



AOWMA – 2025 Annual General Meeting

Member's Package



2025 Annual General Meeting (AGM) Agenda

Date: March 13, 2025 **Time:** 7:30 – 9:30 AM

Location: Nisku, Alberta

1. Opening and Welcome

- Call to Order
- Confirmation of Quorum
- Introduction of the Board of Directors
- Introduction of Scrutineers

2. Approval of Meeting Agenda and Previous Minutes

- Motion to adopt the agenda
- Motion to approve the minutes from the 2024 AGM (**Appendix A**)

3. Reports

- President's Message – *Information Only*
- Executive Director's Forward Looking – *Information Only*
 - Verbal Summary of Major Initiatives Planned for 2025
- Financial Report (Motion to approve required) (**Appendix B**)

4. Business Arising from Previous Minutes

- Open discussion on any business arising from previous minutes

5. New Business

- Open discussion on any new business

6. Elections of Board Members

- Call for nominations and election of:
 - President
 - Three Director positions
- Voting (if required)

7. Acknowledgements

- Introduction of new Board Members
- Recognition of outgoing Board Members

8. Adjournment

- Motion to adjourn the meeting

AOWMA 2024 Activity Report

Staffing and Leadership Changes

The past year has seen several key transitions within the administration of AOWMA.

- In 2024, Rebecca Moge joined the team as Training Coordinator, playing a vital role in supporting the development and delivery of training programs.
- In late 2024, Charles Hallett, the former Executive Director of AOWMA, stepped down for personal reasons.
- Brock Olive was appointed as Executive Director in January 2025. Initially, Brock is focusing on AOWMA and WCOWMA, with plans to gradually assume Executive Director responsibilities across the Western Canadian associations.

To ensure a smooth leadership transition, Brock is working closely with Lesley Desjardin, leveraging her experience and insights to maintain continuity in operations and strategic initiatives.

Ongoing Administrative Support

- Lisa Walton continues to play a crucial role in financial coordination and member services, ensuring financial stability and strong member engagement.
- Kelly remains dedicated to marketing and communications, supporting AOWMA and WCOWMA's outreach and engagement efforts.

These administrative changes position AOWMA for continued success in delivering value to its members while maintaining operational stability across the association.

Outreach & Engagement

In 2024, AOWMA strengthened engagement with Alberta Municipal Affairs, industry associations, and corporate partners to advance regulatory alignment, industry standards, and professional development. Collaboration with sister associations fostered shared advocacy efforts, while partnerships with corporate stakeholders supported training initiatives and industry awareness.

Beyond direct member engagement, AOWMA expanded outreach through government collaboration, industry partnerships, and corporate sponsorships. Moving forward, the association will continue to enhance training opportunities, deepen partnerships, and support industry-wide collaboration to strengthen its impact.

Newsletters

AOWMA newsletters remained a key communication tool in 2024, providing timely industry updates, regulatory information, training opportunities, and event announcements. Regular editions ensured members and stakeholders stayed informed about policy changes, upcoming courses, and industry best practices.

Efforts were made to improve content relevance and engagement, incorporating technical insights, regulatory updates, and partner contributions. Moving forward, AOWMA will continue to refine newsletter content, expand distribution, and leverage digital channels to enhance industry communication and outreach.

Magazine

WCOWMA's Onsite Informer magazine was published and released in December 2023, Spring/Summer 2024 and December 2024 with the next edition coming out in Spring/Summer 2025. Advertising opportunities are available for this publication; contact the WCOWMA-BC office more information.

Website & Digital Updates

AOWMA's website is continually monitored and updated to ensure seamless functionality and valuable resources for members and the public. In 2024, the Association updated its online store and changed payment providers twice, resulting in some temporary downtime but ultimately improving user experience and transaction efficiency.

The website serves as a referral tool for homeowners, helping them locate qualified professionals in their region and access best practices for onsite wastewater system maintenance. It is updated at least weekly to ensure the latest industry information is available. Additionally, members can log in to access exclusive resources, enhancing the value of their membership.

Member Resources

AOWMA's website features a members-only section designed to provide valuable resources for Alberta's onsite wastewater professionals. Members can access historical documents, including previous versions of regulations and Standard of Practice (SOP) manuals, ensuring they have reference materials for industry compliance.

The Knowledge Center hosts videos and webinars to support continuing education and professional development, including content related to SOP updates and applications. Additionally, members can log into the member portal to access forms, worksheets, and other essential tools that support their daily operations.

Convention & Trade Show

The 2024 AOWMA Convention & Trade Show was a key industry event, bringing together professionals, suppliers, and stakeholders to network, learn, and showcase innovations in onsite wastewater management. The trade show saw strong exhibitor participation, reflecting industry engagement and interest in new technologies and solutions.

Educational sessions covered technical advancements, regulatory updates, and best practices, ensuring attendees gained valuable insights. The success of the event reinforces its role as a premier networking and learning opportunity, and AOWMA will continue to build on this momentum to enhance future conventions.

Onsite Wastewater Practitioner Training

AOWMA's Onsite Wastewater Practitioner Training remains a cornerstone program, equipping industry professionals with the knowledge and skills needed for certification and regulatory compliance. The course covers design, installation, and maintenance best practices in alignment with Alberta's Standard of Practice (SOP).

In 2024, training demand remained steady, with course offerings ensuring accessibility across the province. AOWMA continues to refine and expand training opportunities, integrating practical applications, regulatory updates, and continuing education resources to support industry growth and professional development.

Septic Sense Public Education Program

The Septic Sense Public Education Program continues to be a key initiative in raising homeowner awareness about the proper operation and maintenance of onsite wastewater systems. Delivered in collaboration with Alberta Municipal Affairs and local municipalities, the program provides essential guidance on protecting system functionality, environmental health, and groundwater quality.

In 2024, AOWMA supported the expansion of Septic Sense workshops, ensuring greater outreach to rural homeowners and landowners. Moving forward, the association remains committed to enhancing public education efforts to promote responsible wastewater management across Alberta.

AGM Report – Financial Summary

Overview:

The Alberta Onsite Wastewater Management Association (AOWMA) maintained financial stability over the past fiscal year ending July 31, 2024. While revenue saw some differences in key areas these were driven by one-time changes, the association successfully managed expenses to maintain operational efficiency, and allocated surplus operating revenue to funds to support organizational initiatives and sustainability. The organization remains in a strong financial position with healthy cash reserves and no long-term debt.

Revenue Performance:

The Alberta Onsite Wastewater Management Association (AOWMA) received total gross revenue of \$653,696.00 from operations in the 2024 fiscal year. The accountant subsequently, upon our direction, allocated the bulk of the operating surplus of \$125,607 to various deferred revenue accounts and funds for future use reducing reported gross revenue to \$584,743 which is shown in the official income statement in Appendix B.

- **Certification & Training Revenue** – \$353,098 (↓17% from \$424,156 in 2023): The decrease is primarily due to a one-time revenue boost in 2023 from SOP update training, which did not occur in 2024.
- **Membership Dues** – \$93,082 (↓11% from \$104,560 in 2023): The difference is largely due to the timing of membership renewals, as revenue is recognized throughout the year, with some amounts carried forward as deferred revenue. This year the accountant deferred \$33,000 in membership dues to the next fiscal year.
- **Convention Fees** – \$113,516 (↑19% from \$91,897 in 2023): The increase is attributed to a strong trade show performance at the 2024 convention, higher exhibitor participation, while delegate registrations were soft.
- **Reimbursements & Sundry Income** – \$25,047 (↓3% from \$25,902 in 2023): Remained relatively stable, primarily derived from the sale of materials, manuals, books, and branded merchandise.
- **Alf Durnie Scholarship Fund** – \$1,210 (Not Recorded in 2023): A contribution of \$1,210 was received, but an equivalent expense allocation to the fund was made, and the accountant chose not to explicitly note it in the financial statements.

Key Revenue Takeaways:

- ✓ Certification & training revenue saw the most significant difference due to the absence of SOP update training in 2024.

- ✓ Membership revenue was impacted by renewal timing, though deferred revenue indicates future stability.
- ✓ Convention revenue demonstrated strong engagement from exhibitors while delegate attendance was soft.
- ✓ Merchandise and sundry sales remained steady, continuing to provide a consistent secondary income stream. Type text here

Expense Management:

The Alberta Onsite Wastewater Management Association (AOWMA) effectively managed expenses, with total adjusted costs of \$574,870 show in the income statement attached.

- **Convention Management** – \$22,201 (↓34% from \$33,723 in 2023): Cost reductions are mainly on paper only, as the accountant changed the distribution of administration expenses between categories.
- **Convention Expenses** – \$81,369 (↓20% from \$101,446 in 2023): Reflects lower overall attendance at the 2024 convention versus 2023, while convention revenue was higher this was driven by strong booth sales. Lower overall attendance resulted in lower food costs, food being the largest expense.
- **Board Meeting Expenses** – \$4,618 (↓53% from \$9,840 in 2023): Reduced in-person meetings, with a shift towards virtual board meetings.
- **Website Hosting & Maintenance** – \$2,238 (↓57% from \$5,197 in 2023): Decrease due to one-time costs in 2023 not recurring in 2024. 2023 saw several website updates.
- **Printing & Reproduction** – \$1,607 (↓36% from \$2,575 in 2023): Shift to new printer with reduced per page and leasing costs.
- **Member Materials** – \$13,733 (↓29% from \$19,220 in 2023): Decrease in the cost of membership package materials.
- **Professional Fees** – \$7,950 (↑126% from \$3,520 in 2023): Increase due to some modest inflation in professional accounting fees, while the bulk of the increase is the result of a business consulting contract to deliver a strategic planning session in Summer of 2024.
- **Travel, Meals & Accommodation** – \$3,506 (↑137% from \$1,478 in 2023): Increase is primarily an on-paper adjustment from the accountant.

Key Expense Takeaways:

- ✓ Convention and board-related costs decreased.
- ✓ Website and printing costs were reduced, reflecting a move toward digital efficiency.

- ✓ Administrative and professional fees increased, driven by external consultant engagement.
- ✓ Higher travel and shipping costs reflect increased engagement and distribution needs, as well as significant inflation (7%).

Net Income and Retained Earnings:

- The association posted a gross operating surplus of \$125,607.23 before allocations to various funds and resulting of a NET profit of \$9872.66.
- Retained earnings, increased to \$326,414 from \$279,621, supported by internal fund allocations mentioned above.

• Cash and Financial Position:

- Cash and term deposits totaled \$450,637, up from \$369,569 in 2023, demonstrating strong liquidity.
- Deferred revenue increased to \$80,878 (from \$57,827), indicating pre-paid membership and training registrations for future fiscal periods not yet earned.
- Long-term debt of \$30,000 was fully repaid (this was CEBA interest free loan), improving the financial outlook. AOWMA retained \$10,000 of the original \$40,000 plus some interest as outlined by the federal government.

• Operational Efficiencies and Future Considerations:

- The positive cash flow of \$125,607.23 signals operational resilience.
- Ongoing cost management efforts and strategic planning will be crucial in sustaining financial health.
- Training revenue remains an area to monitor, with efforts needed to stabilize and grow participation. Expect investments in training program updates in the 2025 fiscal year.
- Development of a sustainability fund to ensure a reserve of at least six (6) months operating costs to provide a hedge against unexpected downturns, macro-environmental events etc. will continue to be part of our financial management plan.

Conclusion:

AOWMA remains in a strong financial position, with no long-term debt, a solid cash reserve, and continued commitment to financial responsibility. Moving forward, enhancing training revenue,

optimizing expenses, and leveraging strong membership engagement will be key priorities for sustained financial success.

Alberta Onsite Wastewater Management Association

2024 Annual General Meeting

Westerner Park, Red Deer

Wednesday, February 14, 2024

Call to Order

7:57 A.M.

Opening Remarks:

Charles Hallett introduced the parliamentarian of the meeting, Carie Bedard and the Scrutineers, Joe Petryk, David Dobson and Stephen Hirose.

Quorum was established.

Introduction of current Board of Directors:

Clayton Foster – President

Ed Lemke – Vice President

Nicole Paggett – Secretary/Treasurer

Jim Wigmore - Director

Arnold Groot – Director

Ryan Ramage - Director

Tim Ierullo – Director

Mike Schmalz – Director

Rick Baxter – Director

Motion to adopt the 2024 AGM agenda as presented.

Moved by Glen deVries, seconded by Michael Carriere. **CARRIED.**

Motion to adopt the minutes from the 2023 AGM.

Moved by Nick Lavigne, seconded by Shawn Innes. **CARRIED.**

President's Report: Clayton Foster

Clayton welcomed everyone to the convention and thanked them for attending. He is grateful for the Board of Directors, as without them, there is no game. They are good group of people who are trying their best to move the industry forward.

Clayton also thanked all the vendors attending the trade show and urged everyone to stop by the booths and speak with them to see what's new.

Vice President's Report: Ed Lemke

This is a big year for convention, thinks it's a great idea and a good opportunity to "get hands on." Ed invited everyone to come over to the hands-on displays to help build the pressure distribution system.

Rebuilding after COVID is taking some time, but the industry is looking good.

Ed thanked everyone for coming and hopes they have a good convention.

Executive Director's Report: Charles Hallett

The past year has been a transition with it's ups and downs. He has been busy building relationships and has been able to visit many places around the province. It's been nice meeting and speaking with people to see what they would like from the Association and how the AOWMA can better serve its members and move the industry along. He has been listening to the membership and bringing those comments, concerns and suggestions to the Board.

Together with the Board, Charles has been working on a budget and forecasting to see where the Association is at.

Hosting the convention in a venue where there is also a hotel is one of the biggest concerns Charles has heard. Although he agrees that it is nice to be in one place, the cost of hosting the convention in a hotel with a convention centre is 40-50% higher. The hotel we have used in the past is not operational yet as their convention space is still under construction.

Charles has had many people ask what their AOWMA membership gives them and why they should become a member or renew their membership. One big new perk is a new partnership with NAPA where members can receive up to a 35% discount. Being part of the Association gives us a larger voice with dealing with Alberta Municipal Affairs, members are listed under "Locate a Pro" on the AOWMA website and help from the office is always available.

The AOWMA is part of the Western Canada Onsite Wastewater Management Association (WCOWMA) and he's been working with the other provinces. As WCOWMA, the four western

provinces have an even larger voice when trying to initiate positive changes for the onsite wastewater industry.

Charles thanked the vendors for their support of the AOWMA and for attending the Convention Trade Show. It's great to see past vendors returning and to have new vendors attending for the first time. We're very thankful the vendors are here and he encouraged everyone to make time to attend the trade show.

Charles also thanked the Board of Directors, the Convention Committee and the administration for the time they put in to make this convention a success. There is a lot that goes on behind the scenes and the convention happens because of them.

Motion to accept the President's, Vice President's and Executive Director's reports.

Moved by Daniel Morris; seconded by Dave Dallaire. **CARRIED.**

Financial Report: Nicole Paggett – Secretary/Treasurer

As of July 31, 2023, the Association had income of \$648,015.00 and expenses of \$647,805.00, resulting in a very small surplus of \$210.00.

On July 31, 2023, the Association had \$168,169.00 in the chequing and holding accounts, \$34,545.00 in accounts receivable, \$1,015.00 in inventory and supplies, \$1,290.00 in interest receivable, \$2,588.00 in prepaid expenses, and \$4,102.00 receivable from related parties. Term deposits (GICs) have a total value of \$201,400.00 consisting of \$69,624.00 in the Training Development Fund, \$33,532.00 in the Institutionalization Fund, and \$11,193.00 in the scholarship fund, leaving \$87,051 as unallocated funds held in GICs. We have \$11,261.00 in computer equipment and office furnishings which is included in total assets as well. Total assets equal \$424,370.00.

Payables to July 31, 2023, were at \$56,922.00, which includes the Alf Durnie Scholarship Fund of \$11,193.00. There are other current liabilities: Canada Emergency Business Account (CEBA) government grant of \$30,000.00, accrued liabilities of \$3,200.00, prepaid insurance of \$3,844.00, deferred revenue from training of \$8,834.00, training development fund of \$69,624.00, the institutionalization fund of \$33,532.00. Deferred membership income of \$37,800.00 reflects prorated membership fees set aside by the accountant for those memberships that straddle two fiscal years. GST payable is \$4,149.01. The deferred certification and prepaid membership dues will be pulled into income in the 2023/2024 fiscal year.

Total liabilities equal \$144,749.00. Total equity equals \$279,621.00.

Assets, liabilities, and equity balance out at \$424,370.00.

Financial reports from the reviewing accountant are included at the end of this report. The Board policy is to have the accounts audited every two years and reviewed on alternate years. Should there be any significant change to the financial reports following the audit, the members will be updated.

Audit Report for year ended July 31, 2022

The audit report of the financial statements for the Fiscal Year Ended July 31, 2022, has been received from Rutwind Brar LLP Professional Accountants. The audit report found the financial statements present fairly, in all material respects, the financial position of the organization. They found no areas of concern; no changes were required to the financial statements that were prepared by our Accountant and presented at the 2023 AGM.

Reserve Funds

Our term deposits (GICs) are considered as reserve funds. Not-for-profit reserve funds are liquid assets that organizations set aside to fund planned future needs, or cushion against unplanned events and expenses. Reserve funds help the Association in the following ways:

Weathering rainy days. Making sure we have the resources to continue operating in the face of a natural disaster, economic downturn, or pandemic. We're maintaining cash flow projections and performing sensitivity analyses on those projections to help us understand how much we should ideally be setting aside as an operating reserve fund. In the worst-case scenario, reserves can be used for an orderly shut down of the Association.

Planning for new programs. We need to stay relevant and adapt our programs to meet changing socioeconomics and demographics. An example of this would be updating our training materials to ensure we are current to regulations and changing technological requirements.

The standard recommended practice is that a Not-for-profit should seek to have 3-6 months of operational reserves set aside. The Association currently has annual operational expenses of approximately \$285,500. Following the recommended practice of 3-6 months worth of reserves, the Association should have between \$71,250 and

\$142,500. As noted in the attached financial reported, our unallocated reserves funds have a current balance of \$87,051. When the Association has revenue that exceeds expenses, the extra revenue can be directed into reserve funds, such as training development, additional staffing, or unallocated funds for future use.

Nicole spoke about the cost increase in some areas of the report:

- Board Meeting costs: returning to in-person board meeting after holding all meetings virtually.
- Staffing Funds: has been depleted, as expected, due to the Executive Director transition.
- Convention costs are higher due to returning to in-person after COVID. Westerner Park is still a lower cost than the hotel.

Nicole also thanked the admin team, vendors and suppliers for their time, donations and support.

Question – Is the AOWMA looking at other banks for better rates of return when renewing GICs?

Answer – All of WCOWMA uses the Royal Bank, but it's definitely something that could be looked into.

Motion to accept the Finance Report as presented.

Moved by Michael Carriere; seconded by Nick Lavigne. **CARRIED.**

New Business Arriving from the Minutes: none arising

New Business: none brought forward

Elections:

The Association Board of Directors is looking to fill the following positions:

- Vice President
- Secretary/Treasurer
- Director
- Director
- Director

The non-member scrutineers are:

- Joe Petryk

- David Dobson
- Stephen Hirose

Nomination Process:

- A nominator nominates a nominee
- The nominee can accept or deny the nomination
- If the nominee accepts, they obtain a seconder and a third for their nomination

Candidates for Vice President: 2 Candidates nominated.

1. Ed Lemke
 - a. Nominated by Chad Widmer
 - b. Seconded by Amir Azizi
 - c. Third by Mario Bedard
 - i. Ed accepted the nomination.
2. Nicole Paggett
 - a. Nominated by Daniel Morris
 - b. Seconded by Justin Quinton
 - c. Third by Cody Giesbrecht
 - i. Nicole accepted the nomination.

No other nominations for Vice President after three calls. Nicole Paggett received the most votes and is elected to be Vice President.

Candidate for Secretary/Treasure:

1. Rick Baxter
 - a. Nominated by Dave Dallaire
 - b. Chad Widmer
 - c. Nick Lavigne
 - i. Rick accepted the nomination.

No other nominations for Secretary/Treasurer after three calls. Rick Baxter is Secretary/Treasurer by acclamation.

Candidates for Three Director Positions:

1. Tim Ierullo
 - a. Nominated by Jim Wigmore
 - b. Seconded by Trevor Heywood
 - c. Third by Scott Morrison

- i. Tim accepted the nomination.

2. Shawn Innes

- a. Nominated by Michael Schmatz
- b. Seconded by Ed Lemke
- c. Third by Tim Ierullo
 - i. Shawn accepted the nomination.

3. Ed Lemke

- a. Nominated by Chad Widmer
- b. Seconded by Amir Azizi
- c. Third by Mario Bedard
 - i. Ed accepted the nomination

Board of Director Nominations from the Floor:

- 1. Nick Lavigne
 - a. Nominated by Dave Dallaire
 - i. Nick accepted the nomination.

After 3 calls, no other nominations came forward and voting commenced.

Based on the number of votes received for each candidate, the 3 new Board of Directors are:

- 1. Shawn Innes
- 2. Ed Lemke
- 3. Nick Lavigne

Motion to destroy the executive position ballots.

Moved by Jim Wigmore; seconded by Nick Lavigne. **CARRIED.**

Motion to destroy the Board of Directors ballots.

Moved by Chris Manchester; Michael Carriere. **CARRIED.**

2024 – 2025 Board of Directors

Executive

Clayton Foster – President

Nicole Paggett– Vice-President

Rick Baxter – Secretary/Treasurer

Charles Hallett – Executive Director

Directors

Arnold Groot

Jim Wigmore

Ryan Ramage

Shawn Innes

Ed Lemke

Nick Lavigne

Acknowledgement of Departing Board Members:

Clayton thanked the following outgoing Board members:

- **Mike Schmalz** – Mike was an inaugural member of the AOWMA 27 years ago. It's been nice to have him back on the board.
- **Tim Ierullo:** Tim has been a good advocate, very dedicated and he brought a lot of knowledge to the table.
- **Ed Lemke:** made many valuable contributions to the Board. Glad he'll be continuing his work with the Board as a Director.

Clayton also welcomed Nicole and Rick into their new positions. We're looking forward to working with them for another term.

Motion to adjourn the meeting at 9:34 AM

Moved by Nick Lavigne; seconded by Andy Kaut. **Carried.**

Summary of Motions:

Motion to adopt the 2024 AGM agenda as presented.

Moved by Glen deVries, seconded by Michael Carriere. **CARRIED.**

Motion to adopt the minutes from the 2023 AGM.

Moved by Nick Lavigne, seconded by Shawn Innes. **CARRIED.**

Motion to accept the President's, Vice President's and Executive Director's reports.

Moved by Daniel Morris; seconded by Dave Dallaire. **CARRIED.**

Motion to accept the Finance Report as presented.

Moved by Michael Carriere; seconded by Nick Lavigne. **CARRIED.**

Motion to destroy the executive position ballots.

Moved by Jim Wigmore; seconded by Nick Lavigne. **CARRIED.**

Motion to destroy the Board of Directors ballots.

Moved by Chris Manchester; Michael Carriere. **CARRIED.**

Motion to adjourn the meeting at 9:34 AM

Moved by Nick Lavigne; seconded by Andy Kaut. **Carried.**

ALBERTA ONSITE WASTEWATER MANAGEMENT ASSOCIATION

Financial Statements

Year Ended July 31, 2024

(Unaudited - See Compilation Engagement Report)

ALBERTA ONSITE WASTEWATER MANAGEMENT ASSOCIATION

Index to Financial Statements

Year Ended July 31, 2024

(Unaudited - See Compilation Engagement Report)

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COMPILATION ENGAGEMENT REPORT

On the basis of information provided by management, I have compiled the balance sheet of Alberta Onsite Wastewater Management Association as at July 31, 2024 and the statements of income, retained earnings and cash flows for the year then ended.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I have performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that these statements may not be appropriate for their purposes.

A. G. Carlson

Edmonton, Alberta
A. G. CARLSON CORPORATION
March 7, 2025

ACCOUNTANT

ALBERTA ONSITE WASTEWATER MANAGEMENT ASSOCIATION

Balance Sheet

July 31, 2024

(Unaudited - See Compilation Engagement Report)

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 239,724	\$ 168,169
Term deposits	210,913	201,400
Accounts receivable	28,640	34,545
Interest receivable	1,430	1,290
Prepaid expenses	2,385	2,588
Inventory and prepaid supplies	720	1,015
Due from related parties (Note 3)	3,498	4,102
	487,310	413,109
CAPITAL ASSETS (Note 2)	10,308	11,261
	<u>\$ 497,618</u>	<u>\$ 424,370</u>
LIABILITIES AND SHAREHOLDERS' EQUITY		
CURRENT		
Accounts payable	\$ 90,326	\$ 56,922
Deferred income / revenue	80,878	57,827
	171,204	114,749
LONG TERM DEBT	-	30,000
	171,204	144,749
RETAINED EARNINGS	336,414	279,621
	<u>\$ 507,618</u>	<u>\$ 424,370</u>

See notes to financial statements

A.G. Carlson Corporation

ALBERTA ONSITE WASTEWATER MANAGEMENT ASSOCIATION**Statement of Income****Year Ended July 31, 2024***(Unaudited - See Compilation Engagement Report)*

	2024	2023
REVENUE		
Certification and training	\$ 353,098	\$ 424,156
Convention fees	113,516	91,897
Membership dues	93,082	104,560
Reimbursements and sundry income	25,047	25,902
Alf Durnie Scholarship Income	-	1,500
	584,743	648,015
EXPENSES		
Training	176,335	180,979
Training administration	145,405	159,726
Convention expenses	81,369	101,446
Management - membership services	46,511	59,676
Convention management	22,201	33,723
Interest and bank charges	19,938	23,116
Rental	18,500	18,000
Member materials	13,733	19,220
Professional fees	7,950	3,520
Office	6,323	6,423
Delivery, freight and express	5,730	3,022
Board meeting expenses	4,618	9,840
Amortization	4,033	2,935
Insurance	3,867	3,844
Business development - trade shows	3,788	3,299
Travel, meals & accomodation	3,506	1,478
Advertising and promotion	2,923	3,242
Telephone	2,592	3,455
Website hosting & maintenance	2,238	5,197
Storage locker rental	1,703	1,589
Printing and reproduction	1,607	2,575
Alf Durnie scholarship fund	-	1,500
	574,870	647,805
NET INCOME	\$ 9,873	\$ 210

See notes to financial statements

A.G. Carlson Corporation

ALBERTA ONSITE WASTEWATER MANAGEMENT ASSOCIATION**Statement of Retained Earnings****Year Ended July 31, 2024***(Unaudited - See Compilation Engagement Report)*

	2024	2023
RETAINED EARNINGS - BEGINNING OF YEAR	\$ 279,621	\$ 284,761
NET INCOME FOR THE YEAR	<u>9,873</u>	<u>210</u>
	289,494	284,971
USE OF INTERNAL RESTRICTED FUND	<u>46,920</u>	<u>(5,350)</u>
RETAINED EARNINGS - END OF YEAR	<u>\$ 336,414</u>	<u>\$ 279,621</u>

ALBERTA ONSITE WASTEWATER MANAGEMENT ASSOCIATION**Statement of Cash Flows****Year Ended July 31, 2024***(Unaudited - See Compilation Engagement Report)*

	2024	2023
OPERATING ACTIVITIES		
Net income	\$ 9,873	\$ 210
Item not affecting cash:		
Amortization	4,033	2,935
	<u>13,906</u>	<u>3,145</u>
Changes in non-cash working capital:		
Accounts receivable	5,905	13,584
Prepaid expenses	203	3,391
Inventory and prepaid supplies	295	870
Accounts payable	33,404	(34,294)
Deferred income / revenue	23,051	(15,089)
Interest receivable	(140)	(513)
Future staff provision	30,000	(15,015)
Allocation to the Training Curriculum Development and Institutional Fund	(13,080)	(23,335)
	<u>79,638</u>	<u>(70,401)</u>
Cash flow from (used by) operating activities	<u>93,544</u>	<u>(67,256)</u>
INVESTING ACTIVITY		
Additions to capital assets	(3,080)	(9,404)
Cash flow used by investing activity	<u>(3,080)</u>	<u>(9,404)</u>
FINANCING ACTIVITY		
Advances from (to) related parties	604	(13,135)
Cash flow from (used by) financing activity	<u>604</u>	<u>(13,135)</u>
INCREASE (DECREASE) IN CASH FLOW	91,068	(89,795)
CASH - Beginning of year	<u>369,569</u>	<u>459,364</u>
CASH - End of year	\$ 460,637	\$ 369,569
CASH CONSISTS OF:		
Cash	\$ 239,724	\$ 168,169
Term deposits	<u>210,913</u>	<u>201,400</u>
	<u>\$ 450,637</u>	<u>\$ 369,569</u>

See notes to financial statements

A.G. Carlson Corporation

ALBERTA ONSITE WASTEWATER MANAGEMENT ASSOCIATION

Notes to Financial Statements

Year Ended July 31, 2024

(Unaudited - See Compilation Engagement Report)

1. NATURE OF OPERATIONS

Alberta Onsite Wastewater Management Association (the Association) was incorporated provincially under the Societies Act of Alberta on July 31, 1998. As a not-for-profit organization under the Income Tax Act (Canada), the Association is not subject to income taxes.

The Association is the provincial not-for-profit organization established to educate, train and certify industry professionals. The association engages its member installers, septage haulers, suppliers, municipalities and provincial government departments to arrive at sound practices that strengthen the industry, and ensure safe and effective septage management for all rural Alberta.

2. CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Computer equipment	\$ 5,804	\$ 3,910	\$ 1,894	\$ 4,208
Furniture and fixtures	15,901	7,487	8,414	7,053
	\$ 21,705	\$ 11,397	\$ 10,308	\$ 11,261

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	40%	declining balance method
Furniture and fixtures	20%	declining balance method

The Association regularly reviews its capital assets to eliminate obsolete items.

3. DUE FROM RELATED PARTIES

The Association incorporated the Western Canada Onsite Wastewater Management Association to service stakeholders in neighboring provinces.

The Association incorporated all the provincial associations in Western Canada (British Columbia, Saskatchewan and Manitoba) and brought them under the Western Canada Onsite Wastewater Management Association banner.

The advances due to or from a related company are non-interest bearing and have no set repayment terms.

ALBERTA ONSITE WASTEWATER MANAGEMENT ASSOCIATION

Detailed Balance Sheet

July 31, 2024

(Unaudited - See Compilation Engagement Report)

(Allocation of funds in assets is estimated, please consult with AOWMA management for the actual allocation)

(Readers are cautioned that these statements may not be appropriate for their purposes)

ASSETS

CURRENT

Royal Bank Business Account (Operating)		204,428
GIC (\$210,913) and Savings Account (\$35,296) for Fund Liability:		246,209
Alf Durnie Scholarship Fund	12,403	
Training Development Fund	49,624	
Institutionalization Fund	20,452	
Additional Staffing Fund	20,000	
Sustainability Fund	50,000	
Unallocated Savings	<u>93,730</u>	
	246,209	
Accounts Receivable (Operating)		28,640
Due from Related Parties		3,498
Interest Receivable		1,430
Inventory (Operating)		720
Prepaid Expenses (Operating)		<u>2,385</u>
		487,310

CAPITAL ASSETS (net of amortization) 10,308

497,618

LIABILITIES AND SHAREHOLDER'S EQUITY

CURRENT

Operating Activities Liability		158,802
Accounts Payable	90,327	
Deferred Income/Revenue	<u>68,475</u>	
	158,802	

FUND LIABILITY

Alf Durnie Scholarship Fund 12,403

LONG TERM DEBT (CEBA Loan) 0

TOTAL LIABILITY 171,205

RETAINED EARNINGS 326,413

Training Development Fund	49,624
Institutionalization Fund	20,452
Additional Staffing Fund	20,000
Sustainability Fund	50,000
Unallocated Retained Earnings - Prior Year	176,464
Current Year Net Income (Loss)	<u>9,873</u>
	326,413

497,618

Alberta Onsite Wastewater Management Association

Year End: July 31, 2024

Trial balance

Account	Prelim	Adj's	Reclass	RepAnnotation	Rep 07/23 %Chg	L/S
1000 Holding Account	35,295.93	0.00	0.00	35,295.93 A. 3	65,340.93 (46) A	
1100 Royal Bank	202,998.72	0.00	0.00	202,998.72 A. 2	102,528.24 98 A	
1200 Accounts Receivable	30,530.11	(1,889.97)	0.00	28,640.14 C. 2	34,545.16 (17) C	
1210 Interest Receivable	1,290.00	140.00	0.00	1,430.00 C. 2	1,290.00 11 C	
1300 Prepaid Convention Fees	2,000.00	0.00	0.00	2,000.00 L. 2	0.00 0 L	
1320 Prepaid Insurance	400.00	(15.00)	0.00	385.00 L. 2	400.00 (4) L	
1330 Prepaid Expenses - Other	2,187.83	(2,187.83)	0.00	0.00 L. 2	2,187.83 (100) L	
1380 Term Deposit	210,912.85	0.00	0.00	210,912.85 B. 2	201,400.00 5 B	
1385 Inventory	1,014.76	(294.58)	0.00	720.18 D. 2	1,014.76 (29) D	
1499 Undeposited Funds	1,429.49	0.00	0.00	1,429.49 A. 4	300.00 376 A	
1500 Computer Equipment	5,803.69	0.00	0.00	5,803.69 U. 2	5,803.69 0 U	
1505 A/A - Computer Equipment	(1,596.02)	(2,314.22)	0.00	(3,910.24) U. 2	(1,596.02) 145 U	
1510 Office Furniture & Equipment	12,820.98	3,080.00	0.00	15,900.98 U. 2	12,820.98 24 U	
1515 A/A - Furniture & Equipment	(5,767.88)	(1,718.62)	0.00	(7,486.50) U. 2	(5,767.88) 30 U	
2000 Accounts Payable	(84,601.57)	2,047.92	0.00	(82,553.65) BB. 2	(54,808.44) 51 BB	
2010 Accrued Liabilities	(3,600.00)	(600.00)	0.00	(4,200.00) BB. 3	(3,600.00) 17 BB	
2100 Deferred Revenue - Training & Certificati	(25.00)	(35,449.80)	0.00	(35,474.80) GG. 2	(8,834.00) 302 GG	
2105 Alf Durnie Scholarship Fund	(12,403.00)	0.00	0.00	(12,403.00) GG. 2	(11,193.00) 11 GG	
2127 Future staff provision	0.00	0.00	0.00	0.00	0.00 0 BB	
2140 Prepaid Membership Dues	0.00	(33,000.00)	0.00	(33,000.00) GG. 2	(37,800.00) (13) GG	
2150 Prepaid Trade Show Booth	0.00	0.00	0.00	0.00 GG. 2	0.00 0 GG	
2170 Government Grant (CEBA Loan)	0.00	0.00	0.00	0.00	(30,000.00) (100) KK	
2200 GST Payable	(645.39)	(2,928.52)	0.00	(3,573.91) BB. 4	1,486.02 (341) BB	
2301 Due to/from WCOWMA (Western Canada	2,404.19	1,953.83	0.00	4,358.02 BB. 5	2,404.19 81 BB	
2303 Due to/from WCOWMA (BC)	(300.00)	(148.92)	0.00	(448.92) BB. 5	(300.00) 50 BB	
2305 Due to/from WCOWMA (Sask)	1,261.55	25.35	0.00	1,286.90 BB. 5	1,261.55 2 BB	
2307 Due to/from MOWMA (Manitoba)	736.45	(2,434.21)	0.00	(1,697.76) BB. 5	736.45 (331) BB	
2500 Corporate Taxes payable	0.00	0.00	0.00	0.00 FF. 2	0.00 0 FF	
3515 Training Development Fund	(39,624.27)	0.00	0.00	(39,624.27) SS. 2	(49,624.27) (20) SS	
3520 Training Fund - Curriculum Development	(10,000.00)	0.00	0.00	(10,000.00) SS. 2	(20,000.00) 0 SS	
3525 Institutionalization Fund	(20,452.29)	0.00	0.00	(20,452.29) SS. 2	(33,532.29) (39) SS	
3530 Additional Staff Funding	(20,000.00)	0.00	0.00	(20,000.00) SS. 2	0.00 0 SS	
3535 Sustainability Fund	0.00	(50,000.00)	0.00	(50,000.00)	0.00 0 SS	
3560 Retained earnings	(176,463.90)	0.00	0.00	(176,463.90) SS. 3	(176,253.92) 0 SS	
4000 Alf Durnie Scholarship	(1,210.00)	1,210.00	0.00	0.00	(1,500.00) (100) 20	
4080 Gain/Loss on Foreign Exchange	0.00	0.00	0.00	0.00	0.00 0 70	
4085 Other Income	0.00	0.00	0.00	0.00	0.00 0 70	
4200 Convention Dues - Other	(28,106.26)	0.00	0.00	(28,106.26)	(36,489.75) (23) 20	
4210 Convention Dues - Trade Show	(85,409.35)	0.00	0.00	(85,409.35)	(55,407.35) 54 20	
4300 Interest income	(9,512.85)	(140.00)	0.00	(9,652.85)	(4,950.15) 95 70	
4400 Materials Income	(14,751.44)	0.00	0.00	(14,751.44)	(19,187.09) (23) 20	
4405 Materials Income - Shipping & Handling	(642.80)	0.00	0.00	(642.80)	(1,324.29) (51) 20	
4500 Member Credit Card Transactions	0.00	0.00	0.00	0.00	(13,578.22) (100) 20	
4550 Membership Dues	(135,382.00)	33,000.00	0.00	(102,382.00)	(114,460.00) (11) 20	
4551 Membership Dues Reversal (Sage Acct#5	9,300.00	0.00	0.00	9,300.00	9,900.00 (6) 20	
4700 PSDS Certification Training	(347,658.21)	33,068.54	0.00	(314,589.67)	(294,807.48) 7 20	
4750 Reimbursed Expenses	0.00	0.00	0.00	0.00	0.00 0 20	
4900 Training Income	(36,100.00)	120.00	0.00	(35,980.00)	(129,348.19) (72) 20	
4901 Septic Sense Income	(2,528.68)	0.00	0.00	(2,528.68)	0.00 0 20	
4950 Training Income - Certification Fees	0.00	0.00	0.00	0.00	0.00 0 20	
4955 Training Income - Curriculum Developmer	0.00	0.00	0.00	0.00	0.00 0 20	
5001 Septic Sense - Delivery	2,250.00	0.00	0.00	2,250.00	0.00 0 40	
5002 Septic Sense - Travel	989.04	0.00	0.00	989.04	0.00 0 40	
5003 Septic Sense - Meals	200.00	0.00	0.00	200.00	0.00 0 40	
5004 Septic Sense - Accomodation	345.61	0.00	0.00	345.61	0.00 0 40	

Prepared by	Reviewed by
	AGC 2025-01-21

Alberta Onsite Wastewater Management Association

Year End: July 31, 2024

Trial balance

Account	Prelim	Adj's	Reclass	RepAnnotation	Rep 07/23 %Chg	L/S
5010 Advertising	1,922.97	1,000.00	0.00	2,922.97	3,242.42 (10)	40
5020 Bad Debts	0.00	0.00	0.00	0.00	0.00 0	40
5025 Interest and Penalties - Non deductible	0.00	0.00	0.00	0.00	155.56 (100)	40
5030 Bank Service Charges	1,386.20	0.00	0.00	1,386.20	1,688.39 (18)	40
5035 Bank Service Charges - Credit Card Fees	18,551.30	0.00	0.00	18,551.30	21,272.48 (13)	40
5040 Business Development	3,787.99	0.00	0.00	3,787.99	3,298.63 15	40
5050 Admin and Management	222,007.29	(212,007.29)	0.00	(10,000.00)	0.00 0	40
5060 Administration - Additional Staffing	0.00	0.00	0.00	0.00	0.00 0	40
5100 Convention Expenses	81,074.82	294.58	0.00	81,369.40	101,446.12 (20)	40
5105 Convention Management	0.00	22,200.73	0.00	22,200.73	33,722.63 (34)	40
5250 Executive Director	0.00	0.00	0.00	0.00	0.00 0	40
5300 Insurance	3,851.55	15.00	0.00	3,866.55	3,844.00 1	40
5350 Licenses and Permits	0.00	0.00	0.00	0.00	0.00 0	40
5400 Meeting Expenses	4,618.17	0.00	0.00	4,618.17	9,839.69 (53)	40
5405 Membership Services	0.00	46,511.24	0.00	46,511.24	59,676.17 (22)	40
5450 Member Credit Card Reimbursement	0.00	0.00	0.00	0.00	13,138.09 (100)	20
5505 Amortization	0.00	4,032.84	0.00	4,032.84	2,935.22 37	40
5520 Office Expenses	7,323.45	(1,000.00)	0.00	6,323.45	6,422.83 (2)	40
5525 Materials for Sale	13,732.94	0.00	0.00	13,732.94	19,220.21 (29)	40
5540 Postage and Delivery	3,480.31	0.00	0.00	3,480.31	3,021.57 15	40
5560 Printing and Reproduction	1,169.38	437.57	0.00	1,606.95	2,575.09 (38)	40
5620 Professional Fees - Accounting	4,200.00	600.00	0.00	4,800.00	3,520.00 36	40
5645 Professional Fees - Other	3,150.00	0.00	0.00	3,150.00	0.00 0	40
5670 Rent	18,500.00	0.00	0.00	18,500.00	18,000.00 3	40
5702 Alf Durnie Scholarship Paid from Fund	1,210.00	(1,210.00)	0.00	0.00	1,500.00 (100)	40
5705 Institutionalization	0.00	0.00	0.00	0.00	0.00 0	40
5710 Sustainability	0.00	50,000.00	0.00	50,000.00	0.00 0	40
5730 Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00 0	40
5750 Storage Locker Rental	1,703.21	0.00	0.00	1,703.21	1,589.40 7	40
5760 Telephone	2,592.37	0.00	0.00	2,592.37	3,454.90 (25)	40
5800 Training Course	0.00	0.00	0.00	0.00	1,500.00 (100)	40
5801 Training Administration	0.00	145,405.10	0.00	145,405.10	158,225.52 (8)	40
5805 Training Course - Academic Trainers	35,595.00	0.00	0.00	35,595.00	33,810.10 5	40
5810 Training Course - Catering	3,617.05	0.00	0.00	3,617.05	0.00 0	40
5815 Curriculum Development	0.00	0.00	0.00	0.00	0.00 0	40
5820 Training Course - Practical Trainer	36,163.43	0.00	0.00	36,163.43	34,506.00 5	40
5825 Training Course - Trainer Meals	989.05	0.00	0.00	989.05	280.28 253	40
5830 Training - Mound	0.00	0.00	0.00	0.00	0.00 0	40
5835 Training - Soils Demo	16,442.90	0.00	0.00	16,442.90	12,472.37 32	40
5840 Training Accommodation	2,880.37	0.00	0.00	2,880.37	0.00 0	40
5845 Training Supplies	14,519.19	2,196.26	0.00	16,715.45	21,039.88 (21)	40
5850 Training Travel	5,032.32	0.00	0.00	5,032.32	3,042.11 65	40
5855 Training Venue	4,702.86	0.00	0.00	4,702.86	0.00 0	40
5860 Training - SOP Update	0.00	0.00	0.00	0.00	67,621.21 (100)	40
5880 Training Course - Curriculum Developmer	0.00	0.00	0.00	0.00	2,600.00 (100)	40
5890 Training - Postateg & Delivery	4,196.39	0.00	0.00	4,196.39	5,607.07 (25)	40
5940 Travel & Entertainment - Meals	479.08	0.00	0.00	479.08	1,191.69 (60)	40
5960 Travel & Entertainment - Travel	1,492.56	0.00	0.00	1,492.56	285.88 422	40
5998 Wed Host Costs	1,493.81	0.00	0.00	1,493.81	3,220.00 (54)	40
5999 Website Design	743.75	0.00	0.00	743.75	1,977.03 (62)	40
6000 Provision for income taxes	0.00	0.00	0.00	0.00	0.00 0	70
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>
Net Income (Loss)	125,607.23			9,872.66	209.98 4602	

Prepared by	Reviewed by
	AGC 2025-01-21