



**THE TOWN OF ONOWAY
REGULAR MEETING OF COUNCIL
AGENDA**

Thursday, December 12, 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 December 12, 2024 Regular Council Meeting agenda be approved as presented.

or

THAT the December 12, 2024 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

- 3. ADOPTION OF MINUTES**

8 - 13

Recommendation:

THAT the November 28, 2024 Regular Council Meeting minutes be approved as presented.

or

THAT the November 28, 2024 Regular Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time).

4. APPOINTMENTS/PUBLIC HEARINGS

- a. 9:30 a.m. - Sergeant Bryan Brooks - Parkland RCMP Detachment

Recommendation:

THAT Council accept the discussion with Sergeant Brooks for information.

- b. 9:45 a.m. - Chief Enforcement Officer Dallas Choma - Lac Ste. Anne County CPO

Recommendation:

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

5. FINANCIAL REPORTS

- a. 2025-2028 Interim Operating Budget and 2025-2030 Capital Budget 14 - 24

Recommendation:

THAT Council approve the 2025-2028 Interim Operating Budget as presented.

and

THAT Council approve the 2025-2030 Capital Budget as presented.

6. POLICIES & BYLAWS

Recommendation:

THAT Bylaw # 820-24 the Fees and Charges Bylaw be given First reading.

THAT Bylaw # 820-24 the Fees and Charges Bylaw be given Second reading.

THAT Bylaw # 820-24 the Fees and Charges Bylaw be considered for Third reading at this meeting.

THAT Bylaw # 820-24 the Fees and Charges Bylaw be given Third and final reading and adopted.

or

Direction provided by deliberations.

7. ACTION ITEMS

- a. 2025 Onoway Public Library Board Draft Budget - A Request for Decision is attached

Recommendation:

THAT Council approves the 2025 Onoway Public Library Board Budget.

OR

Direction provided by deliberations.

b. Town of Onoway Library Board Reappointments

44 - 48

Recommendation:

THAT the Town of Onoway approve the recommendations from the Town of Onoway Library Board to:

- reappoint Jean Moses as a board member at large to the Town of Onoway Library Board for a second term of 3 years (from January 1, 2025 to January 1, 2028);
- reappoint George Vaughan as a board member at large to the Town of Onoway Library Board for a third term of 3 years (from January 1, 2025 to January 1, 2028).

c. Economic Development and Tourism Committee - A Request for Decision is attached

49 - 53

Recommendation:

THAT Julianna Merritt and Robb Parrott be appointed to serve on the Economic Development & Tourism Committee of the Town of Onoway and

THAT Council approve the annual economic development work plan for 2025:

- Accessory Dwelling Development Incentive Program. (Priority)
- Pre-Approved Accessory Dwelling Designs. (Priority)
- Build Relationship with LSAC Council and administration.
- Formal Regional Economic Development Working Group.
- Membership Drive for EDTC.

- d. Northern and Regional Economic Development Grant Program - Community Futures Yellowhead East (CFYE)

Recommendation:

THAT Council ratify the letter of support that Administration has provided to CFYE for the Northern and Regional Economic Development Grant.

- e. Lagoon Desludging Assessment - A Request for Decision is attached

54 - 72

Recommendation:

THAT Council approves a hydrasurvey of the lagoon in 2025 operating expenses.

OR

Direction provided from deliberations.

- f. Scheduling of Special Council Meeting - CAO Performance Appraisal

Recommendation:

THAT Council schedule a Special Council Meeting (pursuant to Section 194 of the Municipal Government Act) (MGA) for Friday, December 20, 2024 at 2:30 p.m. for the purpose of discussing the CAO Performance Appraisal

8. COUNCIL, COMMITTEE & STAFF REPORTS

Recommendation:

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

- 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 Information Items be accepted as presented.

- | | | |
|----|--|---------|
| a. | Town of Onoway Development Permit 24DP09-24 - 5112 Sturgeon Place
- Operation of a Distillery | 73 - 77 |
| b. | Joint Municipal Policing Committees - November 20, 2024 letter from
Minister Mike Ellis, Public Safety and Emergency Services | 78 - 83 |
| c. | Designation of Affordable Housing Accommodations - November 22,
2024 email from S Burak-Bernard, Alberta Housing | 84 - 85 |
| d. | Lac Ste. Anne Foundation 2025 Municipal Requisition - December 4,
2024 letter from Dena Krysik, CAO | 86 - 86 |
| e. | Alberta Municipal Affairs 2023-24 Municipal Accountability Program
(MAP) Report - November 18, 2024 letter from ADM Gary Sandberg | 87 - 87 |
| f. | Assessment Year Modifiers - December 5, 2024 letter from Alberta
Municipal Affairs ADM Ethan Bayne | 88 - 91 |

10. CLOSED SESSION

Pursuant to Section 197(2) of the Municipal Government Act and Section
17(4)(d) FOIP:

“Personnel”

11. ADJOURNMENT

12. UPCOMING EVENTS

January 9, 2025	9:30 a.m.	Regular Council Meeting
January 11, 2025	12:00 p.m.	Tree Burning-Ruth Cust Park
January 23, 2025	9:30 a.m.	Regular Council Meeting
February 13, 2025	9:30 a.m.	Regular Council Meeting
February 27, 2025	9:30 a.m.	Regular Council Meeting
November 2025	Calgary	AB Munis Convention



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES

November 28, 2024
9:30 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
5 Members of the public attended the meeting via Zoom.

1. CALL TO ORDER

Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.

2. ADOPTION OF THE AGENDA

Motion # 397-24

MOVED by: Councillor Robin Murray

THAT the November 28, 2024 Regular Council Meeting agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

Motion # 398-24

MOVED by: Councillor Bridgitte Coninx

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

CARRIED

4. APPOINTMENTS/PUBLIC HEARINGS - n/a

Appointments were rescheduled to the meeting of December 12, 2024.

5. FINANCIAL REPORTS

- a. 2025-2028 Operating Interim Budget - Part 2

Motion # 399-24

MOVED by: Councillor Bridgitte Coninx

THAT Council accept the draft 2025-2028 Operating Interim Budget Part 2 for information.

CARRIED

Council recessed from 10:48 a.m. until 10:58 a.m.

6. POLICIES & BYLAWS

- a. Bylaw 816-24 - Code of Conduct Bylaw

Motion # 400-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Council adopt the amendments to Bylaw 816-24, The Code of Conduct Bylaw, as presented.

CARRIED

Motion # 401-24

MOVED by: Councillor Robin Murray

THAT Bylaw 816-24, The Code of Conduct Bylaw, be given third and final reading and adopted.

CARRIED

- b. Bylaw 818-24 - A Bylaw To Regulate the Proceedings and the Conduct of Business at Town of Onoway Council and Committee Meetings

Motion # 402-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw 818-24, A Bylaw to Regulate the Proceedings and Conduct of Business at Town of Onoway Council and Committee Meetings (Council Procedure Bylaw) be given first reading.

CARRIED

Motion # 403-24

MOVED by: Councillor Sheila Pockett

THAT Bylaw 818-24, Council Procedure Bylaw be given second reading.

CARRIED

Motion # 404-24

MOVED by: Councillor Robin Murray

THAT Bylaw 818-24 Council Procedure Bylaw, be considered for third reading at this meeting.

CARRIED UNANIMOUSLY

Motion # 405-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw 818-24, Council Procedure Bylaw be given third and final reading and adopted.

CARRIED

- c. Bylaw 819-24 - Elections Procedure Bylaw

Motion # 406-24

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 819-24, A Bylaw to Set Out Procedure for the Administration of Elections, (The Elections Procedure Bylaw) be given first reading.

CARRIED

Motion # 407-24

MOVED by: Councillor Sheila Pockett

THAT Bylaw 819-24, The Elections Procedure Bylaw be given second reading.

CARRIED

Motion # 408-24

MOVED by: Councillor Robin Murray

THAT Bylaw 819-24 The Elections Procedure Bylaw be considered for third reading at this meeting.

CARRIED UNANIMOUSLY

Motion # 409-24

MOVED by: Councillor Sheila Pockett

THAT Bylaw 819-24 The Elections Procedure Bylaw be given third and final reading and adopted.

CARRIED

7. ACTION ITEMS

- a. Water Meter Policy and Bylaw - One Time High Consumption Refund for Institution - A Request for Decision is attached

Motion # 410-24

MOVED by: Deputy Mayor Lisa Johnson

THAT Council notify the customer that as no evidence has been found that consumption charges are incorrect of accounts 5671 002 and 5671 001 that the customer is responsible for the consumption charges from August 2024.

CARRIED

- b. FCSS - Onoway Public Library - A Request for Decision is attached

Motion # 411-24

MOVED by: Councillor Bridgitte Coninx

THAT Council direct Administration to request that the Town of Onoway Public Library return the \$1,000 FCSS amount provided for the Harvest Festival Entertainment and for Administration to redistribute the \$1,000 to the Onoway and District Historical Guild.

CARRIED

Motion # 412-24

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the Town of Onoway Public Library Christmas Gingerbread Decorating Events program and that the \$500 FCSS amount received for Community Christmas Fair be reallocated to the Christmas Gingerbread Decorating Events program.

CARRIED

- c. Local Growth and Sustainability Grant - A Request for Decision is attached

Motion # 413-24

MOVED by: Councillor Bridgitte Coninx

THAT Council authorize Administration to submit an application for the Local Growth and Sustainability Grant (LGSG) Program.

CARRIED

- d. Expressions of Sympathy Discussion

Motion # 414-24

MOVED by: Councillor Bridgitte Coninx

THAT the Town of Onoway does not provide condolences that require a financial expenditure, other than via electronic means.

As per Section 185(1) of the MGA, Councillor Coninx requested a recorded vote.

FOR	AGAINST
Johnson	Kwasny
Coninx	Murray
Pockett	

CARRIED

8. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 415-24

MOVED by: Deputy Mayor Lisa Johnson

THAT the Council and Staff written and verbal reports be accepted for Information as presented.

CARRIED

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

9. INFORMATION ITEMS

Motion # 416-24

MOVED by: Deputy Mayor Lisa Johnson

THAT the Information Items be accepted as presented.

CARRIED

- a. WILD Water Commission 2025 Rates and Budget Requisitions - November 13, 2024 letter from Dwight Moskalyk, Manager
- b. Lac Ste. Anne Foundation - June 25, 2024 meeting minutes
- c. Onway Junior/Senior High School Awards Night Thank You - November 6, 2024 letter from Paul Jespersen
- d. Request for Reconsideration of Evening Meetings - October 24, 2024 email from Lorna and Vern Porter
- e. Onway Regional Medical Clinic (ORMC) - November 21, 2024 letter from Health Minister LaGrange

10. CLOSED SESSION - n/a

11. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 12:05 p.m..

12. UPCOMING EVENTS

Lenard Kwasny, Mayor

Jennifer Thompson
Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 12, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025-2028 Interim Operating Budget and 2025-2030 Capital Budget

BACKGROUND / PROPOSAL

During the November 14 & 28 2024 Council Meetings, Administration presented the Operating Budget as two separate parts as information items.

As per MGA section 242 Subsections 1 to 3 states:

Adoption of operating budget 242

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

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

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

2025-2028 Operating Budget

Part 1 Presentation Updates

- GL 1-74-00-541 Culture-Hall Power Revenue (\$4,647) and GL 2-74-00-541 Culture-Hall Power/Utility (MOST) Expense (\$6,647) amounts were different during presentation. After review, the power invoice is received by the Town and paid initially then the same amount is invoiced with no markup to the Hall therefore adjusted expense line from \$6,647 to \$4,647.
- GL 2-74-00-543 Culture-Hall Insurance 2022 to 2024 (Jan-Oct 7) Actuals are \$0. After review, the Hall Insurance portion is coded to G-2-12-00-241 Admin Insurance Fees annually and in 2024 will be reclassified to GL 2-74-00-543 Culture-Hall Insurance during year end process.
- Fire Revenue- With exception to GL 1-23-00-420, all remaining revenue GLs presented were amended to \$0 within 2026-2028 forecast.
Fire Expense- GL's 2-23-00-226-Fire Admin Fee, 2-23-00-351 911 Dispatch Contract Parkland and 2-23-00-542 Fire-Propane 2026-2028 amounts were amended to \$0 due to Fire Service Expiring in 2025.

Part 2 Presentation Updates

- GL 1-12-00-591 Rebates, Dividends Revenue is utilized for UFA dividends received twice a year (January & July). As a co-operative member of the UFA, UFA shares annual profits with its members through dividends. The Town purchases fuel at the UFA.
- GL 1-42-00-40 Sewer – Util. Accts. Forcemain (Revenue) and 2-42-00-764 Reserve Transfer – Forcemain Payback (Expense) were amended to \$0 within 2026-2028 forecast based on motion #41/18 as 2025 is last year for collecting revenue and paying back reserve.

The 2025 Operating Budget proposes a % operational base tax revenue increase. Below is the breakdown of this increase:

Amortization	3.89%
Reserves	3.93%
Expenses	1.45%
Total	9.26%

Below are some important notes of the 2025 Operational Budget:

- Expense-Approximate \$42,876 increase for Industrial Fibre Installation debenture starting in 2025. Based on \$223K loan amount, 6-year term and 4.54% annual interest rate. This equates to an approximate 2.39% property tax dollar increase.
- Expense-Approximate \$22,705 increase for the following storm water maintenance:
 - Starting in 2025 - annual creek culvert cleaning and maintenance-\$13,455 appx.
 - Starting in 2025 - annual storm sewer flushing-\$6,500 appx.
 - In 2025 only – Elks Park storm outfall repair - \$7-\$8K appx.
 The above equates to an approximate 1.27% property tax dollar increase.
- Expense-Approximate \$15,800 for Creek Restoration Engineering Plan for Environmental Compliance to facilitate drainage in 2025 only. This equates to an approximate 0.88% property tax dollar increase.
- Expense-Approximate \$10,000 increase for annual groundwater monitoring at the decommissioned landfill at Ruth Cust Park starting in 2025. This equates to an approximate 0.56% property tax dollar increase.
- Expense-Approximate \$7,500 increase (\$15k during presentation) for Highway 37 Interchange Joint Engineering costs with LSAC. This equates to an approximate 0.42% property tax dollar increase.

- Expense-Approximate \$16,600 within Legislative expense based on the following:
 - 2025 only-Council orientation after elections-\$8,200.
 - Starting in 2025-external Integrity Commissioner-\$8,400.
 The above equates to an approximate 0.93% property tax dollar increase.
- Wage increase or decrease are not factored into the operational base tax revenue increase as it is currently under review.
- Various adjustments were made to most departments after Part 1 & 2 presentations that will be presented during the finalized budget presentation in Spring 2025.

2025 Capital Budget

The 2025 Capital Budget total amount is \$419,091 excluding 2024 Carry forward. This amount is based on 2025 LGFF (Previously MSI) allocation & 2024 CCBF allocation. This budget is made up of projects such as road repairs, water valve and hydrant replacement, sewer main video inspection phase 1 and a Public Works Truck replacement. 2024 carry forward capital budget will be calculated during the year end process.

2025 Capital Budget funding allocation is as follows:

2024 Canada Community Building Fund (CCBF) Allocation	\$106,276
2025 Local Government Fiscal Framework (Previously MSI) Capital Allocation	\$312,815
Total	\$419,091

STRATEGIC ALIGNMENT

Fiscal Sustainability

COSTS / SOURCE OF FUNDING

As noted above.

RECOMMENDED ACTION

- That Council approve the 2025-2028 Interim Operating Budget as presented.
- That Council approve the 2025-2030 Capital Budget as presented.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Proposed 2025-2028 Operating Budget by Department.
- Proposed 2025 Capital Budget.

- Proposed 2026 Capital Budget.
- Proposed 2027 Capital Budget.
- Proposed 2028 Capital Budget.
- Proposed 2029 Capital Budget.
- Proposed 2030 Capital Budget.



TOWN OF ONOWAY

3 Year Plan - By Department

Description	2025 Proposed Budget	2026 Plan	2027 Plan	2028 Plan
REVENUE				
TAXES REVENUE	\$ 1,835,617.29	\$ 1,835,617.29	\$ 1,835,617.29	\$ 1,835,617.29
GENERAL REVENUE	\$ 264,964.77	\$ 258,117.22	\$ 251,269.67	\$ 244,422.12
ADMIN REVENUE	\$ 96,846.20	\$ 96,846.20	\$ 96,846.20	\$ 96,846.20
FIRE REVENUE	\$ 37,776.08	\$ 26,400.00	\$ 26,400.00	\$ 26,400.00
EMERG. MGT/DISASTER SERV. REV.	\$ -	\$ -	\$ -	\$ -
AMBULANCE REVENUE	\$ -	\$ -	\$ -	\$ -
BYLAW REVENUE	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
POLICING REVENUE	\$ 4,943.72	\$ 4,943.72	\$ 4,943.72	\$ 4,943.72
PW REVENUE	\$ -	\$ -	\$ -	\$ -
ROADS REVENUE	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
STORM WATER REVENUE	\$ -	\$ -	\$ -	\$ -
WATER REVENUE	\$ 625,386.88	\$ 625,386.88	\$ 625,386.88	\$ 625,386.88
SEWER REVENUE	\$ 408,992.60	\$ 378,526.60	\$ 378,526.60	\$ 378,526.60
WASTE COLLECTION REV	\$ 96,903.01	\$ 100,294.62	\$ 103,804.93	\$ 107,438.10
FCSS REVENUE	\$ 84,098.90	\$ 84,098.90	\$ 84,098.90	\$ 84,098.90
PLANNING REVENUE	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00
LAND REVENUE	\$ -	\$ -	\$ -	\$ -
EDC REVENUE	\$ 56,257.72	\$ 2,525.00	\$ 2,525.00	\$ 2,525.00
REC PROGRAM REVENUE	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
PARKS REVENUE	\$ 12,159.08	\$ 12,159.08	\$ 12,159.08	\$ 12,159.08
CULTURE REVENUE	\$ 8,264.44	\$ 8,512.37	\$ 8,767.74	\$ 9,030.78
ORFS REVENUE	\$ 135,588.86	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 3,685,849.54	\$ 3,451,477.87	\$ 3,448,396.00	\$ 3,445,444.65
EXPENSES				
REQUISITIONS	\$ 386,103.81	\$ 386,103.81	\$ 386,103.81	\$ 386,103.81
LEGISLATIVE EXPENSE	\$ 167,929.78	\$ 158,529.78	\$ 158,529.78	\$ 158,529.78
ADMIN EXPENSE	\$ 842,829.20	\$ 842,829.20	\$ 843,170.80	\$ 843,512.40
FIRE EXPENSE	\$ 79,839.76	\$ 73,214.99	\$ 73,214.99	\$ 73,214.99
EMERGENCY MGT./DISASTER SERVI	\$ 2,272.50	\$ 2,272.50	\$ 2,272.50	\$ 2,272.50
AMBULANCE EXPENSE	\$ -	\$ -	\$ -	\$ -
BYLAW EXPENSE	\$ 1,915.00	\$ 1,915.00	\$ 1,915.00	\$ 1,915.00
POLICING EXPENSE	\$ 143,078.26	\$ 145,828.11	\$ 148,660.46	\$ 151,577.78
PW EXPENSE	\$ 185,126.21	\$ 172,314.21	\$ 172,314.21	\$ 172,314.21
ROAD EXPENSE	\$ 277,323.53	\$ 277,323.53	\$ 277,323.53	\$ 277,323.53
STORM WATER EXPENSE	\$ 37,255.00	\$ 13,455.00	\$ 13,455.00	\$ 13,455.00
WATER EXPENSE	\$ 606,191.07	\$ 606,191.07	\$ 606,191.07	\$ 606,191.07
SEWER EXPENSE	\$ 324,225.12	\$ 306,325.12	\$ 312,725.12	\$ 306,325.12
WASTE COLLECT EXP	\$ 109,993.83	\$ 113,230.18	\$ 116,579.81	\$ 120,046.68
FCSS EXPENSE	\$ 86,636.42	\$ 86,636.42	\$ 86,636.42	\$ 86,636.42
PLANNING EXPENSE	\$ 22,397.50	\$ 14,897.50	\$ 14,897.50	\$ 14,897.50
LAND EXPENSE	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
EDC EXPENSE	\$ 112,732.72	\$ 59,000.00	\$ 59,000.00	\$ 59,000.00
REC PROGRAM EXPENSE	\$ 34,150.00	\$ 34,150.00	\$ 34,150.00	\$ 34,150.00
PARKS EXPENSE	\$ 126,171.55	\$ 126,171.55	\$ 126,171.55	\$ 126,171.55
CULTURE EXPENSE	\$ 32,001.76	\$ 32,961.82	\$ 33,950.67	\$ 34,969.19
ORFS EXPENSE	\$ 135,588.86	\$ -	\$ -	\$ -
MISC EXPENSE	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
TOTAL EXPENSES	\$ 3,720,261.88	\$ 3,459,849.79	\$ 3,473,762.22	\$ 3,475,106.53
OPERATING SURPLUS/(SHORTFALL)	\$ (34,412.35)	\$ (8,371.92)	\$ (25,366.22)	\$ (29,661.87)
RESERVE TRANSFERS				
ADMIN RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
FIRE RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
DISASTER SERVICES RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
AMBULANCE RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
BYLAW RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
POLICE RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
PW RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
ROAD RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
STORM WATER RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
WATER RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
SEWER RESERVE TRANSFER	\$ 50,466.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
WASTE RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
FCSS RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
PLANNING RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
LAND RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
EDC RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
REC RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
PARKS RESERVE TRANSFER	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
CULTURE RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
MISC RESERVE TRANSFER	\$ -	\$ -	\$ -	\$ -
TOTAL RESERVE TRANSFERS	\$ 70,466.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
BALANCE	\$ (104,878.35)	\$ (48,371.92)	\$ (65,366.22)	\$ (69,661.87)
AMORTIZATION				
ADMIN AMORTIZATION	\$ 9,181.00	\$ 9,181.00	\$ 9,181.00	\$ 9,181.00
PW AMORTIZATION	\$ 10,813.00	\$ 10,813.00	\$ 10,813.00	\$ 10,813.00
ROADS AMORTIZATION	\$ 2,142.00	\$ 2,142.00	\$ 2,142.00	\$ 2,142.00
STORM WATER AMORTIZATION	\$ -	\$ -	\$ -	\$ -
WATER AMORTIZATION	\$ 37,880.00	\$ 37,880.00	\$ 37,880.00	\$ 37,880.00
SEWER AMORTIZATION	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00
REC AMORTIZATION	\$ 1,938.00	\$ 1,938.00	\$ 1,938.00	\$ 1,938.00
PARKS AMORTIZATION	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
CULTURE AMORTIZATION	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00
TOTAL AMORTIZATION	\$ 69,674.00	\$ 69,674.00	\$ 69,674.00	\$ 69,674.00
BALANCE AFTER AMORTIZATION	\$ (174,552.35)	\$ (118,045.92)	\$ (135,040.22)	\$ (139,335.87)
ACCUMULATED SURPLUS				
REGIONAL ACCUMULATED SURPLUS	\$ 10,591,770.00	\$ 10,417,217.65	\$ 10,299,171.73	\$ 10,164,131.51
CONTRIBUTIONS TO CAPITAL BUDGET FROM RESERVES	\$ -	\$ -	\$ -	\$ -
ENDING ACCUMULATED SURPLUS/(DEFICIT)	\$ 10,417,217.65	\$ 10,299,171.73	\$ 10,164,131.51	\$ 10,024,795.63

TOWN OF ONOWAY CAPITAL PLAN 2025 - 2030

ASSET GROUP	2025 Budget	Tax Levy	Reserves	Grants	User Rates	Other	NOTES:
BUILDINGS							
COUNCIL CHAMBERS BATHROOM UPGRADES	\$ 10,000.00			\$ 10,000.00			LGFF Capital eligible/CCBF not eligible.
MACHINERY AND EQUIPMENT							
FLEET REPLACEMENT	\$ 20,000.00			\$ 20,000.00			2025-PW Truck replacement. LGFF Capital eligible/CCBF not eligible.
SIDEWALKS AND TRAILS							
SIDEWALK REPLACEMENT	\$ 35,000.00			\$ 35,000.00			Based on Safesidewalks Canada recommendation to complete rest of town vertically displaced trip edge repairs as identified in sidewalk condition assessment. Perform a closer inspection of the spalled panels throughout town to pre-plan and identify resurfacing repairs in 2026.
ROADWAY INFRASTRUCTURE							
MICRO RESURFACING	\$ 100,000.00			\$ 100,000.00			2025-2030-Extends life of subdivision pavement by 5-7 years.
ROAD REPAIRS- Crack Seal, Spray patch or Cold mix	\$ 50,000.00			\$ 50,000.00			2025&2026- Quote provided apx. \$33k to complete crack seal only in downtown section. As a long term solution, work should be crack seal, spray patch and cold mix and overlay with microsurfacing; quote will need to be obtained for this scope of work. LGFF Capital eligible/CCBF not eligible.
WATER/WASTE WATER							
WATER MAIN VALVE AND HYDRANT REPLACEMENT	\$ 42,500.00			\$ 42,500.00			2025- Focus on main water valve work rather than fire hydrants. LGFF Capital eligible/CCBF eligible.
LIFT STATION EXPLOSION PROOF WET WELL LIGHTING	\$ 12,000.00			\$ 12,000.00			2025- Will see if this project is Community Energy Conservation Program Grant eligible; if it is will only require 50% Capital Grant funding from LGFF Capital or CCBF (eligible for both).
STORM WATER REHAB	\$ 40,000.00			\$ 40,000.00			LGFF Capital eligible/CCBF eligible.
SEWER MAIN VIDEO INSPECTION	\$ 50,000.00			\$ 50,000.00			Originally \$75K for 2025 & \$75K for 2026. Based on sewer main camera work done in March 2024, decrease to \$50K. LGFF Capital not eligible/CCBF possibly eligible. Completed over 2 years 2025-2026.
TOTAL	\$ 359,500.00	\$ -	\$ -	\$ 359,500.00	\$ -	\$ -	

TOWN OF ONOWAY CAPITAL PLAN 2025 - 2030

ASSET GROUP	2026 Budget	Tax Levy	Reserves	Grants	User Rates	Other	NOTES:
BUILDINGS							
PW SHOP FACILITY	\$ 80,000.00			\$ 80,000.00			2025 & 2026 Lunch room rebuild.
COUNCIL CHAMBER UPGRADE INCLUDING IT	\$ 5,000.00			\$ 5,000.00			
MACHINERY AND EQUIPMENT							
FLEET REPLACEMENT	\$ 27,000.00			\$ 27,000.00			2026-Zero Turn Mower Purchase.
SIDEWALKS AND TRAILS							
SIDEWALK REPLACEMENT	\$ 35,000.00			\$ 35,000.00			Based on Safesidewalks 2025 findings.
ROADWAY INFRASTRUCTURE							
MICRO RESURFACING	\$ 100,000.00			\$ 100,000.00			2025-2030-Extends life of subdivision pavement by 5-7 years.
ROAD REPAIRS- Crack Seal, Spray patch or Cold mix	\$ 50,000.00			\$ 50,000.00			2025&2026- Quote provided apx. \$33k to complete crack seal only in downtown section. As a long term solution, work should be crack seal, spray patch and cold mix and overlay with microsurfacing; quote will need to be obtained for this scope of work. LGFF Capital eligible/CCBF not eligible.
WATER/WASTE WATER							
VALVE AND HYDRANT REPLACEMENT	\$ 42,500.00			\$ 42,500.00			2025-2030.
LAGOON DESLUDGING PROGRAM (3YR CYCLE)	\$ 220,000.00				\$ 220,000.00		Completed in 2021 - Cyclical plan every three years. 2025-Quote will need to be obtained for this scope of work. LGFF Capital not eligible & CCBF not eligible. 2026 & 2029.
SEWER MAIN VIDEO INSPECTION	\$ 50,000.00			\$ 50,000.00			Originally \$75K for 2025 & \$75K for 2026. Based on sewer main camera work done in March 2024, decrease to \$50K. LGFF Capital not eligible/CCBF possibly eligible. Completed over 2 years 2025-2026.
WATER LINE LOOP- 47 AVENUE	\$ 1,100,000.00					\$ 1,100,000.00	Total cost of project is \$1.1 million. Local Growth and Sustainability Grant Dependent.
TOTAL	\$ 1,709,500.00	\$ -	\$ -	\$ 389,500.00	\$ 220,000.00	\$ 1,100,000.00	

TOWN OF ONOWAY CAPITAL PLAN 2025 - 2030

ASSET GROUP	2027 Budget	Tax Levy	Reserves	Grants	User Rates	Other	NOTES:
BUILDINGS							
PW SHOP FACILITY	\$ 80,000.00			\$ 80,000.00			2025 & 2026 Lunch room rebuild.
MACHINERY AND EQUIPMENT							
FLEET REPLACEMENT	\$ 30,000.00			\$ 30,000.00			2027-Tandem Box Replacement.
SIDEWALKS AND TRAILS							
SIDEWALK REPLACEMENT	\$ 35,000.00			\$ 35,000.00			Based on Safesidewalks 2026 findings.
ROADWAY INFRASTRUCTURE							
LAC STE. ANNE TRAIL NORTH & SOUTH PAVEMENT	\$ 1,400,000.00					\$ 1,400,000.00	Originally looking to chip seal LSAT North and South however due to degrading road condition chip seal is not an option therefore pavement will need to be done. RR LSAT North and South; possibly using STIP grant (placeholder). Grant Dependent.
MICRO RESURFACING	\$ 100,000.00			\$ 100,000.00			2025-2030-Extends life of subdivision pavement by 5-7 years.
ROAD REPAIRS- Crack Seal, Spray patch or Cold mix	\$ 50,000.00			\$ 50,000.00			2025&2026- Quote provided apx. \$33k to complete crack seal only in downtown section. As a long term solution, work should be crack seal, spray patch and cold mix and overlay with microsurfacing; quote will need to be obtained for this scope of work. LGFF Capital eligible/CCBF not eligible.
WATER/WASTE WATER							
VALVE AND HYDRANT REPLACEMENT	\$ 42,500.00			\$ 42,500.00			2025-2030.
SEWER LINE RELINING	\$ 50,000.00			\$ 50,000.00			2027-2030.
TOTAL	\$ 1,787,500.00	\$ -	\$ -	\$ 387,500.00	\$ -	\$ 1,400,000.00	

TOWN OF ONOWAY CAPITAL PLAN 2025 - 2030

ASSET GROUP	2028 Budget	Tax Levy	Reserves	Grants	User Rates	Other	NOTES:
SIDEWALKS AND TRAILS							
SIDEWALK REPLACEMENT	\$ 30,000.00			\$ 30,000.00			Based on Safesidewalks 2026 findings.
ROADWAY INFRASTRUCTURE							
MICRO RESURFACING	\$ 100,000.00			\$ 100,000.00			Extends life of subdivision pavement by 5-7 years.
ROAD REPAIRS- Crack Seal, Spray patch or Cold mix	\$ 50,000.00			\$ 50,000.00			2025&2026- Quote provided apx. \$33k to complete crack seal only in downtown section. As a long term solution, work should be crack seal, spray patch and cold mix and overlay with microsurfacing; quote will need to be obtained for this scope of work. LGFF Capital eligible/CBBF not eligible.
WATER/WASTE WATER							
VALVE AND HYDRANT REPLACEMENT	\$ 42,500.00			\$ 42,500.00			2025-2030.
SEWER LINE RELINING	\$ 50,000.00			\$ 50,000.00			2027-2030.
TOTAL	\$ 272,500.00	\$ -	\$ -	\$ 272,500.00	\$ -	\$ -	

TOWN OF ONOWAY CAPITAL PLAN 2025 - 2030

ASSET GROUP	2029 Budget	Tax Levy	Reserves	Grants	User Rates	Other	NOTES:
SIDEWALKS AND TRAILS							
SIDEWALK REPLACEMENT	\$ 30,000.00			\$ 30,000.00			Based on Safesidewalks 2026 findings.
ROADWAY INFRASTRUCTURE							
MICRO RESURFACING	\$ 100,000.00			\$ 100,000.00			Extends life of subdivision pavement by 5-7 years.
ROAD REPAIRS- Crack Seal, Spray patch or Cold mix	\$ 50,000.00			\$ 50,000.00			2025&2026- Quote provided apx. \$33k to complete crack seal only in downtown section. As a long term solution, work should be crack seal, spray patch and cold mix and overlay with microsurfacing; quote will need to be obtained for this scope of work. LGFF Capital eligible/CCBF not eligible.
WATER/WASTE WATER							
VALVE AND HYDRANT REPLACEMENT	\$ 42,500.00			\$ 42,500.00			2025-2030.
LAGOON DESLUDGING PROGRAM (3YR CYCLE)	\$ 220,000.00				\$ 220,000.00		Completed in 2021 - Cyclical plan every three years. 2025-Quote will need to be obtained for this scope of work. LGFF Capital not eligible & CCBF not eligible. 2026 & 2029.
SEWER LINE RELINING	\$ 50,000.00			\$ 50,000.00			2027-2030.
TOTAL	\$ 492,500.00	\$ -	\$ -	\$ 272,500.00	\$ 220,000.00	\$ -	

TOWN OF ONOWAY CAPITAL PLAN 2025 - 2030

ASSET GROUP	2030 Budget	Tax Levy	Reserves	Grants	User Rates	Other	NOTES:
SIDEWALKS AND TRAILS							
SIDEWALK REPLACEMENT	\$ 30,000.00			\$ 30,000.00			Based on Safesidewalks 2026 findings.
ROADWAY INFRASTRUCTURE							
MICRO RESURFACING	\$ 100,000.00			\$ 100,000.00			Extends life of subdivision pavement by 5-7 years.
ROAD REPAIRS- Crack Seal, Spray patch or Cold mix	\$ 50,000.00			\$ 50,000.00			2025&2026- Quote provided apx. \$33k to complete crack seal only in downtown section. As a long term solution, work should be crack seal, spray patch and cold mix and overlay with microsurfacing; quote will need to be obtained for this scope of work. LGFF Capital eligible/CCBF not eligible.
WATER/WASTE WATER							
VALVE AND HYDRANT REPLACEMENT	\$ 42,500.00			\$ 42,500.00			2025-2030.
SEWER LINE RELINING	\$ 50,000.00			\$ 50,000.00			2027-2030.
TOTAL	\$ 272,500.00	\$ -	\$ -	\$ 272,500.00	\$ -	\$ -	



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 12, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Fees and Charges Bylaw# 820-24

BACKGROUND / PROPOSAL

During the January 25, 2024, Council Meeting, Council made the following motions regarding the 2024 Fees and Charges Bylaw # 809-24:

Motion #020/24 **MOVED** by Councillor Bridgitte Coninx that Bylaw 809-24 the Fees and Charges Bylaw be given first reading.

CARRIED

Motion #021/24 **MOVED** by Councillor Robin Murray that Bylaw 809-24 the Fees and Charges Bylaw be given second reading.

CARRIED

Motion #022/24 **MOVED** by Councillor Sheila Pockett that Bylaw 809-24 the Fees and Charges Bylaw be unanimously considered for third reading at this meeting.

CARRIED UNANIMOUSLY

Motion #023/24 **MOVED** by Deputy Mayor Lisa Johnson that Bylaw 809-24 the Fees and Charges Bylaw be given third reading and adopted.

CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The attached Fees and Charges Bylaw shows the previous year's rate (2024) and the proposed 2025 rates to compare in a clear manner. Due to the fact that fees and charges are embedded in the annual operating budget the intent is to include the Fees and Charges Bylaw as part of the approval process of the annual operating and capital budget. This allows Administration and Council to review the Fees and Charges Bylaw annually.

As for the Fire Bylaw rates, the rates will remain in the Fire Bylaw until the proposed amendment in Q2 of 2025 at which time the rates will be transferred from the fire bylaw to the Fees and Charges.

2025 Fees and Charges Changes

- Subdivision & Development Appeal Board fee increased from \$150+GST (2024) to \$450+GST (2025) to align with LSAC.
- Enforcement Appeal fee increased from \$150+GST (2024) to \$250+GST (2025) to align with LSAC.

- Water Commodity Charge increase of \$0.15 per cubic meter (m³) from \$6.13 per cubic meter (m³) (2024) to \$6.28 per cubic meter (m³) (2025).
 - \$0.15/ m³ increase based on \$0.08/ m³ Capital Region Parkland Water Services Commission (CRPWSC) purchase rate increase and service inflationary increase at 4%.
- Meter Test or System Test includes actual cost of testing including shipping and handling.
- 65 Gallon Waste Cart and 96 Gallon Organics Cart rate (includes cost of waste service provider, the waste tipping fees and spring cleanup/Household Hazardous waste roundup) increased from \$17.21/month for both carts (2024) to \$17.66/month for both carts based on 3.5% Cost of Living Adjustment increase within service agreement.
- Recycle fees-residential property collection increased from \$3.45/month to \$3.57/month based on 3.5% Cost of Living Adjustment increase within service agreement.
- 95 Gallon Organics cart replacement fee increased from \$130 per cart (2024) to \$160 per cart (2025) to align with cost with service provider.

STRATEGIC ALIGNMENT

- Financial Sustainability
- Good Governance

COSTS / SOURCE OF FUNDING

- Rate increases mentioned in the report are included in the 2025 Interim Operating Budget.

RECOMMENDED ACTION

- That Bylaw # 820-24 the Fees and Charges Bylaw be given First reading.
- That Bylaw # 820-24 the Fees and Charges Bylaw be given Second reading.
- That Bylaw # 820-24 the Fees and Charges Bylaw be considered for third reading at this meeting.
- That Bylaw # 820-24 the Fees and Charges Bylaw be given third and final reading and adopted.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- a) Proposed Bylaw # 820-24 - Fees and Charges Bylaw.
- b) Approved Bylaw # 809-24 - Fees and Charges Bylaw.

TOWN OF ONOWAY
BYLAW NO. 820-24
Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

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

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

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

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW"
2. That the Town of Onoway shall charge fees as established in Schedule A, "The Fee Schedule", attached hereto.
3. Bylaw #809-24 is hereby rescinded.
4. This Bylaw shall come into force and effect on January 1, 2025.

READ a first time this _____.

READ a second time this _____.

UNANIMOUS CONSENT to proceed to third reading this _____.

READ a third and final time this _____.

SIGNED this _____.

Mayor Lenard Kwasny

Chief Administrative Officer, Jennifer Thompson

TOWN OF ONOWAY
 BYLAW NO. 820-24
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

Administrative Fees:	2025	2024
Copies for public at large	\$0.40/copy black \$1.00/copy colour	\$0.40/copy black \$1.00/copy colour
Copies of any Town documents	\$1.00/page	\$1.00/page
Fax Machine	\$1.00/page local \$2.00/page long Distance	\$1.00/page local \$2.00/page long Distance
(Other fees noted as per Policy A-ADM-FAX-1)		
Tax Certificates	\$25.00	\$25.00
Non-Sufficient Funds (NSF)	\$25.00	\$25.00
Council Chambers (for users outside of the Town)	\$50.00/full day	\$50.00/full day
	\$25.00/half day	\$25.00/half day

Development Permit Fees:	2025	2024
Residential Principal Building – permitted	\$300.00 + GST	\$300.00 + GST
Residential Principal Building – discretionary	\$500.00 + GST	\$500.00 + GST
Residential Additions to Principal Building – permitted	\$150.00 + GST	\$150.00 + GST
Residential Additions to Principal Building – discretionary	\$300.00 + GST	\$300.00 + GST
Secondary Suite, Garage & Garden – permitted	\$300.00 + GST	\$300.00 + GST
Secondary Suite, Garage & Garden – discretionary	\$500.00 + GST	\$500.00 + GST
Commercial/Industrial – permitted	\$300.00 + GST	\$300.00 + GST
Commercial/Industrial – discretionary	\$500.00 + GST	\$500.00 + GST
Home Occupation/Home Office	\$150.00 + GST	\$150.00 + GST
Signs – permanent or temporary	\$ 50.00 + GST	\$ 50.00 + GST
Deck, Over-Height Fence, Retaining Wall, Cistern, Holding Tank	\$ 50.00 + GST	\$ 50.00 + GST
Demolition	\$ 50.00 + GST	\$ 50.00 + GST

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

TOWN OF ONOWAY
 BYLAW NO. 820-24
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

<u>Letters of Compliance:</u>	<u>2025</u>	<u>2024</u>
Standard	\$ 95.00 + GST	\$ 95.00 + GST
Rush (less than 72 hours)	\$190.00 + GST	\$190.00 + GST

<u>Bylaw Amendments:</u>	<u>2025</u>	<u>2024</u>
Land Use Re-Districting Application or Amendment to the Municipal Development Plan or Intermunicipal Development Plan additional	\$500.00 + GST (Add any administrative and planning costs)	\$500.00 + GST (Add any administrative and planning costs)
Plan Cancellation Bylaw (lot consolidation)	\$400.00 + GST	\$400.00 + GST

<u>Subdivision Fees:</u>	<u>2025</u>	<u>2024</u>
Subdivision Application Fee	\$400.00 + GST	\$400.00 + GST
Additional Lots (per lot)	\$150.00 + GST	\$150.00 + GST
Endorsement Fees (per lot)	\$ 50.00 + GST	\$ 50.00 + GST

<u>Appeal Fees:</u>	<u>2025</u>	<u>2024</u>
Assessment Appeal Fee (residential) (refundable if successful)	\$ 50.00	\$ 50.00
Assessment Appeal Fee (non-residential) (refundable if successful)	\$300.00	\$300.00
Subdivision & Development Appeal Board	\$450.00 + GST	\$150.00 + GST
Enforcement Appeal Fee	\$250.00 + GST	\$150.00 + GST

<u>Safety Codes Fees:</u>	<u>2025</u>	<u>2024</u>
Building, Electrical, Plumbing, Gas & Heating Permits agreement Codes	As per Safety provider- The Inspections Group)	As per Safety provider- The Inspections Group)

TOWN OF ONOWAY
 BYLAW NO. 820-24
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

Utility Rates (Water, Sewer & Waste):

Water Rates			
Water System Charges – Monthly Basis			
		<u>2025</u>	<u>2024</u>
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$11.70	\$11.70
20 mm	3/4"	\$29.00	\$29.00
25 mm	1"	\$71.30	\$71.30
40 mm	1 1/2 "	\$193.25	\$193.25
50 mm	2 "	\$362.70	\$362.70
75 mm	3"	\$849.50	\$849.50
100 mm	4"	\$1,532.00	\$1,532.00
150 mm	6"	\$1,957.13	\$1,957.13
200 mm	8"	\$2,382.26	\$2,382.26
		<u>2025</u>	<u>2024</u>
Water Commodity Charge		\$6.28 per cubic meter (m ³)	\$6.13 per cubic meter (m ³)
Water Commodity Charge – residential construction (unmetered) 1" line		\$150.00/month (unmetered)	\$150.00/month (unmetered)
Water Commodity Charge – commercial construction (unmetered) 1" line & up		\$500.00/month (unmetered)	\$500.00/month (unmetered)
Water Commodity Charge – multi unit (unmetered)		\$150.00/month plus \$75.00 for each additional unit/month	\$150.00/month plus \$75.00 for each additional unit/month
		<u>2025</u>	<u>2024</u>
Water Commodity Charge – Fire Department (cost + 20%)		\$7.36 per cubic meter (m ³) (cost + 20%)	\$7.36 per cubic meter (m ³) (cost + 20%)
Bulk Water Sales/Sales to Non-Town Users (cost + 20%)		\$7.36 per cubic meter (m ³) (cost + 20%)	\$7.36 per cubic meter (m ³) (cost + 20%)
WILD Water Phase I Debenture Charge		\$5.10 per month per account	\$5.10 per month per account
WILD Water Phase II Debenture Charge		\$3.34 per month per account	\$3.34 per month per account

TOWN OF ONOWAY
 BYLAW NO. 820-24
 Municipal Government Act RSA 2000 Chapter M-26
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 Schedule "A"

WILD Water Phase III Debenture Charge		\$3.48 per month per account	\$3.48 per month per account
WILD Water Phase IV Debenture Charge		\$2.75 per month per account	\$2.92 per month per account
Sewer Rates			
Sewer System Charge – Monthly Basic			
		2025	2024
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$7.25	\$7.25
20 mm	3/4"	\$13.45	\$13.45
25 mm	1"	\$29.50	\$29.50
40 mm	1 1/2 "	\$75.45	\$75.45
50 mm	2 "	\$139.50	\$139.50
75 mm	3"	\$323.00	\$323.00
100 mm	4"	\$579.70	\$579.70
Sewer usage shall be determined by water consumption and shall be the same, regardless of where the water was deposited.			
Sewage Commodity Charge		\$2.19 per cubic meter (m ³)	\$2.19 per cubic meter (m ³)
Sewage Commodity Charge (no water meter)		\$25.00 per month	\$25.00 per month
Sewer Forcemain Replacement (8 yrs - 2018 to 2025)		\$6.30 per month per account	\$6.30 per month per account

Hauled Sewer Dumping Fee deposited directly at the Onoway Lagoon		
Truck Size	2025	2024
Small Truck (Based on 7.60 m ³ tank Capacity)	\$40.74 per legal load or \$5.36 per cubic meter (m ³)	\$40.74 per legal load or \$5.36 per cubic meter (m ³)
Regular Truck (Based on 14.00 m ³ tank Capacity)	\$75.04 per legal load or \$5.36 per cubic meter (m ³)	\$75.04 per legal load or \$5.36 per cubic meter (m ³)
Tanker Truck (Based on 38.88 m ³ tank Capacity)	\$208.40 per legal load or \$5.36 per cubic meter (m ³)	\$208.40 per legal load or \$5.36 per cubic meter (m ³)

Miscellaneous Rate		
	2025	2024
Administrative Fee – monthly on each utility bill	\$5.00	\$5.00
Overdue Account Transfer Fee	\$25.00	\$25.00
Inspection Fee for New Infrastructure Connection Permit (6.2)	\$100.00	\$100.00
Notice to Disconnect (letter)	\$50.00	\$50.00

TOWN OF ONOWAY
 BYLAW NO. 820-24
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
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Special Meter Reading (Other than Terminal)	\$100.00	\$100.00
Meter Test or System Test	\$100.00 + Actual cost of testing including shipping & handling, etc.	\$100.00
Service Disconnect (unpaid account)	\$50.00	\$50.00
Connection or Reconnection of water service	\$50.00	\$50.00
Connection or Reconnection of water service within 2 hours	\$100.00	\$100.00
Vacant services	\$30.00/month	\$30.00/month
Bylaw Contravention as per Water Valves/Hydrant section in the Water and Sewer Utility Bylaw	\$250.00 first offence, \$500.00 second offence	\$250.00 first offence, \$500.00 second offence
Bylaw Contravention (any section not referenced above) in the Water and Sewer Utility Bylaw	\$200.00	\$200.00

Waste, Organic & Recycle Fees		
	<u>2025</u>	<u>2024</u>
65 Gallon Waste Cart and 96 Gallon Organics Cart (the fee collected for waste and organics includes the cost of the waste service provider, the waste tippage fees, and the spring cleanup/hhw roundup)	\$17.66 per month, for both carts	\$17.21 per month, for both carts
Recycle Fees – Residential Property Collection	\$3.57 per month	\$3.45 per month
Cart Replacement- 65 Gallon Garbage Cart	\$130.00 per cart	\$130.00 per cart
Cart Replacement- 95 Gallon Organics Cart	\$160.00 per cart	\$130.00 per cart
Overdue Account Transfer Fee	\$25.00 per month transferred	\$25.00 per month transferred

Fire Rates:

As per fire bylaw.

Rates for Town Workers and Equipment:

As per policy.

TOWN OF ONOWAY
BYLAW NO. 809-24
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TO BE KNOWN AS THE TOWN OF ONOWAY FEES & CHARGES BYLAW**

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

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

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW"
2. That the Town of Onoway shall charge fees as established in Schedule A, "The Fee Schedule", attached hereto.
3. Bylaw #805-23 is hereby rescinded.
4. This Bylaw shall come into force and effect on January 1, 2024.

READ a first time this 25th day of January, 2024.

READ a second time this 25th day of January, 2024.

UNANIMOUS CONSENT to proceed to third reading this 25th day of January, 2024.

READ a third and final time this 25th day of January, 2024.

SIGNED this 5TH day of February, 2024.

Signed by Mayor Lenard Kwasny

Signed by Chief Administrative Officer, Jennifer Thompson

TOWN OF ONOWAY
 BYLAW NO. 809-24
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

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

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

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

TOWN OF ONOWAY
 BYLAW NO. 809-24
 Municipal Government Act RSA 2000 Chapter M-26
 Section 8 Establishing Fees
 Schedule "A"

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

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

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

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

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

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Utility Rates (Water, Sewer & Waste):

Water Rates			
Water System Charges – Monthly Basis			
		<u>2024</u>	<u>2023</u>
Metric Water Meter	Imperial Water Meter	\$ Based on Water Meter Size	\$ Based on Water Meter Size
15 mm	5/8"	\$11.70	\$11.70
20 mm	3/4"	\$29.00	\$29.00
25 mm	1"	\$71.30	\$71.30
40 mm	1 1/2 "	\$193.25	\$193.25
50 mm	2 "	\$362.70	\$362.70
75 mm	3"	\$849.50	\$849.50
100 mm	4"	\$1,532.00	\$1,532.00
150 mm	6"	\$1,957.13	\$1,957.13
200 mm	8"	\$2,382.26	\$2,382.26
		<u>2024</u>	<u>2023</u>
Water Commodity Charge		\$6.13 per cubic meter (m ³)	\$5.87 per cubic meter (m ³)
Water Commodity Charge – residential construction (unmetered) 1" line		\$150.00/month (unmetered)	\$150.00/month (unmetered)
Water Commodity Charge – commercial construction (unmetered) 1" line & up		\$500.00/month (unmetered)	\$500.00/month (unmetered)
Water Commodity Charge – multi unit (unmetered)		\$150.00/month plus \$75.00 for each additional unit/month	\$150.00/month plus \$75.00 for each additional unit/month
		<u>2024</u>	<u>2023</u>
Water Commodity Charge – Fire Department (cost + 20%)		\$7.36 per cubic meter (m ³) (cost + 20%)	\$6.72 per cubic meter (m ³) (cost + 20%)
Bulk Water Sales/Sales to Non-Town Users (cost + 20%)		\$7.36 per cubic meter (m ³) (cost + 20%)	\$6.72 per cubic meter (m ³) (cost + 20%)
WILD Water Phase I Debenture Charge		\$5.10 per month per account	\$5.55 per month per account
WILD Water Phase II Debenture Charge		\$3.34 per month per account	\$3.63 per month per account
WILD Water Phase III Debenture Charge		\$3.48 per month per	\$2.92 per month per

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	account	account
WILD Water Phase IV Debenture Charge	\$2.75 per month per account	\$2.92 per month per account

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

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

Miscellaneous Rate		
	<u>2024</u>	<u>2023</u>
Administrative Fee – monthly on each utility bill	\$5.00	\$5.00
Overdue Account Transfer Fee	\$25.00	\$25.00
Inspection Fee for New Infrastructure Connection Permit (6.2)	\$100.00	\$100.00
Notice to Disconnect (letter)	\$50.00	\$50.00
Special Meter Reading (Other than Terminal)	\$100.00	\$100.00
Meter Test or System Test	\$100.00	\$100.00

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Service Disconnect (unpaid account)	\$50.00	\$50.00
Connection or Reconnection of water service	\$50.00	\$50.00
Connection or Reconnection of water service within 2 hours	\$100.00	\$100.00
Vacant services	\$30.00/month	\$30.00/month
Bylaw Contravention as per Water Valves/Hydrant section in the Water and Sewer Utility Bylaw	\$250.00 first offence, \$500.00 second offence	\$250.00 first offence, \$500.00 second offence
Bylaw Contravention (any section not referenced above) in the Water and Sewer Utility Bylaw	\$200.00	\$200.00

Waste, Organic & Recycle Fees		
	<u>2024</u>	<u>2023</u>
65 Gallon Waste Cart and 96 Gallon Organics Cart (the fee collected for waste and organics includes the cost of the waste service provider, the waste tippage fees, and the spring cleanup/hhw roundup)	\$17.21 per month, for both carts	\$16.40 per month, for both carts
Recycle Fees – Residential Property Collection	\$3.45 per month	\$3.22 per month
Cart Replacement	\$130.00 per cart	\$130.00 per cart
Overdue Account Transfer Fee	\$25.00 per month transferred	\$25.00 per month transferred

Fire Rates:

As per fire bylaw.

Rates for Town Workers and Equipment:

As per policy.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 12, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Onoway Public Library Board Draft Budget

BACKGROUND / PROPOSAL

On December 3, 2024, the Onoway Public Library Board recommend approval to present to Town of Onoway Council the 2025 Draft Budget as presented.

Although the Board manages, regulates and controls the municipal library as per Bylaw No 751-18, ultimately Council approves the Library Board's budget. According to Section 8 of the Libraries Act, (1) *"the municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library. (2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.*

Important Highlights

Revenue/Income

- Grant OPL Municipal Affairs increased from \$10,000 (2024) to \$14,409.60 (2025) based on base amount of \$9,000 plus a per capita rate of \$5.60 (2024 rate) based on 2023 municipal affairs population of 966. (Previously 1,023 from 2019.)
- In-Kind Revenue & Expense remains at the 2024 approved budget amount of \$9,477 (2024).
- Friend Of Public Library (FOPL) Contributions Income increased from \$5,000 (2024) to \$12,250 (2025) based on FOPL 2025 proposed budget as follows:
 - \$8K to upgrade 5 public computers.
 - \$4K for happiness program projector lease &
 - \$250 movie license fee to show group movies.

In 2024, FOPL Contributions were going towards happiness program projector lease.

- Sustainability/Repay Reserve line amount of \$1,911.20 is a transfer from reserves/bank account to balance budget to \$0.

Expenses

- Advertising increased from \$350 (2024) to \$450 (2025) based on increase in quantity of advertising to notify the community and surrounding areas of current and new programs offered such as coding robots.
- Computer/Copier Expense increased from \$3,200 (2024) to \$11,200 (2025) based on additional \$8K computer upgrade of 5 public computers however offset by FOPL contribution.
- Rent expense increased from \$20,400 (2024) to \$21,000 (2025) due to 2-year lease ending on June 30, 2025 @ \$1,700/month. Based on previous lease increase anticipate \$100/month increase = \$600 annual from July to December.
- Wages expense increase from \$45,787.50 (2024) to \$47,100 (2025) based on 2024 forecasted actuals.

STRATEGIC ALIGNMENT

Good Governance.

COSTS / SOURCE OF FUNDING

There is no impact to the Town of Onoway 2025 operating or capital budget.

RECOMMENDED ACTION

- That Council approves the 2025 Onoway Public Library Board Budget.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- 2025 Onoway Public Library Board Draft Budget.
- 2024 Town of Onoway Library Profit & Loss Budget vs Actual (up to November 28, 2024).

**Town of Onoway Library Board
2025 Draft Budget**

	<u>2024 Approved Budget</u>	<u>2025 Draft Budget</u>	<u>Comments</u>
Ordinary Income/Expense			
Income			
Book Fines/Sales	500.00	500.00	Same as 2024 Budget amount.
Cardholder Fees	2,500.00	2,500.00	Same as 2024 Budget amount.
Donations	1,500.00	1,000.00	Based on 2024 forecasted actuals.
FOPL CONTRIBUTIONS	5,000.00	12,250.00	Based on FOPL 2025 proposed budget as follows: \$8K to upgrade 5 public computers, \$4K for happiness program projector lease & \$250 movie license fee to show group movies.
Grant - 2024 Canada Post Grant	1,200.00	0.00	Grant approved in 2024 as one-time.
Grant - FCSS	5,000.00	5,000.00	Same as 2024 Budget amount.
Grant OPL Municipal Affairs	10,000.00	14,409.60	Based on base amount of \$9,000 plus a per capita rate of \$5.60 (2024 rate) based on 2023 municipal affairs population of 966. (Previously 1,023 from 2019.)
LSAC Lib. Municipal	16,550.00	16,550.00	Same as 2024 Budget amount.
LSAC Operating	48,000.00	48,000.00	Same as 2024 Budget amount.
Summer Village Contributions	1,000.00	1,000.00	Same as 2024 Budget amount.
Town of Onoway Operating	10,000.00	10,000.00	Same as 2024 Budget amount.
Office Services	1,200.00	1,200.00	Same as 2024 Budget amount to be conservative.
X REVENUE "IN KIND" ONOWAY	<u>9,477.00</u>	<u>9,477.00</u>	Same as 2024 Budget amount.
Total Income	<u>111,927.00</u>	<u>121,886.60</u>	
Gross Profit	111,927.00	121,886.60	
Expense			
Accounting	1,300.00	1,300.00	Same as 2024 Budget amount.
Advertising	350.00	450.00	Based on discussion with Library Manager.
Bank/Interest Charges	300.00	300.00	Same as 2024 Budget amount.
Collection & Book Loss	350.00	350.00	Same as 2024 Budget amount.
Computer/Copier Expense	3,200.00	11,200.00	Same as 2024 Budget amount with additional \$8k computer upgrade 5 public computers.
Conferences & Workshops	500.00	645.60	Based on 2024 forecasted actuals.
Insurance	2,500.00	2,708.90	Based on 2024 forecasted actuals with a 3% inflationary increase.
Memberships/Licences	500.00	500.00	Same as 2024 Budget amount.
Miscellaneous	500.00	500.00	Same as 2024 Budget amount.
Office Expenses	1,000.00	1,200.00	Based on 2024 forecasted actuals with a 3% inflationary increase.
Program Expenses	13,000.00	13,000.00	Includes \$5k for projector lease and \$8k for library resource purchases including \$250 movie license fee to show group movies.
Rent	20,400.00	21,000.00	2 yr lease end June 30, 2025 @ \$1,700/month. Based on previous lease anticipate \$100/month increase = \$600 annual from July to December.
Telephone/Internet	1,500.00	1,250.00	Based on discussion with Library Manager.
Travel & Education	700.00	700.00	Same as 2024 Budget amount.
Wage Source Deductions Employer	3,500.00	3,500.00	Same as 2024 Budget amount.
Wages	45,787.50	47,100.00	Based on 2024 forecasted actuals.
WAGES - AMSC BENEFITS ER PORTIO	7,200.00	8,400.00	Based on 2024 forecasted actuals.
Worker's Compensation	210.00	216.30	Based on 2024 budget amount with a 3% inflationary increase.
X EXPENSE "IN KIND" ONOWAY	9,477.00	9,477.00	Same as 2024 Budget amount.
X Sustainability/Repay Reserve	<u>(347.50)</u>	<u>(1,911.20)</u>	Transfer from reserves/bank account to cover deficit and balance.
Total Expense	<u>111,927.00</u>	<u>121,886.60</u>	
Net Ordinary Income	<u>0.00</u>	<u>0.00</u>	
Net Income	<u>0.00</u>	<u>0.00</u>	

	1 Jan - 28 Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Book Fines/Sales	422.46	500.00	(77.54)	84.49%
Cardholder Fees	2,381.00	2,500.00	(119.00)	95.24%
Donations	850.25	1,500.00	(649.75)	56.68%
Grants				
FOPL CONTRIBUTIONS	0.00	5,000.00	(5,000.00)	0.0%
Grant - 2024 Canada Post Grant	0.00	1,200.00	(1,200.00)	0.0%
Grant - FCSS	5,500.00	5,000.00	500.00	110.0%
Grant OPL Municipal Affairs	14,762.00	10,000.00	4,762.00	147.62%
Total Grants	20,262.00	21,200.00	(938.00)	95.58%
Municipal Contribution				
LSAC Lib. Municipal	20,811.84	16,550.00	4,261.84	125.75%
LSAC Operating	55,471.83	48,000.00	7,471.83	115.57%
Summer Village Contributions	0.00	1,000.00	(1,000.00)	0.0%
Town of Onoway Operating	0.00	10,000.00	(10,000.00)	0.0%
Total Municipal Contribution	76,283.67	75,550.00	733.67	100.97%
Office Services	1,764.80	1,200.00	564.80	147.07%
X REVENUE "IN KIND" ONOWAY	0.00	9,477.00	(9,477.00)	0.0%
Total Income	101,964.18	111,927.00	(9,962.82)	91.1%
Gross Profit	101,964.18	111,927.00	(9,962.82)	91.1%
Expense				
Accounting	0.00	1,300.00	(1,300.00)	0.0%
Advertising	504.50	350.00	154.50	144.14%
Bank/Interest Charges	365.96	300.00	65.96	121.99%
Collection & Book Loss	146.85	350.00	(203.15)	41.96%
Computer/Copier Expense	3,300.86	3,200.00	100.86	103.15%
Conferences & Workshops	645.60	500.00	145.60	129.12%
Fund Raising Events	362.65	0.00	362.65	100.0%
Insurance	2,630.00	2,500.00	130.00	105.2%
Memberships/Licences	256.56	500.00	(243.44)	51.31%
Miscellaneous	252.63	500.00	(247.37)	50.53%
Office Expenses	1,007.81	1,000.00	7.81	100.78%
Program Expenses	3,301.74	13,000.00	(9,698.26)	25.4%
Rent	18,700.00	20,400.00	(1,700.00)	91.67%
Telephone/Internet	905.90	1,500.00	(594.10)	60.39%
Travel & Education	971.17	700.00	271.17	138.74%
Wage Source Deductions Employer	3,263.70	3,500.00	(236.30)	93.25%
Wages	43,381.71	45,787.50	(2,405.79)	94.75%
WAGES - AMSC BENEFITS ER PORT	7,759.20	7,200.00	559.20	107.77%
Worker's Compensation	200.00	210.00	(10.00)	95.24%
X EXPENSE "IN KIND" ONOWAY	0.00	9,477.00	(9,477.00)	0.0%
X Sustainability/Repay Reserve	0.00	(347.50)	347.50	0.0%
Total Expense	87,956.84	111,927.00	(23,970.16)	78.58%
Net Ordinary Income	14,007.34	0.00	14,007.34	100.0%
Net Income	14,007.34	0.00	14,007.34	100.0%



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 12, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Town of Onoway Library Board Appointments

BACKGROUND / PROPOSAL

Town of Onoway Library Board – Board Members

The terms for three Town of Onoway Library (OPL) Board members are expiring in January 2025. (Vice Chair Marge Hanssen, Members at Large Jean Moses and George Vaughan). The Libraries Act states that a municipal library board must have a minimum of 5 and maximum of 10 board members. The Board currently has 9 members and will be advertising in the new year for additional members (two maximum).

- 1) The members of the OPL Board passed a motion at their December 3, 2024 meeting recommending that the Town reappoint Jean Moses as a Board member at large, to a second 3-year term (from January 1, 2025 and expiring January 1 2028).
- 2) The Board passed a motion at their December 3, 2024 meeting recommending that the Town reappoint George Vaughan as a Board member at large, to a third 3-year term (from January 1, 2025 and expiring January 1, 2028).
- 3) Vice-Chair Marge Hanssen has advised the Board that she does not wish to seek reappointment.

The pertinent information from the Libraries Act is attached, as well as the list of current Board members.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Under the Libraries Act, Council appoints municipal library board members. The two above named Board members being considered for reappointment have been active contributors during their time on the Board.

In order to encourage volunteerism, the Board will not be focusing on any specific competencies when they are advertising for the two new members.

STRATEGIC ALIGNMENT

Good governance

COSTS / SOURCE OF FUNDING

There is no cost to the Town for Board member recruitment. The advertising costs are part of the library budget. Board members are unpaid volunteers. There is no impact to the Town of Onoway 2025 Operating and Capital budgets.

RECOMMENDED ACTION

That the Town of Onoway approve the recommendations from the Town of Onoway Library Board to:

- 1) reappoint Jean Moses as a board member at large to the Town of Onoway Library Board for a second term of 3 years (from January 1, 2025 to January 1, 2028);
- 2) reappoint George Vaughan as a board member at large to the Town of Onoway Library Board for a third term of 3 years (from January 1, 2025 to January 1, 2028).

ATTACHMENTS:

- 1) Libraries Act information
- 2) List of current Board members

TOWN OF ONOWAY LIBRARY BOARD

2024 BOARD MEMBER LIST

NAME	TERM EXPIRY	EMAIL
Lorne Olsvik, Chair Board Member at Large	Nov. 2025 3 year term (reappointed in Nov 2022) <u>(2 year reappointment in Jan 2021)</u>	lolsvik@lsac.ca
Marge Hanssen, Vice Chair Board Member at Large	Jan. 2025 3 year term (reappointed in Jan 2022)	marge.hanssen@svnakamun.com
Shirley Boissonnault, Board Member at Large	Feb. 2027 3 year term (reappointed in Feb 2024)	buzzno1@telus.net
Heather Breitzkreuz Board Member at Large	Feb. 2027 3 year term (reappointed in Feb 2024)	heatherlitebreit@gmail.com
Bridgitte Coninx Town Elected Board Member	Nov 2025 1 year term (reappointed Oct 2023 and Oct 2024)	bconinx@onoway.ca
Jennifer Corkum Board Member at Large	May 2027 3 year term	cjcorkum@hotmail.com
Jean Moses Board Member at Large	Jan. 2025 3 year term	mosesjr2@outlook.com
Sheila Pockett Town Elected Board Member	Nov 2025 1 year term (reappointed Oct 2024)	spockett@onoway.ca
George Vaughan Board Member at Large	Jan. 2025 3 year term (reappointed in Jan 2022)	gvaughan@lsac.ca



Appointments to the Municipal Library Board

A Fact Sheet for Alberta Public Library Boards and Councils

Municipal councils select individuals from their communities to sit on a library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

Appointment Basics

Board Members

As per the *Libraries Act*, council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors (for more information about appointing councillors to a municipal library board, see Public Library Services Branch (PLSB)'s *Appointing Councillors to the Municipal or Intermunicipal Library Board* fact sheet).

Only the council of the municipality that established the library board has the authority to appoint members. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing. When making an appointment, council should include the name of the individual(s) being appointed and their term length in the motion.

Term Limits

Library board members are appointed for a term not exceeding 3 years. A board member cannot automatically serve more than 3 consecutive terms. If council wishes to have an individual on the municipal board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term. This 2/3 majority vote must occur every time the individual is re-appointed. If a former board

member who has not served on the board for a period of time seeks to be appointed to the board again, council may appoint this individual for a brand new term, regardless of whether they served 3 terms during their previous time on the board.

Selecting Board Members

Council has the prerogative to decide who is appointed to the municipal library board; however, it is good practice for council to involve the library board with recruitment and selection of board members. The board can suggest what skillsets would be beneficial to the board, assist with any interview processes, and put forward names to council. It is then council's decision whether or not to appoint the suggested individuals. Council does not simply approve the names put forward – they must *appoint* each individual. Please note that library staff, as employees of the board, cannot be board members. Staff can attend board meetings in a supporting capacity if the board desires.

Councils are only responsible for appointing individuals, and may not appoint officer positions. The election of officers is a process that happens at the board table amongst board members.

It is recommended that council not add details surrounding appointments within the municipal establishment bylaw. This can lead to inflexibility and redundancy (or contradiction) with clauses stated within provincial legislation. The establishment bylaw simply creates the municipal library board.

Board Turnover

Once a board member's term expires, council has two options – appoint the individual again (ensuring 2/3 of council has approved the resolution if beyond 3 consecutive terms), or opt not to reappoint. In the latter case, council must appoint another individual to the board as soon as reasonably possible, particularly if board membership drops below the minimum of 5 members.

A board member is not permitted to serve more than three terms (unless approved by 2/3 of council) to allow for turnover of library board membership and allow new individuals to be



appointed and share their perspectives. The library board belongs to the whole community – not simply a select few individuals. Other community members should have the opportunity to have a voice at the table should they wish to. Councils in smaller communities may assert that it is a struggle to find new individuals to appoint to the library board, citing a lack of willing volunteers from the community to sit on the board. It is worthy of note that there is no residency requirement for library board members. Board members need not live in the same municipality as the council that created the board. In fact, it can be beneficial to appoint individuals living outside of the municipality to garner perspective from surrounding municipalities, whose community members may utilize those library services.

Municipal vs. System Appointments

Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

The Importance of Ensuring ALL Board Members are Appointed

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or

motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

Board Member Responsibilities

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

Support and Resources

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 12, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Economic Development & Tourism Committee

BACKGROUND / PROPOSAL

Council made a priority for an Economic Development & Tourism Committee to be formed.

September 29, 2022

Motion #350/22

MOVED by Councillor Robin Murray that Council appoint Mayor Lenard Kwasny and Councillor Robert Winterford as members of the Onoway economic development and tourism committee and request Dale Johnson to be the Chair.

CARRIED

The Economic Development & Tourism Committee was formed and active in 2023, with the resignation of the only public member early in 2024, the committee did not progress as per the workplan.

While the committee has faced some challenges in finding members, with the addition of the Kenneth Brunton, Economic Development Officer in a term position until the end of December 2024, a committee member drive was one of his priorities.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

COMMITTEE MEMBERS

Two members of the community have expressed interest in becoming members of the Economic Development & Tourism Committee (EDTC) and attended the meeting of November 27, 2024. Council must appoint community members to be a part of the EDTC. Juliana Merritt and Robb Parrott are a wonderful addition to the Economic Development & Tourism Committee.

A membership drive is in the 2025 workplan.

The Economic Development & Tourism Committee met on November 27, 2024, minutes are attached for Council review and approval. The following motions are required should Council support these initiatives.

NON-RESIDENTIAL TAX INCENTIVE PROGRAM

L. Kwasny That the Non-Residential Development Incentive program be presented to Council.

CARRIED.

This initiative received Council approval at the Regular Meeting of November 14, 2024.
Non residential Development Tax Incentive

Motion # 382-24

MOVED by: Councillor Bridgitte Coninx

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

CARRIED

Administration will continue to develop this initiative for Council’s final approval through bylaw adoption.

ACCESSORY DWELLING DEVELOPMENT INCENTIVE PROGRAM

L. Johnson That the Accessory Dwelling Development Incentive Program be presented to council

CARRIED.

Administration will present this program as soon as practicable to Council for consideration.

TERMS OF REFERENCE UPDATE - YOUTH MEMBER

L. Johnson That a youth member of the EDTC be recruited.

CARRIED.

As the Procedure Bylaw has just been adopted by Council, staff are working on the Council Committee Bylaw which will include an updated Terms of Reference for the Economic Development and Tourism Committee. Should Council wish to include a youth member in the Terms of Reference.

ANNUAL ECONOMIC DEVELOPMENT WORK PLAN

L. Kwasny That the annual economic development work plan for 2025 will be as follows.

- Accessory Dwelling Development Incentive Program. (Priority)
- Pre-Approved Accessory Dwelling Designs. (Priority)
- Build Relationship with LSAC Council and administration.
- Formal Regional Economic Development Working Group.
- Membership Drive for EDTC.

CARRIED.

COSTS / SOURCE OF FUNDING

NONE at this time.

RECOMMENDED ACTION

- 1) THAT Juliana Merrit and Robb Parrott be appointed to serve on the Economic Development & Tourism Committee of the Town of Onoway.

- 2) That Council approve the annual economic development work plan for 2025:
 - Accessory Dwelling Development Incentive Program. (Priority)
 - Pre-Approved Accessory Dwelling Designs. (Priority)
 - Build Relationship with LSAC Council and administration.
 - Formal Regional Economic Development Working Group.
 - Membership Drive for EDTC.

ATTACHMENTS

See minutes attached to this agenda.

TOWN OF ONOWAY

ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

WEDNESDAY, NOVEMBER 27TH, 2024

COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

PRESENT:

Mayor Lenard Kwasny
Deputy Mayor Lisa Johnson
Julianna Merrit
Robb Parrott

ADMINISTRATION:

Ken Brunton, Economic Development Officer

CALL TO ORDER:

The meeting was CALLED TO ORDER at 2:00 PM by Ken Brunton

ORGANIZATION:

L. Kwasny That the committee memberships be confirmed as follows.
Chair: Ken Brunton
Mayor Lenard Kwasny
Deputy Mayor Lisa Johnson
Julianna Merrit
Robb Parrot

CARRIED.

AGENDA:

L. Kwasny That the agenda be ADOPTED with the addition as follows.
Book regarding changing minds.

CARRIED.

MINUTES:

No meeting minutes were available for 03 April 2024. The meeting was cancelled.

OLD BUSINESS: NONE.

NEW BUSINESS:

- a. Economic Development Officer Report
- Non-Residential Initiatives
 - Non-Residential Development Incentive Program.
 - Engineering Study of Interchange at Hwy 37 & 43.
 - Engineering Study of Access Point Optimization on Hwy 37.
 - Residential Initiatives
 - Outward Growth vs. Density.
 - Accessory Dwelling Development Incentive Program.
 - Pre-Approved Accessory Dwelling Designs.

- Potential Zoning Changes
- Other
 - E-Permits
 - Economic Development Strategy
 - Promotional Materials: Website & Hardcopy.

L. Kwasny That the Non-Residential Development Incentive program be presented to Council. CARRIED.

L. Johnson That the Accessory Dwelling Development Incentive Program be presented to council CARRIED.

b. Annual Economic Development Work Plan

L. Kwasny That the annual economic development work plan for 2025 will be as follows.

- Accessory Dwelling Development Incentive Program. (Priority)
- Pre-Approved Accessory Dwelling Designs. (Priority)
- Build Relationship with LSAC Council and administration.
- Formal Regional Economic Development Working Group.
- Membership Drive for EDTC.

CARRIED.

c. EDTC Membership Drive

- The Economic Development Officer requested the assistance of the committee in identifying and recruiting new members of the EDTC.

L. Johnson That a youth member of the EDTC be recruited . CARRIED.

d. Update on Economic Activity

- Local business purchased land to build two apartment buildings.
- Business owner purchased land to build distillery.
- Local business specializing in sauces was picked up nationally and is looking to expand.
- Local business recently secured a contract that will bring up to 300 jobs to local area.

No Motions

ADJOURN

Chair Ken Brunton ADJOURNED the meeting at 4:27 P.M.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	December 12, 2024
Presented By:	Gary Mickalyk, Public Works Manager
Title:	Lagoon Hydra-survey

BACKGROUND / PROPOSAL

Town of Onoway lagoon had the sludge removed in 2021 at a cost of \$210,297.52 (includes GST). The quantity of sludge removed is unknown. Administration is proposing that a hydra-survey be completed. With a Hydra-survey there will be accurate information of sedimentation to be removed. Other information that will be gained from this survey will be whether it can be stored on site or disposed of in the landfill. This data would be used to obtain quotes from qualified contractors for accurate quotes to de-sludge the Onoway lagoon or if de-sludging is needed.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The quote for the hydra-survey is Attached.

Public works and administration are working to gather appropriate information and history on the lagoon as this is an important asset for the Town of Onoway. De sludging should be done on a 4 to 5 yr cycle to allow for proper planning and budgeting. This survey will allow public works and administration to have the documentation on the amount of sludge in the lagoon as well as what condition these cells are in while adding to the existing information. This assists budget for the appropriate lagoon maintenance. The Survey provides many benefits including quantifying how much sludge / sediment needs to be dredged, exposes potential infrastructure risks with environmental observations and any visible infrastructure damage. This survey will also determine the rate at which the sludge is accumulating as well.

As this is a specialized service, only one quote has been obtained.

STRATEGIC ALIGNMENT

Service Excellence
Sustainable Infrastructure

debCOSTS / SOURCE OF FUNDING

Anaerobic cell Survey cost: \$10,643.50
Sludge sample for land application: \$1,440.00
Sludge sample criteria for landfill disposal: \$1,440.00
Additional survey cost for the Facultative Cell: \$5,167.50
Additional cost to have it tested for land or landfill criteria is \$360.00/per test

(This cell is the next step in the treatment process)

Total Cost \$18,69

This would be a sewer fund expense that reduces the surplus in Water & Sewer which are self-funding. No tax increase is associated with this expense.

RECOMMENDED ACTION

THAT Council approves a hydrasurvey of the lagoon in 2025 operating expenses.

OR

Direction provided from deliberations.

ATTACHMENTS

Hydrasurvey Project Proposal

Hydrasurvey Estimate

PROJECT PROPOSAL

Wastewater Lagoon Sludge Survey

Onoway, AB

PREPARED FOR:

Gary Mickalyk, Manager

Town of Onoway

PREPARED BY:

Andrew Ambrocichuk, CEO

Hydrasurvey Ltd.

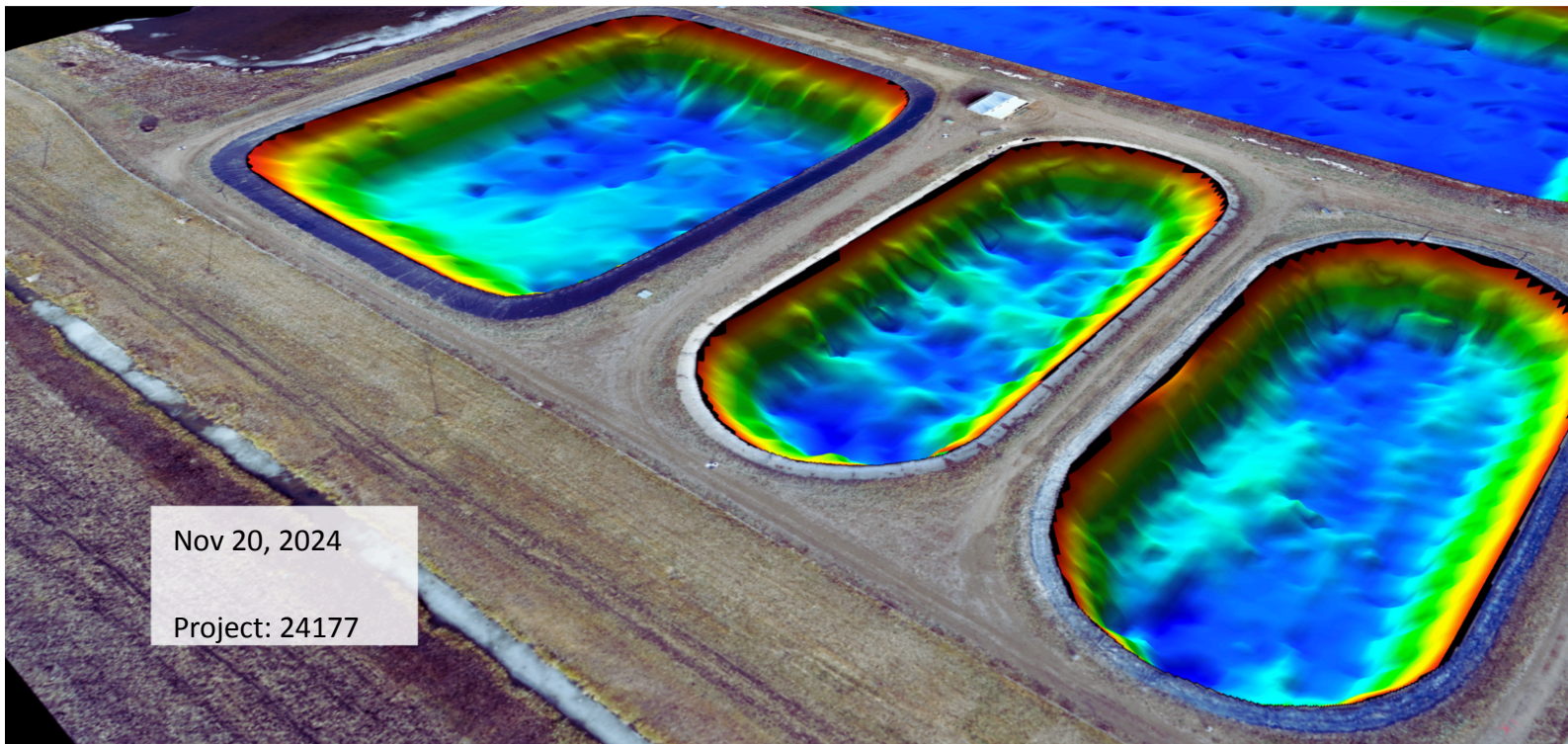


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APPENDICES

APPENDIX A	Detailed Cost Breakdowns
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SUPPLEMENTS

Supplement 1	Sample Sludge Survey Report
Supplement 2	Sample 3D pdf Sludge Map

1. PROJECT OVERVIEW

Hydrasurvey Ltd. is pleased to submit the following project proposal for sludge surveys at the Onoway, AB wastewater lagoon as shown highlighted in red in the image below:



Figure 1 Wastewater lagoon cells to be surveyed at Onoway, AB

1.1 Challenges at the Onoway, AB Wastewater Lagoon

The Town of Onoway, AB is experiencing the current challenges with its wastewater lagoon:

- Unknown sludge levels in each cell and unsure when dredging may be necessary.
- Need to develop a long-term plan for dredging.
- Need to develop a budget for future dredging.
- Need to determine whether sludge meets Alberta Environment guidelines for disposal.

1.2 How Hydrasurvey's Lagoon Sludge Surveys Help Address Lagoon Challenges

The sludge surveys will address the above challenges by providing the following:

- Determine current in-situ sludge volume and corresponding dry tonnes in surveyed cells to allow for accurate budgeting of dredging if necessary.
- Determine sludge composition to inform on disposal options.
- Provide an accurate baseline from which to measure sludge accumulation or monitor dredging progress in the future.
- Provide visualizations of sludge distribution in each cell to identify the most heavily loaded areas of sludge.

2. SLUDGE SURVEY PROJECT COST

2.1 BASE PRICE: Project Cost for Sludge Surveys on 4 cells at the Onoway, AB Wastewater Lagoon

The total cost to conduct sludge surveys is:

\$10,643.50 CAD + TAX

Mobilization / Demobilization:	\$1,781.00
Field Operations:	\$4,822.50
Reporting and Sludge Sample Analysis:	\$4,040.00

2.2 OPTIONAL COST: Additional Optional Cost for Sludge Sample Analysis for Alberta Land Application of Biosolids on 4 cells at the Onoway, AB Wastewater Lagoon

The total additional sample analysis cost is:

\$1,440.00 CAD + TAX

2.3 OPTIONAL COST: Additional Optional Cost for Sludge Sample Analysis for Alberta Landfill Disposal Criteria on 4 cells at the Onoway, AB Wastewater Lagoon

The total additional sample analysis cost is:

\$1,400.00 CAD + TAX

*Detailed cost breakdowns can be found in Appendix A.
Project terms are listed in section 5 of this proposal.*

3. SLUDGE SURVEY DELIVERABLES

After conducting the field data collection portion of the sludge surveys, Hydrasurvey will provide the client with the following deliverables for each cell surveyed:

Survey report including:

- Sludge dry tonnes, in-situ sludge volume, lagoon hydraulic capacity, dredgeable volume and lagoon dimensions.
- Sludge blanket thickness map that clearly shows the sludge distribution in each cell surveyed.
- Sludge blanket elevation map - to use when creating dredging bid packages and for monitoring sludge accumulation/reduction. Elevations are provided to the CGVD2013. Local survey control points will be established on site to ensure the accuracy of future surveys.
- Qualitative field observations including infrastructure condition, debris in cells, subsurface aquatic vegetation, etc.
- Depths to top of sludge blanket map.
- Lagoon/pond liner map.
- [Virtual site tour](#).
- 3D sludge profile maps in pdf format for use in planning discussions and presentations to management.
- Water level and freeboard elevations.
- Access to mobile field app with georeferenced sludge maps to improve dredging efficiency.
- Comprehensive sludge survey methodology.
- xyz sludge survey datasets in .csv format (only if desired).
- Sludge sample test results for:
 - Percent total solids, percent total volatile solids and dry material specific gravity.
 - Samples will be held for 30 days from the date of collection in case further analysis is required.
 - Alberta Land Application of Biosolids Criteria (optional).
 - Alberta Class 2 Landfill Acceptance Criteria (optional).
- Post survey meeting to review findings and assess quality management path forward for dredging/desludging.

A sample redacted sludge survey report is included with this proposal as Supplement 1 for reference. A sample 3D pdf sludge map is included with this proposal as Supplement 2.

4. SLUDGE SURVEY METHODOLOGY

Hydrasurvey proposes that the sludge surveys be conducted using the following methodology to maintain consistent accuracy and allow sludge survey data to be used for future monitoring of dredge activities and/or sludge accumulation:

1. Hydrasurvey will conduct the hydrographic sludge survey using either an autonomous survey vessel (ASV) or manned survey vessel mounted with a single beam echosounder that operates at two frequencies simultaneously (a high frequency of 200 kHz and a low frequency of 30 kHz). The echosounder will be calibrated on site using sound velocity of the water column.
2. Sonar data will be tightly coupled in real-time with GNSS positioning data from a dual-frequency multi-constellation RTK system (base and rover), where the vessel mounted rover will receive real-time positioning correction from the RTK base located on shore for better than 2 cm horizontal and vertical accuracy.
3. The sludge survey will be conducted in a grid, with areas near mixers and aerators receiving grid spacing as required to collect sufficient data to map the influence of those systems on the sludge blanket. The grid of survey coverage is achieved using software that combines a live GNSS feed of vessel location overlaid on preplanned survey lines and real-time hydrographic data coverage.
4. Hydrasurvey will use a crewed vessel to collect a minimum of 30-40 individual liner measurements per cell including side slopes using RTK GNSS survey technology to develop an accurate liner map, which is used for sludge volume calculations.
5. 4 sludge samples will be collected from each cell and mixed to form 1 composite sample per cell that will be sent to a laboratory for analysis. Samples will be collected using either a dredge-style grab sampler or thief sampler depending on the thickness of the sludge blanket.
6. Data will be reviewed for accuracy and completeness daily.
7. Data for each pond will be post processed using CAD software to develop both the top of sludge surface and the liner surface. This sludge surface can then be used moving forward as a basis for comparison for sludge levels. If engineering drawings are available, the CAD liner surface will be compared to identify any notable differences. Hydrasurvey utilizes the water column echogram to identify the sludge blanket.

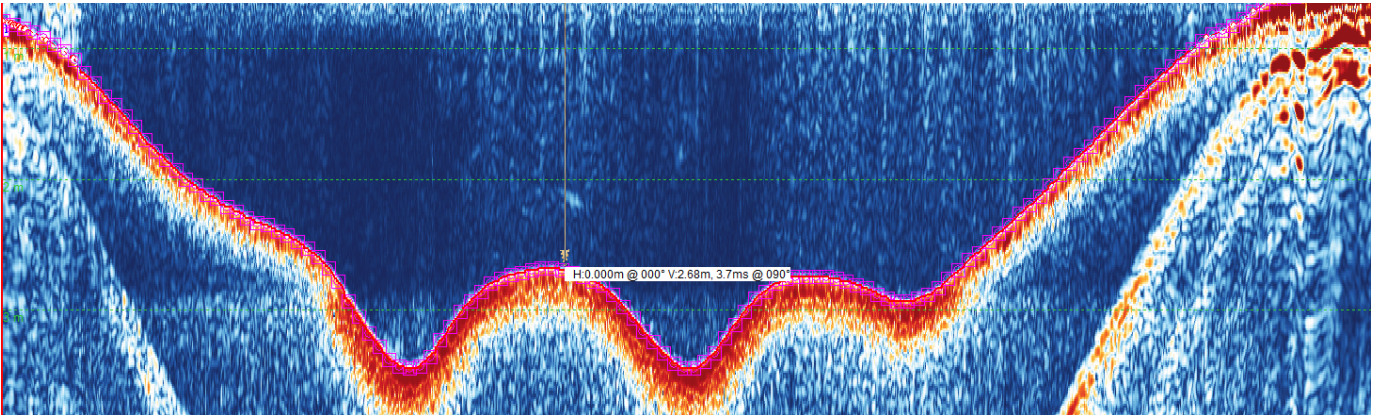


Figure 2 Hydrasurvey uses full water column visualizations to identify the sludge blanket (sample echogram shown above)

8. The sludge and liner surfaces will be used to compute sludge volume in the cell. Sludge volumes will then be further reduced to dry tonnage using the sludge sample test results for percent total solids and specific gravity. The dry tonnage value provides a level playing field for dredging contractors to provide remediation cost estimates.

5. PROJECT TERMS AND CONDITIONS

- Project pricing is valid for 30 days from the date of this proposal.
- Although unlikely, circumstances beyond our control (such as, but not limited to unsafe weather or poor site conditions) may cause significant delays in the project. In the event that significant delays cause the project to exceed the estimated timeframe we will communicate those delays to the client immediately and adjust project pricing accordingly to ensure the client understands any extra costs that might be incurred. Hydrasurvey field crew is billed at \$1,500.00/day for unsafe weather standby days.
- The safety of our personnel and clients is our top priority. Unsafe weather conditions such as high winds (>50km/hr gusts), heavy rains and lightning storms may result in a temporary delay of conducting the sludge surveys.
- Hydrasurvey requires a minimum 1.5 feet of water cap in the lagoon to conduct a sludge survey. Where the water cap is less than 1.5 feet Hydrasurvey will assume that the cell is full of sludge in that area.
- In areas where sonar data cannot be collected due to obstructions on the cell (ex: depths too shallow, thick blanket of algae or sludge crust present, debris on cell) Hydrasurvey will utilize an infrared sludge interface detector to map those areas of the

sludge blanket.

- Survey grid spacing, liner measurements and sludge samples may be subject to change based on lagoon conditions and infrastructure. For cell liners that are deeper than 5m, engineering record drawings are required.
- Any aeration/mechanical mixing systems must be shut down a minimum of 2 hours prior to conducting the sludge survey to allow for suspended particles to settle out of the water column, which improves the accuracy of the survey.
- Project estimate assumptions: ponds are free of ice and excessive floating debris and lagoon access is not hindered by trees, brush or cattail overgrowth. Suitable boat launch access must be available at each pond being surveyed.
- Hydrasurvey may require weekend and after hours access to the site to complete the survey.
- Delays resulting from excessive vegetation overgrowth or other obstructions that block access to the lagoon(s) will be billed to the client at an hourly rate.
- A purchase order and signed contract for services are required to secure booking of Hydrasurvey for this project.

We appreciate the opportunity to provide this proposal and cost estimate and look forward to working with you.

Sincerely,



Andrew Ambrocichuk, P. Eng.
Founder, CEO
Hydrasurvey

APPENDIX A

DETAILED COST BREAKDOWN

All detailed pricing shown below is in CAD

2024 PROJECT ESTIMATE - PROJECT COST SUMMARY

CLIENT	Town of Onoway	PROJECT	24177 Onoway, AB Wastewater Lagoon Sludge Survey
DATE	November 19, 2024	JOB LOCATION	Lagoon (53°43'01.5"N 114°08'34.1"W)

MOBILIZATION & DEMOBILIZATION	\$1,781.00
FIELD OPERATIONS	\$4,822.50
DATA PROCESSING, REPORTING AND SLUDGE SAMPLE ANALYSIS	\$4,040.00
TOTAL PROJECT COST	\$10,643.50



2024 PROJECT ESTIMATE - MOBILIZATION & DEMOBILIZATION

CLIENT	Town of Onoway	PROJECT	24177 Onoway, AB Wastewater Lagoon Sludge Survey
DATE	November 19, 2024	JOB LOCATION	Lagoon (53°43'01.5"N 114°08'34.1"W)

PERSONNEL TRAVEL RATES

Category	Position	Quantity	Regular Travel Hourly Rate	Travel Hours	Number of Regular Travel Shifts	OT Hourly Travel Rate	OT Travel Hours	OT Travel Shifts	LOA (\$75/day)	Total
Personnel	Hydrographic Sludge Surveyor (TRAVEL)	1	\$ 70.00	4	2	\$ 105.00			\$ 75.00	\$ 635.00
Personnel	Survey Assistant (TRAVEL)	1	\$ 70.00	4	2	\$ 105.00			\$ 75.00	\$ 635.00
									Subtotal	\$ 1,270.00

VEHICLE TRAVEL RATES

Category	Description	Quantity	Travel Kilometers Rate (\$/km)	Kilometers (Round Trip)	Number of Round Trips	Total	
Equipment	4x4 Vehicle	1	\$ 0.70	730	1	\$ 511.00	
						Subtotal	\$ 511.00

TOTAL COST ESTIMATE BASED ON UNIT RATES (Not including GST or HST):
Terms: Net 30 Days, 4% per month charged on overdue accounts

\$1,781.00

ADDITIONAL TERMS

Project pricing is valid for 30 days from the date of this proposal.

The safety of our personnel and clients is our top priority. Unsafe weather conditions such as high winds (>50km/hr gusts), heavy rains and lightning storms may result in a temporary delay of conducting the sludge surveys.

Hydrasurvey requires a minimum 1.5 feet of water cap in the lagoon to conduct a sludge survey. Where the water cap is less than 1.5 feet Hydrasurvey will assume that the cell is full of sludge in that area.

In areas where sonar data cannot be collected due to obstructions on the cell (ex: depths too shallow, thick blanket of algae or sludge crust present, debris on cell) Hydrasurvey will utilize an infrared sludge interface detector to map those areas of the sludge blanket.

Survey grid spacing, liner measurements and sludge samples may be subject to change based on lagoon conditions and infrastructure. For cell liners that are deeper than 5m, engineering record drawings are required.

Any aeration/mechanical mixing systems must be shut down a minimum of 2 hours prior to conducting the sludge survey to allow for suspended particles to settle out of the water column, which improves the accuracy of the survey.

Project estimate assumptions: ponds are free of ice and excessive floating debris and lagoon access is not hindered by trees, brush or cattail overgrowth. Suitable boat launch access must be available at each pond being surveyed.

Hydrasurvey may require weekend and after hours access to the site to complete the survey.

Delays resulting from excessive vegetation overgrowth or other obstructions that block access to the lagoon(s) will be billed to the client at an hourly rate.

A purchase order and signed contract for services are required to secure booking of Hydrasurvey for this project.



2024 PROJECT ESTIMATE - FIELD OPERATIONS

CLIENT	Town of Onoway	PROJECT	24177 Onoway, AB Wastewater Lagoon Sludge Survey
DATE	November 19, 2024	JOB LOCATION	Lagoon (53°43'01.5"N 114°08'34.1"W)

PERSONNEL RATES

Category	Position	Quantity	Regular Time Hourly Rate	Hours	Number of Regular Shifts	Overtime Hourly Rate	Overtime Hours	Number of Overtime Shifts	LOA (\$75/day)	Total
Personnel	Hydrographic Sludge Surveyor	1	\$ 95.00	4	2	\$ 142.50	4	1	\$ 75.00	\$ 1,405.00
Personnel	Sludge Survey Assistant	1	\$ 80.00	4	2	\$ 120.00	4	1	\$ 75.00	\$ 1,195.00
Subtotal										\$ 2,600.00

EQUIPMENT with HOURLY RATES

Category	Description	Quantity	Hourly Rate	Hours	Number of Shifts	Total
Equipment	4x4 Vehicle	1	\$ 20.00	12	1	\$ 240.00
Subtotal						\$ 240.00

EQUIPMENT with DAILY, WEEKLY & 4 WEEK RATES

Category	Description	Quantity	1 Day Rate	1 Week Rate	4 Week Rate	Day(s)	Week(s)	4 Week(s)	Total
Marine	Work Boat with Electric/Gas Motor	1	\$ 275.00	\$ 1,375.00	\$ 2,750.00	1			\$ 275.00
Survey	Portable Sludge Survey System with RTK GNSS Positioning	1	\$ 800.00	\$ 4,000.00	\$ -	1			\$ 800.00
Survey	Sound Velocity Probe	1	\$ 250.00	\$ 750.00	\$ 2,250.00	1			\$ 250.00
Scientific	Sludge Grab Sampler (Clamshell style)	1	\$ 70.00	\$ 200.00	\$ 600.00	1			\$ 70.00
Scientific	Sludge Thief Sampler	1	\$ 70.00	\$ 280.00	\$ 840.00	1			\$ 70.00
Scientific	Infrared Sludge Interface Detector	1	\$ 115.00	\$ 460.00	\$ 1,380.00	1			\$ 115.00
Subtotal									\$ 1,580.00

MATERIALS, CONSUMABLES, ACCOMMODATION, SUBCONTRACTORS & RE-RENTALS at COST PLUS 15%

Item	Description	Quantity	Estimate Each	Estimate	Plus 15%
1	Accommodation for crew	2	\$ 175.00	\$ 350.00	\$ 402.50
Subtotal				\$ 350.00	\$ 402.50

TOTAL COST ESTIMATE BASED ON UNIT RATES (Not including GST or HST):
Terms: Net 30 Days, 4% per month charged on overdue accounts

\$4,822.50

ADDITIONAL TERMS

Project pricing is valid for 30 days from the date of this proposal.

The safety of our personnel and clients is our top priority. Unsafe weather conditions such as high winds (>50km/hr gusts), heavy rains and lightning storms may result in a temporary delay of conducting the sludge surveys.

Hydrasurvey requires a minimum 1.5 feet of water cap in the lagoon to conduct a sludge survey. Where the water cap is less than 1.5 feet Hydrasurvey will assume that the cell is full of sludge in that area.

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Survey grid spacing, liner measurements and sludge samples may be subject to change based on lagoon conditions and infrastructure. For cell liners that are deeper than 5m, engineering record drawings are required.

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Project estimate assumptions: ponds are free of ice and excessive floating debris and lagoon access is not hindered by trees, brush or cattail overgrowth. Suitable boat launch access must be available at each pond being surveyed.

Hydrasurvey may require weekend and after hours access to the site to complete the survey.

Delays resulting from excessive vegetation overgrowth or other obstructions that block access to the lagoon(s) will be billed to the client at an hourly rate.

A purchase order and signed contract for services are required to secure booking of Hydrasurvey for this project.



2024 PROJECT ESTIMATE - DATA PROCESSING, REPORTING & SLUDGE SAMPLE ANALYSIS

CLIENT	Town of Onoway	PROJECT	24177 Onoway, AB Wastewater Lagoon Sludge Survey
DATE	November 19, 2024	JOB LOCATION	Lagoon (53°43'01.5"N 114°08'34.1"W)

PERSONNEL RATES

Category	Position	Quantity	Regular Time Hourly Rate	Hours	Number of Regular Shifts	Overtime Hourly Rate	Overtime Hours	Number of Overtime Shifts	LOA (\$75/day)	Total
Personnel	Engineer/GIS Technician (Data Processing & Technical Report Preparation)	1	\$ 105.00	8	4	\$157.50			\$ -	\$ 3,360.00
Personnel	Project Coordinator	1	\$ 75.00	4	1	\$112.50			\$ -	\$ 300.00
									Subtotal	\$ 3,660.00

SAMPLE TESTING, CONSUMABLES, EQUIPMENT DECONTAMINATION

Item	Description	Quantity	Cost / Each	Total
Sample Test	Sludge sample testing for Alberta Land Application of Biosolids Criteria, LWSS (1 composite sample per lagoon cell)		\$ 360.00	\$ -
Sample Test	Sludge sample testing for Alberta Class 2 Landfill Acceptance Criteria (1 composite sample per lagoon cell)		\$ 350.00	\$ -
Sample Test	Sludge sample testing for total solids, total volatile solids, dry matter specific gravity (1 composite sample per lagoon cell)	4	\$ 95.00	\$ 380.00
			Subtotal	\$ 380.00

TOTAL COST ESTIMATE BASED ON UNIT RATES (Not including GST or HST):
Terms: Net 30 Days, 4% per month charged on overdue accounts

\$4,040.00

ADDITIONAL TERMS

Project pricing is valid for 30 days from the date of this proposal.

The safety of our personnel and clients is our top priority. Unsafe weather conditions such as high winds (>50km/hr gusts), heavy rains and lightning storms may result in a temporary delay of conducting the sludge surveys.

Hydrasurvey requires a minimum 1.5 feet of water cap in the lagoon to conduct a sludge survey. Where the water cap is less than 1.5 feet Hydrasurvey will assume that the cell is full of sludge in that area.

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Delays resulting from excessive vegetation overgrowth or other obstructions that block access to the lagoon(s) will be billed to the client at an hourly rate.

A purchase order and signed contract for services are required to secure booking of Hydrasurvey for this project.



2024 PROJECT ESTIMATE - PROJECT COST SUMMARY

CLIENT	Town of Onoway	PROJECT	24177 Onoway, AB Wastewater Lagoon Sludge Survey
DATE	December 3, 2024	JOB LOCATION	Additional Facultative Cell (53°43'04.8"N 114°08'23.2"W)

MOBILIZATION & DEMOBILIZATION	\$0.00
FIELD OPERATIONS	\$4,082.50
DATA PROCESSING, REPORTING AND SLUDGE SAMPLE ANALYSIS	\$1,085.00
TOTAL PROJECT COST	\$5,167.50



2024 PROJECT ESTIMATE - MOBILIZATION & DEMOBILIZATION

CLIENT	Town of Onoway	PROJECT	24177 Onoway, AB Wastewater Lagoon Sludge Survey
DATE	December 3, 2024	JOB LOCATION	Additional Facultative Cell (53°43'04.8"N 114°08'23.2"W)

PERSONNEL TRAVEL RATES

Category	Position	Quantity	Regular Travel Hourly Rate	Travel Hours	Number of Regular Travel Shifts	OT Hourly Travel Rate	OT Travel Hours	OT Travel Shifts	LOA (\$75/day)	Total
Personnel	Hydrographic Sludge Surveyor (TRAVEL)	1	\$ 70.00			\$ 105.00				\$ -
Personnel	Survey Assistant (TRAVEL)	1	\$ 70.00			\$ 105.00				\$ -
Subtotal										\$ -

VEHICLE TRAVEL RATES

Category	Description	Quantity	Travel Kilometers Rate (\$/km)	Kilometers (Round Trip)	Number of Round Trips	Total
Equipment	4x4 Vehicle	1	\$ 0.70			\$ -
Subtotal						\$ -

<p>TOTAL COST ESTIMATE BASED ON UNIT RATES (Not including GST or HST): Terms: Net 30 Days, 4% per month charged on overdue accounts</p> <p style="font-size: 24pt; font-weight: bold; margin-top: 10px;">\$0.00</p>
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ADDITIONAL TERMS

Project pricing is valid for 30 days from the date of this proposal.

The safety of our personnel and clients is our top priority. Unsafe weather conditions such as high winds (>50km/hr gusts), heavy rains and lightning storms may result in a temporary delay of conducting the sludge surveys.

Hydrasurvey requires a minimum 1.5 feet of water cap in the lagoon to conduct a sludge survey. Where the water cap is less than 1.5 feet Hydrasurvey will assume that the cell is full of sludge in that area.

In areas where sonar data cannot be collected due to obstructions on the cell (ex: depths too shallow, thick blanket of algae or sludge crust present, debris on cell) Hydrasurvey will utilize an infrared sludge interface detector to map those areas of the sludge blanket.

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2024 PROJECT ESTIMATE - FIELD OPERATIONS

CLIENT	Town of Onoway	PROJECT	24177 Onoway, AB Wastewater Lagoon Sludge Survey
DATE	December 3, 2024	JOB LOCATION	Additional Facultative Cell (53°43'04.8"N 114°08'23.2"W)

PERSONNEL RATES

Category	Position	Quantity	Regular Time Hourly Rate	Hours	Number of Regular Shifts	Overtime Hourly Rate	Overtime Hours	Number of Overtime Shifts	LOA (\$75/day)	Total
Personnel	Hydrographic Sludge Surveyor	1	\$ 95.00	10	1	\$ 142.50			\$ 75.00	\$ 1,025.00
Personnel	Sludge Survey Assistant	1	\$ 80.00	10	1	\$ 120.00			\$ 75.00	\$ 875.00
									Subtotal	\$ 1,900.00

EQUIPMENT with HOURLY RATES

Category	Description	Quantity	Hourly Rate	Hours	Number of Shifts	Total	
Equipment	4x4 Vehicle	1	\$ 20.00	10	1	\$ 200.00	
						Subtotal	\$ 200.00

EQUIPMENT with DAILY, WEEKLY & 4 WEEK RATES

Category	Description	Quantity	1 Day Rate	1 Week Rate	4 Week Rate	Day(s)	Week(s)	4 Week(s)	Total	
Marine	Work Boat with Electric/Gas Motor	1	\$ 275.00	\$ 1,375.00	\$ 2,750.00	1			\$ 275.00	
Survey	Portable Sludge Survey System with RTK GNSS Positioning	1	\$ 800.00	\$ 4,000.00	\$ -	1			\$ 800.00	
Survey	Sound Velocity Probe	1	\$ 250.00	\$ 750.00	\$ 2,250.00	1			\$ 250.00	
Scientific	Sludge Grab Sampler (Clamshell style)	1	\$ 70.00	\$ 200.00	\$ 600.00	1			\$ 70.00	
Scientific	Sludge Thief Sampler	1	\$ 70.00	\$ 280.00	\$ 840.00	1			\$ 70.00	
Scientific	Infrared Sludge Interface Detector	1	\$ 115.00	\$ 460.00	\$ 1,380.00	1			\$ 115.00	
									Subtotal	\$ 1,580.00

MATERIALS, CONSUMABLES, ACCOMMODATION, SUBCONTRACTORS & RE-RENTALS at COST PLUS 15%

Item	Description	Quantity	Estimate Each	Estimate	Plus 15%
1	Accommodation for crew	2	\$ 175.00	\$ 350.00	\$ 402.50
				Subtotal	\$ 402.50

TOTAL COST ESTIMATE BASED ON UNIT RATES (Not including GST or HST):
Terms: Net 30 Days, 4% per month charged on overdue accounts

\$4,082.50

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2024 PROJECT ESTIMATE - DATA PROCESSING, REPORTING & SLUDGE SAMPLE ANALYSIS

CLIENT	Town of Onoway	PROJECT	24177 Onoway, AB Wastewater Lagoon Sludge Survey
DATE	December 3, 2024	JOB LOCATION	Additional Facultative Cell (53°43'04.8"N 114°08'23.2"W)

PERSONNEL RATES

Category	Position	Quantity	Regular Time Hourly Rate	Hours	Number of Regular Shifts	Overtime Hourly Rate	Overtime Hours	Number of Overtime Shifts	LOA (\$75/day)	Total
Personnel	Engineer/GIS Technician (Data Processing & Technical Report Preparation)	1	\$ 105.00	8	1	\$157.50			\$ -	\$ 840.00
Personnel	Project Coordinator	1	\$ 75.00	2	1	\$112.50			\$ -	\$ 150.00
									Subtotal	\$ 990.00

SAMPLE TESTING, CONSUMABLES, EQUIPMENT DECONTAMINATION

Item	Description	Quantity	Cost / Each	Total
Sample Test	Sludge sample testing for Alberta Land Application of Biosolids Criteria, LWSS (1 composite sample per lagoon cell)		\$ 360.00	\$ -
Sample Test	Sludge sample testing for Alberta Class 2 Landfill Acceptance Criteria (1 composite sample per lagoon cell)		\$ 350.00	\$ -
Sample Test	Sludge sample testing for total solids, total volatile solids, dry matter specific gravity (1 composite sample per lagoon cell)	1	\$ 95.00	\$ 95.00
			Subtotal	\$ 95.00

TOTAL COST ESTIMATE BASED ON UNIT RATES (Not including GST or HST):
Terms: Net 30 Days, 4% per month charged on overdue accounts

\$1,085.00

ADDITIONAL TERMS

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Development Services
for
Town of Onoway

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

November 27, 2024

File: 24DP09-24

**Re: Development Permit Application No. 24DP09-24
Plan 782 2095, Block 4, Lot 6 : 5112 Sturgeon Place (the "Lands")
M – Industrial District : Town of Onoway**

Preamble: The development encompasses the renovation of an existing Industrial Building and operation of a Distillery.

APPROVAL OF DEVELOPMENT PERMIT

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

**RENOVATION OF AN EXISTING INDUSTRIAL BUILDING AND OPERATION OF
A DISTILLERY.**

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

- 1- All municipal taxes must be paid.
- 2- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to HEALTH, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 4- Arrangements, which are satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 5- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 6- That all improvements shall be completed within twelve (12) months of the effective date of the permit.




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- 7- Access to the parcel shall be to the satisfaction of the Public Works Manager (or his designate) for the Town of Onoway. Contact Gary Mickalyk, Public Works Manager at (780) 967-2309.
- 8- Ten (10) parking spaces shall be provided, conforming to the requirements of Section 4.25 Off-Street Parking of the Town of Onoway Land Use Bylaw 712-13, to the satisfaction of the Development Authority.
- 9- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 10- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

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

Date Application Deemed Complete	November 27, 2024
Date of Decision	November 27, 2024
Effective Date of Permit	December 26, 2024
Signature of Development Officer	

Tony Sonleitner, Development Officer for the Town of Onoway

cc Jennifer Thompson, CAO, Town of Onoway

cc Inspections Group Inc.

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

Town of Onoway
Box 540
Onoway, AB T0E 1V0

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$200.00.



Development Services
for
Town of Onoway

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

NOTE:

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

IMPORTANT NOTES

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



Development Services
for
Town of Onoway

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Email: pcm1@telusplanet.net

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

Edmonton:

*12010 - 111 Ave.
Edmonton, Alberta T5G 0E6*

Phone: (780) 454-5048

Fax: (780) 454-5222

Toll-Free: (866) 554-5048

Toll-Free Fax: (866) 454-5222

Email: questions@inspectionsgroup.com

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



Public Notice

**DEVELOPMENT APPLICATION NUMBER: 24DP09-24
APPROVAL OF DEVELOPMENT PERMIT**

An application for a development permit, for this property, Plan 782 2095, Block 4, Lot 6 : 5112 Sturgeon Place with regard to the following:

RENOVATION OF AN EXISTING INDUSTRIAL BUILDING AND OPERATION OF A DISTILLERY.

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

Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board a written statement of their objection to such use indicating the following:


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

The statement must be received by the Clerk of the Subdivision and Development Appeal Board by no later than 4:30 pm on December 18, 2024.

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

Town of Onoway
Box 540
Onoway, Alberta, T0E 1V0
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

Date Application Deemed Complete	November 27, 2024
Date of Decision	November 27, 2024
Effective Date of Permit	December 26, 2024
Signature of Development Officer	

- Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.
- Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.
- Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 29969

November 20, 2024

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

Dear Mayor Kwasny:

As a respected partner in the field of police governance in Alberta, I am writing to highlight how recently proclaimed legislative changes may affect your community.

The Government of Alberta is enhancing civilian governance of the Royal Canadian Mounted Police (RCMP) by proclaiming sections of the *Police Amendment Act, 2022*, and creating the Police Governance Regulation and Police Governance (Ministerial) Regulation. These amendments will ensure communities policed by the RCMP have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

These changes will take effect on March 1, 2025, after a transition period to allow municipalities to pass and implement relevant bylaws. Every community in Alberta served by the RCMP will be required to be represented by one of the following types of governance bodies, depending on their population size and type of police service agreement.

Communities with a population of 15,000 or greater, policed under a Municipal Police Service Agreement

- These communities are required to establish a Municipal Policing Committee (MPC), through bylaws, by March 1, 2025.
- MPCs will consist of between three and seven members appointed by the municipality's council.
- The Minister may also appoint committee members based on the size of the committee.

.../2

Communities with a population of less than 15,000, policed under a Municipal Police Service Agreement

- These communities are required to establish a Regional Policing Committee, through bylaws, by March 1, 2025.
- Each RCMP district is a region (e.g., South, Central, East, and West), and each region contains five to 10 municipalities required to work with other communities in the same RCMP district to form a Regional Policing Committee (RPC).
- RPCs will consist of at least one member appointed by each municipality represented.
- Communities may opt out of a RPC in favour of establishing their own municipal committee, or a joint committee with another municipality, with ministerial approval.

Communities policed under the Provincial Police Service Agreement

- Small and rural communities policed under the Provincial Police Service Agreement, including municipalities with a population under 5,000, municipal districts and counties, and Metis Settlements, will be represented by the Provincial Police Advisory Board.
- The province will appoint up to 15 members to the Provincial Police Advisory Board, including representation from First Nations, Métis communities, Rural Municipalities of Alberta, Alberta Municipalities, and all four provincial RCMP districts.
- Costs for the Provincial Police Advisory Board will be borne by the province.
- The Provincial Police Advisory Board will be operational by March 1, 2025.

Attached for further reference is a Frequently Asked Questions document with more information about the new requirements for RCMP local governance bodies. You can also find the Police Governance (Order in Council) Regulation, the Police Governance (Ministerial) Regulation, and the proclamation of the *Police Act* sections establishing these governance bodies on the Alberta.ca website at www.alberta.ca/alberta-kings-printer.

Please note that in the next few weeks your administration will receive communication from department representatives with details about planned information sessions regarding these governance bodies. If you have any questions or require support in the set-up of these governance bodies, please contact the department at: AlbertaPoliceGovernance@gov.ab.ca.

Thank you for everything you do to help ensure Albertans can live, work, and raise families in safe and secure communities.

Sincerely,



Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

Attachment

Frequently Asked Questions:

RCMP civilian governance

Alberta's government is enhancing civilian governance of RCMP policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions about the establishment and operation of RCMP civilian governance bodies.

<p>Why is the government mandating civilian governance bodies for RCMP-policed communities?</p>	<p>Creation of these new civilian governance bodies responds to a long-standing desire of communities to have more say in how they are policed by the RCMP.</p> <p>By establishing municipal and regional governance committees and the Provincial Police Advisory Board, we are giving communities the opportunity to provide input on both local and provincial policing priorities and RCMP service delivery while increasing police accountability.</p> <p>Civilian governance bodies support a paradigm shift that sees local police as an extension and a reflection of the communities they serve.</p>
<p>What will the function of the municipal police committees be?</p>	<p>Municipal policing committees will enhance civilian governance of local policing by:</p> <ul style="list-style-type: none"> • Overseeing the administration of the municipality's police service agreement; • Representing public interests and concerns to local RCMP leadership and collaborating with local detachments to plan yearly priorities and strategies for municipal policing and community safety; and • Regularly reporting on the implementation of programs and services that support police service priorities.
<p>What will the function of the regional police committees be?</p>	<p>Regional policing committees will help ensure Alberta's small rural communities have a voice in how they are policed.</p> <ul style="list-style-type: none"> • Regional committee's roles and responsibilities will be similar to their municipal counterparts, advocating for the priorities and concerns of smaller communities while also supporting integrated community safety planning for RCMP policed municipalities in the region. • The boundaries of the four new regional policing committee zones correspond to Alberta's four RCMP districts, to ensure local policing priorities are accurately reflected in service delivery.
<p>How many different civilian governance bodies will be established?</p>	<p>Four regional policing committees will be established to align with the four RCMP districts in Alberta.</p> <p>The number of municipal policing committees will depend on whether individual communities decide to either participate in one of the four regional boards, form joint municipal policing committees with neighbouring communities, or form their own municipal policing committee. It is recognized that some communities already have a committee similar in nature to what is envisioned.</p>

How will the civilian governance body for a community be determined?

Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal policing committees.

RCMP policed communities with a population between 5,000 and 15,000 will be represented by regional policing committees but can apply to opt out and form their own municipal policing committee.

Communities with a population under 5,000 that are served by the RCMP under the Provincial Police Service Agreement will be represented by the Provincial Police Advisory Board. The board will make recommendations on province-wide policing priorities and other aspects of RCMP service delivery.

What is the timeline for these governance bodies to be established?

The amendments and new regulations will come into force on March 1, 2025.

A transitional period, between November 2024 and February 2025, will allow municipalities to pass relevant bylaws and make other preparations for implementation.

This transition period also allows municipalities that already have civilian governance bodies time to adapt those bodies to the new statutory requirements.

What is the process for communities that want to opt out of a regional committee and establish their own municipal or joint policing committee?

Communities seeking to opt out of a regional committee in favour of establishing their own municipal committee (or a joint committee with another municipality) must have a formal process in place to do so, consistent with how other municipal committees are established and aligned with the *Police Act* and Police Governance Regulation.

- Municipalities will also need ministerial approval in order to opt out of a regional committee and/or form a joint municipal committee.
- Any municipality can be part of a joint municipal policing committee, as long as it meets the definition of municipality in the *Police Act*.

To initiate the process of obtaining ministerial approval, a municipality can contact the Ministry of Public Safety and Emergency Services at AlbertaPoliceGovernance@gov.ab.ca.

What are the requirements for the composition of the municipal and regional policing committees?

Municipal policing committees will consist of between three and seven members, appointed by the municipality's council, for terms of two to three years. The municipality's chief elected officer is not eligible to be elected as chair or vice-chair of a municipal policing committee.

Regional policing committees will consist of at least one member appointed by each municipality represented for terms of two to three years.

- Regional policing committees can include additional members appointed by the municipalities with the agreement of all the municipalities in the region. Both municipal and regional policing committees may also include provincial members appointed by the minister.

Will committee positions be voluntary or paid?

Municipalities can choose whether to establish remuneration for their policing committee (municipal or regional) members through their respective bylaws.

Will the municipalities have to pay for the setup and administration of the governance bodies

Municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees.

If a municipality cannot afford these costs, they have the option of utilizing a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

What is the role of the Provincial Police Advisory Board?

The Provincial Police Advisory Board will serve as an advisory body for about 275 small rural municipalities, such as municipal districts and counties, as well as eight Metis Settlements policed by the RCMP under the Provincial Police Service Agreement. The board will support the alignment of local and provincial priorities across the province.

The PPAB will be responsible for developing and maintaining communication between the Alberta RCMP, the provincial government, and the small and rural communities it represents.

The PPAB will help advance the interests of RCMP-policed communities by

- Advising and supporting collaboration between the RCMP, communities, and community agencies on integrated community safety planning;
- Representing the interests of communities served by the RCMP under a provincial police service agreement;
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives; and
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

How will the government ensure alignment between provincial and municipal policing priorities?

Both municipal and regional policing committees are required to consider provincial policing priorities when setting local ones.

The Provincial Police Advisory Board will provide advice on behalf of small and rural communities policed by the RCMP, to support overall alignment of local and provincial policing priorities.

Who will pay administration costs associated with the Provincial Police Advisory Board?

Costs for the Provincial Police Advisory Board will be the responsibility of the province.

Can the government appoint provincial members to these policing committees or to the board?

Yes. The government is responsible for ensuring adequate and effective policing across the province, and provincial appointees help the government fulfill that obligation.

The Minister of Public Safety and Emergency Services appoints all members of the Provincial Police Advisory Board and can appoint a small number of members to municipal, joint municipal, or regional policing committees based on size.

Who can municipalities contact with questions about the new civilian governance bodies?

Municipalities can contact the Ministry of Public Safety and Emergency Services at AlbertaPoliceGovernance@gov.ab.ca with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the *Police Act* and in the Police Governance Regulations, found at Alberta King's Printer.

Fw: Designation of affordable housing accommodations

From Jennifer Thompson <CAO@onoway.ca>

Date Fri 11/22/2024 2:42 PM

To Gino Damo <Gino@onoway.ca>; Debbie Giroux <Debbie@onoway.ca>

Cc Penny Frizzell <penny@onoway.ca>

For information on next next agenda.

From: Sonya Burak-Bernard <sonya.burak-bernard@gov.ab.ca>

Sent: Friday, November 22, 2024 2:19 PM

To: Jennifer Thompson <CAO@onoway.ca>

Subject: Designation of affordable housing accommodations

Town of Onoway Jennifer Thompson cao@onoway.ca

Dear Jennifer Thompson :

On October 3, 2024, you received correspondence from David Williams, the Assistant Deputy Minister of the Housing Division, informing you that recent amendments to the *Municipal Government Act* will make affordable housing accommodations exempt from municipal and education property tax, effective January 1, 2025. Affordable housing accommodations are designated by the Minister of Seniors, Community and Social Services per Ministerial Order No. 2024-011 under the *Alberta Housing Act*.

In October, we informed you that there were no properties eligible for designation in your municipality. No agreements between affordable housing providers and an order of government (federal, provincial or municipal) have been identified in your community at this time. This email confirms that there are no designated affordable housing accommodations in your community. Please note that the Alberta Social Housing Corporation may own assets in your community; if so, these are already exempt through other provisions.

The list will be publicly available on Alberta.ca in January 2025 and will be updated at least annually to reflect any changes. If there are changes to the list throughout the year (agreements expire, or new projects become eligible), the Ministry of Seniors, Community and Social Services will inform your municipality.

If you wish to provide any updates to the list throughout the year, please contact the Housing Division at SCSS.MunicipalEngagement@gov.ab.ca. You will be contacted in summer 2025 to review your community listing for the following year.

Thank you for your support and cooperation.



Classification: Protected A



December 4, 2024

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

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

Attention: Jennifer Thompson, Chief Administrative Officer

RE: 2025 Municipal Requisition

Dear Jennifer;

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

Please accept this letter as formal communication regarding the approved 2025 Municipal Requisition amounts for your Community.

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

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

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

Your total requisition amount is **\$29,469.53** based on the 2025 Provincial Equalized Assessment Report. Invoicing will be as follows;

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

January 1, 2025 - \$7,367.38
April 1, 2025 - \$7,367.38
July 1, 2025 - \$7,367.38
October 1, 2025 - \$7,367.39

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

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

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

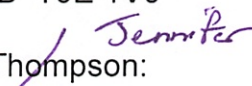
Yours truly,

Dena Krysik
Chief Administrative Officer

AR115933

November 18, 2024

Ms. Jennifer Thompson
Chief Administrative Officer
Town of Onoway
PO Box 540
Onoway AB T0E 1V0


Dear Ms. Thompson: 

Thank you for the email from Debbie Giroux, Administrative Assistant of October 30, 2024, and the accompanying action plan, in response to the 2024 Municipal Accountability Program (MAP) report for the Town of Onoway.

I have reviewed the plan, and I am satisfied with the actions and timelines proposed. Please provide a report by October 30, 2025, which includes copies of resolutions passed, any new or updated bylaws, and any other documents which were changed. This information will be used to confirm the satisfactory completion of the legislative gaps identified in the report. Your MAP review is not concluded until this report has been received and the gaps are confirmed to have been completed satisfactorily.

To ensure the MAP continues to be effective and of value to Alberta municipalities, the ministry will request your feedback about the program in the near future. In the meantime, should you have any questions related to the MAP, please contact Nnamdi Njoku, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-5811 or nnamdi.njoku@gov.ab.ca.

Yours truly,


Gary Sandberg
Assistant Deputy Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs
Nnamdi Njoku, Municipal Accountability Advisor, Municipal Affairs

AR117417

December 5, 2024

Dear Chief Administrative Officers, Appointed Assessors, and Industry Associations,

The 2024 Assessment Year Modifiers (AYMs) have been calculated and are detailed below. Since the assessment models are not updated annually, AYM's serve as a cost index, adjusting the assessment values of regulated properties each year. Separate AYM's are calculated for each property type.

The previous method for calculating AYM's was viewed as unclear and difficult to validate, creating challenges for stakeholders in managing tax planning due to unpredictable fluctuations in property values. As part of the Assessment Model Review (AMR) process, stakeholders have expressed a preference for a methodology that is consistent in its formulation, uniformly applied across all property types, transparent about the data sources used, and balanced between accuracy and predictability. It should be noted that the selected indices, including the weightings, will undergo further review to ensure they remain appropriate during the model reviews of each property type.

The updated methodology detail is attached and has been used to calculate the AYM's for this year.

2024 AYM Summary

Cost increases in the 2024 AYM's are reflected in the indices used and generally mirror current inflationary trends seen across the economic landscape.

Property Type	2023 Assessment Year AYM	2024 Proposed AYM	Percent Change 2023 to 2024 Assessment Years
Wells	1.576	1.659	5.29%
Pipelines	1.062	1.112	4.74%
Electric power	1.715	1.808	5.40%
Telecommunication carriers	1.341	1.406	4.85%
Cable distribution undertakings	1.620	1.699	4.85%
Machinery and equipment	1.596	1.682	5.36%
Railway property	1.807	1.895	4.88%
Farm Land			
Dry Arable	1.000	1.000	0%
Dry Pasture	1.000	1.000	0%
Irrigated Arable	1.030	1.030	0%
Woodlots	1.000	1.000	0%

The AYMs will be official once approved and published later this year in the 2024 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway, and Farm Land.

If you have questions, please contact the Assessment and Property Tax Policy unit at 780-422-1377 or by email at ma.aptp@gov.ab.ca.

Sincerely,

Ethan Bayne
Assistant Deputy Minister

Attachment

Assessment Year Modifiers (AYMs)

Update to the Methodology

Background

Since assessment models are not updated annually, AYM's serve as a cost index, adjusting the assessment values of regulated properties each year. Separate AYM's are calculated for each property type. The previous method for calculating AYM's was viewed as unclear and difficult to validate, creating challenges for stakeholders in managing tax planning due to unpredictable fluctuations in property values.

As part of the Assessment Model Review (AMR) process, stakeholders have expressed a preference for a methodology that is consistent in its formulation, uniformly applied across all property types, transparent about the data sources used and balanced between accuracy and predictability.

Overview

Existing Methodology

The previous methodology for calculating AYM's, which annually adjusts regulated property assessments, has been modified based on feedback from stakeholders. Many expressed concerns about the complexity of the current process, the potential for significant fluctuations due to historical trends, and the lack of transparency in the calculation approach, which incorporated proprietary data.

New Methodology

The new methodology reflects the discussions of the AMR Steering Committee, which highlighted stakeholder concerns regarding the clarity and reliability of the current process. Stakeholders noted difficulties in understanding how cost changes are calculated, challenges in validating construction cost data, and the impact of fluctuating values on tax planning. The revised methodology aims to address these concerns by introducing a more consistent, transparent, and predictable approach to AYM's.

Key Changes in the New Methodology

The updated methodology introduces several important changes. It incorporates Statistics Canada indices for four primary cost categories and also includes a 3-year rolling average to reduce volatility and ensure stable year-over-year changes. The cost categories include:

- **Labour** (Index 18-10-0140-01): Construction union wage rate index for the Edmonton area.
- **Construction Equipment** (Index 18-10-0279-01): Rental and leasing services price index for construction equipment
- **Bulks Material** (Index 18-10-0266-01): Industrial Product Price Index (IPPI) for various material categories and
- **Major Equipment** (Index 18-10-0270-01): Machinery and Equipment price index (MEPI).

At a high level the methodology calculates cost changes extracted from the indices with an appropriate weighting applied for each property type and index (as shown in the table below). The total change for each property type is calculated for the current and two previous years and then averaged to provide the current construction cost change that is used to calculate the current year AYM.

Table 1: AYM Indices and Weighting							
Primary Cost Category	Index	Pipeline Weights	Wells Weights	M&E Weights	EPP Weights	Telecom Weights	Rail Weights
Labour	18-10-0140-01	45%	10%	45%	40%	35%	30%
Construction Equipment	18-10-0279-01	22%	32%	7%	12%	27%	32%
Bulks Material	18-10-0266-01	33%	58%	15%	15%	38%	38%
Major Equipment	18-10-0270-01	0%	0%	33%	33%	0%	0%
TOTAL		100%	100%	100%	100%	100%	100%

Next Steps

Beginning in 2025, the new methodology for calculating AYMs will be applied using publicly available Statistics Canada data and an updated method that ensures smoother and more stable year to year changes. AYMs in the 2024 Minister’s Guidelines for linear, railway, and machinery and equipment will be calculated using this methodology and are expected to be available in December 2025. The selected Statistics Canada indices, including the weightings, will undergo further review to ensure they remain appropriate during the model reviews of each property type.

Stakeholders can follow the progress of the AMR on the Regulated Property Assessment Model Engagement website at [Assessment Model Review engagement | Alberta.ca](https://www.alberta.ca/assessment-model-review-engagement)

For inquiries during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.