



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

**Thursday, August 14, 2025**

**9:30 a.m.**

**Council Chambers**

**Onoway Civic Centre (and Virtually Via Zoom)**

**MEETING IS BEING AUDIO/VIDEO RECORDED**

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**Pages**

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

**Recommendation:**

THAT the August 14, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the August 14, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

- 3. PUBLIC INPUT SESSION**
- 4. CONSENT AGENDA, INCLUDING APPROVAL OF MINUTES FROM PRIOR MEETINGS**

**Recommendation:**

THAT all items on the proposed consent agenda and respective recommendations be approved.

- a. July 10, 2025 Regular Council Meeting Minutes

**7 - 12**

b. 11. Information Items

- a. Lac Ste. Anne Foundation Board Meeting Minutes - April 29, 2025
- b. RCMP Alberta - June 25, 2025 introductory letter from Commanding Officer Trevor Daroux
- c. Alberta Municipal Affairs Community Organization Property Tax Exemption Regulation - July 25, 2025 email from Ethan Bayne
- d. Northwest of 16 Regional Tourism Association Newsletter - July, 2025
- e. Northwest of 16 Regional Tourism Association Guided Day Trip August 22, 2025

5. **PUBLIC HEARINGS**

6. **APPOINTMENTS/PRESENTATIONS/DELEGATIONS - n/a**

7. **FINANCIAL REPORTS**

- a. Monthly Cheque Listing - July 1-31, 2025 13 - 17

**Recommendation:**

THAT Council approve the monthly cheque listing report from July 1 to July 31, 2025 as presented.

or

Direction provided after Council deliberations.

**Recommendation:**

THAT Council approve the 2025 Operating Statement from January 1 to July 2, 2025, as presented.

**Recommendation:**

THAT Council approve the 2025 Capital Statement from January 1 to July 2, 2025, as presented.

**Recommendation:**

THAT Council approve the 2025 Balance Sheet as at July 2, 2025 as presented.

or

Direction provided after Council deliberations.

**8. POLICIES & BYLAWS**

- a. Bylaw 833-25 - Closing to Public Travel a Public Roadway - A Request for Decision is attached

35 - 39

**Recommendation:**

THAT Bylaw # 833-25 the 2025 Road Closure Bylaw be given First reading

and

THAT Council schedules a Public Hearing on September 25<sup>th</sup>, 2025, at 10:00 am for Bylaw # 833-25 the 2025 Road Closure Bylaw

or

THAT Bylaw # 833-25 the 2025 Road Closure Bylaw otherwise proceed as per the direction provided after Council deliberations.

**9. ACTION ITEMS**

- a. Rail Safety Week Resolution 2025 - A Request for Decision is attached 40 - 43

**Recommendation:**

THAT Council support CN's request by proclaiming the week of September 15-21, 2025 as Rail Safety Week.

- b. Strategic Transportation Infrastructure Program (STIP) Grant Funding - A Request for Decision is attached 44 - 71

**Recommendation:**

THAT Council authorize Administration to submit an application for the Strategic Transportation Infrastructure Program (STIP) Program.

or

Direction provided after Council deliberations..

- c. FCSS Committee Meeting Minutes May 16, 2025 - A Request for Decision is attached 72 - 74

**Recommendation:**

THAT Council approve the minutes from the May 16, 2025 FCSS Committee Meeting as presented.

- d. Municipal Accountability Program (MAP) - 3rd response to Government - A Request for Information is attached 75 - 78

**Recommendation:**

THAT Council accept the information provided in Administration's third response to the 2023/24 Municipal Accountability Program Report.

## 10. COUNCIL, COMMITTEE & STAFF REPORTS

79 - 85

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Reports (x 3)
- d. Chief Administrative Officer Report and CAO Action List - attached
- e. Corporate and Community Services Director's Report - attached
- f. Public Works Report - attached
- g. Committee of the Whole - n/a

### **Recommendation:**

THAT the Council and staff reports be accepted as presented.

## 11. INFORMATION ITEMS

### **Recommendation:**

THAT Council accept the Information Items as presented.

- a. Lac Ste. Anne Foundation Board Meeting Minutes - April 29, 2025 86 - 88
- b. RCMP Alberta - June 25, 2025 introductory letter from Commanding Officer Trevor Daroux 89 - 90
- c. Alberta Municipal Affairs Community Organization Property Tax Exemption Regulation - July 25, 2025 email from Ethan Bayne 91 - 93
- d. Northwest of 16 Regional Tourism Association Newsletter - July, 2025 94 - 97
- e. Northwest of 16 Regional Tourism Association - Guided Day Trip August 22, 2025 98 - 98

## 12. CLOSED MEETING - n/a

## 13. ADJOURNMENT

**14.   UPCOMING EVENTS**

September 11, 2025 - Regular Council Meeting	9:30 a.m.
September 25, 2025 - Regular Council Meeting	9:30 a.m.
October 9, 2025 - Regular Council Meeting	9:30 a.m.



## **TOWN OF ONOWAY REGULAR COUNCIL MEETING MINUTES**

July 10, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

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

Administration: Jennifer Thompson, Chief Administrative Officer  
Gino Damo, Director of Corporate and Community Services  
Debbie Giroux, Recording Secretary  
2 members of the public attended the meeting in person.  
2 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 # 186-25**

MOVED by: Councillor Sheila Pockett

THAT the July 10, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time):

9d) 2025 Capital Plan Amendments - requested by Administration

Closed Meeting - AITA Division 2 Section 20 - Disclosure Harmful to Personal Privacy - requested by Administration

**CARRIED UNANIMOUSLY**

### **3. PUBLIC INPUT SESSION**

**4. CONSENT AGENDA, INCLUDING APPROVAL OF MINUTES FROM PRIOR MEETINGS**

**Motion # 187-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT all items on the proposed consent agenda and respective recommendations be approved.

**CARRIED UNANIMOUSLY**

- a. June 25, 2025 Regular Council Meeting Minutes
- b. 11. Information Items

**5. PUBLIC HEARINGS**

**6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS - n/a**

**7. FINANCIAL REPORTS**

June 1-30, 2025 Cheque Listing - A Request for Decision is attached

**Motion # 188-25**

MOVED by: Councillor Robin Murray

THAT Council approve the monthly cheque listing report from June 1 to June 30, 2025 as presented.

**CARRIED UNANIMOUSLY**

**8. POLICIES & BYLAWS**

- a. Bylaw 832-25 - Fees and Charges Bylaw

**Motion # 189-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw 832-25 Fees and Charges Bylaw be given first reading.

**CARRIED UNANIMOUSLY**

**Motion # 190-25**

MOVED by: Councillor Robin Murray

THAT Bylaw 832-25 be given second reading.

**CARRIED UNANIMOUSLY**



**Motion # 191-25**

MOVED by: Councillor Sheila Pockett

THAT Bylaw 832-25 be considered for third reading at this meeting.

**CARRIED UNANIMOUSLY**

**Motion # 192-25**

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw 832-25 be given third and final reading and be adopted.

**CARRIED UNANIMOUSLY**

**9. ACTION ITEMS**

- a. Park Improvements - Elks and Bretzlaff Park

**Motion # 193-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council approve upgrades to Elk's Park outhouses and to relocate portions of the skateboard park to Bretzlaff Park.

**CARRIED UNANIMOUSLY**

- b. Cancellation of October 23, 2025 Council Meeting

**Motion # 194-25**

MOVED by: Councillor Sheila Pockett

THAT Council cancel the October 23, 2025 Regular Council meeting

**CARRIED UNANIMOUSLY**

- c. Roving Energy Manager Program Grant

**Motion # 195-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council approve submission of an application for the Roving Energy Manager Program for energy management opportunities for the following projects:

- Replacement of all T12 with LED fixtures within the Administration Building and Fire Hall, and
- Installation of occupancy sensors where applicable and

- Replacement of the refrigerator, if grant funding remains available.

**CARRIED UNANIMOUSLY**

d. 2025 Capital Plan Amendment

**Motion # 196-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council approve an amendment to the Capital Plan 2025-2030 for 2025 by reallocating the approved amount of \$42,500 for watermain valve and hydrant replacement as follows:

- a. \$15,832.43 for sidewalk lift and replacement on 48 Avenue and Northside of 49 Street above the creek.
- b. \$26,667.57 for 48 Avenue near 4418-48 Ave-Road and catch basin concrete repair project. (\$9,967.57 for sidewalk lifting and concrete repair and \$16,700 (approximately) for road asphalt repair)

**CARRIED UNANIMOUSLY**

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

**Motion # 197-25**

MOVED by: Councillor Bridgitte Coninx

THAT the Council and staff reports be accepted as presented.

**CARRIED UNANIMOUSLY**

**11. INFORMATION ITEMS**

Approved under the Consent Agenda motion 187-25

- a. Lac Ste. Anne Foundation - Board of Directors Strategic Planning Session Report - April 28 and 29, 2025
- b. Alberta CARE Conference September 2025
- c. Yellowhead Regional Library (YRL) 2024 Return on Investment
- d. Access to Information Act Information Sheet - Government of Alberta
- e. Onoway Historical Guild - Invitation to the 2025 Fall Harvest Festival - Saturday, September 20, 2025

## **12. CLOSED MEETING**

### **Motion # 198-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT Council move into a Closed Meeting at 10:07 a.m. pursuant to Section 197(2) of the Municipal Government Act and:

Access to Information Act Division 2 Section 29(1)(c) and Section 30(1)(c)(iii) - Advice from officials; disclosure harmful to economic and other interests of a public body - Appraisal of town-owned property

Access to Information Act Division 2 Section 26(1)(a)(ii) - Disclosure harmful to intergovernmental relations - Onoway Regional Fire Services (ORFS)

Access to Information Act Division 2 Section 20 - Disclosure harmful to personal privacy

**CARRIED UNANIMOUSLY**

Council recessed from 10:07 a.m. until 10:10 a.m. to allow the Recording Secretary, in-person and Zoom attendees to leave the meeting.

The following individuals attended the Closed Meeting:

Mayor Lenard Kwasny  
Deputy Mayor Lisa Johnson  
Councillor Bridgitte Coninx  
Councillor Robin Murray  
Councillor Sheila Pockett  
Jennifer Thompson, Chief Administrative Officer  
Gino Damo, Director of Corporate and Community Services

### **Motion # 199-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council move out of the Closed Meeting at 11:13 a.m.

**CARRIED UNANIMOUSLY**

### **Motion # 200-25**

MOVED by: Councillor Robin Murray

THAT Administration proceed as directed in Closed Meeting.

**CARRIED UNANIMOUSLY**

**Motion # 201-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council and Administration be authorized to attend the SkyDancer Indigenous Cultural Centre VIP Tour on July 14, 2025.

**CARRIED UNANIMOUSLY**

**13. ADJOURNMENT**

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 11:18 a.m.

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Lenard Kwasny, Mayor

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Jennifer Thompson  
Chief Administrative Officer

UNAPPROVED



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 14, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Monthly Cheque Listing- July 1 – July 31, 2025

### **BACKGROUND / PROPOSAL**

During the May 8, 2025, Council Meeting, Council made the following motion regarding the attached C-FfN-FIR-1-Financial Reporting Policy:

#### **8. POLICIES & BYLAWS**

- a. C-FIN-FIR-1 - Financial Reporting Policy

##### **Motion # 124-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the Policy C-FIN-FIR-1-Financial Reporting Policy as presented.

**CARRIED UNANIMOUSLY**

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

Administration is bringing forward the attached monthly report from July 1 – July 31, 2025, that contains cheque #, cheque date, vendor name, GL #, invoice #, invoice description, invoice amount and cheque amount as indicated in the Financial Reporting Policy.

Additionally, the report contains Administration payroll amounts however due to Access to Information Act Section 20 Disclosure harmful to personal privacy, Subsection (2)(d) employee's names are not disclosed.

- (d) the information is about the third party's classification, salary range, discretionary benefits or employment responsibilities as an officer, employee or member of a public body or as a member of the staff of a member of the Executive Council,

Also, as per the policy, "Council will review the reports as presented to ensure a general familiarity with the financial information provided."

Administration is able to provide additional information should Council request clarification.

### **STRATEGIC ALIGNMENT**

Good Governance

Financial Sustainability

**COSTS / SOURCE OF FUNDING**

No material financial impact to 2025 operational budgets.

**RECOMMENDED ACTION**

1. That Council approve the monthly cheque listing report from July 1 to July 31, 2025, as presented.
2. (Or some other directions as given by Council at meeting time).

**ATTACHMENTS**

- Monthly Cheque Listing Report for Council – July 1 – July 31, 2025.



# TOWN OF ONOWAY

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## Cheque Listing For Council

2025-Aug-1  
9:07:33 AM

Cheque	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20250365	2025-07-07	WORKERS' COMPENSATION BOARD	2-42-00-137 2-11-00-137 2-31-00-137 2-41-00-137 2-72-00-137 2-32-00-137 2-12-00-137	28159926 28159926 28159926 28159926 28159926 28159926 28159926	MAY - JUN 2025 WCB PREMIUMS MAY - JUN 2025 WCB PREMIUMS MAY - JUN 2025 WCB PREMIUMS MAY - JUN 2025 WCB PREMIUMS MAY - JUN 2025 WCB PREMIUMS MAY - JUN 2025 WCB PREMIUMS MAY - JUN 2025 WCB PREMIUMS	113.66 198.90 198.90 198.90 340.98 539.88 1,250.27	2,841.49
20250366	2025-07-07	TELUS	2-12-00-216 3-00-00-260 2-42-00-216 2-41-00-216 2-31-00-216 2-12-00-216	JUN232025 JUN232025 JUN232025 JUN232025 JUN232025 JUN232025	JUNE 23, 2025 STATEMENT LANDLINE JUNE 23, 2025 STATEMENT LANDLINE JUNE 23, 2025 STATEMENT LANDLINE JUNE 23, 2025 STATEMENT LANDLINE JUNE 23, 2025 STATEMENT LANDLINE JUNE 23, 2025 STATEMENT LANDLINE	14.95 32.16 73.10 97.17 192.31 265.48	675.17
20250367	2025-07-08	AMSC INSURANCE SERVICES LTD.	3-00-00-260 4-12-00-233	1790-2025-07 1790-2025-07	BENEFIT PREMIUMS - JULY 1 - 31, 2025 BENEFIT PREMIUMS - JULY 1 - 31, 2025	2.38 10,299.76	10,302.14
20250368	2025-07-08	ASSOCIATION OF, ALBERTA MUNICIPALITIES	2-12-00-513	2024KP-33	KING'S PRINTER SUBSCRIPTION RENEWAL	131.25	131.25
20250369	2025-07-08	CANADIAN NATIONAL	2-32-00-252	91797717	CTA SIGNAL W/O GATES MAINTENANCE	1,096.50	1,096.50
20250370	2025-07-08	CINTAS CANADA LIMITED	2-31-00-514	5278409002	RESTOCKING OF PW FIRST AID	178.91	178.91
20250371	2025-07-08	COMMUNITY VOICE	2-12-00-221 2-12-00-221	7782 8152	EVENT AD - CONGRATS TO ONOWAY GRADS EVENT AD - CANADA DAY CELEBRATION	23.10 23.10	46.20
20250372	2025-07-08	COUNTRY AUTOMOTIVE	2-31-00-253 2-31-00-253	542428 542496	PARTS - LUBE/FILTER REPLACE ENGINE OIL & FILTER 2021 GMC CANYON	70.90 92.36	163.26
20250373	2025-07-08	ENVIRONMENTAL 360 SOLUTIONS , (ALBERTA) LTD.	2-31-00-513	0000260252	MONTHLY SERV. CHARGE JULY 1 - SEPT 30, 2025	470.11	470.11
20250374	2025-07-08	GRAND & TOY	2-31-00-513 2-12-00-511 2-12-00-511	V786194 V786194 V797285	WIRELESS MOUSE - PW/COPY PAPER WIRELESS MOUSE - PW/COPY PAPER BINDERS/GLUE STICKS/COPY PAPER	29.86 61.85 80.10	171.81
20250375	2025-07-08	HANLAN, PAUL	2-61-00-270	SVDP-25-29	JUNE 2025 PROVISION OF DEVELOPMENT OFFICER DUTIES	1,764.00	1,764.00
20250376	2025-07-08	HEARTLAND DISPOSAL & RECYCLING LTD.	2-43-00-349	I17684	LETS GET SPIFFY EVENT - DISPOSAL BINS	4,059.43	4,059.43
20250377	2025-07-08	KNIGHT & COMPANY APPRAISALS LTD	2-12-00-245	61795	APPRAISAL REPORT FEE 5208 LSA TRAIL N	3,675.00	3,675.00
20250378	2025-07-08	LAC STE ANNE COUNTY	2-27-00-240	34563	JUNE 2025 CPO CONTRACTED SERVICES	7,638.60	7,638.60
20250379	2025-07-08	LAC STE ANNE FOUNDATION	2-19-00-751	71706	PROVINCIAL EQUALIZED ASSESS. MUNI REQ. FEES	7,367.38	7,367.38
20250380	2025-07-08	SPRINGER, REANNE	2-12-00-271	13-25	RETURNING OFFICER 2025 GEN ELEC-TIMESHEET	858.60	858.60
20250381	2025-07-08	STANDSTONE WASTE & WATER SERVICES LTD.	2-43-00-520 2-43-00-351 2-43-00-352 2-43-00-246	162047151 162047151 162047151 162047151	JUNE 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING JUNE 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING JUNE 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING JUNE 2025 MUNICIPAL WASTE/ORGANICS/RECYCLING	34.37 1,375.70 2,215.36 2,623.95	6,249.38
20250382	2025-07-08	SUDS UP CAR WASH	2-31-00-253	270-1051	WASHING OF PUBLIC WORKS VEHICLES	234.00	234.00
20250383	2025-07-08	XEROX CANADA LTD.	2-12-00-260 2-12-00-260 2-12-00-261	F64276644 F64317494 L07585694	SERVICE INV C8170 MAY 27 - JUN 26, 2025 SERVICE INV C8135 MAY 27 - JUNE 26, 2025 LEASE INVOICE - C8170/C8135 QUARTERLY	238.71 85.49 1,793.36	2,117.56
20250384	2025-07-08	JANKE, MARLAINE	3-01-00-210	202507081	CR PAID - TAX REASSESSMENT	112.24	112.24
20250385	2025-07-09	1209653 ALBERTA LIMITED	2-72-00-510 2-12-00-250 2-32-00-513 2-72-00-510 2-31-00-250 2-72-00-250 2-31-00-513 2-32-00-513	2506-020675 2506-020675 2506-020675 2506-021941 2506-022174 2506-023630 2506-024044 2506-024054	SPRAY FOAM/COUPLING HOSES/HYDR WATER STOP CEMENT SPRAY FOAM/COUPLING HOSES/HYDR WATER STOP CEMENT SPRAY FOAM/COUPLING HOSES/HYDR WATER STOP CEMENT TRY PNT/LNR - PARKS LOCK - PW 2 X 6 10' SPRUCE CORDED JIGSAW/BLADE DECK SCRUB BRUSH	9.95 18.53 45.62 61.66 35.13 148.05 101.42 18.89	439.25
20250386	2025-07-09	ASSOCIATED ENVIRONMENTAL , CONSULTANTS INC.	2-37-00-231	822568	CREEK RESTORATION ENGINEERING PLAN	6,636.00	6,636.00
20250387	2025-07-09	CANOE , PROCUREMENT GROUP OF CANADA	2-31-00-520	PF-12682-1220C	DIESEL/GAS JUNE 2025	1,669.35	1,669.35
20250388	2025-07-09	GREGG DISTRIBUTORS CO. LTD.	2-31-00-513	000-374163	BATHRM TISSUE/HAND SCRUB	131.00	131.00
20250389	2025-07-09	HORIZON AG & TURF	2-31-00-513 2-31-00-253	P60358 P60361	700 BLOWER - PW MOWER DECK - RPR & MAINTENANCE	839.99 227.97	1,067.96
20250390	2025-07-09	INTERCON MESSAGING	2-12-00-216	117263	JUNE 2025 ANSWERING SERVICE	122.59	122.59
20250391	2025-07-09	LAC STE ANNE COUNTY	2-23-00-110	34588	FIRE INCIDENT 25-216 DUMPSTER APR 13/25	410.00	410.00
20250392	2025-07-09	ONOWAY BIGWAY FOODS	2-12-00-513	00619778	COFFEE SUPPLIES	37.99	37.99
20250393	2025-07-09	SEALTECH ASPHALT SERVICES LTD.	6-32-00-610	1572	CRACK SEALING	32,025.00	32,025.00
20250394	2025-07-09	SURE ELECTRIC & CONTROLS LIMITED	6-42-00-762	24253	ONOWAY LIFT STATION-WETWELL LIGHTING	13,177.50	13,177.50
20250395	2025-07-09	TYSCHUK CONSTRUCTION LTD	2-41-00-252	6855	VALVE MAINTENANCE & REPAIRS/HYDROVAC	8,080.80	8,080.80
20250396	2025-07-09	UNITED FARMERS OF ALBERTA	2-31-00-513 2-31-00-513	SOINV7585949 SOINV7651679	2 CYCLE OIL - PW 75W90 OIL - PW	37.39 27.48	64.87
20250397	2025-07-09	WEST INTER LAKE DISTRICT (WILD)	2-41-00-447	2025-32	JUNE 2025 WATER CONSUMPTION	24,013.92	24,013.92
20250398	2025-07-09	Western Alberta Structural Pest Services Ltd.	2-31-00-250 2-31-00-250	044 044A	JUNE 2025 PEST CONTROL - WTP JUNE 2025 PEST CONTROL - PW	78.75 78.75	157.50
20250405	2025-07-14	CENERA INC.	2-12-00-242 2-12-00-242	P24-12-645A P25-06-349	PRIV.AD.SERV.-REISSUED CHQ AS VENDOR NVR REC'D PRIVACY ADVISORY SERV Q2 2025	577.50 299.25	876.75
20250406	2025-07-14	FIRE RESCUE INTERNATIONAL	1-23-00-990 4-00-00-999 4-00-00-999	07112025 07112025 07112025	FULL AND FINAL SETTLEMENT OF ACCOUNTS FULL AND FINAL SETTLEMENT OF ACCOUNTS FULL AND FINAL SETTLEMENT OF ACCOUNTS	(4,807.74) (2,310.00) 14,986.29	7,868.55
20250407	2025-07-02	ATB FINANCIAL MASTERCARD	3-00-00-260 2-12-00-513 2-12-00-513 3-00-00-260 2-31-00-211 3-00-00-260 2-12-00-513 2-31-00-211 4-00-00-999	002795 002795 008848 010457 010457 0027327 027327 05292025 05292025A	COSTCO- PAPER TOWEL / POP COSTCO- PAPER TOWEL / POP COSTCO- SWIFFER DUSTERS THE TABLE - MTG W/CONTRACT THE TABLE - MTG W/CONTRACT SOBEYS - PW APPRECIATION SOBEYS - PW APPRECIATION BURGER BARON - PW APPREC. TRAINING LLC FREMONT-DISPUTED CC CHG	4.54 93.96 25.19 0.60 13.89 1.88 160.39 160.39 212.73	4,616.11

			2-12-00-243	05302025	ADOBE - MAY 2025 SUBSCRIPTON	27.29	
			2-11-00-141	06182025	MATTHEWSON CO. COUNCIL OWNED VOLUNTEER RUN FAC	52.50	
			2-11-00-216	101150610	JAMF - SUBSCRIPTION - 5 DEVICES	11.50	
			2-72-00-543	13846	MAY 2025 SANISTAR MONTHLY SERVICE FEE	218.34	
			2-72-00-243	29408712	TRUEGREEN - CENTENNIAL PARK FERT. & WEED CONTROL	243.33	
			2-72-00-243	29408716	TRUGREEN -ELKS PARK	1,509.13	
			2-72-00-243	29458704	TRUEGREEN - KIDS CORNER FERT. & WEED CONTROL	227.03	
			2-72-00-243	29458705	TRUEGREEN - SHAUL PARK FERT. & WEED CONTROL	259.67	
			2-72-00-243	29458709	TRUEGREEN - ADMIN BLDG FERT. & WEED CONTROL	170.10	
			2-72-00-243	29458710	TRUEGREEN - WALKING PATH FERT. & WEED CONTROL	268.10	
			2-11-00-141	42NKNTVWF66	AB MUNIS - SUMMER MUNICIPAL LEADER'S CAUCUS	120.75	
			3-00-00-260	432425	BEACHSIDE MARKET - PW APPRECIATION	0.75	
			2-12-00-142	432425	BEACHSIDE MARKET - PW APPRECIATION	22.62	
			3-12-00-415	67596	ALTALIS-	97.53	
			2-31-00-224	67596	ALTALIS-	97.54	
			2-11-00-141	7JN9CJXF997	AB MUNI - SUMMER MUNICIPAL LEADERS CAUCUS	120.75	
			2-11-00-141	95NPPT2BDJK	AB MUNIS - SUMMER MUNICIPAL LEADER'S CAUCUS	120.75	
			2-12-00-141	GNNCF4ZQKSC	MUNIS 101-REFUND REG AS FREE AS FULL COUNCIL GOIN	(414.75)	
			2-11-00-513	INV305472838	ZOOM - CLOUD RECORDINGS FOR COUNCIL MTGS	55.65	
			2-11-00-141	JYNYBBT4B8R	AB MUNIS - SUMMER MUNICIPAL LEADER'S CAUCUS	120.75	
			2-12-00-141	MCNFY62SF59	AB MUNIS - SUMMER MUNICIPAL LEADERS CAUCUS	120.75	
			2-11-00-141	NLN897W9Z46	EOEP-COUNCIL'S ROLL IN REGIONAL PARTNERSHIP	309.75	
			2-11-00-141	NLN897W9Z46-	CANCELLATION EOEP - SPOCKETT	(257.25)	
			2-31-00-253	OR100075720	ONOWAY REG. INTRANSIT FOR P.U. TO AUCTION HOUSE	26.00	
			2-12-00-511	V746015	GRAND & TOY - COPY PAPER/SHARPIES	139.44	
			2-12-00-271	WC328742	MUNICIPAL WORLD - ELECTIONS	290.03	
			2-11-00-141	X3NLM4MPF6T	AB MUNIS - SUMMER MUNICIPAL LEADER'S CAUCUS	120.75	
20250408	2025-07-04	MANULIFE FINANCIAL	4-12-00-235	JUNE2025	JUNE 2025 PENSION PLAN	5,284.08	5,284.08
20250409	2025-07-04	CANADIAN FIBER OPTICS CORP	2-31-00-216	07012025	JULY 2025 INTERNET PW/WTP/ADMIN- JUNE 2025 WTP	155.40	1,019.76
20250409	2025-07-04	CANADIAN FIBER OPTICS CORP	2-41-00-217	07012025	JULY 2025 INTERNET PW/WTP/ADMIN- JUNE 2025 WTP	183.96	
			2-41-00-217	07012025	JULY 2025 INTERNET PW/WTP/ADMIN- JUNE 2025 WTP	229.95	
			2-12-00-243	07012025	JULY 2025 INTERNET PW/WTP/ADMIN- JUNE 2025 WTP	450.45	
20250410	2025-07-14	CANADA REVENUE AGENCY	4-12-00-232	JUNE2025REMI	JUNE 2025 REMITTANCE CPP/EI/TAX	1,976.70	20,160.10
			4-12-00-231	JUNE2025REMI	JUNE 2025 REMITTANCE CPP/EI/TAX	6,950.16	
			4-12-00-230	JUNE2025REMI	JUNE 2025 REMITTANCE CPP/EI/TAX	11,233.24	
20250411	2025-07-17	THE LAC STE ANNE BULLETIN	2-12-00-271	24544	FULL PAGE AD - ELECTION	352.80	352.80
20250412	2025-07-17	ASSOCIATED ENGINEERING ALBERTA LTD.	2-12-00-245	3013457	SUPP SERV FOR FIBRE OPTICS INSTALLATION	621.43	621.43
20250413	2025-07-17	COMMUNITY FUTURES YELLOWHEAD EAST	2-69-00-140	INV-1356	MOTION # 432-24 - GRANT PROJECT FUNDING	5,000.00	5,000.00
20250414	2025-07-17	HORIZON AG & TURF	2-31-00-253	S78298	BACK PACK BLOWER - REPAIR PW	388.49	388.49
20250415	2025-07-17	MERLIN SHREDDING INC	2-12-00-513	263685	ONSITE SHREDDING	126.00	126.00
20250416	2025-07-17	MLT Atkins LLP	2-12-00-242	6581515	FORENSIC AUDIT	2,450.81	2,450.81
20250417	2025-07-17	ROADWAY TRAFFIC PRODUCTS (AB)	2-32-00-513	1508	YELLOW PAINT	387.64	387.64
20250418	2025-07-17	TYSCHUK CONSTRUCTION LTD	6-42-00-762	6864	HYDROVAC - DIG DITCH FOR ELECTRICAL CABLE/BACKFILL	1,236.90	9,815.40
			2-41-00-252	6865	YEOMAN-ADJ MANHOLE CVR & FREE UP VALVE BOX BY LIQ	1,974.00	
			2-41-00-252	6867	SHAUL SUBDIV. LOOSEN VALVES & REPR VALVE BOXES	6,604.50	
20250419	2025-07-17	ALBERTA BEACH	2-23-00-218	ORFSSUR-AB	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	708.53	708.53
20250420	2025-07-17	SUMMER VILLAGE OF CASTLE ISLAND	2-23-00-218	ORFSSUR-CI	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	21.23	21.23
20250421	2025-07-17	SUMMER VILLAGE OF NAKAMUN PARK	2-23-00-218	ORFSSUR-NP	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	155.09	155.09
20250422	2025-07-17	SUMMER VILLAGE OF ROSS HAVEN	2-23-00-218	ORFSSUR-RH	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	199.17	199.17
20250423	2025-07-17	SUMMER VILLAGE OF SILVERSANDS	2-23-00-218	ORFSSUR-SS	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	288.96	288.96
20250424	2025-07-17	SUMMER VILLAGE OF SOUTHVIEW	2-23-00-218	ORFSSUR-SV	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	106.12	106.12
20250425	2025-07-17	SUMMER VILLAGE OF SUNSET POINT	2-23-00-218	ORFSSUR-SSP	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	248.97	248.97
20250426	2025-07-17	SUMMER VILLAGE OF VAL QUENTIN	2-23-00-218	ORFSSUR-VQ	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	164.89	164.89
20250427	2025-07-17	SUMMER VILLAGE OF YELLOWSTONE	2-23-00-218	ORFSSUR-YS	2022-2025 SURPLUS DISBURSE. FULL & FINAL PAYMENT	143.67	143.67
20250428	2025-07-17	TOWN OF ONOWAY	2-23-00-218	ORFSSUR-ONC	2022-2025 SURPLUS DISBURSE. FULL AND FINAL PAYMENT	471.81	471.81
20250429	2025-07-18	939009 AB INC.	2-72-00-243	306572	WEED INSPECTING/SPRAYING (JACKIE GAMBLIN)	941.05	941.05
20250430	2025-07-17	TELUS	2-42-00-217	JUNE272025	JUNE 27, 2025 STATEMENT - MOBILITY	30.95	902.54
			3-00-00-260	JUNE272025	JUNE 27, 2025 STATEMENT - MOBILITY	37.02	
			2-41-00-217	JUNE272025	JUNE 27, 2025 STATEMENT - MOBILITY	50.00	
			2-42-00-218	JUNE272025	JUNE 27, 2025 STATEMENT - MOBILITY	50.00	
			2-42-00-217	JUNE272025	JUNE 27, 2025 STATEMENT - MOBILITY	55.00	
			2-31-00-216	JUNE272025	JUNE 27, 2025 STATEMENT - MOBILITY	132.65	
			2-12-00-216	JUNE272025	JUNE 27, 2025 STATEMENT - MOBILITY	202.32	
			2-11-00-216	JUNE272025	JUNE 27, 2025 STATEMENT - MOBILITY	344.60	
20250431	2025-07-29	4-WAY ELECTRICAL SERVICES LTD.	2-23-00-250	IR12670	2025 GAS DETECTION SYSTEM TESTING & CALIBRATION	535.50	535.50
20250432	2025-07-29	BEAULIEU, MELINIE	2-12-00-252	JULY2025A	CLEANING ADMIN BLDG - (2 WEEKS)	300.00	300.00
20250433	2025-07-29	FRIZZELL, PENNY	2-12-00-252	JULY2025	CLEANING ADMIN BUILDING (3 WEEKS)	450.00	450.00
20250434	2025-07-29	HANLAN, PAUL	2-61-00-270	SVPD-25-36	JULY 2025 PROVISION OF DEVELOPMENT OFFICER DUTIES	1,764.00	1,764.00
20250435	2025-07-29	HIGHWAY 43 EAST WASTE	2-43-00-240	17400	JUNE 2025 DISPOSAL FEES	1,149.96	1,149.96
20250437	2025-07-29	SHORT TRACK EQUIPMENT	2-31-00-253	INV-S-653	RPR HYDRAULIC LEAK - JOHN DEER 624J	665.66	665.66
20250438	2025-07-29	TYSCHUK CONSTRUCTION LTD	2-41-00-252	6866	FREE UP VALVES - LOVELL CLOSE	1,669.50	2,236.50
			2-41-00-252	6875	REPAIR VALVE ROD AT ONOWAY HIGH SCHOOL	567.00	
20250439	2025-07-29	WBM TECHNOLOGIES LP	2-12-00-243	INV-232997	KINGSTON 8G MODULE/LENOVO 8G MEMORY	520.80	520.80
20250440	2025-07-29	WESTERN ASPHALT	2-32-00-531	112255	COLDMIX ASPHALT BULK	1,657.85	1,657.85
224	2025-07-11	JOHNSON, LISA M					906.01
225	2025-07-11	CONINX, BRIDGITTE D					1,278.69
226	2025-07-11	MURRAY, ROBIN G					691.76
227	2025-07-11	KWASNY, LENARD R					1,089.03
228	2025-07-11	POCKETT, SHEILA A					1,278.69
229	2025-07-11						
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ATIA Section 20-Disclosure harmful to personal privacy- Subsection (2)(d)  
**Cheques # 229-252 Totalling \$42,693.70**

**Total 258,724.86**

\*\*\* End of Report \*\*\*



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 14, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Operating Statement, Capital Statement and Balance Sheet

### **BACKGROUND / PROPOSAL**

During May 8, 2025, Council Meeting, Council made the following motion regarding the attached C-FIN-FIR-1-Financial Reporting Policy:

#### **8. POLICIES & BYLAWS**

- a. C-FIN-FIR-1 - Financial Reporting Policy

##### **Motion # 124-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the Policy C-FIN-FIR-1-Financial Reporting Policy as presented.

**CARRIED UNANIMOUSLY**

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

Administration is bringing forward the attached operating & capital statement ending June 30, that contains the year to date actual up to the date the report is generated; the annual approved budget, and variance from actual to approved budget as indicated in the Financial Reporting Policy.

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

Administration is also bringing forward the attached balance sheet that contains actual balances as of July 2, 2025.

Also, as per the policy, "Council will review the reports as presented to ensure a general familiarity with the financial information provided."

Administration can provide additional information should Council request clarification.

### **STRATEGIC ALIGNMENT**

Good Governance

Financial Sustainability

**COSTS / SOURCE OF FUNDING**

No material financial impact to 2025 operational budgets.

**RECOMMENDED ACTION**

1. That Council approve the 2025 Operating Statement from January 1 to July 2, 2025, as presented.
2. That Council approve the 2025 Capital Statement from January 1 to July 2, 2025, as presented.
3. That Council approve the 2025 Balance Sheet as at July 2, 2025 as presented.
4. (Or some other directions as given by Council at meeting time).

**ATTACHMENTS**

- 2025 Operating Statement – January 1 – July 2, 2025.
- 2025 Capital Statement – January 1 – July 2, 2025.
- 2025 Balance Sheet – January 1 – July 2, 2025.



# TOWN OF ONOWAY

2025 OPERATING STATEMENT FROM JANUARY 1 TO JULY 2, 2025

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2025-Jul-2  
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General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance
<b>TAXES REVENUE</b>				
1-00-00-111	RESIDENTIAL TAXES	(743,696.01)	(743,709.13)	100.00
1-00-00-112	FARMLAND TAXES	(712.12)	(712.13)	100.00
1-00-00-113	COMMERCIAL TAXES	(739,985.20)	(751,389.00)	101.54
1-00-00-114	INDUSTRIAL TAXES	(349.49)	(293.12)	83.87
1-00-00-120	COST SHARE ROAD TAX	0.00	0.00	0.00
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION	(23,150.00)	(23,149.19)	100.00
1-00-00-190	ELEC. POWER, PIPE, CABLE TV	(79,332.00)	(64,397.29)	81.17
1-19-00-750	ASFF SCHOOL REQUISITION RESIDENTIAL	(262,465.00)	(422,724.19)	161.06
1-19-00-751	LSA FOUNDATION REQUISITION	(29,470.00)	(29,413.52)	99.81
1-19-00-754	ASFF SCHOOL REQUISITION NON-RESIDENTIAL	(161,251.00)	0.00	0.00
<b>TOTAL TAXATION REVENUE</b>		<b>(2,040,410.82)</b>	<b>(2,035,787.57)</b>	<b>99.77</b>
<b>REQUISITIONS</b>				
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL	262,465.00	54,022.03	20.58
2-19-00-751	LAC STE. ANNE FOUNDATION REQUISITION	29,470.00	14,734.76	50.00
2-19-00-752	DESIGNATED INDUSTRIAL PROPERTY	288.00	0.00	0.00
2-19-00-754	SCHOOL REQUISIT. OVER/UNDER LEVY NON-RES	0.00	0.00	0.00
2-19-00-755	SCHOOL REQUISITION NON-RESIDENTIAL	161,251.00	35,064.43	21.75
2-19-00-756	SCHOOL REQUISITION OVER/UNDER LEVY RESID.	0.00	0.00	0.00
<b>TOTAL REQUISITIONS</b>		<b>453,474.00</b>	<b>103,821.22</b>	<b>22.89</b>
<b>TAX REVENUE AVAILABLE FOR MUNI</b>		<b>(1,586,936.82)</b>	<b>(1,931,966.35)</b>	<b>121.74</b>
<b>GENERAL REVENUE</b>				
1-01-00-510	PENALTIES & COSTS ON TAXES	(26,122.08)	(20,370.39)	77.98
1-01-00-540	FRANCHISE REVENUE - ATCO	(39,778.00)	(29,074.49)	73.09
1-01-00-541	FRANCHISE REVENUE - FORTIS	(100,339.94)	(54,252.85)	54.07
1-01-00-550	RETURN ON INVESTMENT (BANK INTEREST	(22,639.43)	(9,663.27)	42.68
1-01-00-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00
1-01-00-840	CONDITIONAL OPERATIONAL GRANTS	0.00	0.00	0.00
1-03-12-920	RESERVE TRANSFER - ADMIN.	(89,932.87)	0.00	0.00
<b>TOTAL GENERAL REVENUE</b>		<b>(278,812.32)</b>	<b>(113,361.00)</b>	<b>40.66</b>
<b>LEGISLATIVE EXPENSE</b>				
2-11-00-130	COUNCIL - CPP	2,101.20	449.55	21.39
2-11-00-131	COUNCIL - EI	0.00	0.00	0.00
2-11-00-132	COUNCIL-EMP. BENEFIT ER-AMS	28,016.00	11,380.40	40.62
2-11-00-137	COUNCIL-WCB	727.58	431.97	59.37
2-11-00-141	COUNCIL DEVELOPMENT	16,280.00	3,255.00	19.99
2-11-00-150	COUNCIL FEES	55,620.00	23,248.79	41.80
2-11-00-211	COUNCIL MILEAGE & SUBSISTANCE	10,000.00	96.49	0.96
2-11-00-216	COUNCIL-TELEPHONE/INTERNET/MEETING PREP.	18,200.00	1,769.93	9.72
2-11-00-242	COUNCIL LEGAL FEES	24,250.00	3,600.00	14.85
2-11-00-252	COUNCIL DONATION	1,000.00	0.00	0.00
2-11-00-270	COUNCIL MEMBERSHIPS	0.00	0.00	0.00
2-11-00-274	COUNCIL INSURANCE	351.00	40.00	11.40
2-11-00-513	COUNCIL SUPPLIES	8,434.00	518.88	6.15
2-11-00-514	PUBLIC RELATIONS/PROMOTIONS	1,500.00	607.90	40.53
2-11-00-770	COUNCIL -LEADERSHIP BURSARY	2,250.00	1,500.00	66.67
<b>TOTAL LEGISLATIVE EXPENSE</b>		<b>168,729.78</b>	<b>46,898.91</b>	<b>27.80</b>
<b>SURPLUS ON HAND</b>		<b>50,257.80</b>	<b>46,898.91</b>	<b>27.80</b>

**ADMIN REVENUE**

1-12-00-274	INSURANCE -CLAIMS/REBATES	0.00	0.00	0.00
1-12-00-410	GENERAL SERVICE & SUPPLY REVENUE	(1,996.00)	(845.00)	42.33
1-12-00-510	A/R PENALTY REVENUE	(225.00)	(25.00)	11.11
1-12-00-560	RENTALS, LEASES	(1,200.00)	(1,200.00)	100.00
1-12-00-591	REBATES, DIVIDENDS	(85.00)	(66.75)	78.53
1-12-00-840	ADMIN. - LGFF O (Previously MSI O)	(90,428.00)	0.00	0.00
1-12-00-850	ADMIN - TRANSFER FROM RESERVES	(41,844.00)	0.00	0.00
1-12-00-930	CONTRIBUTION-OTHER FUNCTIONS- FIRE/ELECT	0.00	0.00	0.00
1-12-00-940	ADMIN.-SENATE ELECTION	0.00	0.00	0.00
1-12-00-990	OTHER REVENUE	(3,030.00)	(10,526.51)	347.41
1-12-00-991	OTHER REVENUE - 100 YR ANNIVERSARY	0.00	0.00	0.00
1-12-00-992	TRANSFER FROM RESERVE - STAFF CHANGES	0.00	0.00	0.00
<b>TOTAL ADMIN REVENUE</b>		<b>(138,808.00)</b>	<b>(12,663.26)</b>	9.12

**ADMIN EXPENSE**

2-12-00-110	ADMIN - SALARIES AND WAGES	434,458.00	207,794.55	47.83
2-12-00-130	ADMIN - EMP. BENEFIT ER - CPP/EI/AMS/RPP	86,038.00	45,565.03	52.96
2-12-00-131	ADMIN - EMP. BENEFIT ER - E.I.	0.00	0.00	0.00
2-12-00-132	ADMIN - EMP. BENEFIT ER - AMS	0.00	0.00	0.00
2-12-00-133	ADMIN - EMP. BENEFIT ER - RPP	0.00	2,622.67	0.00
2-12-00-137	ADMIN - WORKER'S COMPENSATION	7,308.00	2,715.31	37.16
2-12-00-141	ADMIN - STAFF DEVELOPMENT	4,020.00	395.00	9.83
2-12-00-142	ADMIN- EMPLOYEE RECOGNITION	2,045.00	0.00	0.00
2-12-00-211	ADMIN - TRAVEL & SUBSISTANCE	4,040.00	0.00	0.00
2-12-00-215	ADMIN - POSTAGE, FREIGHT, COURIER	6,417.00	1,015.00	15.82
2-12-00-216	ADMIN - TELEPHONE, FAX	10,257.00	4,499.64	43.87
2-12-00-221	ADMIN - ADVERTISING	3,206.00	1,362.75	42.51
2-12-00-231	ADMIN - AUDIT FEES	16,500.00	14,272.00	86.50
2-12-00-232	ADMIN - ASSESSMENT FEES	14,522.00	7,589.64	52.26
2-12-00-241	ADMIN - INSURANCE FEES	29,332.00	35,530.29	121.13
2-12-00-242	ADMIN - LEGAL FEES	60,000.00	68,695.87	114.49
2-12-00-243	ADMIN - COMPUTER SERVICE & SUPPORT	60,768.00	36,129.03	59.45
2-12-00-244	ADMIN - GIS PROJECT	6,060.00	0.00	0.00
2-12-00-245	ADMINISTRATION/CAO CONTRACT	20,000.00	7,423.36	37.12
2-12-00-246	ADMIN - BYLAW/POLICY REVIEW	0.00	0.00	0.00
2-12-00-247	ADMIN - RECORDS RETENTION PROJECT	0.00	0.00	0.00
2-12-00-250	ADMIN - BUILDING MAINT & REPAIR	5,110.00	2,715.06	53.13
2-12-00-252	ADMIN - OFFICE CLEANING	9,000.00	4,500.00	50.00
2-12-00-260	ADMIN - OFFICE MACHINES MAINT/REPAI	3,000.00	1,327.68	44.26
2-12-00-261	ADMIN - OFFICE MACHINES RENT/LEASE	10,941.00	4,430.30	40.49
2-12-00-270	ADMIN - MEMBERSHIP FEES	3,850.00	4,552.34	118.24
2-12-00-271	ADMIN - ELECT/ PLEB/CENSUS (TO RESERVE)	2,700.00	4,884.14	180.89
2-12-00-272	ADMIN - 100 YR ANNIVERSARY EXPENSE	0.00	0.00	0.00
2-12-00-511	ADMIN - STATIONERY	4,655.00	1,569.75	33.72
2-12-00-512	ADMIN - OFFICE LANDSCAPING	0.00	0.00	0.00
2-12-00-513	ADMIN - GENERAL SUPPLIES	4,550.00	2,820.21	61.98
2-12-00-514	ADMIN - PUBLIC RELATIONS/PROMOTION	8,933.00	766.00	8.57
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	10,733.00	2,908.02	27.09
2-12-00-542	ADMIN - NATURAL GAS	10,016.00	2,241.17	22.38
2-12-00-810	ADMIN - INTERES-SHORT TERM BORROW.	2,000.00	0.00	0.00
2-12-00-811	ADMIN - BANK CHARGES	3,030.00	811.95	26.80
2-12-00-831	ADMIN - DEBENTURE INTEREST	9,752.00	0.00	0.00
2-12-00-832	ADMIN - DEBENTURE PRINCIPLE	33,124.00	0.00	0.00
2-12-00-990	ADMIN-CAO CONTINGENCY FUND (MOST)	0.00	0.00	0.00
2-12-00-992	ADMIN - ALLOWANCE FOR STAFF CHANGES	0.00	0.00	0.00
2-12-99-625	ADMINISTRATION-BUILDING AMORTIZATION	5,101.00	0.00	0.00
2-12-99-635	ADMINISTRATION-M & E AMORTIZATION	4,080.00	0.00	0.00
<b>TOTAL ADMIN EXPENSE</b>		<b>895,546.00</b>	<b>469,136.76</b>	52.39
<b>SURPLUS/DEFICIT ADMIN</b>		<b>756,738.00</b>	<b>456,473.50</b>	60.32

**FIRE REVENUE**

1-23-00-420	BAY RENTAL FEES	(26,400.00)	(4,906.30)	18.58
1-23-00-850	FIRE - ORFS CONTRIB.	(2,363.00)	(2,363.00)	100.00
1-23-00-920	ADM/COPIES/POSTAGE	0.00	0.00	0.00
1-23-00-930	CONTRIBUTION - OTHER FUNCTIONS- DISPATCH	(3,950.00)	(889.45)	22.52

1-23-00-931	FIRE REV. - LSAC MVA RESPONSE	0.00	0.00	0.00
1-23-00-940	FIRE - ONOWAY INCIDENT RECOVERY	(1,808.00)	(2,478.56)	137.09
1-23-00-990	OTHER REVENUE - ADMIN CHARGES	0.00	0.00	0.00
1-23-00-991	BLDG REIMBURSEMENT(\$5000/\$9000)	(3,255.00)	(1,627.50)	50.00
<b>TOTAL FIRE REVENUE</b>		<b>(37,776.00)</b>	<b>(12,264.81)</b>	32.47
<b>FIRE EXPENSE</b>				
2-23-00-110	FIRE - ONOWAY INCIDENT RESPONSES	1,808.00	2,478.56	137.09
2-23-00-111	FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	0.00	0.00	0.00
2-23-00-112	FIRE EXP. - LSAC MVA RESPONSES	0.00	0.00	0
2-23-00-216	FIRE - RADIOS/LEGAL	0.00	0.00	0
2-23-00-226	FIRE ADMIN FEE (\$2,201.52)	2,202.00	1,864.16	84.66
2-23-00-241	FIRE HALL INSURANCE	313.00	329.00	105.11
2-23-00-250	FIRE - BUILDING REPAIR, MAINTENANCE	5,050.00	9,672.24	191.53
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	0.00	0.00	0.00
2-23-00-350	FIRE-CONTRACT (\$56,509)	59,732.00	10,580.88	17.71
2-23-00-351	911 DISPATCH CONTRACT PARKLAND COUNTY	1,725.00	1,288.29	74.68
2-23-00-352	FIRE - NWFR CONTRACT	0.00	0.00	0.00
2-23-00-353	FIRE - WATER USE/MISC	2,020.00	249.50	12.35
2-23-00-354	FIRE -ONOWAY PORT BLDG. REIMB (TO RESER)	0.00	0.00	0.00
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	7,519.00	3,238.31	43.07
2-23-00-542	FIRE - PROPANE	880.00	766.83	87.14
2-23-00-543	FIRE - SEPTIC SERVICES	1,010.00	1,320.29	130.72
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	2,020.00	0.00	0.00
<b>TOTAL FIRE EXPENSE</b>		<b>84,279.00</b>	<b>31,788.06</b>	37.72
<b>FIRE SURPLUS/DEFICIT</b>		<b>46,503.00</b>	<b>19,523.25</b>	41.98
<b>ONOWAY REGIONAL FIRE SERVICES</b>				
1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES	(40,000.00)	(4,020.00)	10.05
1-23-00-993	ORFS - OPERATIONAL COST (other munis)	(9,503.00)	(8,046.84)	84.68
1-23-00-994	ORFS - NWF CONTRACT (other munis)	(43,303.00)	(43,303.38)	100.00
1-23-00-995	ORFS - INCIDENT RECOVERY (EXC.ONOWAY)	(30,000.00)	(7,339.14)	24.46
1-23-00-996	ORFS - FIRE RESER TRANS.(\$9761 & \$7801)	0.00	0.00	0.00
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway)	(12,782.00)	(12,445.04)	97.36
<b>TOTAL ONOWAY REGIONAL FIRE SER</b>		<b>(135,588.00)</b>	<b>(75,154.40)</b>	55.43
<b>ONOWAY REGIONAL FIRE SERVICES</b>				
2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	2,784.00	3,066.25	110.14
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP.	40,000.00	6,010.97	15.03
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC. ONOWAY)	30,000.00	3,792.07	12.64
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS	351.00	0.00	0.00
2-23-00-143	ORFS - COPIES/POSTAGE	193.00	193.00	100.00
2-23-00-211	ORFS - ADMINISTRATION	2,170.00	2,170.00	100.00
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH)	45.00	0.00	0.00
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE	285.00	516.00	181.05
2-23-00-218	ORFS - RESERVES	0.00	0.00	0.00
2-23-00-219	ORFS - NWF CONTRACT(other munis)	0.00	0.00	0.00
2-23-00-220	ORFS - ADD. OPERATIONAL (AB & ON)	3,255.00	3,255.00	100.00
2-23-00-221	ORFS - HALL IMPR.(\$5000 ONO. \$6800 AB)	0.00	0.00	0.00
2-23-00-223	ORFS - RADIOS	1,179.00	1,404.00	119.08
2-23-00-224	ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00	0.00
2-23-00-225	ORFS - RADIOS LICENSE	1,045.00	0.00	0.00
2-23-00-274	ORFS - LEGAL	127.00	0.00	0.00
2-23-00-513	ORFS - CONTRACT	53,884.00	53,884.25	100.00
2-23-00-517	ORFS - RADIO REPAIR	271.00	0.00	0.00
<b>ONOWAY REGIONAL FIRE SERVICES</b>		<b>135,589.00</b>	<b>74,291.54</b>	54.79
<b>ONOWAY REGIONAL FIRE SERVICES</b>		<b>1.00</b>	<b>(862.86)</b>	(86,286.00)
<b>EMERG. MGT/DISASTER SERV. REV.</b>				
1-24-00-840	DIS. SERV - REGIONAL COLL. GRANT	0.00	0.00	0.00
1-24-00-841	EMERG. MGT- REG. RADIO NETWORK GRANT	0.00	0.00	0.00
1-24-00-990	EMERG. MNGMNT. - RADIO SALES (BINS)	0.00	0.00	0.00
<b>TOTAL DISASTER SERVICES REV.</b>		<b>0.00</b>	<b>0.00</b>	0.00

**EMERGENCY MGT./DISASTER SERVI**

2-24-00-141	DIS.SERV. - STAFF DEVELOPMENT	758.00	0.00	0.00
2-24-00-211	DIS.SERV. - TRAVEL & SUBSISTENCE	505.00	0.00	0.00
2-24-00-245	DIS. SERV. - CONTRACTED WORK	0.00	0.00	0.00
2-24-00-246	DIS. SERV. - REGIONAL EMERG. SERV. STUDY	0.00	0.00	0.00
2-24-00-247	EMRG. MGT.-REG. RADIO	0.00	0.00	0.00
2-24-00-510	DIS.SERV. - GENERAL SUPPLIES	1,010.00	0.00	0.00
<b>TOTAL DISASTER SERVICES EXPENS</b>		<b>2,273.00</b>	<b>0.00</b>	0.00

**AMBULANCE REVENUE**

1-25-00-351	CONTRIBUTION - OTHER ORGANIZATIONS	0.00	0.00	0.00
1-25-00-840	CONDITIONAL GRANT-AMBULANCE	0.00	0.00	0.00
1-25-00-990	AMBULANCE-OTHER REVENUE	0.00	0.00	0.00
<b>TOTAL AMBULANCE REVENUE</b>		<b>0.00</b>	<b>0.00</b>	0.00

**AMBULANCE EXPENSE**

2-25-00-240	AMBULANCE - TRANSFER PAYMENTS	0.00	0.00	0.00
2-25-00-262	AMBULANCE - STAFF ACCOMODATION RENT	0.00	0.00	0.00
<b>TOTAL AMBULANCE EXPENSE</b>		<b>0.00</b>	<b>0.00</b>	0.00
<b>SURPLUS/DEFICIT AMBULANCE</b>		<b>2,273.00</b>	<b>0.00</b>	0.00

**BYLAW REVENUE**

1-26-00-420	DOG POUND CHARGES, DOG SALES	(450.00)	0.00	0.00
1-26-00-513	WEED&SNOW REMOVAL COST RECOVERY	(500.00)	0.00	0.00
1-26-00-520	ANIMAL LICENSES	(300.00)	(350.00)	116.67
1-26-00-530	MUNICIPAL FINES (DOGS, WEEDS)	(400.00)	0.00	0.00
<b>TOTAL BYLAW REVENUE</b>		<b>(1,650.00)</b>	<b>(350.00)</b>	21.21

**BYLAW EXPENSE**

2-26-00-242	BYLAW-LEGAL FEES	2,305.00	835.00	36.23
2-26-00-245	BYLAW - CONTRACT	0.00	0.00	0.00
2-26-00-271	BYLAW - POUND/VET FEES	1,010.00	0.00	0.00
2-26-00-513	BYLAW - CONTRACTED WEED&SNOW REMOVAL	400.00	0.00	0.00
<b>TOTAL BYLAW EXPENSE</b>		<b>3,715.00</b>	<b>835.00</b>	22.48
<b>BYLAW SURPLUS/DEFICIT</b>		<b>2,065.00</b>	<b>485.00</b>	23.49

**POLICING REVENUE**

1-27-00-530	RCMP & CPO FINE REVENUE	(4,944.00)	(2,590.00)	52.39
1-27-00-531	SCHOOL RESOURCE OFFICER	0.00	0.00	0.00
<b>TOTAL POLICING REVENUE</b>		<b>(4,944.00)</b>	<b>(2,590.00)</b>	52.39

**POLICING EXPENSE**

2-27-00-240	COMMUNITY PEACE OFFICER CONTRACT	91,662.00	38,193.00	41.67
2-27-00-241	POLICE COSTING MODEL	49,673.00	50,058.00	100.78
2-27-00-245	POLICING - SCHOOL RESOURCE OFFICER	0.00	0.00	0.00
<b>TOTAL POLICING EXPENSE</b>		<b>141,335.00</b>	<b>88,251.00</b>	62.44
<b>POLICING SURPLUS/DEFICIT</b>		<b>136,391.00</b>	<b>85,661.00</b>	62.81

**PW REVENUE**

1-31-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00	0.00
1-31-00-990	OTHER REVENUE (FROM RESERVES - TIRES)	0.00	0.00	0.00
<b>TOTAL PW REVENUE</b>		<b>0.00</b>	<b>0.00</b>	0.00

**PW EXPENSE**

2-31-00-110	PW - WAGES	38,332.00	17,813.07	46.47
2-31-00-111	PW - CONSULTING FEES	0.00	0.00	0.00
2-31-00-130	PW - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	7,910.00	3,807.06	48.13
2-31-00-131	PW - EMPLOYEE BENEFIT EI	0.00	0.00	0.00
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS	0.00	0.00	0.00
2-31-00-133	PW - EMPLOYEE BENEFIT RPP	0.00	0.00	0.00
2-31-00-137	PW - WORKERS COMPENSATION	1,163.00	431.97	37.14
2-31-00-141	PW - STAFF DEVELOPMENT	1,010.00	700.00	69.31

2-31-00-211	PW - TRAVEL & SUBSISTANCE	505.00	36.97	7.32
2-31-00-215	PW - POSTAGE & FREIGHT	0.00	0.00	0.00
2-31-00-216	PW - TELEPHONE	4,848.00	2,579.18	53.20
	CHARGES/SECURITY/INTERNET			
2-31-00-221	PW - ADVERTISING	627.00	176.00	28.07
2-31-00-224	P.W. - MEMBERSHIPS	776.00	0.00	0.00
2-31-00-241	PW - INSURANCE PREMIUMS	8,669.00	8,840.40	101.98
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT	1,010.00	0.00	0.00
2-31-00-244	PW - ASSET MANAGEMENT	9,150.00	7,500.00	81.97
2-31-00-245	PW - CONTRACT WORK	0.00	0.00	0.00
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE	8,060.00	750.00	9.31
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE	50,500.00	14,403.50	28.52
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS)	10,483.00	3,162.08	30.16
2-31-00-514	PW - SAFETY EQU. (OH&S) &PROGRAM MANUAL	4,545.00	1,421.18	31.27
2-31-00-520	PW - OIL & GAS	25,774.00	6,873.61	26.67
2-31-00-541	PW - POWER (5104 - 41 STREET)	4,840.00	1,425.92	29.46
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	5,500.00	3,047.06	55.40
2-31-00-543	PW - SHOP PUMP OUT FEES	1,010.00	264.88	26.23
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER	0.00	0.00	0.00
2-31-00-998	P.W. - GAIN/LOSS TCA	0.00	0.00	0.00
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION	1,632.00	0.00	0.00
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION	3,060.00	0.00	0.00
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?	6,121.00	0.00	0.00
<b>TOTAL PW EXPENSE</b>		<b>195,525.00</b>	<b>73,232.88</b>	<b>37.45</b>
<b>PW SURPLUS/DEFICIT</b>		<b>195,525.00</b>	<b>73,232.88</b>	<b>37.45</b>

## ROADS REVENUE

1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING	0.00	0.00	0.00
1-32-00-840	ROADS REV. - SHORT TERM BORROWING PRINC.	0.00	0.00	0.00
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	(15.88)	0.00
1-32-00-990	STREETS - OTHER REVENUE	(1,100.00)	0.00	0.00
<b>TOTAL ROADS REVENUE</b>		<b>(1,100.00)</b>	<b>(15.88)</b>	<b>1.44</b>

## ROAD EXPENSE

2-32-00-110	STREETS - WAGES	89,441.00	42,805.87	47.86
2-32-00-111	STREETS CONSULTING FEES	0.00	0.00	0.00
2-32-00-130	STREETS - EMPLOYEE BENEFITCPP/EI/AMS/RPP	18,456.00	9,075.44	49.17
2-32-00-131	STREET - EMPLOYEE BENEFIT EI	0.00	0.00	0.00
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS	0.00	0.00	0.00
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP	0.00	0.00	0.00
2-32-00-137	STREETS - WORKERS COMPENSATION	3,156.00	1,172.51	37.15
2-32-00-215	STREETS - POSTAGE & FREIGHT	0.00	0.00	0.00
2-32-00-231	STREETS - ENGINEERING	0.00	0.00	0.00
2-32-00-241	STREETS - INSURANCE PREMIUMS	1,202.00	1,262.00	104.99
2-32-00-245	STREETS - CONTRACTED WORK	51,714.00	9,945.00	19.23
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE	4,416.00	2,223.00	50.34
2-32-00-513	STREETS - GENERAL SUPPLIES	4,040.00	305.31	7.56
2-32-00-514	STREETS-SNOW PLOWING DAMAGES	505.00	0.00	0.00
2-32-00-531	STREETS - SAND/CHIP/ETC.	19,032.00	9,895.34	51.99
2-32-00-532	STREETS - SIGNS, CULVERTS	1,515.00	1,604.47	105.91
2-32-00-533	STREETS - SIDEWALKS	0.00	0.00	0.00
2-32-00-534	STREETS - CHRISTMAS DECORATIONS	3,000.00	0.00	0.00
2-32-00-542	STREETS - POWER (STREET LIGHTS)	85,800.00	31,057.08	36.20
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018- 2022)	0.00	0.00	0.00
2-32-00-810	STREET-SHORT TERM BORROWING INTEREST	0.00	0.00	0.00
2-32-00-811	STREETS REPAY TO RESERVES	0.00	0.00	0.00
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT	2,142.00	0.00	0.00
2-32-99-635	STREETS M&E AMORTIZATION	0.00	0.00	0.00
<b>TOTAL ROAD EXPENSE</b>		<b>284,419.00</b>	<b>109,346.02</b>	<b>38.45</b>
<b>ROADS SURPLUS/DEFICIT</b>		<b>283,319.00</b>	<b>109,330.14</b>	<b>38.59</b>

## PARKS REVENUE

1-72-00-410	PARKS - RV SANI DUMP FEES	(5,869.00)	(835.80)	14.24
1-72-00-590	PARKS - RENTALS	25.00	0.00	0.00
1-72-00-591	PARKS DONATED FUNDS	0.00	0.00	0.00



1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	0.00	0.00	0.00
1-72-00-840	CONDITIONAL GRANTS - RECREATION	0.00	0.00	0.00
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR. RESERVES	0.00	0.00	0.00
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	(6,300.00)	0.00	0.00
<b>TOTAL PARKS REVENUE</b>		<b>(12,169.00)</b>	<b>(835.80)</b>	6.87
<b>PARKS EXPENSE</b>				
2-72-00-110	PARKS - WAGES	81,532.00	29,106.64	35.70
2-72-00-130	PARKS - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	11,106.00	4,756.10	42.82
2-72-00-131	PARKS - EMPLOYEE BENEFIT EI	0.00	0.00	0.00
2-72-00-132	PARKS- EMPLOYEE BENEFIT AMS	0.00	0.00	0.00
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	0.00	0.00	0.00
2-72-00-137	PARKS - WORKERS COMPENSATION	1,993.00	740.54	37.16
2-72-00-141	PARKS - STAFF DEVELOPMENT	505.00	0.00	0.00
2-72-00-221	PARKS - ADVERTISING	0.00	0.00	0.00
2-72-00-241	PARKS - INSURANCE	1,562.00	1,630.61	104.39
2-72-00-243	PARKS - CONTRACT WORK	3,225.00	0.00	0.00
2-72-00-250	PARKS - REPAIR & MAINTENANCE	3,150.00	0.00	0.00
2-72-00-510	PARKS - GENERAL SUPPLIES	3,030.00	534.19	17.63
2-72-00-541	PARKS - POWER	5,500.00	1,249.98	22.73
2-72-00-542	PARKS-FORTIS (TREES/KIDS COR./RUTH CUST)	11,000.00	2,800.00	25.45
2-72-00-543	PARKS-SEPTIC SERVICES	2,525.00	906.36	35.90
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	3,030.00	3,888.00	128.32
2-72-99-615	PARKS-ENGINEERING STRUCTURES AMORTIZATIO	500.00	0.00	0.00
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??	0.00	0.00	0.00
2-71-00-764	RESERVE TRANSFER	0.00	0.00	0.00
<b>TOTAL PARKS EXPENSE</b>		<b>128,658.00</b>	<b>45,612.42</b>	35.45
<b>PARKS SURPLUS/DEFICIT</b>		<b>116,489.00</b>	<b>44,776.62</b>	38.44
<b>STORM WATER REVENUE</b>				
1-37-00-840	CONDITIONAL GRANTS-STORM WATER	0.00	0.00	0.00
<b>TOTAL STORM WATER REVENUE</b>		<b>0.00</b>	<b>0.00</b>	0.00
<b>STORM WATER EXPENSE</b>				
2-37-00-231	STORM WATER - ENGINEERING	15,800.00	1,580.00	10.00
2-37-00-245	STORM WATER - CONTRACTED WORK	21,396.00	16,513.26	77.18
2-37-99-615	STORM WATER-ENGINEERING STRUCTURES AMORT	0.00	0.00	0.00
2-42-00-540	SEWER - LAGOON POWER	0.00	0.00	0.00
<b>TOTAL STORM WATER EXPENSE</b>		<b>37,196.00</b>	<b>18,093.26</b>	48.64
<b>STORM WATER SURPLUS/DEFICIT</b>		<b>37,196.00</b>	<b>18,093.26</b>	48.64
<b>WATER REVENUE</b>				
1-41-00-121	LOCAL IMPROVEMENT - WATER LINES	0.00	0.00	0.00
1-41-00-440	BASIC WATER FEE	(126,389.00)	(52,232.05)	41.33
1-41-00-441	SALE OF METERED WATER	(191,400.00)	(106,356.86)	55.57
1-41-00-442	SALE OF WATER METERS	0.00	(564.00)	0.00
1-41-00-443	SERVICE CHARGES (TURN ON, THAWS)	(500.00)	0.00	0.00
1-41-00-444	ADMIN SERVICE FEES	(18,135.00)	(9,655.91)	53.24
1-41-00-445	REGIONAL WATER DEBENTURE REVENUE	(71,565.00)	(29,303.33)	40.95
1-41-00-446	WATER - REGIONAL WATER PHASE ( III & IV)	0.00	0.00	0.00
1-41-00-447	REGIONAL WATER CONSUMPTION FEES	(214,368.00)	(83,338.08)	38.88
1-41-00-590	PENALTIES	(3,030.00)	(1,263.79)	41.71
1-41-00-591	SENIOR'S WATER REBATE	0.00	0.00	0.00
1-41-00-592	SENIOR'S ADMIN FEE REBATE	0.00	0.00	0.00
1-41-00-840	CONDITIONAL GRANTS - WATER	0.00	0.00	0.00
1-41-00-850	LOCAL GOVERNMENT TRANSFERS	0.00	0.00	0.00
1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00	0.00
1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND	0.00	0.00	0.00
<b>TOTAL WATER REVENUE</b>		<b>(625,387.00)</b>	<b>(282,714.02)</b>	45.21
<b>WATER EXPENSE</b>				
2-41-00-110	WATER - WAGES	63,057.00	29,616.97	46.97
2-41-00-111	WATER CONSULTING FEES (2-5%)	0.00	0.00	0.00
2-41-00-121	WATER - FREEZE UP CONSUMP.ADJUST.	0.00	0.00	0.00

2-41-00-130	WATER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	13,196.95	6,357.71	48.18
2-41-00-131	WATER - EMPLOYEE BENEFIT EI	0.00	0.00	0.00
2-41-00-132	WATER - EMPLOYEE BENEFIT AMS	0.00	0.00	0.00
2-41-00-133	WATER - EMPLOYEE BENEFIT RPP	0.00	0.00	0.00
2-41-00-137	WATER - WORKERS COMPENSATION	749.41	431.97	57.64
2-41-00-141	WATER - STAFF DEVELOPMENT	4,161.00	0.00	0.00
2-41-00-211	WATER - TRAVEL/SUBSISTANCE	1,040.00	0.00	0.00
2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY	0.00	0.00	0.00
2-41-00-216	WATER - WTP PHONE/FAX	1,248.00	485.62	38.91
2-41-00-217	WATER - WTP INTERNET	780.00	1,129.22	144.77
2-41-00-224	WATER MEMBERSHIPS	1,358.00	777.35	57.24
2-41-00-230	WATER - ENGINEERING	1,472.00	0.00	0.00
2-41-00-240	WATER - REGIONAL SYSTEM FEES	8,689.56	8,689.56	100.00
2-41-00-241	WATER - INSURANCE PREMIUMS	7,787.00	7,815.02	100.36
2-41-00-243	WATER - COMPUTER MAINT/SERVICE	5,298.00	1,164.80	21.99
2-41-00-245	WATER - CONTRACT WK (METER RD/LABS)	2,266.00	332.80	14.69
2-41-00-246	WATER - WTP MAINTENANCE	12,819.00	831.25	6.48
2-41-00-247	WATER - ANNUAL WATER METER PURCHASES	4,200.00	9,502.00	226.24
2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES	1,226.00	0.00	0.00
2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT	0.00	0.00	0.00
2-41-00-252	WATER - LINE REPAIR (INC. DRIPS)	45,320.00	2,080.00	4.59
2-41-00-447	WATER-REGIONAL WATER USAGE FEES	269,354.57	141,116.64	52.39
2-41-00-513	WATER - TREATMENT SUPPLIES	1,560.00	0.00	0.00
2-41-00-541	WATER - POWER	12,463.00	5,088.44	40.83
2-41-00-542	WATER - NATURAL GAS	3,966.00	2,030.25	51.19
2-41-00-543	WATER - PUMP OUT FEES	55.00	0.00	0.00
2-41-00-591	WATER-SENIORS WATER REBATE	0.00	0.00	0.00
2-41-00-592	WATER-SENIORS ADMIN FEE REBATE	0.00	0.00	0.00
2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS	206.00	0.00	0.00
2-41-00-762	WATER - 1 TIME EXP. REG. WATER CONNECT	0.00	0.00	0.00
2-41-00-764	RESERVE TRANSFER - WATER	0.00	0.00	0.00
2-41-00-810	WATER - SHORT TERM BORROW INTEREST	0.00	0.00	0.00
2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE	0.00	0.00	0.00
2-41-00-831	WATER - DEBENTURE INTEREST	25,538.00	13,843.86	54.21
2-41-00-832	WATER PRINCIPLE	51,244.00	24,747.58	48.29
2-41-00-833	WATER-WILD DEBENTURE(PHASE I & II)	40,718.00	20,358.89	50.00
2-41-00-834	WATER-WILD DEBENTURE (PHASE III & IV)	30,053.00	15,026.52	50.00
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO	29,880.00	0.00	0.00
2-41-99-635	WATER- M&E AMORTIZATION	8,000.00	0.00	0.00
<b>TOTAL WATER EXPENSE</b>		<b>647,705.49</b>	<b>291,426.45</b>	44.99
<b>WATER SURPLUS/DEFICIT</b>		<b>22,318.49</b>	<b>8,712.43</b>	39.04
<b>SEWER REVENUE</b>				
1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	(28,960.00)	0.00	0.00
1-42-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00	0.00
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	(30,466.00)	(12,647.25)	41.51
1-42-00-410	SEWER - LAGOON USE (TRSFR TO RESERVE)	(78,780.00)	(47,725.34)	60.58
1-42-00-411	SEWER LAGOON (outside use)	0.00	0.00	0.00
1-42-00-440	BASIC SEWER FEE	(47,470.00)	(19,565.83)	41.22
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	(151,500.00)	(65,228.45)	43.06
1-42-00-444	SEWER - ADMIN. SERVICE FEES	(8,787.00)	(4,196.42)	47.76
1-42-00-445	SEWER - GRANT CONSULTING FEES	0.00	0.00	0.00
1-42-00-590	SEWER -PENALTIES	(3,030.00)	(798.45)	26.35
1-42-00-591	SENIOR'S SEWER REBATE	0.00	0.00	0.00
<b>TOTAL SEWER REVENUE</b>		<b>(348,993.00)</b>	<b>(150,161.74)</b>	43.03
<b>SEWER EXPENSE</b>				
2-42-00-110	SEWER - WAGES	50,280.00	23,859.93	47.45
2-42-00-111	SEWER CONSULTING FEES	0.00	0.00	0.00
2-42-00-130	SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	10,561.00	5,117.92	48.46
2-42-00-131	SEWER - EMPLOYER BENEFIT EI	0.00	0.00	0.00
2-42-00-132	SEWER - EMPLOYER BENEFIT AMS	0.00	0.00	0.00
2-42-00-133	SEWER - EMPLOYER BENEFIT RPP	0.00	0.00	0.00
2-42-00-137	SEWER - WORKERS COMPENSATION	416.00	246.85	59.34

2-42-00-141	SEWER - STAFF DEVELOPMENT	1,515.00	0.00	0.00
2-42-00-211	SEWER - TRAVEL&SUBSITANCE	1,010.00	0.00	0.00
2-42-00-215	SEWER - POSTAGE & FREIGHT	0.00	0.00	0.00
2-42-00-216	SEWER - LIFT STATION PHONE/FAX	808.00	365.50	45.24
2-42-00-217	SEWER - LIFT STATION INTERNET	808.00	429.75	53.19
2-42-00-218	SEWER - LAGOON INTERNET	707.00	250.00	35.36
2-42-00-224	SEWER-MEMBERSHIPS	660.00	106.87	16.19
2-42-00-231	SEWER - ENGINEERING LIFT STATION	0.00	0.00	0.00
2-42-00-239	SEWER - BILLING	0.00	0.00	0.00
2-42-00-241	SEWER - INSURANCE PREMIUMS	3,240.00	4,080.68	125.95
2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	1,470.00	0.00	0.00
2-42-00-244	SEWER - GRANT CONSULTING FEES	0.00	0.00	0.00
2-42-00-245	SEWER - CONTRACT WORK	12,850.00	1,511.58	11.76
2-42-00-250	SEWER - LINES REPAIR/MAINT. (30+71 MOST)	61,210.00	30,207.13	49.35
2-42-00-251	SEWAGE LAGOON/LIFT STATION MAINTENANCE	40,151.00	29,613.60	73.76
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUIP.	1,515.00	239.99	15.84
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	8,250.00	2,926.70	35.48
2-42-00-542	SEWER - NATURAL GAS	2,789.00	1,594.85	57.18
2-42-00-543	SEWER - PUMP OUT FEES	0.00	0.00	0.00
2-42-00-591	SEWER-EFFLUENT RESERVE	20,000.00	0.00	0.00
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00
2-42-00-635	SEWER - M&E AMORTIZATION	0.00	0.00	0.00
2-42-00-762	SEWER - TRANSFER TO CAPITAL	0.00	0.00	0.00
2-42-00-764	RESERVE TRANSFER - FORCEMAIN PAYBACK	30,466.00	0.00	0.00
2-42-00-831	SEWER - DEBENTURE INTEREST	25,538.00	13,443.85	52.64
2-42-00-832	SEWER PRINCIPLE	51,244.00	24,747.58	48.29
2-42-99-615	SEWER-ENGINEERING STRUCTURES AMORTIZATIO	6,200.00	0.00	0.00

<b>TOTAL SEWER EXPENSE</b>	<b>331,688.00</b>	<b>138,742.78</b>	41.83
<b>SEWER SURPLUS/DEFICIT</b>	<b>(17,305.00)</b>	<b>(11,418.96)</b>	65.99

WASTE COLLECTION REV

1-43-00-441	WASTE COLLECTION FEES	(81,381.00)	(31,017.29)	38.11
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL TIPPAGE	0.00	0.00	0.00
1-43-00-443	RECYCLING FEE	(15,522.00)	(6,288.08)	40.51
1-43-00-444	WASTE MISC (FIRESMART)	0.00	0.00	0.00
<b>TOTAL WASTE COLLECTION REV</b>		<b>(96,903.00)</b>	<b>(37,305.37)</b>	38.50

WASTE COLLECT EXP

2-43-00-239	GARBAGE - BILLING	0.00	0.00	0.00
2-43-00-240	GARBAGE - LANDFILL PAYMENTS	19,282.00	5,172.60	26.83
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE	0.00	0.00	0.00
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6.13)	29,974.00	12,495.00	41.69
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS	7,527.00	0.00	0.00
2-43-00-350	GARBAGE - HHHW	0.00	0.00	0.00
2-43-00-351	RECYCLING - CONTRACT FOR PICKUP (3.22)	15,741.00	6,550.95	41.62
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5.13)	25,318.00	10,549.35	41.67
2-43-00-353	LANDFILL - ANNUAL GROUNDWATER MONITORING	16,000.00	0.00	0.00
2-43-00-520	FUEL SURCHARGE	2,153.00	589.79	27.39
TOTAL WASTE COLLECT EXP		115,995.00	35,357.69	30.48
WASTE COLLECT SURPLUS/DEF		19,092.00	(1,947.68)	(10.20)

FCSS REVENUE

1-51-00-587	FCSS-INTERAGENCY GROUP	0.00	0.00	0.00
1-51-00-588	FCSS - YOUTH GROUP	0.00	0.00	0.00
1-51-00-589	FCSS-BEAUTIFICATION PROJECT	0.00	0.00	0.00
1-51-00-591	FCSS - GRANT FOR OUTSIDE PROJECTS	0.00	0.00	0.00
1-51-00-592	FCSS - OUTSIDE PROJECTS CONTRIBUTIONS	0.00	0.00	0.00
1-51-00-840	F.C.S.S. PROV. CONDITIONAL GRANT	(28,802.00)	(14,401.15)	50.00
1-51-00-850	FCSS - MUNICIPALITIES CONTRIBUTION	(50,907.00)	(51,181.44)	100.54
1-51-00-851	FCSS - ADMIN. FEE RE: MUNICIPALITIES	(4,685.00)	(4,707.37)	100.48
1-51-00-852	FCSS - ONOWAY ADMIN FEE	0.00	0.00	0.00
1-51-00-990	FCSS - OTHER REVENUE	0.00	0.00	0.00

<b>TOTAL FCSS REVENUE</b>		<b>(84,394.00)</b>	<b>(70,289.96)</b>	83.29
<b>FCSS EXPENSE</b>				
2-51-00-110	FCSS OUTSIDEPROJECT CONTRACTOR & COSTS	0.00	0.00	0.00
2-51-00-111	FCSS-YOUTH GROUP	0.00	0.00	0.00
2-51-00-112	F.C.S.S. - ANNUAL COMMUNITY CHRISTMAS	0.00	0.00	0.00
2-51-00-113	FCSS - BEAUTIFICATION PROJECT	0.00	0.00	0.00
2-51-00-201	FCSS - VOLUNTEER RECOGNITION EVENT	0.00	0.00	0.00
2-51-00-750	CONTRIBUTION TO JOINT F.C.S.S. PROG	36,003.00	14,514.00	40.31
2-51-00-751	FCSS-MUNICIPALITIES CONTR. TO PROGRAMS	50,907.00	20,888.23	41.03
2-51-00-752	FCSS - ADMIN. FEES MUNICIPALITIES	0.00	0.00	0.00
2-51-00-753	FCSS-ADMIN. FEE ONOWAY	0.00	0.00	0.00
<b>TOTAL FCSS EXPENSE</b>		<b>86,910.00</b>	<b>35,402.23</b>	40.73
<b>FCSS SURPLUS/DEFICIT</b>		<b>2,516.00</b>	<b>(34,887.73)</b>	(1,386.63)

## PLAN REVENUE

1-61-00-521	PLANNING - DEVELOPMENT PERMITS	(1,500.00)	(1,860.10)	124.01
1-61-00-522	SAFETY CODES PERMITS	(2,500.00)	(1,095.49)	43.82
1-61-00-523	COMPLIANCE CERTIFICATES	(300.00)	0.00	0.00
1-61-00-524	PERMITS - SAFETY CODES COUNCIL LEVY	0.00	0.00	0.00
1-61-00-525	PLANNING - APPEALS	0.00	0.00	0.00
1-61-00-840	CONDITIONAL GRANTS-PLANNING	0.00	0.00	0.00
<b>TOTAL PLAN REVENUE</b>		<b>(4,300.00)</b>	<b>(2,955.59)</b>	68.73

## PLANNING EXPENSE

2-61-00-110	PLAN - DEVELOPMENT OFFICER WAGE	0.00	0.00	0.00
2-61-00-221	PLAN - ADVERTISING	0.00	0.00	0.00
2-61-00-230	PLAN-ENGINEERING SERVICES	0.00	0.00	0.00
2-61-00-242	PLAN - LEGAL	0.00	0.00	0.00
2-61-00-245	PLAN-CONTRACT SERVICES (SDAB)	758.00	5,374.35	709.02
2-61-00-270	PLAN - DEV. OFFICER CONTRACT	19,575.00	7,815.00	39.92
2-61-00-271	PLAN - SAFETY CODES	0.00	0.00	0.00
2-61-00-513	PLAN - SUPPLIES	0.00	0.00	0.00
<b>TOTAL PLANNING EXPENSE</b>		<b>20,333.00</b>	<b>13,189.35</b>	64.87
<b>PLANNING SURPLUS/DEFICIT</b>		<b>16,033.00</b>	<b>10,233.76</b>	63.83

## LAND REVENUE

1-66-00-400	SALE OF LAND	0.00	0.00	0.00
1-66-00-401	SALE OF LAND-COST RECOVERY	0.00	0.00	0.00
1-66-00-592	OFF-SITE LEVIES	0.00	0.00	0.00
<b>TOTAL LAND REVENUE</b>		<b>0.00</b>	<b>0.00</b>	0.00

## LAND EXPENSE

2-66-00-221	LAND-ADVERTISING	0.00	0.00	0.00
2-66-00-230	LAND - ENGINEERING/CONTRACT SERVICES	0.00	0.00	0.00
2-66-00-242	LAND - LEGAL COSTS	3,000.00	0.00	0.00
2-66-00-270	LAND - CONTRACTED SERVICES	500.00	0.00	0.00
2-66-00-570	LAND - COST OF LAND SALES	0.00	0.00	0.00
<b>TOTAL LAND EXPENSE</b>		<b>3,500.00</b>	<b>0.00</b>	0.00
<b>LAND SURPLUS/DEFICIT</b>		<b>3,500.00</b>	<b>0.00</b>	0.00

## EDC REVENUE

1-69-00-410	EDC - BUSINESS LICENCE FEES	(2,525.00)	(2,850.00)	112.87
1-69-00-800	EDC GRANTS	(500.00)	0.00	0.00
1-69-00-940	EDC - TRSFR DEFERRED	(32,475.00)	0.00	0.00
1-69-00-941	RESERVE TRANSFER (MOST)	0.00	0.00	0.00
<b>TOTAL EDC REVENUE</b>		<b>(35,500.00)</b>	<b>(2,850.00)</b>	8.03

## EDC EXPENSE

2-69-00-110	EDC - EDO/GRANT WRITER	0.00	0.00	0.00
2-69-00-130	EDC - CPP	0.00	0.00	0.00
2-69-00-131	EDC - EI	0.00	0.00	0.00
2-69-00-132	EDC - EDO/GRANT WRITER	0.00	0.00	0.00
2-69-00-133	EDC - RPP	0.00	0.00	0.00

2-69-00-137	EDC - WCB	0.00	0.00	0.00
2-69-00-140	EDC - PUBLIC RELATIONS	7,000.00	0.00	0.00
2-69-00-141	EDC - TOURIST INFO. BOOTH	0.00	0.00	0.00
2-69-00-211	EDC - TRAVEL & SUBSISTANCE	0.00	0.00	0.00
2-69-00-216	EDC - PHONE & FAX CHARGES	0.00	0.00	0.00
2-69-00-221	EDC - ADVERTISING	3,010.00	0.00	0.00
2-69-00-270	EDC - MEMBERSHIPS	110.00	325.00	295.45
2-69-00-275	EDC-SUPPORT PHYSICIAN RETENTION (ORMC)	12,000.00	0.00	0.00
2-69-00-512	EDC - BUSINESS IMPROVEMENT GRANT	5,000.00	0.00	0.00
2-69-00-513	EDC - SUPPLIES	0.00	0.00	0.00
2-69-00-514	EDC - BROCHURE/PROMOTION	0.00	0.00	0.00
2-69-00-515	EDC - POSTAGE / FREIGHT/	0.00	0.00	0.00
2-69-00-516	EDC- GRANT(PREVIOUSLY ACP GRANT129K+20K)	32,475.00	0.00	0.00

<b>TOTAL EDC EXPENSE</b>	<b>59,595.00</b>	<b>325.00</b>	0.55
<b>EDC SURPLUS/DEFICIT</b>	<b>24,095.00</b>	<b>(2,525.00)</b>	(10.48)

**REC PROGRAM REVENUE**

1-71-00-470	FROM UNRESTRICTED SURPLUS/RESERVES	(11,000.00)	0.00	0.00
1-74-00-590	DONATIONS REC. ON BEHALF OF COMM. GROUP	0.00	0.00	0.00
<b>TOTAL REC PROGRAM REVENUE</b>		<b>(11,000.00)</b>	<b>0.00</b>	0.00

**REC PROGRAM EXPENSE**

2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00	0.00
2-71-00-241	REC. - MISC. SERVICES (PREV.PROGRAMMING)	4,050.00	0.00	0.00
2-71-00-513	REC - GENERAL SUPPLIES	0.00	0.00	0.00
2-71-00-541	REC - POWER (SENIORS CENTRE)	0.00	0.00	0.00
2-71-00-765	REC TAX - SENIORS	0.00	0.00	0.00
2-71-00-766	REC TAX - HALL (INC. REPAIR/MAINTENANCE)	5,000.00	0.00	0.00
2-71-00-767	REC TAX - OTHER	11,000.00	11,000.00	100.00
2-71-00-768	REC TAX-ARENA (\$7000-20/21/22#111/20)	7,500.00	0.00	0.00
2-71-00-771	REC TAX - SENIORS TRANSPORTATION	6,600.00	0.00	0.00
2-71-99-635	REC.-AMORTIZATION	1,938.00	0.00	0.00
TOTAL REC PROGRAM EXPENSE		36,088.00	11,000.00	30.48
REC PROGRAM SURPLUS/DEFICIT		25,088.00	11,000.00	43.85

**CULTURE REVENUE**

1-74-00-541	CULTURE - HALL POWER	(4,647.00)	(2,250.94)	48.44
1-74-00-542	CULTURE - HALL GAS	(3,618.00)	(3,075.61)	85.01
<b>TOTAL CULTURE REVENUE</b>		<b>(8,265.00)</b>	<b>(5,326.55)</b>	64.45

**CULTURE EXPENSE**

2-74-00-250	CULTURE - BUILDING REPAIR AND MAINTENANC	0.00	0.00	0.00
2-74-00-510	CULTURE - GENERAL SUPPLIES	0.00	0.00	0.00
2-74-00-541	CULTURE - HALL POWER/UTILITY (MOST)	4,647.00	1,823.47	39.24
2-74-00-542	CULTURE - HALL GAS (MOST)	3,618.00	2,370.68	65.52
2-74-00-543	CULTURE - HALL INSURANCE	6,416.00	0.00	0.00
2-74-00-771	CULTURE - GRANTS TO LIBRARYS	14,746.00	2,294.25	15.56
2-74-00-772	CULTURE - GRANT TO COMMUNITYGROUPS	0.00	0.00	0.00
2-74-99-625	CULTURE-BUILDINGS AMORTIZATION	1,020.00	0.00	0.00
TOTAL CULTURE EXPENSE		30,447.00	6,488.40	21.31
CULTURE SURPLUS/DEFICIT		22,182.00	1,161.85	5.24

**MISC EXPENSE**

2-97-00-912	MISC - ALLOW. FOR UNCOLLECT.TAXES	0.00	0.00	0.00
2-97-00-913	MISC - ALLOW FOR ASSESS.APPEAL TAX	0.00	0.00	0.00
2-97-00-990	MISC - ALLOW. FOR EXCESS COLLECTION	0.00	0.00	0.00
2-97-00-991	MISC - TAX DISCOUNTS	0.00	0.00	0.00
2-97-00-992	MISC - TAX COLLECTION COSTS	3,000.00	2,325.00	77.50
2-97-00-993	MISC - CANCEL UNCOLLECTABLE ACCTS.	0.00	0.00	0.00
2-97-00-994	MISC-RESERVE TRSFR LEGAL, INFLATION, MSI	0.00	0.00	0.00
Onway Town Council Agenda August 14, 2025				
TOTAL MISC EXPENSE		3,000.00	2,325.00	77.50

MISC SURPLUS/DEFICIT	3,000.00	2,325.00	77.50
TOTAL SURPLUS/DEFICIT	0.13	(1,209,061.98)	(930,047,676.92)

\*\*\* End of Report \*\*\*



## TOWN OF ONOWAY

### 2025 CAPITAL STATEMENT FROM JANUARY 1 TO JULY 2, 2025

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2025-Jul-2  
8:37:01 AM

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance
<b>CAPITAL REVENUE</b>				
5-12-00-630	ADMIN. CAPITAL REVENUE	(10,000.00)	0.00	0.00
5-31-00-840	PUBLIC WORKS-CONDITIONAL PROV. GRANTS	(40,000.00)	0.00	0.00
5-32-00-840	STREETS-CONDITIONAL GRANTS	(199,850.00)	0.00	0.00
5-37-00-840	STORM WATER - CONDITIONAL GRANTS	(40,000.00)	0.00	0.00
5-41-00-840	WATER-CONDITIONAL GRANTS	(42,500.00)	0.00	0.00
5-42-00-332	SEWER-PROV. CONDITIONAL GRANTS	(14,300.00)	0.00	0.00
* TOTAL CAPITAL REVENUE		<b>(346,650.00)</b>	<b>0.00</b>	0.00
<b>CAPITAL EXPENSE</b>				
6-12-00-762	ADMIN.-CAPITAL EXP.	10,000.00	(104.00)	(1.04)
6-31-00-630	PUBLIC WORKS-MACHINERY AND EQUIPMENT	40,000.00	36,888.00	92.22
6-32-00-610	STREETS-CAPITAL EXPENSE	164,850.00	0.00	0.00
6-32-00-641	STREETS -SIDEWALK REPLACEMENT	35,000.00	0.00	0.00
6-37-00-762	STORM WTR- CAPITAL EXPEND.	40,000.00	0.00	0.00
6-41-00-763	WATER-CAPITAL EXPENDITURES	42,500.00	0.00	0.00
6-42-00-762	SEWER-CAPITAL EXPENDITURES	14,300.00	0.00	0.00
* TOTAL CAPITAL EXPENSE		<b>346,650.00</b>	<b>36,784.00</b>	10.61
** SURPLUS/DEFICIT		<b>0.00</b>	<b>36,784.00</b>	

\*\*\* End of Report \*\*\*



# TOWN OF ONOWAY

## Balance Sheet Report

2025-Jul-2  
8:43:04 AM

### All Funds

		2025	2024	
General Ledger	Description	June	YTD Balance	Closing Balance
<b>Assets</b>	Asset Operating			
<b>ACCOUNTS RECEIVABLE</b>				
3-00-00-200	ACCOUNTS RECEIVABLE - GRANTS	0.00	434,024.88	434,024.88
3-00-00-260	GST PAID	4,730.45	10,862.09	(0.00)
3-00-00-274	ACCOUNTS RECEIVABLE - GENERAL	(2,156.71)	2,940.00	43,719.48
3-00-00-999	PHASING OUT PENNY	0.06	0.06	0.01
3-01-00-210	ACCOUNTS RECEIVABLE - TAXES CURRENT	(882,992.95)	729,774.91	(4,465.77)
3-01-00-211	ACCOUNTS RECEIVABLE - TAXES ARREARS	(21,679.92)	93,167.10	151,289.26
3-01-00-212	ACCOUNTS RECEIVABLE - TAX SALE PROP	0.00	0.00	0.00
3-01-00-213	ALLOWANCE FOR UNCOLLECTABLE TAXES	0.00	(6,741.38)	(6,741.38)
3-01-00-291	ACCOUNT REC. - SCHOOL UNDERLEVY	0.00	50,149.40	50,149.40
3-12-00-260	GST Receivable	0.00	0.00	19,600.37
3-41-00-271	ACCOUNTS RECEIVABLE - WATER	(80,789.44)	14,804.76	94,875.68
	<b>Total ACCOUNTS RECEIVABLE</b>	<b>(982,888.51)</b>	<b>1,328,981.82</b>	<b>782,451.93</b>
<b>BANK</b>				
3-12-00-100	PETTY CASH	0.00	250.01	250.01
3-12-00-110	CASH FLOAT	0.00	100.00	100.00
3-12-00-121	BANK - GENERAL	753,516.28	940,063.67	277,697.23
3-12-00-122	CASH IN TRUST (AUDITOR)(BANK OFFSET)	0.00	(22,211.10)	(22,211.10)
3-12-00-123	BANK - MUSH	0.00	337,636.09	506,277.57
3-12-00-125	TAX SALE TR#50000 (JAN 2012) IN 31200123	0.00	57,840.24	57,324.66
3-12-00-126	TAX SALE TR#346 (APRIL 2014) IN 31200123	0.00	27,765.19	27,518.10
3-31-00-123	PETTY CASH	0.00	0.00	0.00
	<b>Total BANK</b>	<b>753,516.28</b>	<b>1,341,444.10</b>	<b>846,956.47</b>
<b>FIXED ASSETS</b>				
2-12-01-625	ADMIN - ARO AMORTIZATION	0.00	1,328.55	1,328.55
2-23-01-625	FIRE - ARO AMORTIZATION	0.00	974.62	974.62
2-31-01-625	P.W. - ARO AMORTIZATION	0.00	1,910.15	1,910.15
2-41-01-615	WATER - ARO AMORTIZATION	0.00	519.19	519.19
2-42-01-615	SEWER - ARO AMORTIZATION	0.00	37.57	37.57
2-74-01-625	COMMUNTY - ARO AMORTIZATION	0.00	1,456.63	1,456.63
3-12-00-620	ADMIN. - BLDGS. FIXED ASSETS	0.00	766,073.67	766,073.67
3-12-00-625	ADMINISTRATION-ACCUMULATED AMORTIZATION	0.00	(600,049.30)	(600,049.30)
3-12-00-630	ADMIN. - EQUIP. FIXED ASSETS	0.00	94,302.57	94,302.57
3-12-00-635	ADMINISTRATION-M & E AMORTIZATION	0.00	(59,239.69)	(59,239.69)
3-12-01-620	ADMIN.-ARO ASSET	0.00	51,813.62	51,813.62
3-12-01-625	ADMIN. - ARO AMORT	0.00	(38,528.07)	(38,528.07)
3-23-00-620	FIRE - BLDGS. FIXED ASSETS	0.00	33,615.00	33,615.00
3-23-00-630	FIRE - EQUIPMENT	0.00	102,990.00	102,990.00
3-23-00-635	FIRE EQUIP - AMMORT.	0.00	(81,821.50)	(81,821.50)
3-23-01-620	FIRE - ARO ASSET	0.00	38,010.15	38,010.15
3-23-01-625	FIRE - ARO AMORT	0.00	(17,543.15)	(17,543.15)
3-31-00-620	P.W. - BLDG. FIXED ASSETS	0.00	297,637.20	297,637.20
3-31-00-625	PUBLIC WORKS-ACCUMULATED AMORTIZATION BU	0.00	(273,125.74)	(273,125.74)
3-31-00-630	P.W. - EQUIPMENT	0.00	536,177.42	536,177.42
3-31-00-635	PUBLIC WORKS-ACCUM. AMORT. MACHINERY&EQU	0.00	(333,207.01)	(333,207.01)
3-31-00-640	P.W. - LAND	0.00	176,564.04	176,564.04
3-31-00-650	P.W. - VEHICLES	0.00	357,013.10	357,013.10
3-31-00-655	PUBLIC WORKS-ACCUMULATED AMORTIZATION VE	0.00	(296,542.61)	(296,542.61)
3-31-01-620	P.W. - ARO ASSET	0.00	55,394.44	55,394.44
3-31-01-625	P.W. - ARO AMORT	0.00	(55,394.43)	(55,394.43)
3-32-00-610	STREETS - ENGINEERED STRUCTURES	0.00	4,091,785.81	4,091,785.81
3-32-00-615	STREETS-ACCUM. AMORT. ENGINEERING STRUCT	0.00	(2,642,524.41)	(2,642,524.41)
3-32-00-620	STREETS - LAND	0.00	38,298.21	38,298.21
3-32-00-640	STREETS - LAND	0.00	2,916.67	2,916.67



3-37-00-610	STORM SEWER - ENGINEERED STRUCTURES	0.00	760,038.76	760,038.76
3-37-00-615	STORM SEWER-ACCUMULATED AMORTIZATION	0.00	(117,697.63)	(117,697.63)
3-41-00-610	WATER - ENGINEERED STRUCTURES	0.00	6,979,927.38	6,979,927.38
3-41-00-615	WATER-ACCUMULATED AMMORTIZATION	0.00	(3,303,280.51)	(3,303,280.51)
3-41-00-630	WATER - EQUIPMENT	0.00	232,367.36	232,367.36
3-41-00-635	WATER - M & E AMORTIZATION	0.00	(235,395.07)	(235,395.07)
3-41-01-610	WATER - ARO ASSET	0.00	30,631.96	30,631.96
3-41-01-615	WATER - ARO AMORT	0.00	(15,056.39)	(15,056.39)
3-42-00-610	SEWER - ENGINEERED STRUCTURES	0.00	5,189,049.23	5,189,049.23
3-42-00-615	SEWER-ACCUM. AMORT. ENGINEERING STRUCTUR	0.00	(1,215,878.57)	(1,215,878.57)
3-42-00-630	SEWER - EQUIPMENT	0.00	28,136.96	28,136.96
3-42-01-610	SEWER - ARO ASSET	0.00	3,381.49	3,381.49
3-42-01-615	SEWER - ARO AMORT	0.00	(1,089.59)	(1,089.59)
3-66-00-570	LAND HELD FOR RESALE	0.00	116,918.37	116,918.37
3-71-00-124	SENIORS TRUST	0.00	1,000.00	1,000.00
3-71-00-620	RECREATION - BLDGS.	0.00	42,754.30	42,754.30
3-71-00-625	RECREATION-ACCUMULATED AMORTIZATION BUIL	0.00	(22,283.60)	(22,283.60)
3-71-00-635	REC.-ACCUMULATED AMORTIZATION	0.00	(185,895.49)	(185,895.49)
3-72-00-610	PARKS-EQUIPMENT/ASSETS	0.00	156,847.70	156,847.70
3-72-00-615	PARKS-ACCUM. AMORT. ENGINEERING STRUCTUR	0.00	(61,925.18)	(61,925.18)
3-72-00-630	PARKS-ASSETS/EQUIPMENT	0.00	237,644.34	237,644.34
3-74-00-620	COMMUNITY - BLDGS.	0.00	219,006.79	219,006.79
3-74-00-625	CULTURE-ACCUMULATED AMORTIZATION BUILDIN	0.00	(193,799.41)	(193,799.41)
3-74-01-620	COMMUNITY - ARO ASSET	0.00	71,374.97	71,374.97
3-74-01-625	COMMUNITY - ARO AMORT	0.00	(42,242.33)	(42,242.33)
4-00-00-000	ASSET RETIREMENT OBLIGATIONS	0.00	(1,031,530.84)	(1,031,530.84)
<b>Total FIXED ASSETS</b>		<b>0.00</b>	<b>9,893,847.70</b>	<b>9,893,847.70</b>

#### INVENTORY

3-00-00-500	INVENTORIES	0.00	0.00	0.00
<b>Total INVENTORY</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

#### INVESTMENTS & LOANS

3-00-00-300	AMSC Membership Shares	0.00	70.00	70.00
3-24-00-124	IN TRUST EMERG. MGMT - RCP	0.00	22,211.10	22,211.10
<b>Total INVESTMENTS &amp; LOANS</b>		<b>0.00</b>	<b>22,281.10</b>	<b>22,281.10</b>

#### Other Assets

3-12-00-415	PREPAID GOODS/SERVICES	625.00	625.00	5,911.77
<b>Total Other Assets</b>		<b>625.00</b>	<b>625.00</b>	<b>5,911.77</b>
<b>Total Asset Operating</b>		<b>(228,747.23)</b>	<b>12,587,179.72</b>	<b>11,551,448.97</b>
<b>Total Assets</b>		<b>(228,747.23)</b>	<b>12,587,179.72</b>	<b>11,551,448.97</b>

#### Liabilities Liability Operating

4-12-00-711	EXCESS SCHOOL TAX LEVY	0.00	(377.67)	(377.67)
<b>Total</b>		<b>0.00</b>	<b>(377.67)</b>	<b>(377.67)</b>

#### ACCOUNTS PAYABLE

4-00-00-100	SHORT TERM BORROWING - LOC PAYABLE	0.00	0.00	0.00
4-00-00-200	TRADE ACCOUNTS PAYABLE	0.00	(10,500.00)	(10,500.00)
4-00-00-300	DEBT TO OTHER MUNICIPALITES (LSAC)	0.00	0.00	0.00
4-00-00-400	OTHER LIABAILITIES	0.00	0.00	0.00
4-00-00-999	SUSPENSE	(55.00)	(16,446.98)	(117.94)
4-11-00-270	COUNCIL - DONATIONS PAYABLE	0.00	0.00	0.00
4-12-00-124	TAX SALE SURPLUS - IN TRUST	0.00	0.00	0.00
4-12-00-125	TAX SALE TR#50000 (JAN 2012) IN 31200123	0.00	(57,840.24)	(57,324.66)
4-12-00-126	TAX SALE TR#346 (JUNE 2014) IN 31200123	0.00	(27,765.19)	(27,518.10)
4-12-00-230	INCOME TAX	4,825.61	(11,233.24)	0.00
4-12-00-231	CANADA PENSION PLAN - EE SHARE	2,809.60	(6,950.16)	0.00
4-12-00-232	EMPLOYMENT INSURANCE - EE SHARE	1,052.07	(1,976.70)	0.00
4-12-00-233	AMS BENEFITS - EE SHARE	252.43	2,839.27	0.00
4-12-00-235	GROUP RPP PENSION - EE PORTION	2,499.40	(5,284.08)	0.00
4-12-00-238	OT BANKED HOURS	0.00	(1,670.24)	(1,911.28)
4-12-00-239	VACATION PAYABLE	0.00	(25,591.13)	(25,591.13)
4-12-00-260	GST COLLECTED	(1,102.74)	(3,853.52)	(189.36)
4-12-00-270	ADMIN - ACCOUNTS PAYABLE GENERAL	0.00	(132,175.00)	(311,841.97)
4-12-00-275	ADMIN-ACCRUED DEBENTURE INTEREST	0.00	(15,320.36)	(15,320.36)
4-12-00-420	PREPAID LOCAL IMPROVEMENTS	0.00	0.00	0.00
4-12-00-424	SYRIAN REFUGE DONATIONS	0.00	0.00	0.00

4-12-00-490	DEFERRED REVENUE	0.00	(254,311.08)	(254,311.08)
4-12-00-610	ADMIN - ALLOW. FOR UNCOLL. TAXES	0.00	0.00	0.00
4-23-00-560	FIRE BLDG. REIMBURSEMENT	0.00	0.00	0.00
4-24-00-124	EMERGENCY MNGMT. - TRUST ACCT. - RCP	0.00	(22,211.10)	(22,211.10)
4-31-00-330	PW WATER/SEWER DEBENTURE	0.00	(1,117,643.90)	(1,117,643.90)
<b>Total ACCOUNTS PAYABLE</b>		<b>10,281.37</b>	<b>(1,707,933.65)</b>	<b>(1,844,480.88)</b>
<b>Surplus Deficit</b>				
4-00-00-900	NET ACCUMULATED SURPLUS	0.00	2,279,384.63	2,279,384.63
4-12-00-900	NET ACCUMULATED SURPLUS/DEFICIT	0.00	(3,151,771.54)	(3,151,771.54)
<b>Total Surplus Deficit</b>		<b>0.00</b>	<b>(872,386.91)</b>	<b>(872,386.91)</b>
<b>RESERVES</b>				
4-12-00-710	RESERVE - OPERATING CONTINGENCY	0.00	0.00	0.00
4-12-00-760	RESERVE - CAPITAL	0.00	(402,207.06)	(402,207.06)
4-12-00-761	RESERVE - OPERATING	0.00	(245,887.86)	(245,887.86)
4-12-00-762	RESERVE - ENERGY	0.00	0.00	0.00
4-12-00-802	RESERVE - CAPITAL FUND	0.00	0.00	0.00
4-23-00-760	RESERVE - ONOWAY REGIONAL FIRE SERVICES	0.00	0.00	0.00
4-31-00-760	RESERVE - PUBLIC WORKS VEHICLE	0.00	0.00	0.00
4-31-00-761	RESERVE -PUBLIC WORKS EQUIP.& MACHINERY	0.00	0.00	0.00
4-31-00-762	RESERVE - PUBLIC WORKS OPERATING	0.00	0.00	0.00
4-31-00-763	RESERVE - PUBLIC WORKS VEHICLE	0.00	0.00	0.00
4-32-00-760	RESERVE - STREETS OPERATING	0.00	0.00	0.00
4-32-00-790	RESERVE - STREETS CONDITIONAL GRANT	0.00	0.00	0.00
4-41-00-760	RESERVE - UTILITY OPERATING	0.00	0.00	0.00
4-41-01-760	RESERVE - WATER UPGRADES	0.00	0.00	0.00
4-42-00-760	RESERVE - SEWER OPERATING	0.00	(50,466.00)	(50,466.00)
4-66-00-760	RESERVE - LAND	0.00	0.00	0.00
4-71-00-124	RESERVE - SENIORS	0.00	(1,000.00)	(1,000.00)
4-71-00-720	RESERVE - RECREATION	0.00	0.00	0.00
4-72-00-720	RESERVE - PARKS OPERATING	0.00	0.00	0.00
4-72-00-721	RESERVE - PARKS (DONATION)	0.00	(60,000.00)	(60,000.00)
4-72-00-760	RESERVE - PARKS FORTIS	0.00	0.00	0.00
4-72-00-762	RESERVE - PARKS BEAUTIFICATION	0.00	0.00	0.00
4-74-00-760	RESERVE - CULTURE OPERATING	0.00	0.00	0.00
4-74-00-761	RESERVE - MISC. (LEGAL, INFLATION, MSI)	0.00	0.00	0.00
<b>Total RESERVES</b>		<b>0.00</b>	<b>(759,560.92)</b>	<b>(759,560.92)</b>
<b>EQUITY IN FIXED ASSETS</b>				
4-12-00-800	EQUITY IN FIXED ASSETS	0.00	(8,650,378.96)	(8,650,378.96)
<b>Total EQUITY IN FIXED ASSETS</b>		<b>0.00</b>	<b>(8,650,378.96)</b>	<b>(8,650,378.96)</b>
<b>Total Liability Operating</b>		<b>10,281.37</b>	<b>(11,990,638.11)</b>	<b>(12,127,185.34)</b>
<b>Total Liabilities</b>		<b>10,281.37</b>	<b>(11,990,638.11)</b>	<b>(12,127,185.34)</b>
<b>Current Year Surplus/Deficit</b>		<b>(218,465.86)</b>	<b>596,541.61</b>	<b>0.00</b>
<b>Total Liabilities</b>		<b>(228,747.23)</b>	<b>12,587,179.72</b>	<b>0.00</b>

\*\*\* End of Report \*\*\*



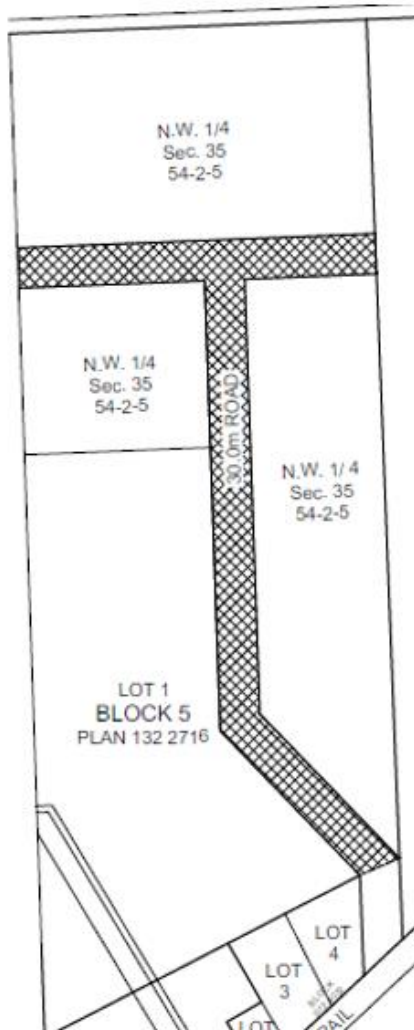
## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 14 <sup>th</sup> , 2025
Presented By:	Paul Hanlan, Development Officer
Title:	1 <sup>st</sup> Reading of Bylaw 833-25 (2025 Road Closure Bylaw)

### BACKGROUND / PROPOSAL

As shown in the map below Administration has researched the disposal of proposed road plan located within Academy Fabricators' lands in the industrial area (being 5208 Lac Ste Anne Trail). This request has been forwarded by Academy Fabricators, which owns the adjacent lands which would be serviced if this road were built. The road was not constructed as the proposed subdivision was never registered. The owner is seeking to purchase this 30.0 m road area (as shown) and a Road Closure Bylaw must be passed by the municipality prior to disposal. The sale of the roadway area (once closed through Bylaw) would be considered by Council at a later meeting date.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES



#### Subdivision Plan (Not Registered)

- Proposed the creation of three (3) new industrial lots to the north, west, and east sides of the 30.0m ROAD parcel (as shown in this map).
- The Subdivision Plan was never registered with Land Titles and so these three (3) proposed lots remain "part of NW35-54-2-5" (including the road).
- All these lands "part of NW35-54-2-5" are owned by Academy Fabricators which also owns Lot 1, Block 5, Plan 132 2716. The Town owns the "ROAD"

#### 2025 Road Closure Bylaw (Bylaw 833-25)

- As Subdivision was never registered, and this road was never constructed so it is now appropriate to consider a Road Closure Bylaw.
- The adjacent property owner does not wish the road to be constructed and is prepared to purchase this land from the Town (if/once closed).
- The area of "ROAD" to be closed is approximately 2.26 HA (5.59 Acres).
- A Public Hearing must be held by the Town prior to passage of this Road Closure Bylaw.
- The Minister of Alberta Transportation and Economic Corridors must "sign off" on the closure prior to the required Public Hearing date.

#### Potential sale of closed Road ROW (30.0m ROAD)

- Any sale of closed Road ROW would be considered separately by Council.
- Disposal cannot proceed without the closure Bylaw

## Section 22 of the Municipal Government Act

### **Road closure**

**22(1)** No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.

**(2)** Before giving second reading to a bylaw that would close a road, a council must hold a public hearing with respect to the proposed bylaw in accordance with section 216.4 after giving notice of it in accordance with section 606.

**(3)** No road may be closed by bylaw of the council of a municipality that is not a city unless the bylaw is approved by the Minister of Transportation and Economic Corridors before it receives second reading.

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- If Council approves 1<sup>st</sup> Reading of the proposed Road Closure Bylaw it would then be forwarded to the Minister of Transportation and Economic Corridors for required review and approval.
- Adjacent property owner notifications would be sent out and responses (if any) collected to be shared through the Public Hearing.
- A scheduled Public Hearing would be advertised.

### **STRATEGIC ALIGNMENT**

- Sustainable Infrastructure
- Financial Sustainability
- Economic and Business Growth

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

No budget impact.

### **RECOMMENDED ACTION**

- That Bylaw # 833-25 the 2025 Road Closure Bylaw be given First reading.
- That Council schedules a Public Hearing on September 25<sup>th</sup>, 2025, at 10:00 am for Bylaw # 833-25 the 2025 Road Closure Bylaw.
- That Bylaw # 833-25 the 2025 Road Closure Bylaw otherwise proceed as per the direction of Council.

### **ATTACHMENT**

Proposed Bylaw 833-25

**BYLAW NO. 833-25  
TOWN OF ONOWAY  
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF ONOWAY FOR THE PURPOSE OF CLOSING  
TO PUBLIC TRAVEL A PUBLIC ROADWAY IN ACCORDANCE WITH SECTION 22  
OF THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA 2000,  
CHAPTER M-26, AS AMENDED**

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**WHEREAS**, the lands hereafter described, and as illustrated in attached ‘Schedule A’ have not yet been developed as roadways and are no longer required for public travel, and

**WHEREAS**, the Council of the Town of Onoway deems it expedient to provide for a bylaw for the purpose of closing to public travel certain lands, or portions thereof situated in the said municipality, and therefore creating title to, and

**WHEREAS**, notice of the intention of Council to pass a bylaw will be given in accordance with Section 606 of the Municipal Government Act by way of advertising the public hearing for this bylaw to be held on September 25<sup>th</sup>, 2025 at 10:00 am, for two consecutive weeks in a locally circulating newspaper on September 10<sup>th</sup>, 2025 and September 17<sup>th</sup>, 2025 and by mailing notification of the proposed bylaw to directly adjacent property owners in advance of the public hearing, and

**WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

**NOW THEREFORE**, be is resolved that the Council of the Town of Onoway in the Province of Alberta does hereby closes to public travel and disposing of the following described roadway, subject to rights of access granted by other legislation:

PORTION (30.0m Road) OF NW35-54-2-5 CONTAINING 2.26 HA (5.59 acres) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS (AND AS SHOWN IN SCHEDULE “A”).

**1. SHORT TITLE**

1.1. This bylaw may be cited as “2025 Road Closure Bylaw.”

**2. EFFECTIVE DATE**

2.1. This bylaw shall come into effect upon the date of its third reading.

READ a FIRST time on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

A PUBLIC HEARING WAS OPENED AND CLOSED on the \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a SECOND time on the \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a THIRD and FINAL time on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**TOWN OF ONOWAY**

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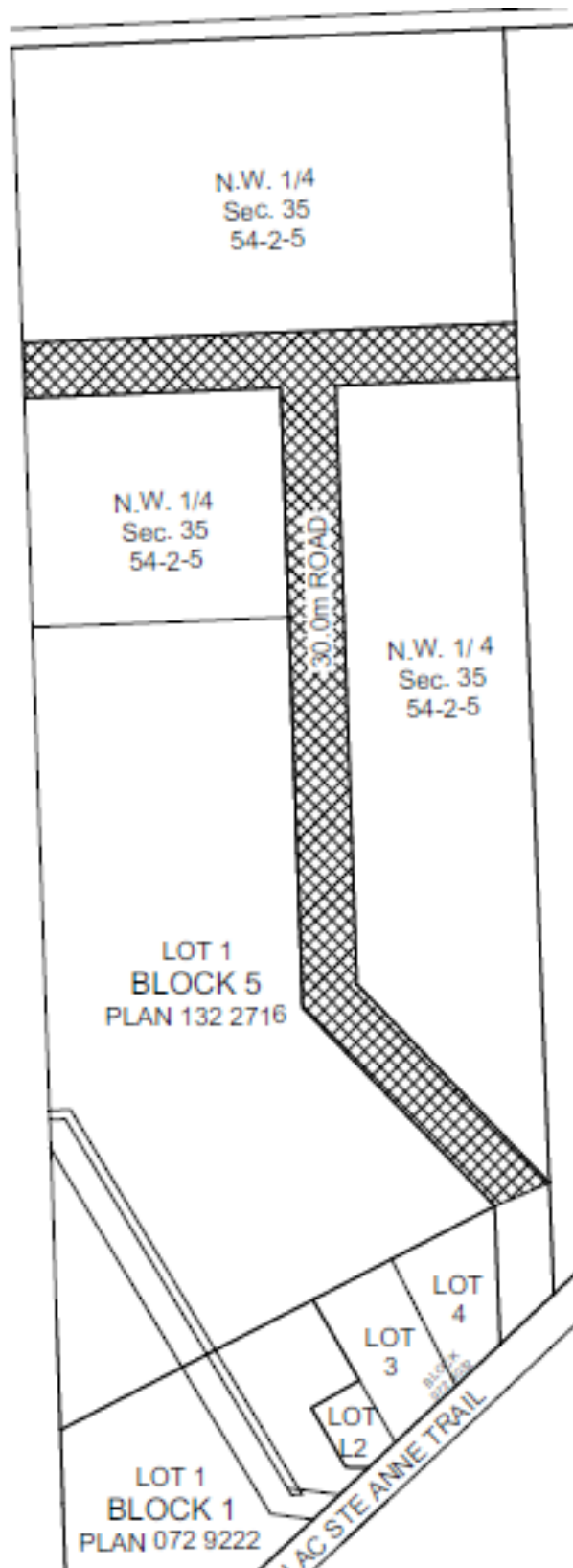
Lenard Kwasny, Mayor

---

Jennifer Thompson  
Chief Administrative Officer

**BYLAW NO. 833-25**  
**SCHEDULE "A"**

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## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 14, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Rail Safety Week – September 15 to 21, 2025

### **BACKGROUND / PROPOSAL**

Council has been requested by Shawn Will, Chief of Police and Chief Security Officer CN and Janice Drysdale, Senior Vice President CN, to declare the week of September 15-21, 2025 as Rail Safety Week.

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

Rail Safety Week has previously been proclaimed in Onoway. This week is to raise public awareness of incidents that are caused by unsafe behaviour (inattention) around tracks and trains. Administration will highlight Rail Safety Week by posting the Mayor's proclamation in our normal communication channels such as Facebook and the Town website.

### **STRATEGIC ALIGNMENT**

Service Excellence

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

None.

### **RECOMMENDED ACTION**

THAT Council support CN's request by proclaiming the week of September 15-21, 2025 as Rail Safety Week.

### **ATTACHMENTS**

- 1) July 14, 2025 email from CN
- 2) Draft Proclamation for Rail Safety Week



---

**FW: Rail Safety Week 2025 | Proclamation request**

---

From Jennifer Thompson <CAO@onoway.ca>

Date Mon 7/14/2025 3:03 PM

To Debbie Giroux <Debbie@onoway.ca>

Cc Gino Damo <Gino@onoway.ca>

 1 attachment (79 KB)

Resolution\_Canada\_EN.pdf

For Next agenda please.

Jennifer

**From:** Janet Drysdale <janet.drysdale@cn.ca>

**Sent:** July 14, 2025 12:02 PM

**To:** Jennifer Thompson <CAO@onoway.ca>

**Subject:** Rail Safety Week 2025 | Proclamation request

Dear Ms. Thompson,

**Rail Safety Week will take place across Canada from September 15 to 21, 2025.**

For more than 20 years, CN has partnered with Operation Lifesaver Canada (OL) to raise public awareness about the dangers of crossing and trespassing on railway property. In recent years, we have seen disturbing spikes in deaths and serious injuries related to both. Inattention and distraction at crossings, risky behaviours on and around trains, the rise of homeless encampments along rail corridors, and mental health crises are all factors driving the recent, negative reversal in trendlines.

**As valued neighbours and partners in promoting community safety, CN and OL together would like to ask your council to join us in raising awareness about the critical issue of rail safety by adopting the enclosed [proclamation](#).**

Your leadership plays a vital role in educating the public about the risks associated with inattention at railway crossings and trespassing on train tracks and other rail infrastructure. Rail Safety is a shared responsibility, everyone has a role to play. By signing the proclamation and encouraging public engagement, your municipality will help foster a culture of safety and prevention and we would be honoured to publicly acknowledge your commitment to this cause.

If you have any questions or concerns, please contact Julianne Threlfall, your local CN Public Affairs representative, at [julianne.threlfall@cn.ca](mailto:julianne.threlfall@cn.ca).

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at 1-888-888-5909
- For additional information about Rail Safety Week 2025 visit [cn.ca/RailSafety](https://cn.ca/RailSafety) or [operationlifesaver.ca](https://operationlifesaver.ca)
- Let us know how you promote rail safety in your community by posting on [cn.ca/RSW2025](https://cn.ca/RSW2025)
- For any questions about this proclamation, please email [RSW@cn.ca](mailto:RSW@cn.ca)
- Visit [cn.ca/RSW-toolkit](https://cn.ca/RSW-toolkit) to access the Rail Safety Week toolkit which includes resources to help you further promote rail safety education in your community

Thank you in advance for your support.




**Janet Drysdale  
Day**

CN Senior Vice-President and  
Lifesaver  
Chief Stakeholder Relations Officer  
Director



**Shawn Will**

CN Chief of Police and  
Chief Security Officer

**Chris**

Operation  
Interim National





## RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK

**WHEREAS** *Rail Safety Week* is to be held across Canada from September 15 to 21, 2025;

**WHEREAS**, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

**WHEREAS**, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**Whereas** CN and Operation Lifesaver have requested Town of Onoway Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by \_\_\_\_\_

AND

It is hereby **RESOLVED** to support national *Rail Safety Week* to be held from September 15 to 21, 2025.

---

**MAYOR LENARD KWASNY, TOWN OF ONOWAY**



[www.operationlifesaver.ca](http://www.operationlifesaver.ca)



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 14, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Strategic Transportation Infrastructure Program (STIP)

### BACKGROUND / PROPOSAL

The Strategic Transportation Infrastructure Program (STIP) provides funding to local governments to support infrastructure projects that:

- improve accessibility and the movement of goods and people;
- increase the capacity of municipal transportation infrastructure to support economic growth;
- enhance safety and efficiency;
- extend the service life of key transportation infrastructure.

The program has 4 funding streams components:

1. **Community Airport Program (CAP):** provides financial assistance for the rehabilitation and improvement of Alberta's small, community-owned, public use airports which support safe airport operations, commercial air charters, forest fire suppression, medevac operations and local and regional air traffic.
2. **Local Road Bridge Program (LRB):** provides funding assistance to municipalities for the rehabilitation and maintenance of bridge structures and bridge-sized culverts on municipal roads.
3. **Resource Road Program (RRP):** provides funding assistance to local municipal road authorities for the movement of goods and people, associated with value-added processing facilities, resource and other industries, intensified farming operations or high through-put grain elevators. In a number of rural areas in Alberta, these developments have resulted in significantly increased traffic volumes, particularly involving heavy trucks. This program provides funding to municipalities to construct or rehabilitate road infrastructure that supports this industrial growth.
4. **Local Municipal Initiatives (LMI):** provides funding to support special initiatives that are not eligible for funding under other STIP components, such as highway de-designations, designated park access roadways, or emergent, special-need municipal transportation projects that address significant local or regional pressures.

## DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Based on the above four components, the Town of Onoway qualifies for both the Resource Road Program and Local Municipal Initiatives components.

With the information provided above, Administration proposes submitting a Rehabilitation Project for Lac Ste Anne Trail North and South Roads for the Local Municipal Initiatives program.

Administration met with the Town Engineer to go over the project cost for either mill and overlay or replace road and curb-gutter for the above project.

### **Option 1: Mill and Overlay**

This project consists of mill 50 mm and overlay 50 mm over the road. The estimated life of mill and overlay is approximately 10 years.

Estimated Cost Breakdown	
Mill 50mm	\$ 314,929
Overlay 50mm	\$ 1,102,252
Sub-Total	\$ 1,417,181
Contingency (40%)	\$ 566,872
Total Construction Cost	\$ 1,984,053
Engineering (15%)	\$ 297,608
<b>Total Estimated Cost</b>	<b>\$ 2,281,661</b>

### **Option 2: Replace Road Structure and Concrete Curbs and sidewalks**

This project consists of complete removal and replacement of approaches, curb and gutter including mono, sidewalks, pararamps, swales, catchbasins and culverts.

Estimated Cost Breakdown	
Total Removals	\$ 782,529
Total Installations	\$ 4,103,215
Total Removals and Installations	\$ 4,885,744
Contingency (40%)	\$ 1,954,298
Total Construction Cost	\$ 6,840,042
Engineering (15%)	\$ 1,026,006
<b>Total Estimated Cost</b>	<b>\$ 7,866,048</b>

The cost evaluations are for surface works only and do not include any rehabilitation of the underground utilities.

Additionally, the following were not included:

- landscape removal and restoration where needed.

- Repair to the long gravel approaches along the north side of LSA Trail between 52 street and 49 Street.
- Repair to existing asphalt approaches other than patch work at the junction with the new concrete.
- Coordination of streetlight location / relocation if required.

Due to overall cost Administration recommends option 1 mill and overlay. Also, this project is included in the 2027 Budget within the Capital 5 Year Plan 2025-2030 with an amount of \$1.4 Million under Other source of funding.

### **STRATEGIC ALIGNMENT**

Sustainable Infrastructure  
Service Excellence

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

Up to 50% from the STIP Grant Program.

Minimum 50% from 2026 Capital Budget and road rehabilitation tax.

The level of cost-sharing for provincial and municipal contributions varies based on project scoring.

### **RECOMMENDED ACTION**

- THAT Council authorize Administration to submit an application for the Strategic Transportation Infrastructure Program (STIP) Program.
- OR some other direction as given by Council at meeting time.

### **ATTACHMENTS**

- Strategic Transportation Infrastructure Program (STIP) Program Guidelines.



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# Strategic Transportation Infrastructure Program Guidelines

Community Airport Program

Local Road Bridge Program

Resource Road Program

Local Municipal Initiatives

This publication is issued under the Open Government Licence – Alberta  
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This publication is available online at <https://open.alberta.ca/publications/7027233>

Strategic Transportation Infrastructure Program Guidelines | Transportation and Economic Corridors  
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# 1. Introduction

The [Strategic Transportation Infrastructure Program \(STIP\)](#) provides financial assistance to rural and smaller urban municipalities for developing and maintaining key transportation infrastructure. STIP supports municipalities as they complete projects that improve accessibility and the movement of goods to market, increase capacity of municipal transportation infrastructure to support opportunities for economic growth and enhance safety and efficiency while extending the life of key transportation infrastructure.

STIP provides funding to municipalities under four components:

- Community Airport Program (CAP)
- Local Road Bridge Program (LRB)
- Resource Road Program (RRP)
- Local Municipal Initiatives (LMI)

## 2. Overall Application Process

Applications are due **November 30<sup>th</sup>** each year, for funding in the following year.

Project applications for each of STIP's components may be submitted to your Transportation and Economic Corridors [Regional Office](#) by email (preferred), or online through the [Municipal Grants Management Application](#) system, by the deadline.

Applications will be reviewed and assessed to confirm that the proposed project meets program criteria. Projects are then rated on a province-wide, competitive basis.

**Factors that contribute to the rating of each project can include:**

- Basic need
- Safety
- Functionality
- Implications for the overall highway transportation network
- The current condition of the infrastructure
- Total traffic volumes
- Truck traffic volumes
- Cost effectiveness and efficiency
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Use of alternate sources to fund the project (i.e. federal or private investment)

The proposed projects will be submitted for departmental review to finalize the prioritized list and the highest priority projects, subject to budget availability, will then be recommended to the Minister for approval. The Minister will advise Municipalities if their project has been approved for funding.

If your project is not approved for funding and you have questions about the decision, you can contact your Transportation and Economic Corridors [Regional Office](#) to discuss individual applications. Municipalities may re-apply for consideration in the following year.

If you have any questions about STIP or these guidelines, please contact your Transportation and Economic Corridors [Regional Office](#) for more information.

## 3. Funding Process

Funding for STIP is provided to municipalities on a cost-share basis. The grant amount provided by the province varies depending on the program component. Annual funding amounts for STIP are determined during the budget deliberation process every year.

To be eligible for funding, municipalities must apply to Transportation and Economic Corridors with specific projects that are aligned with the particular program component's criteria.

Applications are reviewed on a competitive basis province-wide. Projects that best align with the criteria laid out for each of STIP's components are prioritized and recommended for Ministerial approval. Additional weighting will be given to projects that leverage alternative funding sources (i.e. federal or private industry contribution, partnerships with other municipalities or Métis settlements).

Upon Ministerial approval, a project-specific funding memorandum of agreement must be executed that summarizes the responsibilities of the municipality and the department.

Grant payments for approved projects may be incremental or made on progress. A final payment will be made once the project is complete and Transportation and Economic Corridors has received a final concluding report of project expenditures. The final report must include the final payment claim, copies of all invoices, construction completion certificate and photos of the completed project.

Reports can be submitted either to your Transportation and Economic Corridors [Regional Office](#) or online through the [Municipal Grants Management Application](#) system. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.

For projects approved in 2020 and after, no cost increases beyond the approved grant can be considered. It should be noted that changes in project scope are generally not considered once a project has been approved. However, if necessary, you may contact your Transportation and Economic Corridors [Regional Office](#) to discuss the potential for adjusting the scope within the approved grant amount.

## 4. STIP Components

### 4.1 Community Airport Program (CAP)

CAP provides financial assistance for the rehabilitation and improvement of Alberta's small, community-owned, public use airports which support safe airport operations, commercial air charters, forest fire suppression, medevac operations and local and regional air traffic.

#### 4.1.1 Eligible Municipalities

Entities eligible for grant funding are:

- Alberta cities, towns, villages, summer villages, counties, municipal districts, specialized municipalities, Métis Settlements, airport commissions, and the Special Areas that own/operate recognized eligible community airports.

Ineligible entities include:

- Alberta private organizations, non-government agencies, charitable societies, non-government operating authorities, etc.

**Please note:** Airports that are eligible for federal assistance programs (such as the Airports Capital Assistance Program) are not eligible for funding under this program.

#### 4.1.2 Eligible Projects

Eligible projects include major capital rehabilitation of the airside portion of the airport, specifically the aircraft operating areas:

- Primary runway
- Apron

- Primary taxiway from main/terminal apron to runway
- Runway lighting

Typical projects include pavement rehabilitation, including fog seals, slurry seals, and overlays.

### 4.1.3 Ineligible Projects

The following projects are not eligible for funding:

- All buildings, including terminals and storage areas/sheds
- New cross-wind runways, secondary runways and taxiways
- Development areas, access roads, fencing, and drainage
- Navigation aids, runway marking painting as standalone work, water/sewer, power and utilities

### 4.1.4 Ineligible Project Costs

The following costs are not eligible for CAP grant funding and are the responsibility of the municipality:

- Retrofits or improvements to existing infrastructure
- Operating or normal maintenance
- Administrative activities
- Equipment
- GST
- Financing expenses
- Land acquisition
- Fencing
- Legal fees

### 4.1.5 Application Process and Requirements

A municipality seeking assistance under the CAP program must submit an application by **November 30<sup>th</sup>** for funding in the following year.

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Project applications may be submitted to your Transportation and Economic Corridors [Regional Office](#) by email (preferred) or online through the [Municipal Grants Management Application](#) system, by the deadline. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.

#### 4.1.5.1 Application Format

Applications must be prepared using the following format:

- 1) Cover Letter
- 2) Basic Information
- 3) Project Benefits
- 4) Project Information

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Transportation and Economic Corridors [Regional Office](#) for resubmission.

## **Cover Letter**

The cover letter for an application must be signed by the Chief Elected Official of the applying municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Community Airport Program (CAP).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.*

*I understand that this project must comply with all applicable legislation and with all guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.*

## **Basic Information**

Each application must begin by providing the following basic information:

- **Application Date** - the date the application is made.
- **Name of Project** - the name used to describe the project.
- **Project Location** - the legal description indicating the location of the project.
- **Map** - a map showing the location of the project.
- **Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project and indicate that the primary municipality is acting "on behalf of (names of municipalities)".
- **Contact Information** - the name, position, telephone, and e-mail of the person taking the lead on the project—the person who would provide information or make a presentation on the proposal, if requested by Transportation and Economic Corridors.
- **Engineer** - the name of the individual and/or firm, which is providing professional engineering services for the project, as well as the engineering reports, prepared for the project. Note that any review of engineering reports is not technical in nature, the department accepts no liability for the engineering work done.
- **Total Project Cost** - the total estimated cost of the project, excluding GST.
- **CAP Funding Requested** - the amount of CAP funding which the applicant is requesting.
- **Source(s) of Balance of Funding** - how the applicant expects to contribute its share of the funding.
- **Estimated Completion Date** - the date by which the project is expected to be completed.

## **Project Benefits**

This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide:

- **Project Rationale** - a description of the significance of the development and how the project will address a current constraint on service or economic development.
- **Safety Benefits** - a description of how safety will be improved.
- **Economic Benefits** - a description of the existing development(s), what is planned, the number of new permanent jobs that will be created, and the value of new investment.
- **Business Plan** - business plans should include details of past and present operating activities:
  - Number of flights annually
  - Number of passengers annually
  - Amount of cargo annually
  - Number of airlines and/or individuals using the airport annually
  - Number of destinations served
  - All additional activities and operations at the airport must also be included, whether they bring in revenue to the airport and/or the municipality or not, i.e. flight schools, balloon launch, charity shows, leasing hangar space, etc. Business plans should be between two to five pages long.

- **Master Plan** - master plans should include details of future operation activities:
  - Number of airlines that have expressed interest in airport expansion.
  - Projected increase in the number of flights, passengers, amount of cargo, destinations, and expected revenue over the next five to 25 years.
  - All planned additional activities and operations at the airport must also be included, whether they bring in revenue to the airport and/or the municipality or not, i.e. flight schools, balloon launch, charity shows, leasing hangar space, etc. Master plans should be between two and five pages long.
- **Supporting Documentation** - engineering reports, planning studies and/or condition surveys.
- **Partnership** - a description of how the proposed project links into the transportation system in the area, any cooperation with another municipality and confirmation of any participation by industry/private sector involved in the project.
- **Outside Funding** - if municipality has been able to leverage funding from another source, i.e. the federal government or private sector, include the amount and source of funding as a benefit.

### **Project Information**

Each application must include a thorough description of the proposed project including:

- **Project Description** - a description of the standard of work to be undertaken, including any engineering surveys or other studies available.
- **Financial Information** - a proposed budget for the project using the following format:
  - **Costs**  
Engineering/Consulting  
Construction Contract  
Materials and Equipment  
Other (please specify)  
Total Costs
  - **Sources of Funds**  
CAP Grant Requested  
All other Sources (please specify)  
Total Sources of Funds
  - **Cash Flow** - a summary cash flow statement showing when funding is needed in a table resembling the one below.

---

#### **CASH FLOW**

(thousands of dollars)

<b>Fiscal Year (Apr 1 – Mar 31)</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
CAP Funds				
Applicant				
Other Funds (please specify)				
<b>Total</b>				

### **4.1.6 Evaluation Process**

Applications will be assessed and reviewed to confirm that the application meets program guidelines and competitively rated province-wide. A prioritized list of projects will be recommended to the Minister for funding approval.

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall transportation network
- The current condition of the infrastructure
- Current and projected flight volumes
- Cost effectiveness and efficiency
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Use of alternate sources to fund the project (i.e. federal or private sector investment)

**Please note:** Transportation and Economic Corridors reserves the right to make suggestions for changes and/or additions to the project.

The department will review the proposed projects to finalize the priority list. The highest priority projects, subject to budget availability, will then be recommended to the Minister for approval. Municipalities will be advised by letter should their project be approved.

Once a project has been approved, the municipality will be expected to enter into a project memorandum of agreement between Transportation and Economic Corridors and the municipality.

If your project is not approved for funding and you have questions about the decision, you can contact your Transportation and Economic Corridors [Regional Office](#) to discuss individual applications.

#### 4.1.7 Funding

For approved projects, up to **75 per cent** of the eligible cost is available for CAP funding. Municipalities are required to contribute **25 per cent** of the eligible cost of the approved project.

Additional weighting will be given to projects leveraging alternative funding sources (i.e. federal or private industry contribution).

The municipality is required to undertake projects on a contract basis. Private sector contractors and suppliers must be used to carry out all work.

It should be noted that changes in project scope are generally not considered once a project has been approved. However, if necessary, you may contact your Transportation and Economic Corridors [Regional Office](#) to discuss the potential for adjusting the scope of an approved project, within the limits of eligibility and the approved grant. Municipalities must notify the department of any changes to the project scope as soon as possible.

#### 4.1.8 Cost-Sharing for Additional Improvements

Runway extensions will be considered for CAP funding if:

- The project benefits the community and contributes to the overall goals of this program.
- The beneficiaries provide a significant financial contribution to the project.
- Funding is available.

In such cases, Transportation and Economic Corridors will fund up to 1/3 of the project cost, with the municipality and industry required to each fund 1/3.

Land acquisition and any retrofits or improvements required to the existing infrastructure are the responsibility of the municipality.



## 4.1.9 Reporting Requirements

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Reports are submitted either to your Transportation and Economic Corridors [Regional Office](#) or online through the [Municipal Grants Management Application](#) system. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.

## 4.2 Local Road Bridge (LRB)

The LRB program provides funding assistance to municipalities for the rehabilitation and maintenance of bridge structures and bridge-sized culverts on municipal roads.

### 4.2.1 Eligible Municipalities

Entities eligible for grant funding are:

- Alberta counties, towns, villages, summer villages, municipal districts, the Special Areas, Métis Settlements, and specialized municipalities outside the defined urban service area.

Ineligible entities include:

- Alberta cities, private organizations, non-government agencies, charitable societies, non-government operating authorities, etc.

### 4.2.2 Eligible Projects

Eligible projects include:

- All activities to improve existing bridges and bridge-sized culverts – engineering, maintenance, rehabilitation, replacement. Bridge related costs are defined as all work done for items within 10 metres past either end of the bridge or the excavation limits for a culvert as shown on the design drawings.

**Please note:** All engineering work must be in accordance with the Engineering and Geoscience Professionals Act.

Eligible structures must meet the definition of a Bridge Structure or Bridge Culvert as stated in the current version of the Transportation and Economic Corridors Bridge Inspection and Maintenance (BIM) System Inspection Manual. Inventory data and a current bridge inspection for the existing structure must be in the Transportation and Economic Corridors BIM system.

Roads must be open to all publicly-licensed vehicles and not subject to municipal general user fees.

### 4.2.3 Ineligible Projects

Ineligible projects include:

- New bridges are excluded from this program. (New bridges may be eligible under Resource Road Program).
- Road approaches are not eligible for funding.

### 4.2.4 Ineligible Project Costs

The following costs are not eligible for LRB funding and are the responsibility of the municipality:

- Administrative activities

- Construction equipment
- GST
- Financing expenses
- Legal fees
- Right-of-ways, easements, or land acquisition
- Utility movement costs

## 4.2.5 Application Process and Requirements

A municipality seeking assistance under the LRB program must submit an application by **November 30<sup>th</sup>** for funding in the following year.

Project applications may be submitted to your Transportation and Economic Corridors [Regional Office](#) by email (preferred) or online through the [Municipal Grants Management Application](#) system, by the deadline. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.

Project applications must include the [Local Road Bridge Funding Request form](#). An example is on Page 16 of these guidelines.

Applications for bridge capital work must be supported by business cases, engineering reports, planning studies and/or condition surveys. Applications requesting funding for engineering design or maintenance work should be supported by bridge inspection data and engineering assessment reports that document the options considered. Supporting documentation must be included in the application delivered by email or attached in the department's online application system, the [Municipal Grants Management Application](#).

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Applications should outline the need for the proposed bridge work using the results of recent BIM inspections and engineering assessments. LRB applications will be reviewed for funding consideration if the bridge has a structural condition rating of less than 44.44 (4 out of 9).

### 4.2.5.1 Application Format

Applications must be prepared using the following format:

- 1) Cover Letter
- 2) Basic Information
- 3) Project Benefits
- 4) Project Information

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Transportation and Economic Corridors [Regional Office](#) for resubmission.

#### **Cover Letter**

The cover letter for an application must be signed by the Chief Elected Official of the applying municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Local Road Bridge Program (LRB).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.*

*I understand that this project must comply with all applicable legislation and with all guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.*

### **Basic Information**

Each application must begin by providing the following basic information:

- **Application Date** - the date the application is made.
- **Name of Project** - the name used to describe the project.
- **Project Location** - the legal description indicating the location of the project.
- **Map** - a map showing the location of the project.
- **Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project and indicate that the primary municipality is acting "on behalf of (names of municipalities)".
- **Contact Information** - the name, position, telephone, and e-mail of the person taking the lead on the project—the person who would provide information or make a presentation on the proposal, if requested by Transportation and Economic Corridors.
- **Engineer** - the name of the individual and/or firm, which is providing professional engineering services for the project, as well as the engineering reports, prepared for the project. Note that any review of engineering reports is not technical in nature, and the department accepts no liability for the engineering work done.
- **Total Project Cost** - the total estimated cost of the project, excluding GST.
- **LRB Funding Requested** - the amount of LRB funding which the applicant is requesting.
- **Source(s) of Balance of Funding** - how the applicant expects to contribute its share of the funding.
- **Estimated Completion Date** - the date by which the project is expected to be completed.

### **Project Benefits**

This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide. Any economic development plan for the community which indicates the significance of the project for the achievement of the plan should be included.

- **Project Rationale** - a description of the significance of the project and how it will address the needs of users. Please detail the impact should the project not be completed.
- **Traffic Volume Information** - the actual or estimated annual average daily traffic (AADT) counts, showing a breakdown between truck traffic and passenger vehicle traffic. Available supporting documentation should be provided.
- **Increased Travel Distance** - the net increase in travel distance should the project not proceed.
- **Safety Benefits** - a description of how safety will be improved for all traffic.
- **Economic Benefits** - if appropriate, the impact on existing or proposed development(s) should be included, with reference to the number of new permanent jobs to be created, and the value of new investment.
- **Partnership** - a description of how the proposed project links into the transportation system in the area, any cooperation with another municipality, and confirmation of any participation by industry/private sector involved in funding the project.
- **Outside Funding** - if municipality has been able to leverage funding from another source, i.e. the federal government or private sector, include the amount and source of funding as a benefit.
- **Supporting Documentation** - engineering reports, planning studies and/or condition surveys.

### **Project Information**

Each application must include a thorough description of the proposed project including:

- **Project Description** - a description of the standard of work to be undertaken, including any engineering surveys or other studies available.
- **Financial Information** - a proposed budget for the project using the following format:
  - **Costs**
    - Engineering/Consulting
    - Construction Contract or Own Forces expenses
    - Other (please specify)
    - Total Costs
  - **Sources of Funds**
    - LRB Grant Requested
    - All other Sources (please specify)
    - Total Sources of Funds
  - **Cash Flow** - a summary cash flow statement showing when funding is needed in the following format:

---

#### **CASH FLOW**

(thousands of dollars)

<b>Fiscal Year (Apr 1 – Mar 31)</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
LRB Funds				
Applicant				
Other Funds (please specify)				
<b>Total</b>				

### **4.2.6 Evaluation Process**

Applications will be assessed and reviewed to confirm that the application meets program guidelines and competitively rated province-wide. A prioritized list of projects will be recommended to the Minister for funding approval.

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall transportation network
- The structural condition rating of the infrastructure
- Risk of failure or delay
- Local impact and priority
- Cost effectiveness and efficiency
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Use of alternate sources to fund the project (i.e. federal or private sector investment)

**Please note:** Transportation and Economic Corridors reserves the right to make suggestions for changes and/or additions to the project.

The department will review the proposed projects to finalize the prioritized list. The highest priority projects, subject to budget availability, will then be recommended to the Minister for approval. Municipalities will be advised by letter should their project be approved.

Once a project has been approved, the municipality will be expected to enter into a project memorandum of agreement between Transportation and Economic Corridors and the municipality.

If your project is not approved for funding and you have questions about the decision, you can contact your Transportation and Economic Corridors [Regional Office](#) to discuss individual applications.

#### 4.2.7 Funding

For approved projects, up to **75 per cent** of the bridge related eligible costs are available for provincial funding. Municipalities are required to contribute **25 per cent** of the eligible cost of the approved project.

The municipality can deliver the project either through in-house resources or by a contractor procured through a publicly advertised tender.

##### **Funding limits:**

- Funding may be capped for work done by in-house resources to an estimate of an equivalent contracted cost.
- In the event that an application cites a project cost that is higher than expected for a particular bridge structure or includes a structure configuration in excess of what would be expected, funding may be capped based on typical unit costs and configuration as determined by Transportation and Economic Corridors.

It should be noted that changes in project scope are generally not considered once a project has been approved. However, if necessary, you may contact your Transportation and Economic Corridors [Regional Office](#) to discuss the potential for adjusting the scope of an approved project, within the limits of eligibility and the approved grant amount. Municipalities must notify the department of any changes to the project scope as soon as possible.

#### 4.2.8 Reporting Requirements

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Reports are submitted either to your Transportation and Economic Corridors [Regional Office](#) or online through the [Municipal Grants Management Application](#) system. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.

Transportation and Economic Corridors' Bridge Inspection and Maintenance (BIM) System must be updated to reflect any significant capital work (rehabilitation or replacement) completed on a structure.

The construction report must include final details (including the design drawings) and be submitted to Transportation and Economic Corridors in order to keep the province's local road bridge inventory up-to-date.

## 4.2.9 LRB Funding Request Form



### LOCAL ROAD BRIDGE FUNDING REQUEST

Bridge File:			Municipality:			
Legal Location:			Date:			

<b>SUMMARY INFORMATION</b>							
Existing Structure:							
Year Built:			Estimated Remaining Life:				
Restricted Loading:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	CS1		CS2		CS3
Date of Last BIM Inspection:			Structural Condition Rating:				
Sufficiency Rating:			AADT:				
Detour Length:							

<b>OPTIONS CONSIDERED</b>			
Maintenance Option Cost:		Net Present Value:	
Rehabilitation Option Cost:		Net Present Value:	
New Culvert Option Cost:		Net Present Value:	
New Bridge Option Cost:		Net Present Value:	
Comments on Options:			

<b>REQUEST</b> (Choose one of: Engineering Assessment, Design, Maintenance, Rehabilitation, Replacement)			
Request Type:			
Total Project Cost:		Industry Contribution:	
Benefit Cost Ratio = $7840 \times \text{AADT} \times \text{Detour Length} / (\text{Total Project Cost} - \text{Industry Contribution})$ :			
Municipal Share (25%):		Alberta Transportation Share (75%):	
Year Requested:			

<b>ADDITIONAL BENEFITS OF THE PROJECT</b> (Describe any Economic Development, Safety Improvements, Alignment with GoA Initiatives etc.)	

Municipal Official	Signature

## 4.3 Resource Road Program (RRP)

RRP provides funding assistance to local municipal road authorities for the movement of goods and people, associated with value-added processing facilities, resource and other industries, intensified farming operations or high through-put grain elevators. In a number of rural areas in Alberta, these developments have resulted in significantly increased traffic volumes, particularly involving heavy trucks. This program provides funding to municipalities to construct or rehabilitate road infrastructure that supports this industrial growth.

The program applies to local roads and bridges, including intersection improvements where local roads connect with provincial highways.

### 4.3.1 Eligible Municipalities

Entities eligible for grant funding are:

- Alberta counties, towns, villages, summer villages, municipal districts, the Special Areas, Métis Settlements, and specialized municipalities outside the defined urban service area.

Ineligible entities include:

- Alberta cities, private organizations, non-government agencies, charitable societies, non-government operating authorities, etc.

### 4.3.2 Eligible Projects

Eligible projects include:

- Local road and bridge construction or improvements, as well as intersection improvements that connect to provincial highways, serving:
  - Value-added processing facilities - any industry which adds value to a primary resource, i.e. petroleum processing to produce petrochemicals, meat packing, vegetable processing.
  - Intensified farming operations - large-scale farming operations that produce high volumes of livestock, cattle, etc., which imports feed from other farms and exports products and by-products by truck.
  - Resource-based industrial development - a development related to processing renewable or non-renewable natural resources.
  - High through-put grain elevators - grain elevators that process, ship, and store commodities.
- Corridors with heavy truck traffic volumes will also be considered.
- The road must be used by at least 25 trucks (vehicles with three or more axles with a gross weight in excess of 4,500 kilograms) per day on average during any three-month period of the year.
- The road must be open to all public traffic and not be subject to any municipal general user fees.
- Road projects that support existing industries will be considered.

### 4.3.3 Ineligible Projects

Ineligible projects include:

- Paving will not be cost-shared under this program. The municipality is responsible for the cost of paving.
- No projects that are currently underway or complete will be considered for funding.
- Roads on which municipalities charge or intend to charge general user fees will not be considered for funding.

#### 4.3.4 Ineligible Project Costs

The following costs are not eligible for RRP grant funding and are the responsibility of the municipality:

- Paving
- Utility relocations
- Crop damage
- Operating or normal maintenance
- Administrative activities
- GST
- Financing expenses
- Land acquisition
- Fencing
- Legal fees

#### 4.3.5 Application Process and Requirements

A municipality seeking assistance under the RRP program must submit an application by **November 30<sup>th</sup>** for funding in the following year.

Project applications may be submitted to your Transportation and Economic Corridors [Regional Office](#) by email (preferred) or online through the [Municipal Grants Management Application](#) system, by the deadline. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Engineering and construction of projects must be obtained from the private sector. All construction for projects in excess of \$50,000 must be publicly tendered.

##### 4.3.5.1 Application Format

Applications must be prepared using the following format:

- 1) Cover Letter
- 2) Basic Information
- 3) Project Benefits
- 4) Project Information

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Transportation and Economic Corridors [Regional Office](#) for resubmission.

##### **Cover Letter**

The cover letter for an application must be signed by the Chief Elected Official of the applying municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Resource Road Program (RRP).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.*

*I understand that this project must comply with all applicable legislation and with all guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.*



## **Basic Information**

Each application must begin by providing the following basic information:

- **Application Date** - the date the application is made.
- **Name of Project** - the name used to describe the project.
- **Project Location** - the legal description indicating the location of the project.
- **Map** - a map showing the location of the project.
- **Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project and indicate that the primary municipality is acting "on behalf of (names of municipalities)".
- **Contact Information** - the name, position, telephone, e-mail and fax numbers of the person taking the lead on the project—the person who would provide information or make a presentation on the proposal, if requested by Transportation and Economic Corridors.
- **Engineer** - the name of the individual and/or firm, which is providing professional engineering services for the project, as well as the engineering reports, prepared for the project. Note that any review of engineering reports is not technical in nature, and the department accepts no liability for the engineering work done.
- **Total Project Cost** - the total estimated cost of the project, excluding GST.
- **RRP Funding Requested** - the amount of RRP funding which the applicant is requesting.
- **Source(s) of Balance of Funding** - how the applicant expects to contribute its share of the funding.
- **Estimated Completion Date** - the date by which the project is expected to be completed.

## **Project Benefits**

This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide. Any economic development plan for the community which indicates the significance of the project for the achievement of the plan should be included.

- **Project Rationale** - a description of the significance of the project and how it will address the needs of users. Please detail the impact should the project not be completed.
- **Traffic Volume Information** - the actual or estimated annual average daily traffic (AADT) counts, showing a breakdown between truck traffic and passenger vehicle traffic. Supporting documentation needs to be provided.
- **Safety Benefits** - a description of how safety will be improved for all traffic.
- **Economic Benefits** - if appropriate, the impact on existing or proposed development(s) should be included, with reference to the number of new permanent jobs to be created, and the value of new investment.
- **Partnership** - a description of how the proposed project links into the transportation system in the area, any cooperation with another municipality, and confirmation of any participation by industry/private sector involved in funding the project.
- **Outside Funding** - if municipality has been able to leverage funding from another source, i.e. the federal government or private sector, include the amount and source of funding as a benefit.
- **Supporting Documentation** - engineering reports, planning studies and/or condition surveys.

## **Project Information**

Each application must include a thorough description of the proposed project including:

- **Project Description** - a description of the standard of work to be undertaken, including any engineering surveys or other studies available.
- **Financial Information** - a proposed budget for the project using the following format:
  - **Costs**
    - Engineering/Consulting
    - Contract Materials and Equipment
    - Other (please specify)
    - Total Costs

- **Sources of Funds**  
RRP Grant Requested  
All other Sources (please specify)  
Total Sources of Funds
- **Cash Flow** - a summary cash flow statement showing when funding is needed in the following format:

---

#### **CASH FLOW**

(thousands of dollars)

<b>Fiscal Year (Apr 1 – Mar 31)</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
RRP Funds				
Applicant				
Other Funds (please specify)				
<b>Total</b>				

### **4.3.6 Evaluation Process**

Applications will be assessed and reviewed to confirm that the application meets program guidelines and competitively rated province-wide. A prioritized list of projects will be recommended to the Minister for funding approval.

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall highway transportation network
- Current condition of the infrastructure
- Total traffic volumes
- Truck traffic volumes
- Cost effectiveness and efficiency
- Cost-sharing with industry
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Use of alternate sources to fund the project (i.e. federal or private sector investment)

**Please note:** Transportation and Economic Corridors reserves the right to make suggestions for changes and/or additions to the project.

The department will review the proposed project to finalize the prioritized list and the highest priority projects, subject to budget availability, will then be recommended to the Minister for approval. Municipalities will be advised by letter should their project be approved.

Once a project has been approved, the municipality will be expected to enter into a project memorandum of agreement between Transportation and Economic Corridors and the municipality.

If your project is not approved for funding and you have questions about the decision, you can contact your Transportation and Economic Corridors [Regional Office](#) to discuss individual applications.

### 4.3.7 Funding

For approved projects, eligible cost-shared funding will be provided on a **50 per cent** provincial, **50 per cent** municipal basis. up to a maximum provincial grant amount of \$3 million per project.

Municipalities are only eligible to receive one project approval every two years, regardless of the size of the project.

The applicant municipality is encouraged to provide 25 per cent of the funding required, and to acquire a contribution of 25 per cent from the private sector that will benefit from the project. Additional weighting will be given to projects leveraging alternative funding sources (i.e., federal or private industry contribution).

The municipality is required to undertake projects on a contract basis. Private sector contractors and suppliers must be used to carry out all work growth, job creation numbers, improved safety and access, increased functionality of the facility, and other quantifiable benefits.

It should be noted that changes in project scope are generally not considered once a project has been approved. However, if necessary, you may contact your Transportation and Economic Corridors [Regional Office](#) to discuss the potential for adjusting the scope of an approved project, within the limits of eligibility and the approved grant. Municipalities must notify the department of any changes to the project scope as soon as possible.

### 4.3.8 Reporting Requirements

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Reports are submitted either to your Transportation and Economic Corridors [Regional Office](#) or online through the [Municipal Grants Management Application](#) system. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.

## 4.4 Local Municipal Initiatives (LMI)

LMI provides funding to support special initiatives that are not eligible for funding under other STIP components, such as highway de-designations, designated park access roadways, or emergent, special-need municipal transportation projects that address significant local or regional pressures.

### 4.4.1 Eligible Municipalities

Entities eligible for grant funding are:

- Alberta counties, towns, villages, summer villages, municipal districts, the Special Areas, specialized municipalities outside the defined urban services area, and Métis Settlements.

Ineligible entities include:

- Alberta cities, private organizations, non-government agencies, charitable societies, non-government operating authorities, etc.

### 4.4.2 Eligible Projects

Eligible projects include:

- Transportation related projects that are not eligible for funding under the other STIP components.
- Preference will be given to projects that are joint provincial/municipal priorities.
- Examples include:

- Highway de-designations where ownership/maintenance/responsibility of a provincial highway is transferred from the Government of Alberta to a municipal government.
- Designated Park Access Roadway (PAR)
- Emergent, special-need municipal transportation projects that address significant local or regional pressures.

#### 4.4.3 Ineligible Projects

Ineligible projects include:

- Underground utilities
- Water/wastewater servicing

#### 4.4.4 Ineligible Project Costs

The following costs are not eligible for LMI grant funding and are the responsibility of the municipality:

- Operating or normal maintenance
- Equipment
- Administrative activities
- GST
- Financing expenses
- Land acquisition
- Fencing
- Legal fees

#### 4.4.5 Application Process and Requirements

A municipality seeking assistance under the LMI program must submit an application by **November 30<sup>th</sup>** for funding in the following year. Approval will depend on the project and available funding.

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Project applications may be submitted to your Transportation and Economic Corridors [Regional Office](#) by email (preferred) or online through the [Municipal Grants Management Application](#) system, by the deadline. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.

Applications will be assessed and reviewed to confirm that the application meets program guidelines and will be competitively rated province-wide and a relative priority assigned. Municipalities will be advised by letter if they are successful in securing grant funding.

##### 4.4.5.1 Application Format

Applications must be prepared using the following format:

- 1) Cover Letter
- 2) Basic Information
- 3) Project Benefits
- 4) Project Information

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Transportation and Economic Corridors [Regional Office](#) for resubmission.

## **Cover Letter**

The cover letter for an application must be signed by the Chief Elected Official of the applying municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Local Municipal Initiatives (LMI).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.*

*I understand that this project must comply with all applicable legislation and with all guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.*

## **Basic Information**

Each application must begin by providing the following basic information:

- **Application Date** - the date the application is made.
- **Name of Project** - the name used to describe the project.
- **Project Location** - the legal description indicating the location of the project.
- **Map** - a map showing the location of the project.
- **Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project and indicate that the primary municipality is acting "on behalf of (names of municipalities)".
- **Contact Information** - the name, position, telephone, and e-mail of the person taking the lead on the project—the person who would provide information or make a presentation on the proposal, if requested by Transportation and Economic Corridors.
- **Engineer** - the name of the individual and/or firm, which is providing professional engineering services for the project, as well as the engineering reports, prepared for the project. Note that any review of engineering reports is not technical in nature, and the department accepts no liability for the engineering work done.
- **Total Project Cost** - the total estimated cost of the project, excluding GST.
- **LMI Funding Requested** - the amount of LMI funding which the applicant is requesting.
- **Source(s) of Balance of Funding** - how the applicant expects to contribute its share of the funding.
- **Estimated Completion Date** - the date by which the project is expected to be completed.

## **Project Benefits**

This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide. Any economic development plan for the community which indicates the significance of the project for the achievement of the plan should be included.

- **Project Rationale** - a description of the significance of the project and how it will address the needs of users. Please detail the impact should the project not be completed.
- **Safety Benefits** - a description of how safety will be improved for all traffic.
- **Economic Benefits** - if appropriate, the impact on existing or proposed development(s) should be included, with reference to the number of new permanent jobs to be created, and the value of new investment.
- **Partnership** - a description of how the proposed project links into the transportation system in the area, any cooperation with another municipality, and confirmation of any participation by industry/private sector involved in funding the project.
- **Outside Funding** - if municipality has been able to leverage funding from another source, i.e. the federal government or private sector, include the amount and source of funding as a benefit.
- **Supporting Documentation** - letter of support from local MLA, engineering reports, planning studies and/or condition surveys.

**Project Information**

Each application must include a thorough description of the proposed project including:

- **Project Description** - a description of the standard of work to be undertaken, including any engineering surveys or other studies available.
- **Financial Information** - a proposed budget for the project using the following format:
  - **Costs**  
Engineering/Consulting  
Construction Contract  
Materials and Equipment  
Other (please specify)  
Total Costs
  - **Sources of Funds**  
LMI Grant Requested  
All other Sources (please specify)  
Total Sources of Funds
  - **Cash Flow** - a summary cash flow statement showing when funding is needed in the following format:

.....  
**CASH FLOW**

(thousands of dollars)

<b>Fiscal Year (Apr 1 – Mar 31)</b>	Year	Year	Year	Year
LMI Funds				
Applicant				
Other Funds (please specify)				
<b>Total</b>				

**4.4.6 Evaluation Process**

Applications will be assessed and reviewed to confirm that the application meets program guidelines and competitively rated province-wide. A prioritized list of projects will be recommended to the Minister for funding approval.

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall highway transportation network
- The current condition of the infrastructure
- Total traffic volumes
- Truck traffic volumes
- Cost effectiveness and efficiency
- Cost-sharing with industry
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Use of alternate sources to fund the project (i.e. federal or private sector investment)

**Please note:** Transportation and Economic Corridors reserves the right to make suggestions for changes and/or additions to the project.

The department will review the proposed project to finalize the prioritized list and the highest priority projects, subject to budget availability, will then be recommended to the Minister for approval. Municipalities will be advised by letter should their project be approved.

Once a project has been approved, the municipality will be expected to enter into a project memorandum of agreement between Transportation and Economic Corridors and the municipality.

If your project is not approved for funding and you have questions about the decision, you can contact your Transportation and Economic Corridors [Regional Office](#) to discuss individual applications.

#### **4.4.7 Funding**

Municipalities can receive funding for up to **50 per cent** of the eligible cost of their project. Existing paved park access roads will continue to be cost-shared on a **75 per cent** provincial, **25 per cent** municipal basis.

The municipality is required to undertake projects on a contract basis. Private sector contractors and suppliers must be used to carry out all work.

#### **4.4.8 Reporting Requirements**

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Reports are submitted either to your Transportation and Economic Corridors [Regional Office](#) or online through the [Municipal Grants Management Application](#) system. The municipalities shall advise their respective [Regional Office](#) of any online submissions made through the [Municipal Grants Management Application](#) system.



## **Town of Onoway Request for Decision**

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 14, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	FCSS Committee – Meeting Minutes

### **BACKGROUND / PROPOSAL**

In February, 2025 Council passed Bylaw 821-25, the Council Committee Bylaw. The FCSS Committee was formed to review and provide recommendations on funding requests received.

The FCSS Committee met on May 16, 2025. The decisions arising from the meeting are summarized and require Council approval.

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

#### **COMMITTEE MEMBERS**

The Committee is composed of: Councillor Robin Murray, Chair; Dave Kenney – Vice Chair and Board Member at Large and Judy Moore – Board Member at Large, with Gino Damo providing Administration support.

The minutes of the FCSS Committee meeting of May 16, 2025 are attached for Council review and approval. The recommended action is listed below.

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

NONE.

### **RECOMMENDED ACTION**

THAT Council approve the minutes from the May 16, 2025 FCSS Committee Meeting as presented.

### **ATTACHMENTS**

Minutes – May 16, 2025 FCSS Committee meeting.



**TOWN OF ONOWAY**  
**FCSS COMMITTEE MEETING MINUTES**  
**FRIDAY, MAY 16, 2025**  
**TOWN OF ONOWAY CIVIC CENTRE- COUNCIL CHAMBERS**

	<b>PRESENT</b>	Robin Murray – Chair - Town Elected Board Member Dave Kenney – Vice-Chair - Board Member at Large Judy Moore – Board Member at Large  Administration – Gino Damo, Director of Corporate and Community Services
1.	<b>CALL TO ORDER</b>	Gino Damo, Administration, Town of Onoway, called the meeting to order at 2:47 p.m.
2.	<b>AGENDA Motion #001/25</b>	<b>MOVED</b> by Robin Murray that the Committee approve the agenda of the Town of Onoway FCSS Committee meeting of Friday, May 16, 2025, as presented.  <b>CARRIED</b>
3.	<b>MINUTES</b>	N/A
4.	<b>ACTION ITEMS</b>  <b>NOMINATIONS FOR CHAIR</b>          <b>NOMINATIONS FOR VICE-CHAIR</b>	Gino Damo, Administration, Town of Onoway, assumed the Chair. Gino Damo called for nominations for Chair for the first time. Robin Murray nominated Dave Kenney as Chair. Dave Kenney declined the nomination. Dave Kenney nominated Judy Moore as Chair. Judy Moore declined the nomination. Judy Moore nominated Robin Murray as Chair. Robin Murray accepted the nomination. Robin Murray was declared the Chair and assumed the Chair Robin Murray called for nominations for the position of Vice-Chair. Robin Murray nominated Dave Kenney as Vice-Chair. Dave Kenney accepted the nomination.

**TOWN OF ONOWAY**  
**FCSS COMMITTEE MEETING MINUTES**  
**FRIDAY, MAY 16, 2025**  
**TOWN OF ONOWAY CIVIC CENTRE- COUNCIL CHAMBERS**

<b>5.</b>	<b>INFORMATION ITEMS</b>	
	<b>Motion #002/25</b>	<b>MOVED</b> by Dave Kenney that the FCSS Committee Terms of Reference be accepted for information.  <b>CARRIED</b>
	<b>Motion #003/25</b>	<b>MOVED</b> by Judy Moore that the 2025 FCSS Process be accepted for information.  <b>CARRIED</b>
<b>6.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Chair Robin Murray declared the meeting adjourned at 4:15 p.m.



## Town of Onoway Request for Information

Meeting:	<b>Council Meeting</b>
Meeting Date:	August 14, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Municipal Accountability Program – 3 <sup>rd</sup> response to Government

### BACKGROUND / PROPOSAL

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the MGA. Municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Town of Onoway was scheduled for the second round of the municipal accountability review and Council received information on legislative gaps at the November 14, 2024 and February 27, 2025 Council meetings. The 3<sup>rd</sup> response to Government (attached) provided actions taken by Administration to ensure compliance.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The highlighted items have been completed and submitted to Alberta Municipal Affairs. The remaining items require action from Administration to complete. Staff have until year end 2025 to be compliant. This is the list of items requiring corrective action:

- requirement to ensure municipal documents are signed in accordance with the MGA (pg 9)
- requirements for public hearings (pg 16)
- requirements that meetings conducted by electronic means be in accordance with the MGA (pg18)
- requirement for the procedural bylaw to be in accordance with the MGA (pg 19)
- requirement for the code of conduct bylaw to comply with the MGA and regulation (pg 20)
- requirement to establish a bylaw enforcement officer bylaw in accordance with the MGA (pg 22)
- requirement to adopt a capital budget (pg 31)
- requirements for the three-year operating and five-year capital plans (pg 32)
- requirement for the municipality to appoint an auditor, ensure the audited statement are submitted to the Ministry on time and approved by Council (pg 33)
- requirement for borrowing bylaws to be in accordance with the MGA (pg 35)
- requirement for the content of assessment notices to be in accordance with the MGA (pg 39)
- requirement for the property tax bylaw to be in accordance with the MGA (pg 41)
- requirement for the content of tax notices to be in accordance with the MGA (pg 42)

- requirement to prepare a tax arrears list annually (pg 56)
- requirement to prepare a municipal development plan in accordance with the MGA (pg 60)
- requirements to establish a subdivision and development appeal board (pg 63)
- requirements that offsite levy bylaws be in accordance with the MGA (pg 64)
- NEW LEGISLATIVE REQUIREMENT – Joint Use and Planning Agreement to be developed with the school board – timeframe to complete this item is June 2026

Staff have and are continuing to ensure legislative compliance.

## **STRATEGIC ALIGNMENT**

Good Governance

## **COSTS / SOURCE OF FUNDING**

None.

## **RECOMMENDED ACTION**

THAT Council accept the information provided in Administration's third response to the 2023/24 Municipal Accountability Program Report.

## **ATTACHMENTS**

July 14, 2025 letter from CAO Thompson to AB Municipal Affairs and attached list of corrective actions taken.



**TOWN OF ONOWAY**

Mail: Box 540  
Oneway, Alberta  
T0E-1V0  
Town Office: 4812-51 Street  
Phone: 780-967-5338  
cao@onoway.ca

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July 14, 2025

Alberta Municipal Affairs-Municipal Services Division  
Attention: Gary Sandberg, Assistant Deputy Minister  
17<sup>th</sup> Floor Commerce Place  
10155 – 102 Street  
EDMONTON, Alberta T5J 4L4

Dear Mr. Sandberg:

**Re: Town of Oneway Municipal Accountability Review – 3<sup>rd</sup> Response**

Enclosed is the third response for the Town of Oneway's 2023-34 MAP Report. This is our progress to date in addressing the legislative gaps and documentation is attached.

Two items are still outstanding: the updated Municipal Development Plan (MDP) is being worked on; and Public Hearings - a public hearing will be held in the next few months regarding the required amendments to the MDP and the hearing minutes will be forwarded.

The Town anticipates completion of outstanding items by year end 2025.

Thank you.

Yours truly,

A handwritten signature in blue ink that reads "Jennifer Thompson".

Jennifer Thompson  
Chief Administrative Officer

JT/dg

Enclosures

c.c. Town Council

Municipal Services Division  
Attention: Nnamdi Njoku

**2023/24 MAP REPORT RESPONSE – TOWN OF ONOWAY – 3<sup>RD</sup> RESPONSE**

<b>DESCRIPTION</b>	<b>BYLAW</b>	<b>ACTION TAKEN/ACTION REQUIRED</b>	<b>DATE TO GOA</b>
Procedure Bylaw	831-25	Amended Council Procedure Bylaw attached	July 14, 2025
Auditor, Audited Financials and Financial Information Return		Financials were posted April 28, 2025 Link: <a href="https://www.onoway.ca/public/download/files/263134">https://www.onoway.ca/public/download/files/263134</a>	July 14, 2025
Assessment Class Bylaw	827-25	Assessment Class Bylaw attached	July 14, 2025
Property Tax Bylaw	828-25	Property Tax Bylaw 828-25 attached	July 14, 2025
Tax Notices		Certified Tax Notice attached	July 14, 2025
Off-Site Levies	511-98	Bylaw 511-98 and Feb 23, 1998, March 8, 1998 and March 23, 1998 Minutes are attached	July 14, 2025



# ADMINISTRATION MONTHLY REPORT-

## July/August 2025

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**COMPLETED BY:** Jennifer Thompson, CAO

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### TASKS

- Economic Development – communication with interested entrepreneurs regarding the Alberta Advantage Immigration Program – Rural Entrepreneur Stream – met with an interested entrepreneur and responded to three immigration consultants.
- Finalizing Fire Bay Rental with LSAC
- Property Valuation Assessment with Suncorp Valuations – data collection including blueprints, upgrades, equipment make, model, serial number of all municipal building.
- Attended the Astam Cultural Camp opening with members of Council
- Retrieve data for Access to Information Request
- Met with Tara Zellers regarding the Investment Attraction Marketing Strategist (IAMS) program with Community Futures Yellowhead East
- Prepare agreement for sewer service line replacement to use for all future cost share replacement.
- On boarding of new Human Resources Management assistance and policy review
- Data gathering for detailed asset management assessment

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### UPCOMING

- Joint Use Planning Agreement – Northern Gateway School Division
  - Property Valuation with Suncorp Valuations – scheduled for August 29
-

## 2025 MOTION TRACKING – CAO ACTION LIST

MOTION	DATE	DESCRIPTION	STATUS	COMPLETED	LEAD
004-25	Jan. 9/25	Bylaw 821-25 – Establish Committees of Council – had first and second readings	Need to schedule for third reading (will be on the Feb. 13/25 meeting)	Feb. 13/25	CAO
007-25	Jan. 9/25	Bylaw 822-25 – Non-Residential Development Incentive	Discuss at a future COW meeting	Jan. 23/25	CAO
009-25	Jan. 9/25	FCSS Process	Discuss Terms of Reference at a future COW Mtg.	Jan. 23/25	DCCS
014-25	Jan. 9/25	Water Consumption at Northern Gateway Public School	Provide Council with additional information re water usage – no info received to date		CAO
017-25	Jan. 23/25	Onoway Curling Club – Mike Kellar	Discuss at a future COW meeting		CAO
019-25	Jan. 23/25	Ride for Mom – Kevin O'Connor	Advise organizer that Town is approved as a stop and work to promote event with community volunteers	Feb./25	DCCS
066-25	Feb. 27/25	MAP Response	Ongoing–completion date summer 2025		CAO
076-25	Mar. 13/25	Inter Municipal Dev Plan-ICF Committee	Need to appoint Committee members at Org Meeting and begin negotiations in 2026		CAO
080-25	Mar. 13/25	Elk's Park	Next Steps as per meeting discussion		DCSS
081-25	Mar. 13/25	Northwest of 16 Reg Tourism Ass'n	Council to approve membership / actions	Mar. 27/25	CAO
097-25	Mar. 27/25	Regional Business Networking Breakfast	Administration to organize in <b>Fall 2025</b>		
110-25	Apr. 10/25	C-COU-REM-1	Council to ratify COW recommendation to maintain rates	Apr. 24/25	DCSS
115-25	Apr. 24/25	Integrity Commissioner Agreement	Administration to provide Strategic Steps with notice to terminate effective May 31, 2025	Apr. 28/25	CAO
152-25	May 22/25	Investment Pkg for Residential Devel	Admin to prepare package - <b>Priority</b>		CAO
153-25	May 22/25	Non Residential Tax Incentive	Prepare pkg for Lot 1 B1A Plan 02 0837		CAO
169-25	June 12/25	Non-Profit Day Care Request for tax exemption	Advise 88000 that they don't qualify for exempt status		DCSS

Latest update: July 17, 2025

YELLOW HIGHLIGHT = ACTION COMPLETED

Onoway Town Council Agenda August 14, 2025



177-25	June 25/25	Community Hall Lease Negotiations	Open negotiations with the hall		CAO
181-25	June 25/25	Elk's Park and Bretzlaff Park Improvements	Bring Committee of the Whole recommendation to approve Elks and Bretzlaff to Council	July 10, 2025	CAO
185-25	June 25/25	Rental of the Fire Bays	Lease Agreement with LSAC		CAO
195-25	July 10/25	Roving Energy Manager	Submit application for energy management opportunities		DCSS

Latest update: July 17, 2025

YELLOW HIGHLIGHT = ACTION COMPLETED



# **DIRECTOR OF CORPORATE AND COMMUNITY SERVICES MONTHLY REPORT- July & August 2025**

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

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## **COMPLETED & ONGOING TASKS**

- **Working on finalizing Roving Energy Manager Program.**
- **Working on 2025 Public Engagement Survey report with Catalyst Communications.**
- **Sent FCSS Deadline reminders.**
- **Drafted and presented Roving Energy Manager Program Grant for July 10, 2025, Council meeting.**
- **Drafted and presented 2025 Fees and Charges Bylaw # 832-25 for July 10, 2025, Council meeting.**
- **Met with Ben Proulx from Catalyst Communications to review Public Engagement Survey results report.**
- **On Vacation First and last week of July.**
- **Met with Associated Engineering to discuss LSAT STIP Grant project details.**
- **Drafted and presenting July 1-31, 2025, Cheque listing for August 14, 2025, Council meeting.**

- **Drafted and presenting Operating & Capital Statement- Q1 & Q2 for August 14, 2025, Council meeting.**
- **Drafted and presenting Balance Sheet for August 14, 2025, Council meeting.**
- **Drafted and presenting FCSS Committee Meeting Minutes for August 14, 2025, Council meeting.**



## **PUBLIC WORKS MONTHLY REPORT- July/August 2025**

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**COMPLETED BY:** Gary Mickalyk

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### **UPDATE:**

- Grass cutting is on a routine schedule
  - Weed control began on June 17 – second application was in July
  - Public Works staff painted curbs, crosswalks and parking stall lines
  - Portions of the skate park will be moved to Bretzlaff Park in August
  - Washroom renovation at Elks Park will be completed in August
  - Wet well cleaning to take place in August
  - Work Orders completed as received
- 

### **PROJECTS:**

- Catch basin repair on 48 Avenue was completed
- Sidewalk replacement on 48 Avenue partially completed
- Sidewalks Canada completed tripping hazards and resurfacing
- Crack sealing downtown completed
- Lac Ste. Anne Trail North and South paving completed
- Crack sealing on LSA Trail North and South in progress
- Once crack sealing is completed, centre line painting will proceed

- **Sewer root and incrustation work resulting from the sewer CCTV project was completed**

**LAC STE. ANNE FOUNDATION  
BOARD MEETING MINUTES  
April 29, 2025  
Pleasant View Lodge – Community Center  
1:30 p.m.**

1. Call to Order- 12:22 p.m. by Ross Bohnet

Present: Ross Bohnet, Keith Pederson, Bernie Poulin, Daryl Weber, Sandy Morton, Paul Chauvet & Jeremy Wilhelm

Absent: Lisa Johnson

Guest:

Staff: Dena Krysik – CAO, Robin Strome – Finance Officer

2. Additions to /Approval of Agenda

Board Member Jeremy Wilhelm moves:

**Motion #25-015: That the Board approves the agenda for April 29, 2025 as amended 7f – ASCHA Conference Housing Report.**

Carried

3. Minutes

Board Member Bernie Poulin moves:

**Motion #25-016: That the Board approves the February 25, 2025 Board meeting minutes as presented.**

Carried

Board Member Daryl Weber Moves:

**Motion #25-017: That the Board approves the March 14, 2025 Special Board meeting minutes as presented.**

Carried

4. Financial

Board Member Jeremy Wilhelm moves:

**Motion #25 -018: The Board approves the Quarterly Financial Report at March 31, 2025 as presented.**

Carried

Board Member Keith Pederson moves:

**Motion #25-019: The Board approves the amended 2025 Management Budget as presented.**

Carried

Board Member Bernie Poulin moves:

**Motion #25-020: The Board approves the 2025 Maximum Rent Rates as presented.**

Carried

5. New/Other Business

Board Member Paul Chauvet moves:

**Motion #25-021: The Board approves the scope of work contract update for Derek Weiss Consulting in the amount of \$15,800.00 to be allocated from the proceeds received from the sale of the Community Houses under the Nominal Sum Disposal Program.**

Carried

6. Policy Review

7. Information Items

Board Member Jeremy Wilhelm moves:

**Motion #25-022: The Board approves accepts items 7a, 7b, 7c, 7d, 7e and 7f for the April 29, 2025 meeting as information.**

Carried

8. In Camera

9. Date, Place & Time of Next Meeting

All Board members move:

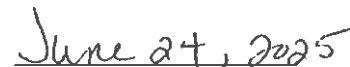
**Motion #25-023: The next Board Meeting is June 24, 2025 at 12:30 pm, location TBD.**

Carried

10. Adjournment

The Chair declares that as all matters have been attended to, the meeting is now adjourned at 1:45 pm.

  
Chairperson

  
Date

  
Chief Administrator Officer

  
Date



Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

June 25, 2025



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

Dear Mayor Lenard Kwasny:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



Trevor Daroux, O.O.M.  
Deputy Commissioner  
Commanding Officer Alberta RCMP

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445

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**FW: Amendments to the Community Organization Property Tax Exemption Regulation**

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**From** Jennifer Thompson <CAO@onoway.ca>

**Date** Fri 7/25/2025 10:42 AM

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

 1 attachment (110 KB)

Fact Sheet - COPTER.pdf

For next agenda please

**From:** ma.aptp@gov.ab.ca <ma.aptp@gov.ab.ca>

**Sent:** July 25, 2025 10:39 AM

**To:** Jennifer Thompson <CAO@onoway.ca>

**Subject:** Amendments to the Community Organization Property Tax Exemption Regulation

I am writing to inform you of recently approved amendments to the Community Organization Property Tax Exemption Regulation (COPTER). All amendments to COPTER will come into force on January 1, 2026 and the expiration date is updated to December 31, 2030.

These changes are designed to improve clarity and consistency in the application of property tax exemptions, promote equitable treatment of properties providing similar services, and modernize definitions to reduce administrative burden.

Key amendments include expanded eligibility for organizations serving disadvantaged persons, clear criteria for continuing care, supportive living facilities, and temporary and transitional housing, as well as administrative updates.

Please see the attached Fact Sheet for more detailed information on the changes. My staff will continue to engage with stakeholders to help support implementation over the coming weeks and months, including an updated version of Property Tax Exemptions in Alberta: A Guide, that will be made available on the Government of Alberta website.

Over the coming years, Municipal Affairs staff will monitor the impacts of these amendments and continue to welcome feedback from stakeholders. Thank you for your continued partnership in supporting Alberta's communities.

Should you have any questions about the COPTER amendments, please contact [ma.aptp@gov.ab.ca](mailto:ma.aptp@gov.ab.ca)

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# Amendments to the Community Organization Property Tax Exemption Regulation

## Regulation Change Summary - July 2025

### Overview

The *Municipal Government Act (MGA)* provides the legislative framework for Alberta's municipal governments and establishes the province's property assessment and taxation system.

Under the *MGA*, the Community Organization Property Tax Exemption Regulation (COPTER) establishes the criteria under which municipalities provide property tax exemptions to non-profit organizations (NPOs). Many organizations in Alberta rely on these exemptions to support their operations and fulfill their charitable or benevolent purposes that serve the public interest.

The Government of Alberta has approved amendments to COPTER that improve clarity and consistency in the application of property tax exemptions.

### Key Changes

#### Eligibility for Organizations Serving Disadvantaged People

COPTER now clearly indicates NPOs with a primary purpose to serve disadvantaged people are eligible for property tax exemptions, provided their activities meet the regulation's charitable or benevolent use criteria.

This interpretation aligns with policies in the *Alberta Human Rights Act (AHRA)* that help to address disadvantages, by recognizing that serving a specific disadvantaged population—when done for a charitable purpose that benefits the broader public—does not disqualify an organization from exemption.

- Stakeholders raised concerns that a key purpose of the NPO sector is improving lives of disadvantaged people and that the restricted access provisions in COPTER may prevent some of this work.

#### Continuing Care and Supportive Living Facilities

The updates will clearly allow for certain types of non-profit continuing care homes, licensed under the *Continuing Care Act (CCA)*, to be eligible for tax exemption. This clarification helps municipalities and non-profits better understand which care facilities are eligible for property tax exemptions.

Eligible facilities include type B (formerly known as designated supportive living) and type C (hospice and palliative) continuing care homes and Supportive Living Accommodations (such as group homes) licensed under the *CCA*. The facilities still must be held by a NPO and meet the relevant conditions of COPTER. These updates improve equitable treatment of properties that provide similar services.

#### Temporary and Transitional Housing

Clear property tax exemption criteria are added for non-profit temporary and transitional housing to provide greater certainty to organizations and promote consistent application across the province.

- Temporary and transitional accommodations offer wraparound services such as mental health and addiction support along with accommodations for disadvantaged persons.

#### Administrative Updates

For clarity and consistency of interpretation, updates include several administrative changes.

The *MGA* was amended, effective 2025, to establish property tax exemptions for subsidized affordable housing. These updates to COPTER clarify that affordable housing accommodations are not eligible for property tax exemption under COPTER.

A definition of minor entrance or service fee was added to clarify fees should not impede the use of property by the general public.

The list of 'Professional Sports Franchises' was updated to reflect Alberta's current professional teams.

Amendments also clarify that restricting access to administrative, parking, or storage areas for the purposes of safety, liability, or property protection does not affect exemption eligibility, if these areas support the NPO's purpose.

## Implementation

Amendments to COPTER will take effect January 1, 2026, with the regulation extended so that it expires on December 31, 2030.

The Property Tax Exemptions in Alberta: a guide will be updated to reflect changes to COPTER and will be available on Open Alberta.

## Resources

To learn more, please refer to:

- COPTER amendment regulation: [M.O. MAG:007/25 - Municipal Affairs](#)
- Current version of COPTER:  
[https://open.alberta.ca/publications/1998\\_281](https://open.alberta.ca/publications/1998_281)
- Current version of the Property Tax Exemptions in Alberta: a guide:  
<https://open.alberta.ca/publications/0778541894>

## Contact us

Phone:	780-422-1377
Toll-free in Alberta:	310-0000
Email:	<u><a href="mailto:ma.aptp@gov.ab.ca">ma.aptp@gov.ab.ca</a></u>

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**RE: NW of 16 Newsletter**

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**From** wpreugschas@xplornet.com <wpreugschas@xplornet.com>

**Date** Tue 7/29/2025 10:00 PM

**To** Tourism <gohardranch@gmail.com>; NW 16 <rj@afnbc.ca>; 'Davis Prizgintas' <DPrizgintas@westlock.ca>; 'Sheila' <ingonalberta@gmail.com>; info@thriveednetwork.com <info@thriveednetwork.com>; angela@angelawellness.com <angela@angelawellness.com>; ilseefvanloon@gmail.com <ilseefvanloon@gmail.com>; littlewolfcabins@gmail.com <littlewolfcabins@gmail.com>; ajobrien@telus.net <ajobrien@telus.net>; day.cindy@gmail.com <day.cindy@gmail.com>; marketing@pwcoop.ca <marketing@pwcoop.ca>; 'Cindy Suter' <csuter@lsac.ca>; wildvioletacres@gmail.com <wildvioletacres@gmail.com>; deepcreeksangudo@gmail.com <deepcreeksangudo@gmail.com>; marvin.polis@stimulant.ca <marvin.polis@stimulant.ca>; westlockmuseum@yahoo.ca <westlockmuseum@yahoo.ca>; barb@canadiantractormuseum.ca <barb@canadiantractormuseum.ca>; petarkimb@gmail.com <petarkimb@gmail.com>; Debbie Giroux <Debbie@onoway.ca>; dfedorvich@countybarrhead.ab.ca <dfedorvich@countybarrhead.ab.ca>

**Cc** 'Chris Down' <chris.down@travelalberta.com>; 'Christopher Smith' <Christopher.Smith@travelalberta.com>; iskuban@gmail.com <iskuban@gmail.com>

 1 attachment (274 KB)

NW of 16 Member Offer to INGon.pdf;



## **NORTHWEST OF 16**

### **REGIONAL TOURISM ASSOCIATION**

**Hello Members of NW of 16 and participants of networking sessions,**

## **Newsletter**

A quick update for our followers of Northwest of 16. Summer is moving along quickly.

- Tourism Brochures have been completed and are being distributed throughout the region.

- If you have events or know of events coming up, please connect on the website to make sure they're posted on the website and on social media. <https://www.northwestof16.com/member> .
- Remember that Alberta Open Farm Days is happening in many areas August 16<sup>th</sup> and 17<sup>th</sup>.
- Be sure to “**follow**” NW of 16 on Facebook. “**like**” and “**share**” NW of 16 posts on social media.
- We are constantly working at updating and adding venues and tourism businesses to our website.  
**northwestof16.com**
- If your business isn't listed or you know a tourism business that has not yet been listed on the website, please connect at <https://www.northwestof16.com/member>
- Northwest of 16 has become a member of **Travel-ING On Tourism Co-operative**. They are working on interactive maps for all of Alberta and are an added resource to our region. Members of NW of 16 can become members of that organization at a reduced rate and gain promotional benefits there. Sheila Willis's letter explaining the organization and its benefits is attached.  
**ingonalberta@gmail.com**
- Our first **Tourism Day Pass Series tour** will be in August - Aug 22<sup>nd</sup>. It will be a Fun Tour with the aim of going to Woodlands Marina, to Gem's for lunch, to Carol's Country Cottage, to de Herdt Gardens, and to Lakeview Events. The target market for this will be the people staying at local campgrounds and RV places. A poster for the event is attached. We're also looking at organizing a museum tour for the 25<sup>th</sup> of August.
- Thanks to all our members, membership has increased to 34 members. 7 municipalities are amongst them. We're looking for more to register to get the benefits of collaboration and working together to improve our offerings in the region and to ultimately increase tourism in this region that is so close to Edmonton.
- Our next Board meeting is scheduled for **September 15<sup>th</sup> at 10:00.**

Did you know that we have all these **Golf Courses** in our region? Many of them also have RV campgrounds.

**Westlock area:**

- Westlock Golf Club and RV Park
- Hidden Vally Golf Course and RV Park – Fawcett

**Barrhead area:**

- **Barrhead Golf and Country Club – member of NW of 16.**
- Paddle River Golf and Country Club
- Batt Traps Golf and Recreation

**Lac Ste Anne County area:**

- Rich Valley RV Resort and Golf Course
- Alberta Beach Golf Resort
- Silver Sands Golf Course – Lake Isle
- Mayerthorpe Golf Course

**Whitecourt area:**

- Whitecourt Golf and Country Club

Walter Preugschas  
on behalf of the NW of 16 Board







## TOURISM DAY PASS SERIES

**AUGUST 22, 2025**

9AM - 9PM

\$120.00 per person

\$220.00 for 2 Adults

Rotating through all one hour events  
(River Boat, Paddle, Hiking)

\*\*Not included in Day Pass



**ARE YOU LOOKING FOR AN  
ORGANIZED GUIDED DAY TRIP?**

**THIS EVENT IS FOR YOU!**

- 9:00am - Depart Lakeview Lodge on Bus
- 9:30 - De Herdt Gardens for a Coffee or Tea\*\*
- 10:30 - Carols Cottage - Shop Local Artisan products\*
- 11:30 - Gems Cafe & Bistro for Lunch\*\*
- 1:00 - River Boat Tour
- 1:00 - Paddle / Kayak / Canoe
- 1:00 - Hiking
- 5:00 - Lakeview for BBQ & Campfire



**Woodlands RV Park  
& River Marina**



**RSVP BY: AUGUST 20, 2025**



**NORTHWESTOF16.COM**



**LAKEVIEW**