be accessed electronically, and the methods through which the public may participate by Electronic Means;
 - 10.4.4. The CAO:
 - 10.4.4.1. must provide for email submissions in lieu of in-person Presentations from the public;
 - 10.4.4.2. must permit the submission of audio/visual Presentations for Public Hearing items; and
 - 10.4.4.3. may provide for other methods of public submission not found in this bylaw.
 - 10.4.5. The Chair will do a roll call verbally at the start of each meeting.
 - 10.4.6. A Councillor must announce if they wish to leave the meeting for any purpose and their departure and rejoining shall be recorded in the Minutes.
 - 10.4.7. All documents that would otherwise be available to the public before or during an in-person meeting or hearing will be made available on the Town's website.

11.NOTICE OF MEETINGS

- 11.1. Notice of regular Council Meetings and organizational meetings will be posted on the Town's website.
- 11.2. Notice of a Special Meeting, Virtual Meeting, or meeting change will be provided:
 - 11.2.1. to Members by way of a written notice delivered electronically to the email address provided by the Member; and
 - 11.2.2. to the public by way of posting notice in the Public Notice Posting Places.
- 11.3. Notice of Public Hearings shall be given in accordance with the requirements of the Act.

PART V – MEETINGS – GENERAL MATTERS

12. PUBLIC PRESENCE AT MEETINGS AND CLOSED SESSIONS

- 12.1. All Council meetings shall be open to the public unless a meeting, or part of a meeting, is a Closed Meeting.
- 12.2. Before closing all, or any part of, a meeting to the public, Council must approve by resolution:
 - 12.2.1. the part of the meeting that is to be closed; and
 - 12.2.2. the basis on which the part of the meeting is to be closed pursuant to Division 2 Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.
- 12.3. The Chair may, in consultation with the CAO, allow one or more other persons to attend a Closed Meeting, as is considered appropriate.
- 12.4. Council may exit from the Council Chamber to a meeting room that provides privacy away from the public to conduct a Closed Meeting.
- 12.5. No matters other than what was described in the resolution pursuant to section 12.2 may be discussed in a Closed Meeting. If a matter arises in a Closed Session which, in the opinion of Council, does not meet the criteria for a Closed Session, it may be referred to an open meeting.
- 12.6. All proceedings, discussions, opinions, advice, and materials provided in a Closed Meeting are confidential and must remain in confidence by those attending the Closed Meeting unless their release is authorized by resolution of Council.
- 12.7. No resolution or bylaw may be passed in a Closed Meeting except a resolution to revert to an open meeting where members of the public will be permitted to attend.

- 12.8. Before considering any motion arising from a Closed Meeting, the public will be provided with five (5) minutes notice that the meeting is back in an open meeting to allow for the public to return to the meeting.
- 12.9. Committees may vote to close all, or part of, a meeting authorized to be closed in accordance with the requirements of the Act, and in accordance with the processes established for Council.

13.QUORUM

- 13.1. Quorum for a Council meeting is a majority of all Members.
- 13.2. If Quorum is not present fifteen (15) minutes following the scheduled start time for a meeting, the meeting may be recessed to attempt to obtain Quorum.
- 13.3. If Quorum cannot be obtained within a reasonable time, the CAO will record the names of the Members present, and the meeting will be adjourned for lack of Quorum.
- 13.4. If Quorum is lost after a meeting is called to order, the meeting will be recessed until Quorum can be obtained, but if Quorum cannot be obtained within fifteen (15) minutes, the meeting will be adjourned for lack of Quorum.
- 13.5. When a Member wishes to leave a meeting while it is in progress:
 - 13.5.1. the Member shall await the formal acknowledgement of the Chair before leaving; and
 - 13.5.2. the time of the Member's departure, and return if applicable, shall be recorded in the Minutes.
- 13.6. The rules of Quorum in this bylaw apply to Committees.

14.AGENDA

- 14.1. A Member of Council, Administration, or the public may submit an item of business that they wish to be included in a Council meeting agenda to the CAO in accordance with this bylaw.
- 14.2. All written submissions of agenda items for consideration at a regular Council Meeting:
 - 14.2.1. must be received by the CAO by 4:00 PM on the Monday of the week prior to the week of the meeting; and
 - 14.2.2. must contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- 14.3. The CAO shall prepare a proposed agenda for all meetings.

- 14.4. The Agenda for a regular Council meeting includes the following sections as required:
 - 1. Call to Order
 - 2. Adoption of Agenda
 - 3. Public Input Session
 - 4. Consent Agenda, including approval of minutes from prior meetings
 - 5. Public Hearings
 - 6. Appointments/Presentations/Delegations
 - 7. Financial Reports
 - 8. Policies & Bylaws
 - 9. Action Items
 - 10. Council, Committee & Staff Reports
 - 11. Information Items
 - 12. Closed Meeting
 - 13. Adjournment
- 14.5. The Agenda for a Special Meeting includes the following sections as required:
 - 1. Call to Order
 - 2. Adoption of Agenda
 - 3. Action Items
 - 4. Closed Meeting
 - 5. Adjournment
- 14.6. The CAO shall ensure that the proposed agenda for meetings is distributed to Members and published on the Town's website as follows:
 - 14.6.1. for regular Council meetings: by 4:30 PM on the Friday prior to the meeting;
 - 14.6.2. for Special Meetings: as soon as practicable in the discretion of the CAO.
- 14.7. If, for any reason, the CAO is unable to meet the deadline required by section 14.6.1, the CAO shall prepare and distribute the agenda as soon as is reasonably possible prior to the meeting.
- 14.8. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.

15. ORDER OF BUSINESS

- 15.1. The Agenda and any amendments to it must be confirmed by a majority vote at the start of meetings.
- 15.2. Unless an item has been scheduled for a specific time on the Agenda, items will be discussed at meetings in the order in which they appear on the Agenda.

- 15.3. Council may change the order of the Agenda by Consensus, but an item that has been scheduled for a specific time requires a majority vote to be moved to a different time.
- 15.4. The items included on the Consent Agenda for a Council meeting are moved and voted on without debate as one motion.
- 15.5. Items for the Consent Agenda are selected by the CAO but Council may, by Consensus, add any item or items to the Consent Agenda, and any Member may remove any item or items from the Consent Agenda.
- 15.6. If the Consent Agenda is changed because of the addition or removal of items as provided for in this bylaw, then the CAO will verbally confirm the item numbers on the Consent Agenda prior to the vote.

16.MINUTES AND MEETING RECORDS

- 16.1. Minutes of meetings will be recorded without note or comment and will be included in the agenda of a subsequent meeting for adoption by a majority vote.
- 16.2. If a Member arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the Minutes.
- 16.3. The name of a Member making a motion is recorded in the Minutes.
- 16.4. Motions receiving unanimous vote shall be recorded in the Minutes as "carried unanimously" or "defeated unanimously" and in the case of a split vote as "carried" or "defeated."
- 16.5. The Minutes of a Public Hearing shall record:
 - 16.5.1. the names of Administration and applicant, or representative of the applicant, who presented at a Public Hearing; and
 - 16.5.2. the names of the members of the public who provided verbal submissions at the Public Hearing, along with a general indication of support, opposition, or neutrality, but not a summary of the verbal submissions or a copy of the written submissions.
- 16.6. The CAO will prepare and distribute the Minutes.
- 16.7. The CAO may correct clerical, typographical, and grammatical errors in Minutes.
- 16.8. All meetings of Council may be audio and/or video recorded, except for those portions of a meeting which transpire during a Closed Meeting. These recordings shall be posted to the website and retained in the municipal records.
- 16.9. Notice to the public will be made of any video recording taking place. Such notice will be provided, at minimum, by providing verbal notification at the beginning of a

meeting

17.NOTICE OF MOTION

- 17.1. Members may add a new matter or motions to a regular Council meeting agenda by:
 - 17.1.1. Submitting a Notice of Motion in writing to the CAO in accordance with section 14.1, in which case the motion shall appear as a Notice of Motion in the next regular Council meeting Agenda; or
 - 17.1.2. By giving verbal notice at a regular Council Meeting of the intention to introduce a motion at the following regular Council Meeting and submitting a Notice of Motion to the CAO in writing in accordance with section 14.1, in which case the motion shall appear as a Notice of Motion in the next regular Council Meeting Agenda.
- 17.2. A Notice of Motion:
 - 17.2.1. must provide sufficient detail so that the subject matter of the motion and any proposed action can be determined;
 - 17.2.2. may include supporting documentation; and
 - 17.2.3. may state the date of the regular Council Meeting at which the Member wishes the motion to be included in the Agenda.
- 17.3. If the Member who submitted the Notice of Motion is not in attendance at the meeting when the subject of that Notice of Motion is brought forward as a business item, the Notice of Motion will be postponed until the next meeting at which the Member who submitted the Notice of Motion is in attendance.
- 17.4. Notice of Motion applies only to regular Council Meetings and does not apply to Special Meetings.

18.PECUNIARY INTEREST

- 18.1. All Members of Council shall abide by the Act with respect to Pecuniary Interest.
- 18.2. Where a Member declaring a Pecuniary Interest under the Act is attending a meeting by Electronic Means, the Chair will end the Member's participation in the meeting by Electronic Means while the matter is being discussed and voted upon and the Member will be invited to rejoin the meeting once the matter has been discussed and voted upon.
- 18.3. Where a Member has disclosed a Pecuniary Interest under the Act, this must be recorded in the Minutes.

18.4. For certainty, Pecuniary Interest applies to all Committees and Committee Members.

19.ADJOURNING THE MEETING

- 19.1. Regular Council Meetings shall not extend beyond four (4) hours in duration except by majority vote of Members in attendance in favour of an extension.
- 19.2. Any unfinished business at a regular Council Meeting shall be Adjourned until the next regular Council Meeting or a Special Meeting scheduled for the purpose of completing the unfinished business.

PART VI – ROLE OF THE CHAIR AND MEETING CONDUCT

20. ROLE OF THE CHAIR

- 20.1. The Chair will facilitate effective decision-making while presiding over and preserving order and decorum for all Council Meetings.
- 20.2. If the Chair is absent for all or part of a Council meeting, the Deputy Mayor, or in the absence of the Deputy Mayor the Acting Mayor, will assume the role of the Chair.
- 20.3. The Chair must leave the chair to move and speak to their own motion and must remain out of the chair until the vote is taken and the matter is concluded.
- 20.4. The Chair may leave the chair to speak to a motion or to debate on an item on the Agenda for a Council meeting if the Chair determines that their participation in the debate prevents them from effectively managing the meeting.
- 20.5. The Chair's participation in debate is subject to all rules that apply to any other Member of Council.
- 20.6. When the Chair leaves the chair during a Council meeting, prior to leaving the chair, the Chair will turn over the Chair to:
 - 20.6.1. the Deputy Mayor; or
 - 20.6.2. in the absence of the Deputy Mayor, the Acting Mayor; or

20.6.3. in the absence of both the Deputy Mayor and Acting Mayor, the Councillor confirmed by resolution of the Councillors remaining to assume the role.

- 20.7. The Chair may make any procedural rulings or determinations provided for in this bylaw or otherwise necessary for the conduct of a meeting.
- 20.8. Immediately following a Chair's ruling, a Councillor may challenge the ruling, even if another Councillor has the floor.

- 20.9. When a challenge is made to a Chair's ruling:
 - 20.9.1. the Chair will provide concise reasons for the ruling;
 - 20.9.2. the Chair will immediately put the motion to challenge the ruling to a vote by stating, "Is the Chair's ruling upheld?"; and
 - 20.9.3. debate is not allowed on the motion to challenge the Chair's ruling.
- 20.10. Despite the tied vote provision of this bylaw, the Chair's ruling is upheld by a vote of 50% or greater.
- 20.11. A Chair's ruling that is not challenged, or that is challenged and upheld, is final.
- 20.12. When the Chair's ruling is not upheld on challenge, Council's decision on the ruling is final.

21.CONDUCT AT MEETINGS

- 21.1. Members must:
 - 21.1.1. obey the rules of the meeting and refrain from disturbing the proceedings;
 - 21.1.2. obey the decision of the Chair or Council on any question of order, practice, or interpretation;
 - 21.1.3. remain at their seat while a vote is being taken and while the result is declared;
 - 21.1.4. only interrupt a Member who is speaking to raise a Point of Order or Point of Privilege; and
 - 21.1.5. comply with the Council Code of Conduct.
- 21.2. Any Member may raise a Point of Order to request that the rules be followed or that an error in procedure be corrected.
- 21.3. Any Member may raise a Point of Privilege to request that the Chair take action to remedy a situation negatively affecting the rights or privileges of Council despite other pending business.
- 21.4. The Chair may call to order any Member who is out of order.
- 21.5. If a Member continues to breach order or decorum, the Chair may name the Member and direct the CAO to record the name of the Member and the offence in the Minutes.
- 21.6. If a Member who has been named apologizes for their breach of order or decorum, the Chair may direct that the offence be removed from the Minutes.

22. CONDUCT IN THE COUNCIL CHAMBER

- 22.1. Only Councillors, the CAO, and other individuals authorized by the CAO or Chair may be present on the floor of the Council Chamber.
- 22.2. The CAO, an employee or consultant authorized by the CAO, or a scheduled Presenter or Delegation may address Council from the floor of the Council Chambers if recognized by the Chair.
- 22.3. A person may address Council from the public gallery with permission from the Chair.
- 22.4. No person present on the floor of the public gallery of the Council Chamber shall cause any Disruption, interrupt any speaker, or interfere with the action of Council.
- 22.5. The Chair may expel any person, including a Member, from a meeting for improper conduct.
- 22.6. If a person refuses to leave the meeting after having been expelled by the Chair, the Chair may request that the person be removed from the meeting by a Peace Officer. If the person expelled from the meeting is attending by Electronic Means and refuses to disconnect their connection, the person's electronic connection to the meeting may be terminated.
- 22.7. During Council meetings, cell phones and personal electronic devices shall be turned off or set to a mode that will not be disruptive to the meeting, and shall not be used to make audio or video recordings, or take pictures, of the proceedings.

PART VII – RULES OF DEBATE AND LIMITS TO SPEAKING

23.RULES OF DEBATE

- 23.1. Before a motion is put forward, an opportunity for questions to Administration will be provided. Any Member may ask questions to obtain facts relevant to the matter under discussion and necessary for a clear understanding. All questions should be stated concisely and should not be used for the purpose of making statements or assertions.
- 23.2. A motion must be made before Members can debate an item.
- 23.3. Motions do not require a seconder.
- 23.4. A Member who has made a motion may speak either in favour of, or in opposition to, the motion.
- 23.5. Unless otherwise provided for by resolution, bylaw, or permission of the Chair, a Member may speak only once on any motion or amendment to a motion.

24.LIMITS ON SPEAKING

- 24.1. The Chair will maintain the speaking order.
- 24.2. No Member may speak unless and until recognized by the Chair, except to raise a Point of Privilege or Point of Order.
- 24.3. Members may not speak more than once until every Member present has had the opportunity to speak except:
 - 24.3.1. in the explanation of a material part of the speech which may have been misunderstood;
 - 24.3.2. in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member made the motion in question; or
 - 24.3.3. to raise a Point of Privilege or Point of Order.
- 24.4. At the discretion of the Chair, a Member may ask a series of questions relating to the matter.
- 24.5. Through the Chair, a Member may ask questions of another Member or the CAO on a point of information relevant to the matter.
- 24.6. Members will ask all the questions of debate through the Chair.

PART VIII – MOTIONS

25.MAIN MOTIONS

- 25.1. A main motion may arise out of the following sources:
 - 25.1.1. recommendations related to reports from Administration;
 - 25.1.2. recommendations related to reports from Council Committees;
 - 25.1.3. proposed motions related to a Notice of Motion; or
 - 25.1.4. proposed motion from a Member without notice in accordance with the rules for a motion without notice.
- 25.2. Recommendations and proposed motions which come before Council or Council Committees should be concise, unambiguous, and within the jurisdiction of Council.
- 25.3. A recommendation or proposed motion is not a motion and debate will not commence until it is moved.
- 25.4. A motion once passed is a resolution.

25.5. Any Member may require that the motion under discussion be read or displayed at any time during the debate, except when a Member is speaking.

26.WITHDRAWING A MOTION

26.1. The mover of a motion cannot withdraw a motion except by Consensus or by majority vote.

27.DIVIDING THE VOTE

- 27.1. Any Member may request that a motion be divided and voted on separately, but only if the divided parts can stand on their own.
- 27.2. The motion can be divided by Consensus or by majority vote.

28.AMENDMENTS

- 28.1. A motion to amend is used to change the wording of another motion before voting on it.
- 28.2. A motion to amend may not interrupt a speaker and may not be contrary to the motion it purports to amend.
- 28.3. A motion to amend is debatable.
- 28.4. An amendment to an amendment is allowed, but a third level amendment is not.
- 28.5. An amendment to an amendment is voted on prior to the vote on the amendment.
- 28.6. A motion to amend requires a majority vote.
- 28.7. A friendly amendment means a change that does not affect the substance of the motion and clarifies the motion's intent.
- 28.8. The Member making a motion, after debate on a main motion has begun, may, with Consensus, propose a friendly amendment proposed by another Member without a motion to amend.

29.MOTION TO REFER

- 29.1. A motion to refer is used to send the pending motion to a Committee or to Administration with instructions.
- 29.2. A motion to refer may not interrupt a speaker and is debatable only as to:
 - 29.2.1. the advisability of referral;

- 29.2.2. the body to which it is referred; and
- 29.2.3. the instructions on the referral.
- 29.3. A motion to refer requires a majority vote.

30.MOTIONS TO POSTPONE

- 30.1. A motion to postpone to a certain time is used to postpone the consideration of a main motion to a specified later meeting or to a specific time or place on the agenda.
- 30.2. The motion to postpone to a certain time may not interrupt a speaker and is only debatable or amendable as to the time to which the motion is to be postponed or the advisability of postponement.
- 30.3. A motion to postpone to a certain time requires a majority vote.
- 30.4. A motion to postpone indefinitely is used to dispose of a motion without bringing it to a direct vote.
- 30.5. The motion to postpone indefinitely may not interrupt a speaker and is debatable, including as to the merits of the main question, but is not amendable.
- 30.6. A motion to postpone indefinitely requires a majority vote.

31.MOTION TO RECESS

- 31.1. A motion to recess is used to formally request a break in the proceedings.
- 31.2. A motion to recess may not interrupt a speaker and is not debatable but can be amended as to the duration of the recess.
- 31.3. A motion to recess requires a majority vote or may be informally decided by Consensus.

32.MOTION TO CALL THE PREVIOUS QUESTION

- 32.1. A motion to call the previous question is used to close debate on a pending motion by moving to a vote immediately on a pending motion.
- 32.2. A motion to call the previous question may not interrupt a speaker and is not debatable.
- 32.3. A motion to call the previous question requires a majority vote.

33.MOTION TO SUSPEND THE RULES

- 33.1. A motion to suspend the rules is used to temporarily suspend the rules of procedure to allow Council to do something that would normally be a violation of this bylaw.
- 33.2. The motion to suspend the rules may not interrupt a speaker and is not debatable.
- 33.3. The motion to suspend the rules requires a unanimous vote.

34.MOTION TO RECONSIDER

- 34.1. A motion to reconsider is used to reconsider a decision after the taking of the vote on a motion at the same meeting.
- 34.2. A motion to reconsider may be moved after a motion has been voted upon but may only be moved prior to the meeting being adjourned.
- 34.3. A motion to reconsider must be moved by a Member who voted with the prevailing side.
- 34.4. The Member making the motion to reconsider must state the reason for reconsideration.
- 34.5. Debate on a motion to reconsider must be limited to reasons for or against reconsideration.
- 34.6. A motion to reconsider requires a majority vote.
- 34.7. If a motion to reconsider is carried, the reconsidered motion is then the next order of business.

35.MOTION TO RESCIND

- 35.1. A motion to rescind is used to overturn a motion made at a previous meeting.
- 35.2. A motion to rescind is debatable as to the merits of the motion it is proposing to rescind.
- 35.3. If a motion to rescind relates to an action taken at a previous meeting and the matter does not appear on the Agenda, a Notice of Motion, is required to introduce the motion to rescind.
- 35.4. A motion to rescind is not in order if it proposes to undo irrevocable actions that have been taken as a result of the motion previously passed.

36.MOTION TO AMEND SOMETHING PREVIOUSLY ADOPTED

36.1. The motion to amend something previously adopted is guided by the same rules as the motion to rescind; however, a motion to amend something previously adopted is used to change part of the text or to substitute alternative wording for a motion made at a previous meeting.

37.MOTION TO RENEW

- 37.1. If a motion fails, the same or substantially the same motion may not be renewed unless:
 - 37.1.1. it is brought more than 6 months after the date of the original motion;
 - 37.1.2. it is brought after a General Election which has taken place since the original motion; or
 - 37.1.3. the Member who wishes to have Council renew a motion provides prior Notice of Motion setting out in writing what special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.

38.OBJECTION TO THE CONSIDERATION OF A QUESTION

- 38.1. An objection to the consideration of a question is used to avoid a main motion altogether when it is undesirable for the main motion to come before Council.
- 38.2. The objection to the consideration of a question must be raised before there has been any debate on the motion and before any subsidiary motion has been stated by the Chair.
- 38.3. The objection to the consideration of a question is neither debatable nor amendable and requires a unanimous vote.

39.MOTION TO ADJOURN

- 39.1. A motion to adjourn may be used to end the meeting, may not interrupt a speaker, and is neither debatable nor amendable.
- 39.2. The motion to adjourn requires a majority vote; however where there are no more agenda items to be addressed, the Chair may adjourn the meeting without a motion.

PART IX – VOTING

40.VOTING

- 40.1. Each Member must vote on every motion unless the Member is required or permitted to abstain from voting under the Act.
- 40.2. No Member shall leave the meeting after a motion is put to a vote until the vote is taken, unless during this timeframe the Member becomes aware of a Pecuniary Interest at which time the Member will declare the conflict of interest and leave the meeting.
- 40.3. A vote on any motion or bylaw will be conducted as follows:
 - 40.3.1. the Chair must call for a vote;
 - 40.3.2. all Members present must be silent from the moment the vote is called until the results of the vote are declared;
 - 40.3.3. all Members present must vote by raising their hand, verbally by stating "in favour" or "opposed" if participating by Electronic Means, or by another method agreed upon by the Members;
 - 40.3.4. the Chair must declare the results of the vote.
- 40.4. A vote is final once declared by the Chair. However, if immediately after a vote the Chair determines that either the voting procedures prescribed by this bylaw were not followed, or one or more Members may have been mistaken as to the subject matter of the vote, the Chair may recall the vote and immediately call for another vote.
- 40.5. If there are an equal number of votes for and against a motion or bylaw reading, the motion or bylaw is defeated.
- 40.6. The Minutes will include a Recorded Vote for every motion.

PART X – PUBLIC INPUT OTHER THAN PUBLIC HEARINGS

41.PUBLIC INPUT SESSIONS

- 41.1. The Agenda for each regular Council Meeting shall contain a Public Input Session after the adoption of the Agenda.
- 41.2. The Public Input Session shall be no longer than fifteen (15) minutes in length.
- 41.3. Members of the public who wish to address Council during a Public Input Session are encouraged to register with the CAO, and those persons registered will be heard first. Walk in speakers will be allowed to speak if the allotted time has not been exhausted by registered presenters.

- 41.4. Speakers at a Public Input Session may address Council for a maximum of five (5) minutes, excluding questions from Council, unless:
 - 41.4.1. the Chair, in their discretion, extends the amount of time; or
 - 41.4.2. Council, by resolution, extends the amount of time.
- 41.5. If required by a Member, a vote must be taken to approve an extension of time given by the Chair.
- 41.6. Speakers at Public Input Sessions are permitted to discuss:
 - 41.6.1. items on the current Agenda;
- 41.7. Speakers at Public Input Sessions are not permitted to discuss:
 - 41.7.1. items that are before the Subdivision and Development Appeal Board;
 - 41.7.2. items that are before the Assessment Review Board; or
 - 41.7.3. items currently being dealt with in a statutory Public Hearing.

42.PRESENTATIONS AND DELEGATIONS

- 42.1. Members of the public may request in writing to be included in the "Presentations and Delegations" section on an agenda for a Council Meeting. The written request may be submitted through the Town's website or dropped off or mailed to the Town Hall and must:
 - 42.1.1. include the name(s), address(es) and telephone number(s) of the person(s) or group wishing to make the presentation;
 - 42.1.2. clearly identify the topic to be discussed;
 - 42.1.3. clearly identify the request being made to Council, if applicable;
 - 42.1.4. contain any background information to support the request, if applicable; and
 - 42.1.5. be submitted to the CAO no later than 4:00 PM on the Wednesday of the week prior to the week of the Meeting.
- 42.2. When a Presentation or Delegation is scheduled, any written materials the presenter or Delegation wishes to be included in the Agenda package must be submitted no later than 4:00 PM on the Wednesday of the week prior to the week of the meeting.
- 42.3. Presentations and Delegations shall be heard in the order that they are placed on the Agenda; however, Council may change the order by a majority vote of Members

present.

- 42.4. A Presentation or Delegation shall not exceed fifteen (15) minutes, including questions of Council unless:
 - 42.4.1. the Chair, at their discretion, extends the amount of time; or
 - 42.4.2. Council, by resolution, extends the amount of time.
- 42.5. If requested by a Member, a vote of Members must be taken to approve an extension of time for a Presentation or Delegation given by the Chair.
- 42.6. A Member may ask questions of the presenter, Delegation, or Administration to clarify or correct information but must not enter debate about the subject of the Presentation or Delegation and Council will not enter into debate on the information received.

PART XI – PUBLIC HEARINGS

43.PUBLIC HEARINGS

- 43.1. Council shall hold Public Hearings in accordance with the Act and the procedures set out in this bylaw.
- 43.2. When Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before the second reading of the bylaw or before Council votes on the resolution.
- 43.3. Council may direct Administration through a resolution of Council to hold a nonstatutory Public Hearing in accordance with the Act.
- 43.4. Public Hearings shall be held in conjunction with regular Council Meetings, and every effort shall be made to commence a Public Hearing as close as possible to the advertised time.
- 43.5. Council may change the date, time, and location of a Public Hearing by resolution. If any of the date, time, or location is changed, the Public Hearing must be re-advertised.
- 43.6. Any person who claims to be affected by the subject matter of the Public Hearing will be afforded a reasonable opportunity to present written submissions or to be heard by Council in person or through an agent.
- 43.7. A person wishing to file a written submission in response to advertised Public Hearing matters shall file a submission with the CAO at least ten (10) days before the Public Hearing to be included in the published Public Hearing Agenda package.
- 43.8. Written materials received less than ten (10) days before the Public Hearing but before the close of the Public Hearing will be distributed to Council on the date of the Public

Hearing and included in the Public Hearing record.

- 43.9. Any Member or member of the public may review the written submissions received before the commencement of the Public Hearing or during the Public Hearing.
- 43.10. All members of the public providing written submissions, or a verbal submission, must include their full name and indicate if their comment(s) are in favour of or opposed to the bylaw, or a general comment.
- 43.11. The order of business for a Public Hearings include:
 - 43.11.1. the Chair will explain the process of the Public Hearing;
 - 43.11.2. the Chair will open and state the purpose of the Public Hearing;
 - 43.11.3. Administration will provide an overview and summary of the proposed bylaw;
 - 43.11.4. the Chair will invite members of the public who wish to provide a verbal submission in favour of the proposed bylaw to come forward;
 - 43.11.5. the Chair will invite members of the public who wish to provide a verbal submission in opposition to the bylaw to come forward;
 - 43.11.6. once Council has heard from the public, Council may ask questions of Administration on any points raised by the public that were not answered in previous questioning; however, Council may not debate the subject of the Public Hearing.
- 43.12. Once a Public Hearing is closed, Council cannot receive any additional information on the bylaw proposed without holding another Public Hearing.
- 43.13. The Public Hearing must be closed before Council votes on second reading of the proposed bylaw.
- 43.14. Depending on the nature of the bylaw and the need for additional public circulation and response, Council may continue with subsequent readings of the bylaw at the same meeting or at subsequent meetings.
- 43.15. If a Member misses the entirety of the Public Hearing, the Member cannot vote on the matter.
- 43.16. If a Member misses only a portion of the Public Hearing, the Member can determine whether they will vote on the matter.

PART XII – BYLAWS

44.BYLAWS

- 44.1. A bylaw is passed after it receives three readings and is signed by the Mayor and the CAO.
- 44.2. A proposed bylaw must not be given more than two (2) readings at the same meeting, except with a unanimous vote of all Members present at the meeting.
- 44.3. If a vote on authorization for third reading is not adopted unanimously, the CAO will place third reading of the proposed bylaw on the Agenda for the next regular Council Meeting, or a Special Meeting called for that purpose.
- 44.4. If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded.
- 44.5. If a proposed bylaw has not received any readings within two (2) years from the date that it is first presented to Council, the proposed bylaw is deemed to have been abandoned.
- 44.6. The CAO may consolidate a bylaw by incorporating all amendments to it into one (1) bylaw.
- 44.7. A copy of any bylaw, resolution, or record certified by the CAO as a true copy of the original is *prima facie* proof of the bylaw, resolution, or record.

PART XIII – ADMINISTRATION AND APPROVAL

45.SIGNATURES

45.1. A bylaw, or any other document requiring signature pursuant to this bylaw, may be signed by the application of an electronic or digital signature.

46.REVIEW

46.1. This bylaw shall be reviewed at least once in every Council term.

47.SEVERABILITY

47.1. Should any provision of this bylaw be invalid, then such provision shall be severed, and the remainder of the bylaw shall remain in force.

48. TRANSITION AND COMING INTO FORCE

48.1. This bylaw takes effect on the final passing thereof and, on such final passing, Bylaw 792-21 is repealed.

READ A FIRST TIME	THIS DAY OF	_, 20
READ A SECOND TIME	THIS DAY OF	, 20

Onoway Town Council Agenda November 14, 2024

TOWN OF ONOWAY BYLAW

UNANIMOUS CO	ONSENT to proceeding to third reading this	DAY
OF	, 20	

READ A THIRD TIME THIS _____ DAY OF _____, 20____

TOWN OF ONOWAY

LENARD KWASNY Mayor

JENNIFER THOMPSON Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 24, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Ground Water Monitoring (Ruth Cust Park)

BACKGROUND / PROPOSAL

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

Administration recommended Council consider installing monitoring wells, which was approved in budget 2024 to ensure that environmental concerns are alleviated.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Associated Environmental completed the following:

- Installed four groundwater monitoring wells around the landfill (north, east, south and west).
- Identified chloride and sodium concentrations exceeding Alberta Tier 1 Guidelines.
- The proximity of the wells to the buried waste suggests that chloride and sodium are likely from the landfill, rather than the lagoon.
- Other exceedances in groundwater (pH, total dissolved solids, sulphate and dissolved metals [arsenic, iron and manganese]) are likely naturally occurring and unrelated to the buried waste.
- There were detectable hydrocarbons (benzene, 1,2-dichloroethane and naphthalene) in the well to the south of the waste. These were below guidelines, but are likely from waste. These concentrations should be monitored.

Based on the findings, Associated Environmental recommends the following:

- 1. Keep zoning around the lagoon and landfill as industrial. Commercial and industrial businesses and on-slab buildings (i.e., no basement), may be permitted at the Town's discretion.
- The construction of schools, hospitals, or residences within 300 m of the landfill should not be permitted. If schools, hospitals, or residences are proposed within 300 m of the landfill, additional environmental investigations would be required to meet the conditions in Guideline for Setback Reviews [Waste Facility] Appendix 4
- 3. The Town should establish these mitigation measures:
 - a. Conducting annual groundwater monitoring for a minimum of four years to establish baseline conditions, quality and concentration trends.
 - b. A bylaw should be implemented stating that all new developments within 300 m of the landfill require potable water to be supplied from the

municipal water system. No wells or dugouts should be constructed within 300 m of the site. The bylaw should be in place permanently or until there is sufficient data to show that the landfill is not a concern, per the conditions in Guideline for Setback Reviews [Waste Facility] Appendix 4.

The site can continue to be used as a dog park. I understand that there are potential thoughts for revamping the park. In general:

- Any future structures onsite will have to meet the requirements above, such as no basement, no wells, no dugouts, etc. There may be additional assessments required depending on the proposed structure.
- The thickness and integrity of the landfill cap should be maintained. If the ground is to be disturbed or regraded, there could be other requirements such as a landfill cap assessment.

Administration has received a quote for annual sampling of \$6,500 for analysis however sampling and laboratory fees will be additional. Staff are sourcing options for sampling and may be able to complete inhouse. Laboratory fees are estimated at \$4,300. This will equate to approximately 1% tax increase for environmental monitoring of the old landfill. With the new asset retirement obligation framework to record liabilities for environmental cleanup, this process will ensure environmental compliance.

The old landfill was properly decommissioned however there is legislative changes that require a 30 year environmental requirement that needs to be addressed.

COSTS / SOURCE OF FUNDING

Presenting costs of \$10,800 (2025-2028) in Operational Budget.

RECOMMENDED ACTION

THAT Council accept the Groundwater Assessment for Closed Onoway Landfill 09-35-054-02 W5M report as presented.

ATTACHMENTS

Groundwater Assessment for Closed Onoway Landfill 09-35-054-02 W5M Annual Groundwater Monitoring Costs

Onoway Town Council Agenda November 14, 2024



Associated Environmental Consultants Inc. 500, 9888 Jasper Avenue NW Edmonton, AB T5J 5C6 Canada www.ae.ca | ISO 9001 & 14001 Certified

October 31, 2024 File: 2024-8636 TEL: 780.451.7666 FAX: 780.454.7698

Jennifer Thompson Chief Administrative Officer Town of Onoway PO Box 540, 4812 - 51 Street Onoway, AB TOE 1V0

Re: ANNUAL GROUNDWATER MONITORING FOR NON- OPERATING ONOWAY LANDFILL

Dear Jennifer:

1 INTRODUCTION

Associated Environmental Consultants Inc. (Associated) is pleased to provide the Town of Onoway (the Town) a scope and costs for annual groundwater monitoring at the non-operating Onoway landfill. The purpose of the monitoring is to confirm results from the initial groundwater assessment conducted in the summer of 2024¹, and to establish trends through long-term monitoring. Environmental monitoring is required to support proposed developments that maybe within the default 300 m setback of the closed landfill.

The monitoring program is recommended to consist of semi-annual groundwater monitoring and annual sampling at four monitoring wells that were installed in 2024. As per discussions with the Town on October 15, 2024, the Town intends to have a third-party conduct the field work for the groundwater monitoring and sampling. Associated would then prepare an annual groundwater monitoring report based on the third-party field notes and laboratory report(s).

2 PROPOSED SCOPE OF WORK

The scope and number of monitoring wells is assumed to stay the same for each year. Associated recommends monitoring groundwater levels in all wells in the spring and fall of each year, and collecting samples at least once per year; preferably in the spring when Associated assumes there to be a higher water table at the site. Depending on results and trends identified in the annual reports, recommendations may be provided to adjust future monitoring and sampling events.

¹ Associated Environmental Consultants Inc. October 2024. Groundwater Assessment for Closed Onoway Landfill 09-35-054-02 W5M. 2024-8636.



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2.1 GROUNDWATER MONITORING AND SAMPLING

The Town noted that they would task a third-party with conducting the field work. Associated recommends the following for each monitoring event and sampling event:

- Following industry best practices for groundwater monitoring and sampling to provide quality samples and including appropriate quality assurance/quality control procedures.
- Measure the depth to water, total well depth, total stick-up, and observing the integrity of each well.
- Purging each monitoring well of three well volumes or until practically dry using dedicated bailers, waterra tubing, or other industry best-practice method.
- Allowing the groundwater levels to recover prior to sampling.
- Collecting representative groundwater samples using laboratory-supplied bottles with appropriate preservatives. Where required, 0.45 micron water filters should be used.
- For quality assurance/quality control purposes collect one field duplicate, one trip blank and one field blank.
- Measuring field parameters including pH, electrical conductivity (EC), and temperature.
- Transporting groundwater samples in ice-filled coolers and submitting to a CALA-accredited laboratory.
- Taking detailed field notes of all actions and observations, including photos.

Groundwater samples should be analyzed for the following potential contaminants of concern and landfill indicator parameters:

- Routine (pH, total dissolved solids (TDS), alkalinity, nitrate–N, nitrite–N, EC, hardness (as CaCO3), chloride, fluoride, calcium, magnesium, sodium, potassium, sulphate);
- Ammonia-N;
- Dissolved metals;
- Benzene, toluene, ethylbenzene and xylenes (BTEX) and petroleum hydrocarbon (PHC) fractions F1-F2;
- Volatile organic compounds (VOCs); and
- Polycyclic aromatic hydrocarbons (PAH).

2.2 REPORTING

Following the completion of all monitoring and sampling field work and providing all field notes and laboratory reports to Associated, we will provide an annual monitoring report to the Town. Each report will include:



An Associated Engineering Company



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- A summary of methods, activities completed, and analytical results compared to applicable environmental guidelines and compared to previous monitoring event(s);
- A trend analysis to identify any significant changes from historical results (once sufficient data is obtained);
- Recommendations for further action (e.g., well repairs, additional assessment, risk management, etc.); and
- Updated Record of Site Condition form (provided separately).

Annual monitoring reports will be provided to the Town within six weeks after Associated receives all relevant monitoring and sampling data and all laboratory reports.

3 ESTIMATED COSTS

The estimated cost to prepare annual groundwater reports for the next four years (2025 through 2028) is **\$26,000** (excluding GST) (average \$6,500 per year). The costs do not include third party field work and related expenses or laboratory fees. The reporting costs are based on a time and materials rate, which will be billed on a milestone basis. After completion of each year's annual report, the upcoming year's scope and budget will be reviewed and revised based on recommendations within the report and discussions with the Town. Notification will be provided to the Town for changes in scope and costs. Any changes in scope or budgets will only proceed upon receiving written authorization from the Town.

The following assumptions are included in the preparation of our proposal:

- Third party field staff will complete field work tasks listed in Section 2.1 and comply with industry best practices and quality assurance and quality control measures.
- There will be one report deliverable per year. The Town will review the draft report once after which the report will be finalized for submission.



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4 CLOSURE

We thank you for the opportunity and trust that this work plan meets your requirements. Please contact Danielle Loiselle (loiselled@ae.ca; 587.686.6687) should you have any questions.

Respectfully submitted,

Prepared by:

Reviewed by:

houder

Danielle Loiselle, P.Geo Environmental Scientist

Setter

Scott Robertson Manager, Environmental Management and Planning

In accordance with Canadian anti-spam legislation, the recipient consents to Associated Engineering contacting the recipient and its personnel through electronic messages relating to Associated Engineering's services and other matters of interest to the recipient. The recipient may withdraw consent by contacting Associated Engineering at <u>unsubscribe@ae.ca</u>.



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Town of Onoway Request for Decision

Meeti	ng:	Council Meeting
Meeti	ng Date:	November 14, 2024
Prese	nted By:	Gino Damo, Director of Corporate and Community Services
Title:		2025 FortisAlberta Electricity Franchise Fee

BACKGROUND / PROPOSAL

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

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

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

During the October 12, 2023 Council meeting, Council made the following Motion #283/23 regarding setting the 2022 FortisAlberta Franchise fee.

Motion #283/23

MOVED by Councillor Robin Murray that Council approve setting the 2024 FortisAlberta Franchise fee at 10.50% for the year 2024, which is an increase of 0.50%.

CARRIED

Administration received the attached 2024 franchise fee revenue forecast. Based on the current rate of 10.50%, the 2025 forecasted franchise fee revenue the Town would receive is \$106,929.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward the letter from FortisAlberta to request that the current franchise fee rate remain at 10.50% in 2025. In comparison, below are 2024 municipal franchise fee rates of municipalities in proximity to the Town of Onoway:

- Alberta Beach 8.00% (No change from 2023)
- Mayerthorpe 14.00% (No change from 2023)
- Seba Beach 4.00% (No change from 2023)
- Spruce Grove 20.00% (No change from 2023)
- Stony Plain 20.00% (No change from 2023)
- Wabamun 10.00% (No change from 2023)

Onoway Town Council Agenda November 14, 2024

• Whitecourt – 4.47% (Previously 3.91% in 2023)

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

If the electricity franchise fee rate remains at 10.50%, the estimated franchise fee revenue will increase approximately \$4,178 from \$102,751 in 2024 to \$106,929 based on the 2024-2025 Fortis Franchise Calculator. The proposed 2025 operating budget revenue amount for Fortis is approximately \$94K to apply conservative practice.

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

STRATEGIC ALIGNMENT

Financial Sustainability Good Governance

COSTS / SOURCE OF FUNDING

2025 operating budget. If Council approves this request the forecasted franchise fee revenue in 2025 will be \$93,339.94.

RECOMMENDED ACTION

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

ATTACHMENTS

• 2024 Municipal Franchise Fee Rates Fortis.



Rates, Options, and Riders Schedules Approved in AUC Disposition 28877-D01-2024 Approved in AUC Disposition 28758-D01-2024 Approved in AUC Disposition 28626-D01-2023 Approved in AUC Disposition 28624-D01-2023 Effective Date April 1, 2024

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MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
<mark>03-0004</mark>	Alberta Beach	<mark>8%</mark>	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	17%	2024/01/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	7%	2024/02/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	7.5%	2024/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	8%	2024/01/01	02-0065	Claresholm	6%	2024/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	18%	2024/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01



Rates, Options, and Riders Schedules Approved in AUC Disposition 28877-D01-2024 Approved in AUC Disposition 28758-D01-2024 Approved in AUC Disposition 28626-D01-2023 Approved in AUC Disposition 28624-D01-2023 Effective Date April 1, 2024

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Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	17%	2024/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	<mark>02-0215</mark>	Mayerthorpe	<mark>14%</mark>	2024/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	17%	2024/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.5%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar		2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01		Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08		Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01



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Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
<mark>04-0279</mark>	Seba Beach	<mark>4%</mark>	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	11%	2024/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	<mark>03-0364</mark>	<mark>Wabamun</mark>	<mark>10%</mark>	2017/01/01
<mark>01-0291</mark>	Spruce Grove	<mark>20%</mark>	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
<mark>02-0301</mark>	Stony Plain	<mark>20%</mark>	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	<mark>02-0350</mark>	Whitecourt	<mark>4.47%</mark>	2024/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	8%	2024/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



Town of Onoway Request for Decision

Meeting:Council MeetingMeeting Date:November 14, 2024Presented By:Jennifer Thompson, Chief Administrative OfficerTitle:Elected Officials Education Program - EOEP

BACKGROUND / PROPOSAL

Opportunities for education are presented to Council to increase knowledge to serve in Municipal Government. At a recent Council meeting, Council requested an update on their EOEP qualifications.

Jenn Anheliger, EOEP Registrar has provided the attached information regarding Council's certifications.

During the recent RMA Conference, in person EOEP courses were offered and Administration has been advised that additional course offerings for 2025 are scheduled as per the attached document.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

All of Council is encouraged to further their education about Municipal Government.

STRATEGIC ALIGNMENT

Good governance

COSTS / SOURCE OF FUNDING

\$395.00 in person attendance 295.00 virtual attendance

RECOMMENDED ACTION

THAT Council accept the update on their EOEP course completion for information and advise Administration of their requests for courses in 2025.

ATTACHMENTS:

EOEP Course completion chart. EOEP Course schedule.

Onoway Town Council Agenda November 14, 2024

Title 💽	Municipality		MELC Cour	roses	N JER AN	rubili Enge	onal new ca	shire the state	SPRING PARTY	Other	Status	IV # of MEL Courses Completed	Total # d Courses Completed	Grad Yea 🖂
cillor	Town of Onoway	bconinx@onoway.c	2021	2022	2023	2023	2022	2022	2023	EO - Active		7	7	2022
cillor	Town of Onoway	ljohnson@onoway	2021	2024-R	2023		2021	2022	2023	EO - Active		6	6	2023
r	Town of Onoway	lkwasny@onoway.c	2021	2024-R	and the second se	NOV2024		2022	2023			0	6	2024
illor	Town of Onoway	rmurray@onoway.c		2024-8	2023		2022	2022	2023	EO - Active		4	4	
illor	Town of Onoway	spockett@onoway.	2024		2020		2022	2022	2025	EO - Active EO - Active		5	5	
			5	4	4	2	3	4	4	0		5	5	2

2025 Cour s	s <mark>e Sched</mark> ule		elected officials education program
January Councils Role in Service Delivery ZOOM	February Councils Role in Regional Partnerships _{200M}	March Land Use Development Stategic Planning Corporate Finanance RMA Convenion	April Councils Role in Public Engagen _{200M}
M T W T F S 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	July S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August Munis 101 Summer Villag 200M
September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21	October Munis 101	November Munis 101 Corporate Finance CAO Employment	December Munis 101



Town of Onoway Request for Decision

Meeting: **Council Meeting** Meeting Date: 14 Nov 2024 Presented By: Kenneth Brunton, Economic Development Officer Title: Non Residential Development Tax Incentive Policy

BACKGROUND / PROPOSAL

In response to an amendment to the Municipal Government Act in 2019, a number of local municipalities in the region have adopted a non-residential development tax incentive policy. These municipalities include Westlock, Barrhead County, Bruderheim, and Edson. The form of incentive varies but typically spans three years.

The following is the proposed incentive tax incentive policy for Onoway.

Year 1: 100% Rebate Year 2: 50% Rebate Year 3: 25% Rebate

The above rebate would apply to all new non-residential developments as well as improvements to existing non-residential developments in excess of \$25,000.00.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

In terms of economic development strategy, a non-residential development tax incentive policy would be classified as a process efficiency. Since any municipality can implement such a policy it does not provide a sustainable competitive advantage; however, a failure to adopt such a policy does place Onoway at sustainable disadvantage compared to other municipalities. If we assume all other elements are equal, most commercial and industrial operations will choose the municipality that offers additional tax incentives. Until Onoway can establish a strong brand for commercial and industrial development, a comparable non-residential development tax incentive policy becomes a competitive necessity.

In order to been seen as supporting existing businesses, not just new ones, a provision of the policy that covers improvements to existing non-residential developments is a critical component. This policy can also serve as a replacement or extension of the Storefront Grant program which has had no successful applications to date. Whereas recent improvements to local businesses like Burger Baron or the new development near the Onoway Bottle Depot might have utilized the proposed non-residential development tax incentive. This program may also help address some of the commercial properties in need of a more significant improvement and capital investment.

STRATEGIC ALIGNMENT

A non-residential development tax incentive policy is consistent with the following objectives identified in the Town strategic plan.

Economic and Business Growth

- Develop a marketing strategy and action plan that focuses on business retention, growth, and attraction of new businesses to Onoway.
- Create Strategies that continue to make Onoway a sustainable, connected, healthy community that is a good place to live and situate a business.

- Highlight the positive benefits of locating a business in Onoway through marketing and engagement with the current and potential business community.

Financial Sustainability

- Encourage positive residential and business growth to add to our tax base and promote financial sustainability.

COSTS / SOURCE OF FUNDING

N/A

RECOMMENDED ACTION

That Council authorize the Town Administration to further develop, publicize, and approve a non-residential tax incentive consistent with the proposal above.

TOWN OF ONOWAY PROVINCE OF ALBERTA BYLAW <u>#XX-2024</u>

1. SHORT TITLE

1.1 This Bylaw may be cited as "Non-Residential Development Incentive Bylaw."

2. INTERPRETATION

2.1 In this Bylaw, unless the context otherwise requires:

- (a) "Applicant" means the owner of the property on which the improvement subject to the application is located; or their designate.
- (b) "Council" means the Council of the Town of Onoway;
- (c) "Exemption" means the portion of municipal taxes on non-residential property that have been determined to be exempt in accordance with this bylaw.
- (d) "Project" means the new construction, expansion, or refurbishment of a structure that increases its assessment value.
- (e) "MGA" means the Municipal Government Act, R.S.S. 2000, c. M-26 as amended from time to time.
- (f) "Non-Residential" has the same meanings as defined under the MGA s. 297(1)(b).
- (g) "Town" means the municipality of the Town of Onoway.

3. CRITERIA FOR TAX EXEMPTION

- 3.1 To be eligible for a tax exemption, the following criteria must be met:
 - a. The Project shall meet one of the following:
 - i. Construction of a new non-residential development an assessed value at or above \$250,000; or
 - ii. Expansion or refurbishment of an existing non-residential development that will result in an increase of assessment value of \$50,000 or more.
 - b. The development must be of a permanent nature.
 - c. The development shall conform to the Town's Land Use Bylaw, as amended, and all other applicable provincial legislation.
 - d. All necessary development and building permits required by the Town must be in place and in good standing.
 - e. The applicant shall not have any compliance issues, be in violation of a development permit and/or agreement, or be in violation of the safety codes act at any time from the time of application to the end of the exemption period.
 - f. The property shall not be eligible for any other tax credit or exemption offered by the Town or granted under the MGA.
 - g. The applicant shall not be in the process of foreclosure, bankruptcy, or receivership.
 - h. The applicant shall not be in arrears or have amounts owing to the town relating to property taxes, utilities or any other fees and charges.

4. **DETAILS OF EXEMPTION**

- 4.1 The exemption shall apply only to municipal taxes. Provincial Education and Senior Housing property tax levies are outside the jurisdiction of the Town and are excluded from any exemption.
- 4.2 The exemption period shall be between January 01, 2025 and December 31, 2035.
- 4.3 The tax exemption shall only apply to the increased assessment amount.
- 4.4 Projects meeting the criteria noted in Section 3 may be granted the following tax exemptions:

	New or Increased Assessment Value				
	\$50,000-\$1,000,000	Over \$1,000,000			
	Exemption Level				
Year 1	75%	100%			
Year 2	50%	75%			
Year 3	25%	50%			

- 4.5 The exemption shall be granted for the tax immediately following the Project being deemed complete, assessable, and available for use.
- 4.6 Applications may be considered and approved in accordance with this bylaw before construction on the qualified Project is complete. However the calculation of the exemption and exemption period will not be confirmed until the Project is complete, the development is inspected and approved, and the property is assessed for taxation.
- 4.7 A property shall only be eligible for one (1) tax incentive exemption during the tax exemption period identified in 4.2

5. CHANGE IN OWNERSHIP

5.1 To maintain eligibility for granted exemption, the new owner(s) must meet the obligations that arise under the written decision in accordance with Section 7 of this bylaw.

6. APPLICATION PROCESS

- 6.1 Council, shall have the authority to determine whether an exemption will be granted in accordance with the terms and conditions of this bylaw.
- 6.2 The application process shall be as follows:
 - a. The Applicant shall submit a completed application form (Schedule A) to the CAO for consideration.
 - b. The Town has the discretion to reject applications that are incomplete, ineligible, or provided after the deadline provided in this bylaw.
 - c. Applications must be received within a year (365 days) of the improvement being made available for use and included in the Town's assessment roll.
 - d. An applicant may resubmit an application that has previously been deemed incomplete.
 - e. Resubmissions must be made within 14 days of the date of the notice communicating that the application is incomplete.
 - f. The Town may require any additional information that, in it's discretion, is necessary to consider the eligibility of the application or to confirm ongoing compliance with the eligibility criteria of the exemption.
 - g. The Town will advise applicants in writing if their application has been accepted. Accepted applications will become the property of the Town and may not be returned.
- 6.3 Applications must be received by December 31 of the year prior to the first tax year for which a project would be eligible for a tax exemption.

7. DECISION ON EXEMPTION

- 7.1 If Council approves the application, the Applicant will receive the following information in writing:
 - a. The taxation years to which the exemption applies and the amount of exemption for the respective tax year.
 - b. Conditions, the breach of which would result in the cancellation of the exemption.
 - c. The date on which the exemption shall take effect.
 - d. Any other information the Town deems relevant.
- 7.2 Should Council not approve the application, the CAO will issue a written decision to the Applicant outlining the following:
 - a. The reasons detailing why the project fails to qualify for the exemption
 - b. The date by which an application for an appeal to Council must be submitted.
- 7.3 The decision on an application may not be finalized until after the final assessment values are confirmed by the Town's assessor during the subject taxation year.

8. CANCELLATION OF EXEMPTION

- 8.1 The Town may cancel the exemption for a taxation year or years if at any time after an exemption is granted the Town determines that:
 - a. The Applicant or their application did not meet or ceased to meet any of the criteria required for granting an exemption.
 - b. There was a breach of any condition contained in the decision to grant the extension.
- 8.2 A written decision to cancel an exemption must be provided to the Applicant and must include reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date for which an application for an appeal to Council must be submitted.

9. COUNCIL REVIEW

- 9.1 An applicant may apply to Council for a review of a decision regarding an application for a non-residential property tax exemption in the following situations:
 - a. An application for an exemption is refused or rejected
 - b. An exemption is cancelled.
- 9.2 A request for review must be in writing and be received by the Town Office no later than 30 days following the receipt of the written decision of refusal or cancellation.
- 9.3 Council shall conduct a review within 90 days of the receipt of an application for review submitted in accordance with Section 9.2 at a regularly scheduled meeting of Council.
- 9.4 Remedies available to Council upon conclusion of a review are:
 - a. Council may uphold the decision to reject an application or revoke a previously approved exemption.
 - b. Council may revise a decision with respect to the outcome of an application or cancellation of an exemption.
- 9.5 The decision of Council shall be final and binding on all parties except in the case where the decision is the subject of an application for judicial review, and such application must filed with the Court of King's Bench not more than 60 days after the date of decision.

10. SEVERABILTY

10.1 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a Court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

11. EFFECTIVE DATE

- (a) This bylaw shall come into effect upon the date of its third reading.
- (b) Bylaw ______ is hereby repealed the date of final passing.

READ a FIRST time on the _____

READ a second time on the _____

Given unanimous consent on the _____(optional)

READ a third and final time on the _____

Mayor

Chief Administrative Officer

BYLAW NO. ____: SCHEDULE "A"

NON-RESIDENTIAL TAX INCENTIVE P	ROGRAM APPLICATION
Property Owner:	_
Date:	-
Mailing Address:	-
CONTACT INFORMATION	
Name:	-
Phone:	_
Email:	-
LEGAL LAND DESCRIPTION & MUNICIPAL A	ADDRESS FOR TAX EXEMPTION
Lot/Block/Plan:	
Municipal Address:	
Description of Proposed Project:	
Proposed Cost of Project:	
I/We, the undersigned, understand the conditions of el Non-Residential Tax Incentive Bylaw, and acknowled on the above-mentioned property.	
Full Name:	

Signature: _____

From: MA.lgffcapital@gov.ab.ca
Date: October 25, 2024 at 3:03:13 PM MDT
To: Jennifer Thompson <CAO@onoway.ca>
Subject: 2026 Local Government Fiscal Framework Capital Allocations

Dear Chief Elected Officials:

The Local Government Fiscal Framework (LGFF) is our government's commitment to assist local governments with infrastructure funding, and I am pleased to announce the release of information on LGFF Capital allocations for the 2026 program year. I expect this information will facilitate your capital planning, and allow you to more effectively budget for, and manage, your projects.

The 2026 LGFF Capital allocations for all local governments are available on the program website.

The allocations are based on total program funding of \$800 million, with \$423 million allocated to the cities of Calgary and Edmonton, and \$377 million allocated to the remaining local governments.

Compared to 2025, this is a decrease of 2.5 per cent, which is the same as the decrease in provincial revenues between 2022/23 and 2023/24, as is prescribed by the Revenue Index Factor in the *Local Government Fiscal Framework Act*. Please note that while total funding will decrease by 2.5 per cent, funding impacts on individual municipalities and Metis Settlements will vary depending on changes in their formula factors relative to other local governments.

I look forward to continuing to work with you to build stronger communities in a sustainable way that continues to be reflective of Alberta's finances.

Sincerely,

Ric McIver Minister

cc: Chief Administrative Officers

Local Government Fiscal Framework – Capital Funding

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
Charter Cities ³			
CALGARY	\$223,865,417	\$254,980,948	\$249,394,219
EDMONTON	\$158,134,583	\$179,067,590	\$173,721,890
Charter Cities Sub-total	\$382,000,000	\$434,048,538	\$423,116,109
Other Cities ⁴			
AIRDRIE	\$8,022,724	\$9,323,778	\$9,423,380
BEAUMONT	\$2,377,384	\$2,743,339	\$2,830,373
BROOKS	\$1,832,503	\$2,100,833	\$2,085,971
CAMROSE	\$2,432,254	\$2,815,477	\$2,746,762
CHESTERMERE	\$2,322,425	\$2,661,954	\$2,754,423
COLD LAKE	\$2,092,889	\$2,411,348	\$2,426,514
FORT SASKATCHEWAN	\$3,377,559	\$3,905,018	\$3,958,594
GRANDE PRAIRIE	\$7 878 359	\$9,140,129	\$8,317,332
LACOMBE	\$1,789,732	\$2,054,696	\$2,024,408
LEDUC	\$4,629,986	\$5,350,363	\$5,537,435
LETHBRIDGE	\$12,323,689	\$14,272,235	\$14,337,752
LLOYDMINSTER	\$2,610,197	\$3,025,206	\$2,951,126
MEDICINE HAT	\$8, 196,006	\$9,461,402	\$9,217,417
RED DEER	\$13,207,703	\$15,330,053	\$14,806,087
SPRUCE GROVE	\$4,257,264	\$4,929,748	\$5,145,270
ST. ALBERT	\$7,969,935	\$9,257,152	\$9,222,073
WETASKIWIN	\$1,645,709	\$1,873,886	\$1,810,879
Towns ⁴			
ATHABASCA	\$518,404	\$575,400	\$538,366
BANFF ⁵	\$1,402,845	\$1,486,202	\$1,373,563
BARRHEAD	\$744,316	\$853,040	\$782,052
BASHAW	\$287,914	\$300,508	\$317,976
BASSANO	\$338,248	\$385,143	\$384,842
BEAVERLODGE	\$442,929	\$493,622	\$463,394
BENTLEY	\$325,579	\$345,214	\$344,190
BLACKFALDS	\$1,379,424	\$1,579,440	\$1,562,613
BONACCORD	\$380,306	\$422,612	\$393,889
BONNYVILLE	\$1,034,025	\$1,178,996	\$1,141,923
BOWISLAND	\$511,199	\$561,243	\$567,132
BOWDEN	\$362,245	\$388,583	\$400,010
BRUDERHEIM	\$331,548	\$369,868	\$327,311
CALMAR	\$415,248	\$457,052	\$441,445

OHOWAY TOWN COUNCIPAGENCA NOVEMBER 2024 Inding ©2024 Government of Alberta | October 2024 | Municipal Affairs Classification: Public



Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
CANMORE ⁵	\$2,622,876	\$2,277,648	\$2,440,166
CARDSTON	\$877,872	\$972,817	\$877,050
CARSTAIRS	\$633,155	\$711,202	\$779,618
CASTOR	\$333,078	\$355,972	\$313,515
CLARESHOLM	\$672,909	\$752,075	\$730,976
COALDALE	\$1,170,692	\$1,343,087	\$1,322,754
COALHURST	\$550,104	\$580,688	\$624,116
COCHRANE	\$3,523,342	\$4,104,262	\$4,286,277
CORONATION	\$346,676	\$370,489	\$345,849
CROSSFIELD	\$554,618	\$618,196	\$626,066
CROWSNEST PASS, MUNICIPALITY OF	\$1,069,295	\$1,217,178	\$1,203,472
DAYSLAND	\$309,652	\$327,436	\$308,813
DEVON	\$929,909	\$1,050,712	\$1,023,444
DIAMOND VALLEY	\$939,383	\$1,044,329	\$1,023,238
DIDSBURY	\$813,055	\$950,876	\$831,039
DRAYTON VALLEY	\$1,131,264	\$1,294,498	\$1,267,714
DRUMHELLER	\$1,223,169	\$1,406,247	\$1,396,360
ECKVILLE	\$328,594	\$352,468	\$300,802
EDSON	\$1,180,399	\$1,345,541	\$1,312,711
ELK POINT	\$337,366	\$414,447	\$396,615
FAIRVIEW	\$620,108	\$702,435	\$656,394
FALHER	\$356,302	\$383,612	\$377,965
FORT MACLEOD	\$531,740	\$592,126	\$612,984
FOX CREEK	\$500,370	\$552,932	\$501,968
GIBBONS	\$518,824	\$577,484	\$566,155
GRIMSHAW	\$665,981	\$731,690	\$694,024
HANNA	\$579,831	\$651,747	\$597,309
HARDISTY	\$222,591	\$233,532	\$230,379
HIGH LEVEL	\$810,115	\$904,792	\$870,455
HIGH PRAIRIE	\$524,344	\$582,048	\$542,648
HIGH RIVER	\$1,857,393	\$2,132,494	\$2,096,582
HINTON	\$1,390,171	\$1,586,265	\$1,528,505
INNISFAIL	\$1,109,729	\$1,265,548	\$1,239,232
IRRICANA	\$312,140	\$331,307	\$312,565
JASPER, MUNICIPALITY OF ⁵	\$728,701	\$805,225	\$805,543
KILLAM	\$326,039	\$358,924	\$333,096
LAMONT	\$444,866	\$505,749	\$506,242
LEGAL	\$352,514	\$380,028	\$347,181
MAGRATH	\$550,368	\$595,425	\$611,435
MANNING	\$367,912	\$407,724	\$386,985
MAYERTHORPE	\$439,173	\$504,037	\$511,635
MCLENNAN	\$359,358	\$386,546	\$355,993
MILK RIVER	\$328,712	\$348,395	\$347,529



Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
MILLET	\$379,834	\$435,956	\$424,622
MORINVILLE	\$1,407,230	\$1,606,276	\$1,605,033
MUNDARE	\$257,424	\$274,517	\$264,198
NANTON	\$428,480	\$472,619	\$459,917
NOBLEFORD	\$302,866	\$327,245	\$341,226
OKOTOKS	\$3,437,881	\$3,968,225	\$3,984,676
OLDS	\$1,242,219	\$1,416,499	\$1,371,335
ONOWAY	\$279,411	\$312,815	\$287,090
OYEN	\$375,332	\$369,836	\$355,992
PEACE RIVER	\$1,081,131	\$1,232,910	\$1,170,517
PENHOLD	\$559,968	\$627,044	\$602,887
PICTURE BUTTE	\$407,719	\$440,190	\$479,425
PINCHER CREEK	\$605,993	\$677,939	\$666,421
PONOKA	\$988,558	\$1,121,543	\$1,126,557
PROVOST	\$416,966	\$482,907	\$461,037
RAINBOW LAKE	\$381,439	\$462,904	\$347,469
RAYMOND	\$924,552	\$1,024,899	\$971,976
REDCLIFF	\$860,718	\$972,599	\$943,455
REDWATER	\$417,202	\$459,516	\$455,503
REDWOOD MEADOWS, TOWNSITE OF	\$269,361	\$288,614	\$283,764
RIMBEY	\$465,628	\$517,248	\$494,316
ROCKY MOUNTAIN HOUSE	\$971,354	\$1,104,105	\$1,089,075
SEDGEWICK	\$249,216	\$278,078	\$258,431
SEXSMITH	\$475,391	\$530,652	\$498,335
SLAVE LAKE	\$1,072,891	\$1,235,689	\$1,217,924
SMOKY LAKE	\$317,033	\$339,231	\$359,733
SPIRIT RIVER	\$347,191	\$372,305	\$379,994
ST. PAUL	\$914,254	\$1,034,152	\$1,065,921
STAVELY	\$225,369	\$237,147	\$234,244
STETTLER	\$981,743	\$1,111,391	\$1,047,239
STONY PLAIN	\$2,190,817	\$2,520,784	\$2,464,500
STRATHMORE	\$1,737,417	\$1,992,413	\$2,011,318
SUNDRE	\$479,988	\$532,624	\$518,674
SWAN HILLS	\$468,214	\$544,800	\$505,014
SYLVAN LAKE	\$1,915,180	\$2,197,541	\$2,258,672
TABER	\$1,233,406	\$1,408,866	\$1,417,235
THORSBY	\$325,786	\$350,504	\$341,438
THREE HILLS	\$656,823	\$722,761	\$697,569
TOFIELD	\$392,160	\$431,082	\$417,679
TROCHU	\$359,309	\$379,388	\$363,472
TWO HILLS	\$533,799	\$594,293	\$596,736
VALLEYVIEW	\$420,132	\$463,342	\$429,331
VAUXHALL	\$423,893	\$450,872	\$486,097

Offorway Town Columning Agenda Novémber 1/4, 2024 Unding ©2024 Government of Alberta | October 2024 | Municipal Affairs Classification: Public



Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
VEGREVILLE	\$944,849	\$1,070,954	\$1,033,407
VERMILION	\$698,124	\$783,172	\$737,605
VIKING	\$366,232	\$407,714	\$372,278
VULCAN	\$470,147	\$517,684	\$484,152
WAINWRIGHT	\$897,305	\$1,009,633	\$1,016,375
WEMBLEY	\$331,414	\$359,503	\$342,716
WESTLOCK	\$772,054	\$867,568	\$825,220
WHITECOURT	\$1,471,045	\$1,679,098	\$1,594,667
Villages ⁴			
ACME	\$263,192	\$279,114	\$266 890
ALBERTA BEACH	\$269,636	\$288,797	\$267,727
ALIX	\$242.582	\$257,253	\$260_056
ALLIANCE	\$197,110	\$203,690	\$210,818
AMISK	\$200,464	\$207,192	\$216,093
ANDREW	\$236,523	\$248,281	\$226,208
ARROWWOOD	\$195,674	\$203,163	\$193,249
BARNWELL	\$288,957	\$296,813	\$311,187
BARONS	\$236,541	\$249,954	\$236,782
BAWLF	\$236,381	\$251,830	\$241,354
BEISEKER	\$257.413	\$274,482	\$261,771
BERWYN	\$276,167	\$294,916	\$314,532
BIG VALLEY	\$223,296	\$230,335	\$226,362
BITTERN LAKE	\$190,853	\$195,893	\$196,132
BOYLE	\$330,844	\$356,829	\$321,853
BRETON	\$242,862	\$257,467	\$262,893
CARBON	\$253,139	\$266,160	\$264,253
CARMANGAY	\$203,529	\$212,512	\$224,073
CAROLINE	\$278,772	\$293,726	\$275,809
CHAMPION	\$225,813	\$238,874	\$252,164
CHAUVIN	\$236,172	\$249,703	\$234,730
CHIPMAN	\$205,011	\$210,561	\$207,270
CLIVE	\$244,354	\$248,728	\$285,424
CLYDE	\$237,846	\$259,145	\$248,950
CONSORT	\$311,936	\$340,519	\$306,513
COUTTS	\$202,908	\$212,428	\$200,207
COWLEY	\$189,596	\$194,684	\$199,137
CREMONA	\$213,904	\$219,357	\$215,457
CZAR	\$201,355	\$209,406	\$232,191
DELBURNE	\$289,057	\$303,927	\$329,898
DELIA	\$195,121	\$201,056	\$175,737
DONALDA	\$204,626	\$211,562	\$217,392
DONNELLY	\$236,407	\$249,149	\$250,418
DUCHESS	\$335,900	\$374,440	\$356,848



Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
EDBERG	\$194,102	\$199,422	\$190,675
EDGERTON	\$249,518	\$264,188	\$250,528
ELNORA	\$215,854	\$224,166	\$222,100
EMPRESS	\$200,642	\$206,977	\$204,577
FOREMOST	\$259,512	\$270,246	\$250,117
FORESTBURG	\$343,366	\$377,831	\$353,800
GIROUXVILLE	\$231,406	\$241,327	\$239,958
GLENDON	\$242,867	\$269,451	\$285,967
GLENWOOD	\$212,459	\$217,129	\$201,954
HALKIRK	\$181,533	\$185,785	\$178,352
HAY LAKES	\$231,656	\$247,641	\$220,970
HEISLER	\$195,030	\$200,578	\$192,374
HILL SPRING	\$179,710	\$183,896	\$185,532
HINES CREEK	\$252,209	\$268,588	\$264,921
HOLDEN	\$229,107	\$240,867	\$238,613
HUGHENDEN	\$218,365	\$228,811	\$219,109
HUSSAR	\$190,903	\$198,147	\$189,044
INNISFREE	\$210,978	\$219,948	\$206,327
IRMA	\$244 886	\$260,260	\$246,298
KITSCOTY	\$314,254	\$348,641	\$289,067
LINDEN	\$259,039	\$276,889	\$246,432
LOMOND	\$189,270	\$193,019	\$201,292
LONGVIEW	\$197,056	\$204,415	\$201,209
LOUGHEED	\$209,356	\$219,113	\$208,083
MANNVILLE	\$358,484	\$393,297	\$373,966
MARWAYNE	\$296,086	\$318,822	\$299,257
MILO	\$165,296	\$167,823	\$171,100
MORRIN	\$211,512	\$221,471	\$208,996
MUNSON	\$184,564	\$189,236	\$179,600
MYRNAM	\$238,837	\$259,165	\$228,486
NAMPA	\$214,676	\$224,459	\$221,971
PARADISE VALLEY	\$212,047	\$221,483	\$211,130
ROCKYFORD	\$233,729	\$236,564	\$271,545
ROSALIND	\$193,482	\$200,093	\$189,299
ROSEMARY	\$240,607	\$249,459	\$241,648
RYCROFT	\$261,338	\$283,261	\$255,680
RYLEY	\$258,501	\$272,237	\$275,628
SPRING LAKE	\$223,841	\$235,669	\$234,510
STANDARD	\$198,141	\$208,628	\$206,373
STIRLING	\$407,657	\$428,130	\$390,667
VETERAN	\$218,459	\$228,324	\$219,681
VILNA	\$234,310	\$247,077	\$240,460
WARBURG	\$315,820	\$335,917	\$306,034

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Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
WARNER	\$245,019	\$257,603	\$254,631
WASKATENAU	\$194,330	\$204,632	\$218,585
YOUNGSTOWN	\$193,932	\$198,132	\$206,568
Summer Villages ⁴			
ARGENTIA BEACH	\$65,450	\$66,334	\$67,385
BETULA BEACH	\$63,270	\$63,808	\$64,853
BIRCH COVE	\$66,991	\$68,127	\$70,273
BIRCHCLIFF	\$76,234	\$78,708	\$88,145
BONDISS	\$73,147	\$75,315	\$76,526
BONNYVILLE BEACH	\$69,049	\$70,528	\$68,854
BURNSTICK LAKE	\$62,291	\$62,656	\$63,367
CASTLE ISLAND	\$61,868	\$62,177	\$62 640
CRYSTAL SPRINGS	\$69,134	\$70,782	\$73,006
GHOST LAKE	\$70,063	\$71,674	\$71,431
GOLDEN DAYS	\$80,034	\$83,363	\$91,998
GRANDVIEW	\$75,879	\$78,429	\$80,878
GULL LAKE	\$80,396	\$83,789	\$88,258
HALF MOON BAY	\$65,370	\$66,182	\$68,537
HORSESHOE BAY	\$70,220	\$72,338	\$72,761
ISLAND LAKE	\$87,262	\$91,743	\$85,065
ISLAND LAKE SOUTH	\$67,413	\$68,651	\$70,640
ITASKA BEACH	\$63,177	\$63,851	\$64,494
JARVIS BAY	\$83,747	\$87,498	\$87,022
KAPASIWIN	\$62,308	\$62,669	\$64,173
LAKEVIEW	\$64,245	\$64,933	\$64,696
LARKSPUR	\$65,921	\$66,863	\$67,706
MA-ME-O BEACH	\$78,565	\$81,970	\$81,711
MEWATHA BEACH	\$70,911	\$72,720	\$73,809
NAKAMUN PARK	\$70,292	\$72,045	\$69,967
NORGLENWOLD	\$92,755	\$97,869	\$100,174
NORRIS BEACH	\$66,868	\$68,004	\$71,247
PARKLAND BEACH	\$79,281	\$82,576	\$83,340
PELICAN NARROWS	\$78,101	\$81,041	\$81,150
POINT ALISON	\$61,691	\$62,068	\$63,077
POPLAR BAY	\$75,738	\$78,216	\$78,658
ROCHON SANDS	\$71,938	\$73,893	\$74,665
ROSS HAVEN	\$80,072	\$83,184	\$78,688
SANDY BEACH	\$92,543	\$98,831	\$97,419
SEBA BEACH	\$81,993	\$85,597	\$91,069
SILVER BEACH	\$69,016	\$70,391	\$68,932
SILVER SANDS	\$79,471	\$82,686	\$87,666
SOUTH BAPTISTE	\$67,698	\$68,584	\$68,413
SOUTH VIEW	\$68,409	\$69,758	\$70,032

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Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
SUNBREAKER COVE	\$72,855	\$74,934	\$79,659
SUNDANCE BEACH	\$69,690	\$71,415	\$67,777
SUNRISE BEACH	\$77,068	\$79,746	\$80,907
SUNSET BEACH	\$66,988	\$68,119	\$68,483
SUNSET POINT	\$79,967	\$83,132	\$91,522
VAL QUENTIN	\$86,171	\$90,342	\$79,525
WAIPAROUS	\$66,547	\$67,829	\$68,415
WEST BAPTISTE	\$66,239	\$67,417	\$68,176
WEST COVE	\$80,207	\$83,310	\$90,211
WHISPERING HILLS	\$76,634	\$79,513	\$77,518
WHITE SANDS	\$74,777	\$77,148	\$82,650
YELLOWSTONE	\$74,308	\$77,069	\$74,329
Municipal Districts and Counties ⁴			
ACADIA NO. 34, M.D. OF	\$402,802	\$439,391	\$429,813
ATHABASCA COUNTY	\$1,704,758	\$1,946,652	\$1,786,119
BARRHEAD NO. 11, COUNTY OF	\$1,192,812	\$1,354,364	\$1,276,618
BEAVER COUNTY	\$1,564,919	\$1,774,404	\$1,718,635
BIG LAKES COUNTY	\$1,311,171	\$1,488,443	\$1,389,338
BIGHORN NO. 8, M.D. OF	\$408,920	\$450,102	\$467,222
BIRCH HILLS COUNTY	\$1,083,357	\$1,217,001	\$1,169,454
BONNYVILLE NO. 87, M.D. OF	\$3,053,572	\$3,500,847	\$3,283,859
BRAZEAU COUNTY	\$1,751,210	\$1,993,585	\$1,856,320
CAMROSE COUNTY	\$1,782,659	\$2,017,490	\$1,772,169
CARDSTON COUNTY	\$1,045,188	\$1,181,309	\$1,170,569
CLEAR HILLS COUNTY	\$1,086,778	\$1,240,211	\$1,209,434
CLEARWATER COUNTY	\$2,787,346	\$3,205,195	\$3,100,884
CYPRESS COUNTY ⁵	\$2,039,853	\$2,108,963	\$2,036,513
FAIRVIEW NO. 136, M.D. OF	\$635,114	\$707,257	\$685,565
FLAGSTAFF COUNTY	\$1,431,877	\$1,631,969	\$1,573,481
FOOTHILLS COUNTY	\$3,356,423	\$3,866,154	\$3,781,463
FORTY MILE NO. 8, COUNTY OF	\$1,613,754	\$1,790,509	\$1,736,856
GRANDE PRAIRIE NO. 1, COUNTY OF	\$4,090,770	\$4,721,663	\$4,733,498
GREENVIEW NO. 16, M.D. OF5	\$3,184,939	\$3,067,685	\$2,861,356
KNEEHILL COUNTY	\$1,370,055	\$1,564,960	\$1,513,519
LAC STE ANNE COUNTY	\$1,819,410	\$2,080,923	\$2,051,314
LACOMBE COUNTY	\$2,698,804	\$3,079,122	\$2,942,792
LAC LA BICHE COUNTY	\$2,025,000	\$2,327,776	\$2,215,104
LAMONT COUNTY	\$1,183,018	\$1,344,238	\$1,290,050
LEDUC COUNTY	\$3,739,050	\$4,260,582	\$4,140,333
LESSER SLAVE RIVER NO. 124, M.D. OF	\$854,679	\$949,865	\$928,648
LETHBRIDGE COUNTY	\$2,133,779	\$2,426,872	\$2,313,197
MACKENZIE COUNTY	\$2,337,409	\$2,693,126	\$2,679,307
MINBURN NO. 27, COUNTY OF	\$1,381,582	\$1,562,118	\$1,501,185

OfferWay Town Council Agendal Novémber 14;a2024 unding ©2024 Government of Alberta | October 2024 | Municipal Affairs Classification: Public

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Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
MOUNTAIN VIEW COUNTY	\$2,758,684	\$3,096,588	\$2,965,466
NEWELL, COUNTY OF ⁵	\$1,754,334	\$1,705,322	\$1,653,211
NORTHERN LIGHTS, COUNTY OF	\$1,077,141	\$1,244,677	\$1,204,042
NORTHERN SUNRISE COUNTY	\$867,681	\$976,443	\$933,286
OPPORTUNITY NO. 17, M.D. OF	\$1,150,970	\$1,304,149	\$1,244,429
PAINTEARTH NO. 18, COUNTY OF	\$1,069,592	\$1,217,509	\$1,190,453
PARKLAND COUNTY	\$4,746,334	\$5,458,327	\$5,222,047
PEACE NO. 135, M.D. OF	\$479,714	\$529,739	\$502,087
PINCHER CREEK NO. 9, M.D. OF	\$1,021,407	\$1,154,810	\$1,146,862
PONOKA COUNTY	\$1,613,366	\$1 848 303	\$1,812,810
PROVOST NO. 52, M.D. OF	\$1,106,860	\$1,262,026	\$1,215,612
RANCHLAND NO. 66, M.D. OF	\$215,534	\$225,663	\$224,764
RED DEER COUNTY	\$4,323,818	\$4,979,965	\$4,853,225
ROCKY VIEW COUNTY ⁵	\$6,463,565	\$6,901,956	\$6,829,525
SADDLE HILLS COUNTY ⁵	\$979,556	\$1,090,542	\$1,081,382
SMOKY LAKE COUNTY	\$884,443	\$995,153	\$973,518
SMOKY RIVER NO. 130, M.D. OF	\$1,053,963	\$1,191,172	\$1,145,433
SPIRIT RIVER NO. 133, M.D. OF	\$508,875	\$564,045	\$539,631
ST. PAUL NO. 19, COUNTY OF	\$1,372,756	\$1,566,121	\$1,499,656
STARLAND COUNTY	\$974,644	\$1,101,733	\$1,042,359
STETTLER NO. 6, COUNTY OF	\$1,820,143	\$2,047,660	\$1,829,645
STRATHCONA COUNTY	\$12 215 060	\$14,198,554	\$13,848,213
STURGEON COUNTY	\$2,972,283	\$3,471,770	\$3,331,951
TABER, M.D. OF	\$1,510,656	\$1,733,672	\$1,723,483
THORHILD COUNTY	\$1,039,196	\$1,172,405	\$1,109,511
TWO HILLS NO. 21, COUNTY OF	\$1,437,933	\$1,631,288	\$1,562,534
VERMILION RIVER, COUNTY OF	\$2,838,664	\$3,286,158	\$3,144,187
VULCAN COUNTY	\$1,434,098	\$1,635,763	\$1,613,141
WAINWRIGHT NO. 61, M.D. OF	\$1,777,910	\$2,029,432	\$1,956,595
WARNER NO. 5, COUNTY OF	\$1,321,073	\$1,494,057	\$1,487,420
WESTLOCK COUNTY	\$1,679,477	\$1,906,444	\$1,834,122
WETASKIWIN NO. 10, COUNTY OF	\$1,903,250	\$2,187,605	\$2,117,995
WHEATLAND COUNTY	\$2,460,621	\$2,815,251	\$2,709,999
WILLOW CREEK NO. 26, M.D. OF	\$1,744,567	\$1,967,200	\$1,738,994
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	\$16,149,857	\$18,704,878	\$17,876,606
WOODLANDS COUNTY	\$1,233,100	\$1,397,712	\$1,333,200
YELLOWHEAD COUNTY	\$3,847,026	\$4,370,260	\$4,106,855
Improvement Districts and Special Areas Board ⁴			
I.D. NO. 04 (WATERTON)	\$198,816	\$206,377	\$209,650
I.D. NO. 09 (BANFF) ⁵	\$362,178	\$272,118	\$264,917
I.D. NO. 12 (JASPER NATIONAL PARK)6	\$155,023	\$155,825	\$0
I.D. NO. 24 (WOOD BUFFALO)	\$211,412	\$221,213	\$224,800
KANANASKIS IMPROVEMENT DISTRICT	\$175,386	\$179,353	\$171,449

Onoway Town Council Agenda November 14, 2024 ©2024 Government of Alberta | October 2024 | Municipal Affairs Classification: Public



Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{1,2}
SPECIAL AREAS BOARD	\$2,550,959	\$2,916,049	\$2,879,038
Metis Settlements ⁴			
BUFFALO LAKE	\$250,560	\$262,208	\$232,365
EAST PRAIRIE	\$232,417	\$241,963	\$217,370
ELIZABETH	\$240,574	\$251,066	\$279,090
FISHING LAKE	\$233,683	\$243,376	\$239,972
GIFT LAKE	\$275,454	\$289,985	\$285,827
KIKINO	\$293,175	\$309,759	\$362,542
PADDLE PRAIRIE	\$231,151	\$240,551	\$269,745
PEAVINE	\$235,089	\$244,945	\$234,104
Rest of Alberta Sub-total	\$342,170,671	\$386,325,924	\$376,595,490
Total	\$724,170,671	\$820,374,462	\$799,711,599

Notes:

- 1. Amounts above show what local governments will be entitled to in the specified years based on the *Local Government Fiscal Framework Act* and the approved allocation formula for the Local Government Fiscal Framework, subject to Ministerial commitments of the allocations.
- 2. 2024 LGFF Capital allocations are based mainly on 2021 data, 2025 allocations are based mainly on 2022 data, and 2026 allocations are based on 2023 data.
- 3. LGFF Capital allocations for the Charter Cities of Calgary and Edmonton are calculated using a formula based on population (48%), education tax requisitions (48%) and length of local roads (4%).
- 4. LGFF Capital allocations for local governments other than Calgary and Edmonton are calculated using a formula based on population (65%), tangible capital assets (15%), average cumulative amortization (10%) and length of local roads (10%). In addition, each local government receives 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.
- 5. 2024 LGFF Capital amounts include a one-time transitional top-up allocated to nine local governments to ensure they do not experience a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative in 2023. The top-up funding totals \$2,170,671, with the Town of Banff receiving \$106,456, the Town of Canmore receiving \$646,571, the Municipality of Jasper receiving \$13,789, Cypress County receiving \$192,946, the Municipal District of Greenview receiving \$332,152, the County of Newell receiving \$265,015, Rocky View County receiving \$482,780, Saddle Hills County receiving \$24,358, and I.D. No. 09 (Banff) receiving \$106,604.
- Local governments with no resident population are not eligible for LGFF Capital funding. Based on the 2023 Municipal Affairs Population List, I.D. No. 12 (Jasper National Park) had no population and is not entitled to LGFF Capital funding in 2026.

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Alberta Beach

Box 278 • Alberta Beach • Alberta • TOE 0A0 Telephone: 780-924-3181 • Fax: 780-924-3313



October 30, 2024

Lac Ste. Anne County Town of Onoway Town of Mayerthorpe Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands, South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone

Re: Alberta Beach Organizational Meeting

Alberta Beach Council held their Organizational Meeting on October 29th, 2024. Please be advised that the results of their Organizational Meeting are as follows;

Mayor	Kelly Muir
Deputy Mayor	. Bill Love
Councillor	Debbie Durocher
Councillor	Tara Elwood
Councillor	Daryl Weber

kellymuir@albertabeach.com aboffice@albertabeach.com debbiedurocher@albertabeach.com taraelwood@albertabeach.com aboffice@albertabeach.com

Please do not hesitate to contact the undersigned if you require any further information, I can be reached at 780-924-3181 or <u>aboffice@albertabeach.com</u>.

Sincerely,

Kathy Skwarchuk Kathy Skwarchuk,

Kathy Skwarchuk, C.A.O.

Alberta Beach

Box 278 • Alberta Beach • Alberta • TOE 0A0 Telephone: 780-924-3181 • Fax: 780-924-3313



October 30, 2024

Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 29th, 2024. The results of their Organizational Meeting are as follows;

Mayor	Kelly Muir
Deputy Mayor	Bill Love
Councillor	Debbie Durocher
Councillor	Tara Elwood
Councillor	Daryl Weber

kellymuir@albertabeach.com aboffice@albertabeach.com debbiedurocher@albertabeach.com taraelwood@albertabeach.com aboffice@albertabeach.com

Committee Appointments:

Alberta Beach Ag Society Agliplex Operations Committee – Mayor Muir & Councillor Elwood as alternate Alberta Beach Ag Society Beachwave Park Operations Committee - Mayor Muir & Councillor Durocher as alternate Alberta Beach Campground Advisory Committee – Deputy Mayor Love & Councillor Elwood Alberta Beach Inter-municipal Development Plan Steering Committee – Councillor Elwood & Councillor Weber Alberta Beach Library Board – Councillor Elwood Alberta Beach Museum & Archives – Councillor Durocher Alberta Beach Public Works Advisory Committee – Deputy Mayor Love & Councillor Elwood Beachwave Park Stakeholders Committee – Mayor Muir& Councillor Durocher as alternate Community Futures Yellowhead East - Councillor Weber & Councillor Elwood as alternate Ste. Anne Summer Village Regional Emergency Partnership Advisory Committee – Councillor Elwood FCSS Trivillage Committee – Mayor Muir Highway 43 East Waste Commission - Deputy Mayor Love & Councillor Weber as alternate Inter-municipal Collaboration Framework (ICF) Committee - Councillor Elwood & Councillor Weber & Mayor Muir as alternate Lac Ste. Anne East End Bus - Deputy Mayor Love Lac Ste. Anne Foundation - Councillor Weber Lake Isle and Lac Ste. Anne Stewardship Society - Councillor Durocher Land Use Bylaw Review Committee – Councillor Durocher & Councillor Elwood Municipal Planning Commission – All Council members Partners In Progress Committee - Mayor Muir Regional Fire Services Committee – Mayor Muir & Councillor Elwood Regional Trail Master Plan Steering Committee – Mayor Muir & Councillor Elwood Ste. Anne Recreational Lake Use Committee (SARLUC) - Mayor Muir & Councillor Weber Sturgeon River Watershed Alliance - Councillor Weber Trivillage Regional Sewage Service Commission - Mayor Muir & Councillor Weber Water Distribution Feasibility Study Steering Committee – Mayor Muir & Councillor Elwood & Councillor Durocher as alternate West Inter Lake District (WILD) Water Commission - Councillor Elwood & Councillor Durocher as alternate Yellowhead Regional Library Board – Councillor Elwood & Councillor Weber as alternate

	А	В	С	D	E	F	G	Н
1	Committee	Olsvik	Gelych	Vaughan	Lovich	Blakeman	Bohnet	Giebelhaus
2		Div. 1	Div. 2	Div. 3	Div.4	Div. 5	Div. 6	Div. 7
3		_	Deputy Reeve	_		Reeve		
4		Lorne Olsvik	Nick Gelych	George Vaughan	Kevin Lovich	Joe Blakeman	Ross Bohnet	Lloyd Giebelhaus
	Municipal Committee	x	x	x	X	x	X	х
6	Municipal Planning Commission	_	x	x		_	x alternate	x
7	Ag. Services Board			_	Х	_	X	х
8	Emergency Advisory Committee		x	х				х
9	Alberta Beach IDP Committee			x		x		
10	Athabasca Watershed Council			_		_	х	х
11	Beachwave Park			x		x		
12	East End Bus	x		_		_		
13	West End Bus						х	x
14	Campground, Parks and Outdoor Spaces Committee	х	х	x	x	x	х	x
15	Community Futures Yellowhead East		х					
16	Community Railway Advocacy Alliance (CRAA) 2023		x				Α	
17	Darwell Wastewater Lagoon Commission	Α			х	x		
18	Economic Development Advisory Committee	х	x	x	х	х	х	х
19	Fallen Four Visitor Center/Mayerthorpe Library Project Committee						х	
20	First Nations Committee	x	x	_		x		
21	George Pegg Botanic Garden Society			х				
22	Highway 43 East Waste Commission	x		x		_		
23	Interlakes Regional Trail Master Plan Steering Committee	_	x	_		_		x
24	Joint Worksite Health & Safety Training	_	x	x		_		
25	Lac La Nonne Enhancement & Protection Association (LEPA)			x		_		
26	Lac Ste. Anne County Library Board			_	x	_	x	
27	Lac Ste Anne Foundation						x	
28	Lac Ste Anne/Lake Isle Water Quality Group Society (LILSA)				x	x		
29	Mayerthorpe IDP Committee						x	x
30	Mayerthorpe and LSAC Economic Development Committee		x				x	Alt.
31	Millar Western Advisory Committee						x	
32	North 43 Lagoon Commission	x		x				
33	North Saskatchewan Watershed Alliance Committee				X			

	А	В	C	D	E	F	G	Н
34								
35								
36	Committee	Olsvik	Gelych	Vaughan	Lovich	Blakeman	Bohnet	Giebelhaus
37		Div. 1	Div. 2	Div. 3	Div.4	Div. 5	Div. 6	Div. 7
38			Deputy Reeve	-		Reeve		
39		Lorne Olsvik	Nick Gelych	George Vaughan	Kevin Lovich	Joe Blakeman	Ross Bohnet	Lloyd Giebelhaus
40	Onoway IDP Committee	x	х					
41	Onoway Regional Medical Clinic Board of Directors	х	х					
42	Peter Trynchy Airport Committee					х	х	x
43	Provincial Ag. Services Board Rep. (Endorsed by the County)						x	
44	Rural IDP Committee - local Councillor							
45	Shop Committee - Council as a Whole	x	x	х	х	x	x	x
46	Ste. Anne Emergency Response Center						x	x
47	Ste Anne Regional Lake Use Committee (SARLUC)			х	х	x		
48	Ste Anne Regional Trail Use Committee (SARTUC)			х	х	x		x
49	Sturgeon River Watershed Alliance (SRWA)				х			
50	Swede Moren Park Committee			x		x		
51	Upper Athabasca Watershed Alliance							х
52	Villeneuve Landing Network		x					
53	West Inter Lake District (WILD) Water Commission	х						
54	Yellowhead Regional Library (public member)							

2024 Outstanding Resolutions







October 30, 2024

Onoway Town Council Agenda November 14, 2024

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Background

On September 26, 2024, Alberta Municipalities (ABmunis) hosted its annual resolutions session at ABmunis' 2024 Convention. Twenty-seven resolutions were submitted for consideration. Due to the high number of resolutions and the lengthy debate on some resolutions, the Resolutions session ended before members could debate and vote on all resolutions, leaving six outstanding. Per section 45 of ABmunis' <u>Resolution Policy</u>, resolutions which are not debated at a Resolutions session are to be considered by ABmunis' Board of Directors following Convention.

How to Provide Input on the 2024 Outstanding Resolutions

Recognizing the unique circumstances, ABmunis Board is interested in receiving input from members before the Board determines whether any of the outstanding resolutions should form part of ABmunis' advocacy. The following outlines how Regular Member elected officials can provide their views on each of the outstanding resolutions.

Provide Input in Writing

Elected officials of Regular Member municipalities may submit input in writing to <u>resolutions@abmunis.ca</u> by **November 18, 2024**. Written submissions must indicate the person's name, position, and municipality and clearly label which resolution the member is addressing by referencing the resolution number. Written input does not require the endorsement of council, similar to how members can speak and vote on resolutions at Convention.

Provide Input via Webinar

Elected officials of Regular Member municipalities may attend a webinar where you will have the opportunity to speak to the Board and give input through poll questions. Administrators may attend only as observers.

Webinar Date & Time

- Date: November 28, 2024
- Time: 12:00 1:30 p.m. --- Register for the webinar.

Webinar Process

The webinar will be held using Zoom and involve the following process:

- 1. The mover of a resolution will have 2 minutes to make opening remarks.
- 2. Members who wish to speak to a resolution must click the "Raise Hand" button. The Moderator will call on each speaker in order.
 - Speakers will have up to 1 minute to make a comment or raise a question. After 1 minute, the speaker's microphone will be muted.
- 3. The moderator will end discussion on a resolution after 10 minutes.
- 4. At the end of discussion, ABmunis will a launch a Zoom Poll where members can indicate their opinion on whether the Board should advocate on the issue.

NOTE: The result of the Zoom Poll does not represent a binding vote because the webinar does not meet the formal requirements of a resolution session and quorum of members. The Zoom Poll is solely intended to provide guidance to ABmunis' Board who has final discretion per ABmunis policies.

Amendments

If you wish to put forth an amendment, you must submit the proposed amendment in writing by **November 18, 2024** to <u>resolutions@abmunis.ca</u>. ABmunis Board will consider any proposed amendments when it votes on the outstanding resolutions.

2024 Outstanding Resolutions

2024 OUTSTANDING RESOLUTIONS

The outstanding resolutions all relate to Category C – Other Issues of Potential Interest to Municipalities

Albritawayniciowiiticouncilleagteridametoverniber 14, 2024



C3: Fires on Frozen Lakes

Moved by:	Town of Sylvan Lake
Seconded by:	Summer Village of Jarvis Bay
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Environment
Status:	Outstanding – To be determined

WHEREAS fires directly lit on the surface of frozen lakes results in significant environmental damage due to the debris left behind, including materials such as garbage, tires, and pallets containing nails;

WHEREAS the debris from fires directly lit on the surface of frozen lakes poses a threat to the ecosystem of Alberta lakes and surrounding areas, particularly upon melting, when it enters the lake and contributes to environmental pollution;

WHEREAS the current regulatory framework lacks specific provisions to regulate fires directly lit on frozen lakes, necessitating the development of a new regulation to address this emerging environmental challenge;

WHEREAS there is an urgent need for a regulation to address this issue and prevent further harm to the environment; and

WHEREAS collaborative efforts between municipalities, the provincial government, and other stakeholders have proven effective in addressing environmental concerns in the past.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to develop, implement, and enforce, a regulation that mandates fires be contained within raised containers to mitigate the risk of debris contamination and to prevent environmental damage caused by fires directly lit on the surface of frozen lakes.

BACKGROUND:

The practice of burning fires directly on the surface of frozen lakes, as observed in Sylvan Lake and surrounding areas, has raised concerns due to the environmental damage caused by the debris left behind. The debris often contains harmful materials such as nails, garbage, and tires, posing a significant risk to the ecosystem upon melting. While efforts have been made to address this issue through existing channels, such as 310-PARKS, the current system has proven ineffective in resolving the problem.

To mitigate the environmental impact of fires on frozen lakes, it is imperative to develop a regulation mandating fires be contained and removed when the user concludes their time on the lake. This regulation would not only prevent debris contamination, but also facilitate effective enforcement measures to ensure compliance.

By working collaboratively with relevant stakeholders, including municipalities, the Government of Alberta can address this pressing environmental concern and safeguard the integrity of Alberta's natural resources.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Environment and Sustainability Committee within the context of other priorities and positions.

C4: Increase Capital Funding for Accessible Playgrounds for All New, Replacement or Renovated Alberta Public Schools with K-6 Programming

Moved by:	City of Spruce Grove
Seconded by:	Village of Amisk
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Social
Status:	Outstanding – To be determined

WHEREAS the Government of Alberta announced in June 2020 that any new school with K-6 programming will have funding for a playground included in their capital budgets;

WHEREAS the Government of Alberta provides grant funding of up to \$250,000 per school to support the construction of a playground for new or replacement schools; school communities that wish to exceed \$250,000 can use fundraising to supplement the project;

WHEREAS significant fundraising is often required above the Government of Alberta grant funding with schools¹ reaching out to municipalities for additional funding due to insufficient provincial funding for accessible playgrounds;

WHEREAS accessible playgrounds are built to accommodate children of all abilities enabling youth with or without disabilities, their parents, and caregivers to fully participate in all aspects of the playground;

WHEREAS accessible playgrounds require additional funding, above what non-accessible playgrounds cost;

WHEREAS many municipal governments are working towards increasing accessibility in their communities through various measures such as accessibility policies and accessible playground standards for developers;

WHEREAS there is no mechanism that mandates accessible school playgrounds; and

WHEREAS school play time and playgrounds are vital to childhood development, which includes the development of gross motor skills, social interactions, and creativity.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to increase capital funding for all new, replacement, or renovated public schools with K-6 programming to enable the construction of accessible playgrounds to ensure that students with disabilities have equal development opportunities.

BACKGROUND:

In 2021/2022, there were 745,770 K-12 students in Alberta with approximately 14% having a coded status that can be related to an identified disability.

Municipalities across the province recognize the importance of creating welcoming, inclusive, and accessible communities. Several municipalities in Alberta have accessibility policies in place or under development; however, school playgrounds are provincially mandated, and therefore excluded from any municipal accessibility policies.

This resolution aligns with Alberta Municipalities' Welcoming and Inclusive Communities (WIC) Initiative, which aims to help municipalities adapt to and celebrate the increasing diversity of Alberta's population. The WIC Initiative works

¹ In the context of this resolution 'schools' refer to school jurisdictions eligible for Government of Alberta capital funding which include a public, separate or Francophone grouping of schools governed by an elected school board.

2024 Outstanding Resolutions

to create communities where all residents and visitors enjoy a sense of belonging and where diversity adds to the social and economic vibrancy of the community, improving the quality of life for all residents, including people with disabilities.

Currently, school boards are eligible for Government of Alberta grant funding for playgrounds either through Alberta Education or Alberta Arts, Culture and Status of Women; however, school authorities and their fundraising societies are not eligible to receive funding from both sources:

- Alberta Education provides up to \$250,000 for playgrounds, through capital grant funding for new and replacement schools. Schools can use their fundraising societies to supplement playground construction builds that exceed \$250,000.
- Alberta Arts, Culture and Status of Women provides grant funding through the Community Facility Enhancement Program (CFEP) of up to \$125,000 to support the construction of a school playground. Matching funds are required, and funding can be used for new, replacement or renovated schools.

Alberta public sector entities have a history of advocating for additional capital school funding:

- In 2014, the Town of Penhold put forward the Provincial Support for School Development resolution
 requesting "that the Government of Alberta, when developing new schools, fulfill the role of a contractor and
 share the costs associated with the development of the lands for the placement of a school structure".
- In 2017, Edmonton Public School Board successfully advocated to the Government of Alberta for funding playgrounds to be committed to in the 2020 Budget proportional to the new schools announced. In June 2020, the Government of Alberta announced that any new school with K-6 programming would have funding for a playground included in their capital budgets.

Alberta interest groups have a history of advocating for consistent accessibility standards:

- The Alberta Advocate for Persons with Disabilities is working towards a proactive approach towards reducing barriers and improving opportunities for those with disabilities.
- The Alberta Ability Network (AAN) is a collaboration of 170 organizations and community advocates located in Alberta, working together to address systemic barriers facing persons with disabilities, and has advocated to the province for mechanisms for enforcement of accessibility standards in the province.

ALBERTA MUNICIPALITIES' COMMENTS:

This issue relates to ABmunis' Welcoming and Inclusive Communities initiative to support all residents to have equitable access to services and facilities, but ABmunis does not currently have a position on whether the province should create a funding system that enables the construction of accessible playgrounds at all K-6 schools. If the resolution is passed, it will be forwarded to the Government of Alberta for response and further advocacy recommended to ABmunis' Board by the Infrastructure Committee within the context of other priorities and positions.

C5: Doubling Speed Fines in Playground Zones and School Zones

Moved by:	City of Calgary
Seconded by:	Village of Duchess
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Social
Status:	Outstanding – To be determined

WHEREAS ensuring the safety of children, particularly in playground zones near schools, is paramount due to their heightened vulnerability to traffic-related risks;

WHEREAS various public entities, including school boards and parent councils have voiced concerns regarding speeding and pedestrian safety, underscoring the urgency for additional protective measures;

WHEREAS other jurisdictions, such as Nova Scotia, British Columbia, Quebec, and Ontario, have successfully implemented measures to double speeding fines in school zones;

WHEREAS Alberta has already doubled fines for other vulnerable road users such as when workers are present in construction zones or when passing first responders; and

WHEREAS the provincial government holds responsibility for the Traffic Safety Act and associated regulations/specified penalties, including the establishment of school and playground zones with reduced speed limits to safeguard children's well-being.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act to improve safety within designated school zones and playground zones through measures such as double fines for speeding offenses or adjusting demerits to encourage improved compliance.

BACKGROUND:

This issue affects all Alberta municipalities with school zones and/or playground zones. According to a study cited by the Global Road Safety Partnership¹ increasing speeding fines by 50-100 per cent can result in a 15 per cent decrease in violations.

Given the alignment with existing provincial legislation intended to protect vulnerable road users, and the potential to help reduce safety incidents in school zones and playground zones, this resolution should be given a high priority.

While prioritizing the safety of road users in school zones and playground zones does not specifically align with strategic initiatives listed in Alberta Municipalities' 2024 Business Plan, it does align with the general strategy of prioritizing and building common solutions that strengthen municipalities.

Advocacy to increase fines for speeding in school and playground zones was addressed by Alberta Municipalities through a 2011 resolution sponsored by the City of Grande Prairie. Alberta Transportation responded that they were not pursuing an increase in fine amounts at that time. There does not appear to be any other associations or groups acting on this issue currently.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this specific issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to the ABmunis Board by the Safe and Healthy Communities Committee within the context of other priorities and positions.

¹ Sakashita, C. Fleiter, J.J, Cliff, D., Flieger, M., Harman, B. & Lilley, M (2021). A Guide to the Use of Penalties to Improve Road Safety. Global Road Safety Partnership, Geneva, Switzerland.

C6: Coverage of Mandatory Drivers' Medical Exam Fees for Albertans Aged 75 and Older

Moved by:	City of Cold Lake
Seconded by:	Town of Bonnyville
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Social
Status:	Outstanding – To be determined

WHEREAS mandatory driver medical exams for Albertans aged 75 years and older were covered by the Alberta Health Care Insurance Plan until 2020;

WHEREAS many Albertans aged 75 years and older live on a fixed income and are disproportionately impacted by new and increasing personal expenses;

WHEREAS the ability to maintain a driver's license impacts an individual's independence, his or her ability to efficiently attend medical appointments, and care for themselves as well as their families;

WHEREAS seniors who are not able to drive increasingly rely on municipal services, including accessible transportation, door-to-door bus services, and medical travel subsidies; and

WHEREAS it is in Alberta's best interest to encourage and support independent, active, and healthy seniors who are able to age in their communities with dignity and a high quality of life.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to reinstate Alberta Health Care Insurance Plan coverage for mandatory driver medical exams for Albertans aged 75 years and older.

BACKGROUND:

In 2020, the Government of Alberta removed mandatory driver medical exams from the Alberta Health Care Insurance Plan (AHCIP) as a cost-saving measure. Amongst the reasons cited for the change was that Alberta was the only province to cover such costs.

Alberta's 2024-25 budget contains measures intended to assist seniors with rising costs, including a 25% reduction in personal registry services and a 25% coverage of the cost of mandatory medical exams. These programs are acknowledged and commended by the movers of this resolution as a meaningful step that will reduce the cost of living and help to maintain the independence of Alberta's seniors.

Given the recent and unprecedented rise in the cost of living, and the disproportionate affect that cost of living increases have on people as they age and are more likely to rely on a fixed income, however, it is requested that the Government of Alberta consider resuming its position as a leader in providing access to mandatory drivers' medical exams for its residents aged 75 years and older.

Mandatory drivers' medical exams are required at the age of 75, 80, and every two years thereafter. The requirements for such mandatory drivers' exams are, of course, reasonable given that changes in people's health can impact their ability to drive safely and are more likely to occur as people age.

The costs, however, are not consistent across the province and can range up to \$150, a 75% increase over the rate that was covered under the AHCIP, which was \$85.58. The movers of this resolution feel that it is in our province's best interest to ensure that each Albertan can live as independently as possible where they are able and willing to do so. Significant fees for mandatory drivers' medical exams can represent a barrier to maintaining a driver's license for healthy Albertan's aged 75 and older who would otherwise be medically cleared to drive.

2024 Outstanding Resolutions

The Government of Alberta has noted that the population of seniors in Alberta continues to rise faster than any other age group. According to the Government of Alberta's website, in September 2022, there were 725,000 Albertans over the age of 65 years. That number is expected to double by 2042. Ensuring that Albertans aged 75 and up can afford to maintain their driver's license will also ensure that a greater number of Albertans are able to remain active participants in the communities in which they plan to age. Maintaining independence will mitigate social isolation and exclusion, which the Government of Alberta notes "... can be a significant issue for many seniors and can lead to negative health effects including depression and a reduced sense of well-being." (https://www.alberta.ca/seniors-resources)

The benefits of independence and independent mobility that come with maintaining a driver's license are magnified in the context of rural and remote communities. Many seniors living in a rural or remote context must travel to Alberta's larger centres for health care appointments. If these trips cannot be made independently, the burden often falls on public services or more expensive private transportation options.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this issue. On June 18, 2024, the Government of Alberta announced that seniors over 65 years of age now receive a 25 per cent discount on driver's medical exams¹; however, this does not meet the intent of the resolution that seniors should receive full coverage under the Alberta Health Care Insurance Plan.

If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Economic Strategy Committee within the context of other priorities and positions.

¹ Government of Alberta June 18, 2024 News Release: "Another registry discount for seniors." <u>https://www.alberta.ca/release.cfm?xID=90536BB2B13FF-ADDE-CF3F-70AF076F9D229090</u>

C7: Alberta Learner's Licence Program Review

Moved by:	City of Brooks
Seconded by:	Town of Sexsmith
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Economic
Status:	Outstanding – To be determined

WHEREAS the ability to drive impacts the livelihood of individuals who do not have access to public transportation to go to and from work and other daily needs, especially in rural Alberta;

WHEREAS the Province of Alberta possesses the most restrictive Learner's Licence Program in Canada;

WHEREAS within the Government of Alberta's Learner's Licence Program, a Class 7 Learner's Licence is the first step to legally driving a vehicle per Alberta's Graduated Driver Licensing (GDL) program;

WHEREAS for the first year, a driver with a Class 7 Learner's License may only operate a vehicle if there is a passenger present who is over 18 years old and has a full Class 5 driver's license or higher;

WHEREAS after one year with a Class 7 Learner's License, a driver can complete a series of tests and upgrade to a Class 5 GDL, which no longer requires a licensed passenger, but still carries various restrictions; and

WHEREAS in Alberta, it takes up to three years to get a full, non-GDL Class 5 Driver's Licence.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Provincial Government to review its Learner's Licence Program for legislative changes which includes shortening the Class 7 Learner's Licence period from twelve months to eight months for those 16 years of age and older who take an approved and accredited driver's training course.

BACKGROUND:

In Alberta, there is no ability to shorten the Class 7 Learner's Licence period by taking driver's training. For those 16 and over, the process requires a minimum of twelve months before a road test can be completed to obtain a Class 5 GDL, which enables the license holder to drive without a licensed passenger present.

If a person is 16 years or older when they apply for a driver's license, Alberta's GDL system requires:

- 1. At least one year with a Class 7 license, which requires the driver to travel with a passenger in the front seat who has a full Class 5 license.
- 2. After one year, the driver may complete a road test and receive a Class 5 GDL, which allows them to drive without a licensed passenger, but other restrictions still apply.
- 3. A driver with a Class 5 GDL may only upgrade to a full Class 5 license after they have driven with a Class 5 GDL for at least two years and have had no license suspensions or demerits in the last year. However, a driver can reduce the time they hold a Class 5 GDL by six months if they complete an accredited Class 5 driver training school.¹

If a person is under 16 years old when they apply for a Class 7 learner's license, they will not be eligible to upgrade to a Class 5 GDL until they turn 16 years old.

In most provinces, individuals with a Class 7 Learner's Licence have the opportunity to shorten the required time period to obtain a full Class 5 Driver's Licence by way of an approved and accredited driver's training course that teaches the fundamentals of driving, both in theory and practicality. Should a new driver be successful in completing

¹ Steps to getting an Alberta driver's licence <u>https://www.alberta.ca/get-drivers-licence-steps</u>

2024 Outstanding Resolutions

the approved and accredited driver's training course, the driver is able to cut down their probation time anywhere from 12 months to eight months (and even six months in some provinces).

If the Province of Alberta reduced the Class 7 Learner's Licence period with the approved and accredited driver's training course, it would certainly mean safer roads, as it is witnessed too often that Class 7 drivers are driving with individuals who they themselves barely know how to drive or just sit there as a passenger rather than someone who is to be providing supervision. In addition, a lot of Class 7 drivers continue to hold their Class 7 Learner's Licence for a number of consecutive years which is attributed to failing road tests, as the driver likely had no real training and or good supervision.

Giving Albertans the option to take a driver's training course that not only goes over the theory of driving, but the fundamentals of actually driving is crucial to the individual's development as a driver and fellow road user.

Furthermore, it is a great incentive for people to obtain their Class 5 GDL within a shorter period of time, which is so important in aiding in municipal economies, as new opportunities will arise for business across the province. This will also provide an opportunity for those who want to do better and learn how to be better drivers because of it. Drivers may even qualify for cheaper insurance rates with having a driver's training course on file as well.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to ABmunis' Board by the Economic Strategy Committee within the context of other priorities and positions.

C8: Review of Provincial Animal Protection Act

Moved by:	City of Airdrie
Seconded by:	Town of Didsbury
Category:	C – Other issues of potential interest to Alberta municipalities
Subject:	Governance
Status:	Outstanding – To be determined

WHEREAS Alberta's Animal Protection Act (APA) is a crucial legislative framework designed to safeguard the welfare of animals within the province;

WHEREAS it is imperative to periodically reassess and update existing legislation to ensure it remains effective and aligned with current standards and Alberta's APA has not been substantially changed since 2006;

WHEREAS the current version of the legislation does not differentiate between commercial and companion animals;

WHEREAS societal attitudes and norms have changed, new challenges and risks have emerged and best practices for animal protection may be enacted;

WHEREAS municipalities play a pivotal role in enforcing animal welfare laws within our jurisdictions; and

WHEREAS Alberta's outdated APA lacks clear guidance for when peace officers are empowered to act and what enforcement mechanisms are available such as cases where companion animals are in the care of an animal shelter, rescue, or humane society.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta for a comprehensive review and update of Alberta's Animal Protection Act.

BACKGROUND:

The landscape of animal welfare is dynamic, with new challenges and risks constantly emerging. Public attitudes towards animals and their treatment have undergone significant transformation in recent decades, with an increasing emphasis on compassion, empathy, and ethical stewardship.

Under the current Animal Protection Act (APA) there is no differentiation between commercial and companion animals. This distinction is necessary to provide appropriate guidelines for care and welfare enforcement. Commercial animals can include horses, cattle, sheep, swine and live poultry but usually, they are animals raised for meat production or other products from the animals. A companion animal could be anything that is not a commercial animal, but most commonly include dogs and cats.¹ While a review of the APA may include changes that impact commercial animals, this resolution allows for better protection of companion animals.

In 2006, a major revision to the APA was enacted, only the second update since its inception in 1967. A comprehensive review of the APA is now needed to identify and rectify deficiencies in the legislation, ensuring that it provides clear guidance and consistent enforcement mechanisms across municipalities in dealing with companion animals.

Modernizing legislation and regulation around kennels and rescues is critical to ensuring the welfare and safety of animals in these facilities. With the growing prevalence of companion animals and the increasing demand for adoption and boarding services, outdated regulations fail to address emerging challenges and protect vulnerable animals. Clear and comprehensive regulations can establish standards for housing, care, and hygiene, ensuring that companion animals are provided with adequate nutrition, medical attention, and living conditions. Additionally,

¹ Province of Manitoba, Animal Care Act. <u>https://web2.gov.mb.ca/laws/statutes/ccsm/_pdf.php?cap=a84</u>

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updated regulations can mandate regular inspections, licensing requirements, and transparency measures, enabling authorities to monitor compliance and intervene promptly in cases of neglect or abuse.

In addition, over the past decade Alberta has witnessed a significant shift in online animal sales. The increase of online marketplaces, social media platforms and unregulated transactions has transformed the way companion animals are bought, sold, and traded, presenting both opportunities and risks for animal welfare and regulation. While reputable breeders and licensed sellers may utilize online channels to connect with potential buyers, there has also been a surge in informal or backyard breeding operations advertising animals for sale online. These sellers may operate without proper licensing, veterinary oversight, or adherence to animal welfare standards, raising concerns about the welfare and health of the animals involved.

Additionally, the anonymity and convenience of online platforms have created challenges for enforcement agencies tasked with monitoring and regulating animal sales. Unlike traditional brick-and-mortar pet stores or breeding facilities, online sellers can easily avoid scrutiny and oversight, making it difficult to ensure compliance with existing regulations. This lack of transparency and accountability poses risks not only to animal welfare but also to consumer protection, as buyers may unknowingly purchase animals from disreputable sources.

Municipalities play a pivotal role in enforcing animal welfare laws within our jurisdiction. By revisiting the APA, the province can streamline enforcement procedures, provide additional resources, and enhance collaboration between municipalities and provincial authorities, improving compliance with animal welfare standards.

A local business in Airdrie, which was operating as a dog rescue organization, was recently charged under the APA. With complaints dating back to 2016, Airdrie Municipal Enforcement in partnership with the Alberta SPCA seized a large number of dogs in varying states of distress due to the care conditions at the facility. Under the authority of the APA, peace officers are empowered to act when animals are in distress; however, challenges exist as the Act does not provide direction on animal care standards for shelters, rescues, or Humane Societies. Additionally, there are no requirements for registration or oversight of organizations who provide sheltering and care for animals.

In recent years, several Canadian provinces, including British Columbia and Ontario, have taken significant steps to strengthen their animal protection legislation, reflecting a growing recognition of the importance of safeguarding animal welfare. Manitoba's legislation¹ stands out as an example with clear definitions, separation between commercial and companion animals and kennel regulations. The Alberta SPCA and other provincial animal welfare associations agree that the APA is lacking the necessary tools to truly protect animal welfare and could be engaged as stakeholders in the review process.

A comprehensive review of Alberta's APA is essential to ensure that it remains robust, relevant, and responsive to the evolving needs of companion animals and society. From incorporating scientific advancements to addressing enforcement challenges and fostering stakeholder engagement, such a review holds the potential to enhance animal welfare outcomes across the province.

ALBERTA MUNICIPALITIES' COMMENTS:

ABmunis does not currently have a position on this issue. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to the ABmunis Board by the Safe and Healthy Communities Committee within the context of related priorities and positions.

¹ Province of Manitoba, Animal Care Act. <u>https://web2.gov.mb.ca/laws/statutes/ccsm/_pdf.php?cap=a84</u>

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GENERAL INFORMATION ABOUT RESOLUTIONS

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What is a resolution?

Alberta Municipalities (ABmunis) conducts an annual resolutions process that enables member municipalities to bring forward common issues and solutions and seek member approval to give direction to ABmunis' Board of Directors to advocate to the federal and provincial governments on members' behalf.

This process includes a resolutions session at ABmunis' annual Convention where Regular Members vote on resolutions that have been submitted by members. When a resolution is adopted by members, ABmunis takes action to develop and implement an advocacy strategy for each resolution.

As set out in ABmunis' <u>Resolutions Policy</u>, for a resolution to be presented at ABmunis' Convention, the resolution must:

- address a topic of concern affecting municipalities on a regional or provincial level,
- be approved by the council of the sponsoring municipality, and
- be seconded by an additional municipal council of different sized population.

A resolution must not direct one or more municipalities to adopt a particular course of action or policy but must be worded as a request for consideration of an issue, including a call for action by ABmunis.

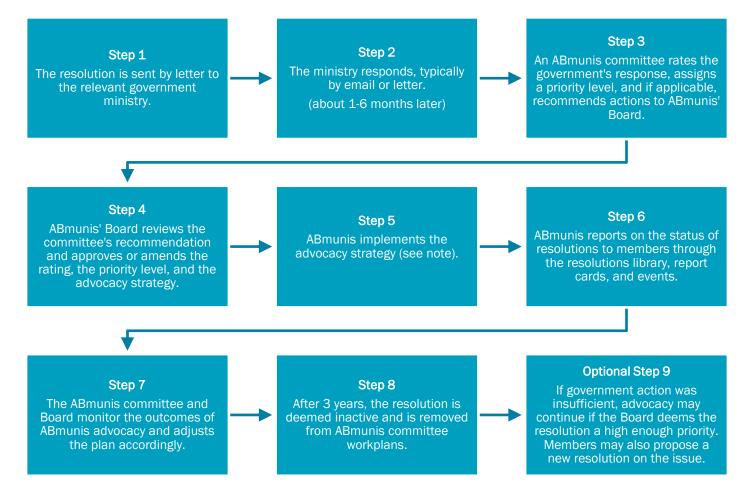
How do I find the status of a resolution?

The status of all resolutions are posted in ABmunis' searchable <u>Resolutions Library</u> and the status of adopted resolutions can also be viewed in ABmunis' annual <u>resolution report cards</u>.

Adopted 2024 Resolutions

To view the 2024 resolutions that were adopted by members at ABmunis 2024 Convention on September 26, 2024, please refer to the <u>2024 Resolutions Results</u>.

What happens after members adopt a resolution?



Note: ABmunis' advocacy strategy will differ depending on the priority of the issue. If the Board deems a resolution to be a low priority, ABmunis will monitor the issue but may not take other action after sending the initial letter to the government. Whereas a resolution that is considered a high priority may lead to an advocacy strategy such as sending additional letters, seeking a meeting with a minister, premier, or senior staff, conduct research, strike an ad hoc working group, collaborate with other stakeholder organizations, engage media, conduct a public social media campaign, encourage members to take specific action, or other initiatives.

Alberta Municipalities Strength In Members

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abmunis.ca





Fw: Provide your input on the 2024 Outstanding Resolutions

From Jennifer Thompson <CAO@onoway.ca>Date Thu 10/31/2024 9:32 AMTo Debbie Giroux <Debbie@onoway.ca>; Gino Damo <Gino@onoway.ca>

1 attachments (406 KB)
 ABmunis 2024 Outstanding Resolutions 20241030.pdf;

For next agenda please.

From: Tyler Gandam <president@abmunis.ca> Sent: Thursday, October 31, 2024 9:19 AM To: Jennifer Thompson <CAO@onoway.ca> Subject: Provide your input on the 2024 Outstanding Resolutions

Dear Mayor, Councillors, and CAOs:

Due to the high number of resolutions brought forward by members this year and the lengthy debate on some of the resolutions at ABmunis 2024 Convention, the resolutions session ended before members could debate and vote on all the resolutions. This was a unique and unfortunate outcome. That said, ABmunis was prepared for this type of scenario as section 45 of our <u>Resolutions Policy</u> specifies that resolutions not debated at a resolution session due to lack of time are to be considered by ABmunis Board of Directors.

Before our Board votes on the six outstanding resolutions, we want to make sure you have an opportunity to share your views on those six outstanding resolutions, which are presented in the **attached Resolutions Book**. You have two options to share your views with our Board:

1. Provide Input in Writing

Elected officials of Regular Member municipalities may submit input in writing to <u>resolutions@abmunis.ca</u> by **November 18, 2024**. Any written input must include your name, position, and municipality, and a reference to the resolution number(s). Written input does not require the endorsement of your council, similar to how members can speak and vote on resolutions at ABmunis Convention.

2. Provide Input via Webinar

Elected officials of Regular Member municipalities may speak to the Board and provide input through poll questions during a webinar on **November 28, 2024 at 12:00 – 1:30 p.m**. The process for this online engagement is outlined on page 3 of the attached Resolutions Book for the 2024 Outstanding Resolutions. Ortrovery ToowarGobaroieAigenda November 14, 2024 Page 223 of 224 CAOs and administrators may attend the webinar but are ineligible to speak or participate in the Zoom polls.

What happens after the webinar?

After the webinar and a review of the written input, the ABmunis Board will vote on each of the outstanding resolutions at an upcoming Board meeting to determine if the resolutions will form part of ABmunis' advocacy efforts. ABmunis will report back to members on the Board's decision by January 2025.

To avoid this scenario in the future, our Municipal Governance Committee and Board will be reviewing our Resolutions Policy to explore the opportunity for improvements.

We look forward to receiving your written input on the outstanding resolutions by November 18 or hearing your remarks at the November 28 webinar. If you have any questions about this process, please email our Advocacy Team at <u>resolutions@abmunis.ca</u>.

Thank you for your support and participation in our resolution process.

Tyler Gandam | President

E: president@abmunis.ca 300-8616 51 Ave Edmonton, AB T6E 6E6 Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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