

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, OCTOBER 7TH, 2021 IN THE COUNCIL CHAMBERS OF THE
ONOWAY CIVIC CENTRE AT 9:30 A.M.
(In person public attendance is limited - virtual via Zoom)**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- as is, or with additions or deletions

3. ADOPTION OF MINUTES

Pg 1-5 - September 16th, 2021 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS

- 10:30 a.m. – Onoway Legion Project - Richard Moses and Larry Villneff

Pg 6-8 The Onoway Legion is considering honouring Onoway area veterans by installing streetlight banners. Mr. Moses/Mr. Villneff wish to discuss the Town providing assistance to install banners and use of Town of Onoway logo on these banners.
(for discussion and direction of Council at meeting time)

- 10:45 a.m. – Community Futures Yellowhead East (CFYE) – Michelle Jones

Pg 9-15 The attached September 28, 2021 email from Michelle Jones requests Council confirmation of their support of the CFYE Traveling Incubator One Year Pilot Project. Request includes a letter of support of the project; free monthly office space to work out of and meet clients. The project involves providing local small business with outreach to in person supports and resources to local entrepreneurs.
(for discussion and direction of Council at meeting time)

5. FINANCIAL REPORTS - n/a

6. POLICIES & BYLAWS - n/a

7. ACTION ITEMS

Pg 16-24

a) Covid-19 Discussion – New restrictions came into effect starting September 16 as Alberta has declared a state of public health emergency. COVID-19 cases and hospitalizations continue to rise, largely in unvaccinated Albertans. New measures to protect the health care system, stop the spread, and increase vaccination rates came into effect. Businesses participating in the Restrictions Exemption Program will require proof of vaccination or negative test for entry. *(for discussion and direction of Council at meeting time)*

b) Christmas Office Closure – as in the past, we are requesting Council consideration to close the office and public works (if there is no emergency) during the Christmas Season. Christmas Day and New Year's Day both fall on Saturdays and Boxing Day is on a Sunday (recognize Christmas Day on Friday, December 24, Boxing Day on Monday, December 27 and New Years Day on Friday December 31), so what we are asking for is 3 extra days (December 28, 29, 30) with those days taken from employees banked or vacation time. The office would be closed from the end of the day on Thursday, December 23 and reopening on Monday, January 3, 2022. *(for approval as presented or some other direction of Council at meeting time)*

Pg 25-26
Pg 27-62

c) Alberta Municipal Affairs 2020 Municipal Indicator Results – please refer to the attached undated letter from Gary Sandberg, Assistant Deputy Minister that he is pleased to advise that the Town of Onoway did not trigger the required number of indicators to appear on this year's report. *(for discussion of Council at meeting time and to accept for information)*

Pg 63-71

d) Lac Ste. Anne County Subdivision Referral – please refer to the September 27, 2021 letter from Jane Holman, Development Clerk, advising of a proposed subdivision at SW04-55-02 W5M (RR 24 and HWY 33). The Development Officer Report indicates he has no concerns. *(to accept for information or appeal on the grounds of _____)*

Pg 72-84

e) FortisAlberta Franchise Fee – 2022 – please refer to the attached September 25, 2021 email inquiring as to what the Town would like to have as their Franchise Fee for 2022. Currently the Town is at 9.5% with a projected revenue for 2021 of \$79,487.00. If we leave the fee at 9.5% the projected 2022 revenue is estimated at \$89,959.00. Fortis' estimate if fee is set at 11.5% is \$108,897.00. The highest we could go for a fee is 20% and I absolutely am not suggesting we do that. Also

attached is a report that shows what other municipalities have for their franchise fee. I believe the 9.5% is a reasonable rate. The franchise fee is an opportunity for the Town to collect money from our tax exempt properties. *(that the Town of Onoway set their 2022 Fortis Alberta franchise fee at _____% for the 2022 year or some other direction as given by Council at meeting time)*

Pg 85-88

f) ATCO Gas 2022 Franchise Fee – this was deferred from your September 2, 2021 meeting in order to deal with this franchise fee at the same time as the Fortis franchise fee. Each year Council sets the franchise fee for the upcoming year, and currently your fee is set at 9.5% (in September 2020 Council resolved to increase this fee from 7.5% to 9.5%). The 2022 forecast delivery tariff revenue is estimated at \$378,173 and if Council leaves the franchise fee at 9.5% it is estimated this would generate franchise fee revenue in the amount of \$35,926. ATCO has provided information on what other municipalities have their franchise fees set at. Council has until November 1st to set the fee. *(that Council set the ATCO Gas Franchise Fee at _____% for the 2022 year or some other direction as given by Council at meeting time).*

g) Draft Operating Budget 2022 – a draft budget will be presented and reviewed at meeting time. *(accept review and discussion for information and Administration make changes as directed)*

h)

i)

j)

8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 3)

d) CAO Report

- update on tax sale

- November 4 Council meeting / CAO and staff ICS 200 course

e) Public Works Report

- update on back alley project

- playground equipment

9. INFORMATION ITEMS

- Pg 89-90 a) Development Officer Report – September 2021 development report from Tony Sonnleitner
- Pg 91-92 b) North Saskatchewan Watershed Alliance (NSWA) – thank you note for Deputy Mayor Lynne Tonita's contributions as the Towns' representative on this Alliance
- Pg 93-97^{c)} Fortis 2022 Distribution Rates – September 30, 2019 letter from Kelsey Nixon with proposed rates for 2022
- Pg 98-100 d) Lac Ste. Anne Foundation – May 26, 2021 Board meeting minutes
- Pg 101-108^{e)} Yellowhead Regional Library (YRL) – October 1, 2021 letter from Karla Palichuk, Director enclosing their 2022 draft budget. (The appointment information will be brought back to the October Council organizational meeting)

f)

g)

h)

10. CLOSED SESSION - n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|--|-------------------------|
| - October 18, 2021 – Election Day | 10:00 a.m. to 8:00 p.m. |
| - October 21 st , 2021 – Regular Council Meeting | 9:30 a.m. |
| - November 4 th , 2021 – Regular Council Meeting | 9:30 a.m. |
| - November 18 th , 2021 – Regular Council Meeting | 9:30 a.m. |
| - November 17 th to 19 th , 2021 – AUMA Convention | Edmonton |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 16TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Lisa Johnson (via Zoom) Councillor: Jeff Mickle Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer/Public Works Manager Debbie Giroux, Recording Secretary</p> <p>1 member of the public was in attendance in person 1 member of the public was in attendance via Zoom</p>
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:37 a.m.
2.	AGENDA Motion #353/21	<p>MOVED by Deputy Mayor Lynne Tonita that Council adopt the agenda of the regular Council meeting of Thursday, September 16th, 2021 with the following additions:</p> <p>7e) Community Hall Lease 7f) Covid Discussion</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #354/21 Motion #355/21	<p>MOVED by Deputy Mayor Lynne Tonita that the minutes of the Thursday, September 2nd, 2021 regular Council meeting be adopted as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that the minutes of the Tuesday, September 7, 2021 regular Council meeting be adopted as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCIAL REPORTS Motion #356/21	<p>MOVED by Deputy Mayor Lynne Tonita that the year-to-date revenue and expense report as of August 31st, 2021 be accepted for information.</p> <p style="text-align: right;">CARRIED</p>

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6.	POLICIES & BYLAWS Motion #357/21	<p>MOVED by Mayor Judy Tracy that section 13.6 of draft Bylaw 791-21, a bylaw to establish a Code of Conduct for Members of Council, be amended to include a maximum \$100.00 value for hospitality, gifts or benefits that Members may accept as part of the normal responsibilities of their office as an incident of protocol or social obligation.</p> <p style="text-align: right;">CARRIED</p>
	Motion #358/21	<p>MOVED by Mayor Judy Tracy that Bylaw 791-21, a bylaw to establish a Code of Conduct for Members of Council, be given first reading, as amended.</p> <p style="text-align: right;">CARRIED</p>
	Motion #359/21	<p>MOVED by Deputy Mayor Lynne Tonita that Bylaw 791-21, as amended, be given second reading.</p> <p style="text-align: right;">CARRIED</p>
	Motion #360/21	<p>MOVED by Councillor Jeff Mickle that Bylaw 791-21, as amended, be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
	Motion #361/21	<p>MOVED by Councillor Pat St. Hilaire that Bylaw 791-21, as amended, be given third and final reading.</p> <p style="text-align: right;">CARRIED</p>
7.	ACTION ITEMS Motion #362/21	<p>MOVED by Deputy Mayor Lynne Tonita that the Town provide \$2,000.00 to the Onoway Parents Educational Fundraising Association (OPEFA) to assist with the costs of new playground equipment at the Onoway Elementary School; that this funding be allocated from the Cultural-Grant to Community Groups funding expense, and that further funding be considered during the 2022 budget deliberations.</p> <p style="text-align: right;">CARRIED</p>
	Motion #363/21	<p>MOVED by Deputy Mayor Lynne Tonita that the September 1, 2021 letter and 2021-21 Annual Report from the North Saskatchewan Watershed Alliance (NSWA) be accepted for information and that the Town of Onoway renew it's 2022 membership in the NSWA in the amount of \$514.50, which is \$0.50 per capita.</p> <p style="text-align: right;">CARRIED</p>

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	<p>Motion #364/21</p> <p>Motion #365/21</p> <p>Motion #366/21</p> <p>Motion #367/21</p>	<p>MOVED by Deputy Mayor Lynne Tonita the information received from the Institute of Workplace Bullying Resources on Workplace Bullying Awareness Week 2021 (October 17- 23) be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Judy Tracy that the Town support and recognize Bill C-5 as Canada's new statutory holiday being Thursday, September 30, 2021 as the National Day for Truth and Reconciliation.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Judy Tracy that the discussion on the Community Hall lease be deferred for discussion in Closed Session.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that the discussion regarding the Covid-19 pandemic be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL, COMMITTEE & STAFF REPORTS</p> <p>Motion #368/21</p> <p>Motion #369/21</p>	<p>MOVED by Councillor Pat St. Hilaire that the three individuals who have expressed interest to volunteer on the Onoway 100th Anniversary Committee be invited to attend a future Council meeting to further discuss this event.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Jeff Mickle that the verbal Council and Committee Reports, along with the verbal and written Staff Reports, be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>INFORMATION ITEMS</p> <p>Motion #370/21</p>	<p>MOVED by Councillor Pat St. Hilaire that the following items be accepted for information:</p> <ul style="list-style-type: none"> a) Development Permit Development Permit Application 21DP12-24, for construction of a single detached dwelling at 5012-48 Avenue b) Notice of Public Hearing for redistricting application for a portion of lands legally known as Plan 4114 TR, Block A from Residential Single Family Narrow Lot District (R1N) to Urban Services District (US) - notice was mailed to all property owners on September 13th, 2021 <p style="text-align: right;">CARRIED</p> <p>Both members of the public left at 11:15 a.m.</p>

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10.	CLOSED SESSION Motion #371/21	<p>MOVED by Councillor Pat St. Hilaire that, pursuant to Section 197(2) of the Municipal Government Act and Section 16 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 11:15 a.m. to discuss the following item:</p> <p style="text-align: center;">"Legal – Lease"</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 11:15 a.m. to 11:20 a.m. The meeting reconvened at 11:20 a.m.</p> <p>CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Judy Tracy Deputy Mayor Lynne Tonita Councillor Lisa Johnson Councillor Jeff Mickle Councillor Pat St. Hilaire Chief Administrative Officer Wendy Wildman Assistant Chief Administrative Officer/Public Works Manager Jason Madge Recording Secretary Debbie Giroux</p> <p>Deputy Mayor Lynne Tonita left the meeting at 11:45 a.m.</p>
	Motion #372/21	<p>MOVED by Councillor Pat St. Hilaire that Council move out of Closed Session at 12:15 p.m.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 12:15 p.m. until 12:18 p.m.</p>
	Motion #373/21	<p>MOVED by Councillor Jeff Mickle that Administration negotiate a lease with the President of the Onoway Facility Enhancement Association as follows:</p> <ul style="list-style-type: none"> - go back to the proposed amended format of the previous lease - term to be October 1, 2021 to December 31, 2022 with negotiation for a further lease to commence 6 months prior to expiry of this lease - introduce the concept of hiring a facility manager or site supervisor in the future - and report back to Council <p style="text-align: right;">CARRIED</p>

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COMMENCING AT 9:30 A.M.

11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the regular council meeting adjourned at 12:20 p.m.		
12.	UPCOMING EVENTS	September 20, 2021	Nomination Day Closes	12:00 p.m.
		October 7, 2021	Regular Council Meeting	9:30 a.m.
		October 18, 2021	Election Day	
		October 21, 2021	Regular Council Meeting	9:30 a.m.
		November 4, 2021	Regular Council Meeting	9:30 a.m.
		November 17-19, 2021	AUMA Convention	Edmonton
		November 18, 2021	Regular Council Meeting	9:30 a.m.

Mayor Judy Tracy

Wendy Wildman
Recording Secretary

UNAPPROVED

(5)

debbie@onoway.ca

From: cao@onoway.ca
Sent: September 30, 2021 8:09 PM
To: 'Debbie Giroux'
Cc: 'Jason Madge'
Subject: FW: Banners
Attachments: 1.jpg

Legion guys!!

That's it

Wendy Wildman

CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Jean/Ric Moses <mosesjr2@outlook.com>
Sent: September 30, 2021 7:19 AM
To: cao@onoway.ca
Subject: FW: Banners

I am forwarding this info to you. I particularly like the incorporation of town's logo, and I believe it would be an asset to banners if we incorporated them as well.

Richard

From: Liz Gill <legion46@shaw.ca>
Sent: Tuesday, September 28, 2021 7:43 AM
To: Jean <mosesjr2@outlook.com>
Subject: Re: Banners

Hi Richard, This is our sales sheet, which shows Fort Macleod's example.
Liz

From: "Jean" <mosesjr2@outlook.com>
To: "legion46" <legion46@shaw.ca>

6

The Legion is considering honouring our veterans by producing streetlight pole banners. The banners would feature photos of the local veterans, sponsored by their families.

Would the Town of Onoway agree to them, and could we rely on town public works to install them once they are complete? Would you prefer that a presentation be made at a Council meeting?

I have attached a copy of the concept we're considering for your information. Before moving ahead, we need your input about its feasibility. If you have questions, please contact me.

Thank you.

Richard Moses
Vice-President
RCL Branch #132

780-967-2433

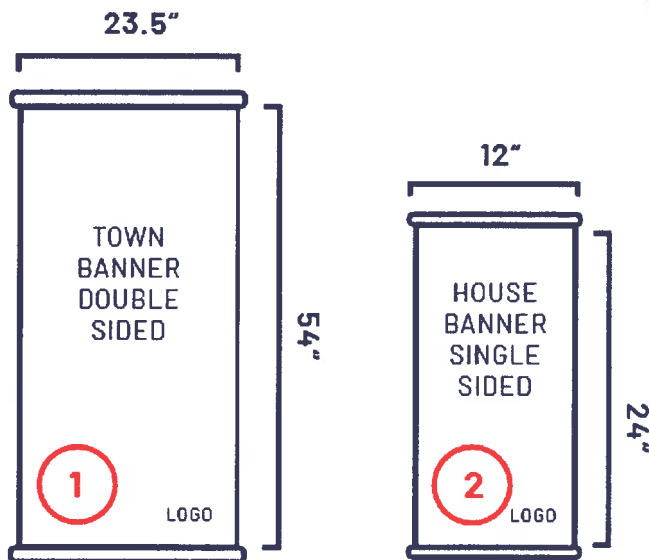
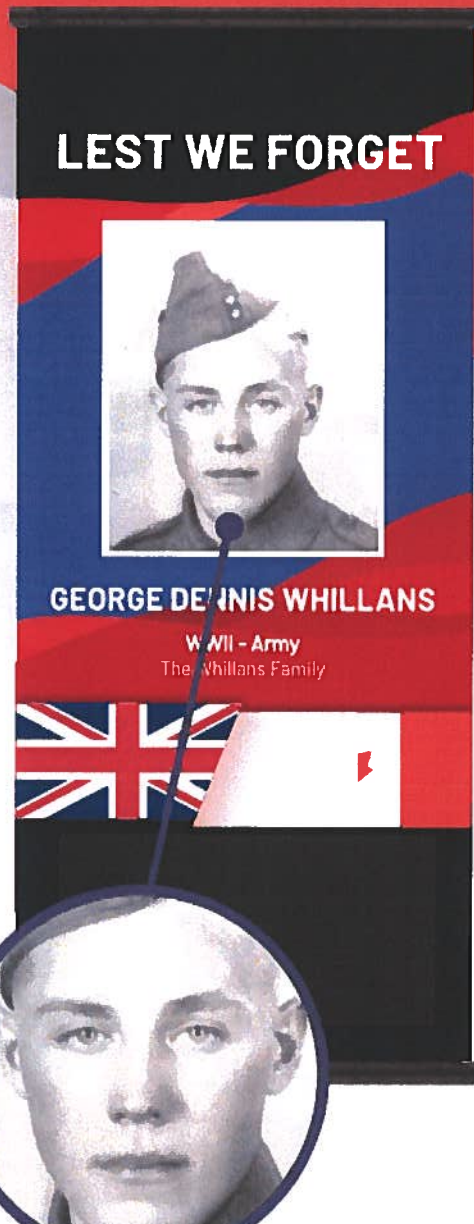
7



BANNER PROJECT

Salute To Veterans

All proceeds will go to
The Poppy Fund.



① 23.5" x 54" for \$220 + gst

② 12" x 24" for \$90 + gst



debbie@onoway.ca

From: cao@onoway.ca
Sent: September 29, 2021 8:37 AM
To: 'Debbie Giroux'
Subject: FW: REQUEST FOR CONFIRMATION - COMING TO A COMMUNITY NEAR YOU- CFYE TRAVELING INCUBATOR - ONE YEAR PILOT PROJECT -
Attachments: Updated Draft Travelling Incubator Space Project September28.docx; Untitled attachment 00230.htm

Deb agenda item

Wendy Wildman
CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Judy Tracy <jtracy@onoway.ca>
Sent: September 28, 2021 5:55 PM
To: Wendy Wildman <cao@onoway.ca>; Debbie Giroux <debbie@onoway.ca>; Jason Madge <jason@onoway.ca>
Cc: LYNNE TONITA <ltonita@onoway.ca>; Pat St.Hilaire <psthilaire@onoway.ca>; Jeff Mickle <jmickle@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>
Subject: Fwd: REQUEST FOR CONFIRMATION - COMING TO A COMMUNITY NEAR YOU- CFYE TRAVELING INCUBATOR - ONE YEAR PILOT PROJECT -

Sent from my iPad

Begin forwarded message:

From: Michelle Jones <mjones@albertacf.com>
Date: September 28, 2021 at 1:48:52 PM MDT
Cc: Ellen MacCormac <emaccormac@albertacf.com>, CFYE Admin <adminCFYE@albertacf.com>
Subject: REQUEST FOR CONFIRMATION - COMING TO A COMMUNITY NEAR YOU- CFYE TRAVELING INCUBATOR - ONE YEAR PILOT PROJECT -

Good afternoon, I am reaching out this afternoon as a follow up to the request that was presented to each of your councils in the spring, regarding the Implementation of a One Year Pilot Project - The CFYE Travelling Incubator.

During the Annual Council Presentation, staff at CFYE, provided information about a traveling incubator pilot project, which is now ready to finalize partnership details prior to implementation of the project, tentatively set to begin in November 2021, **pending COVID-19 restrictions.**

Many of you provided confirmation of partnership after the initial presentation, therefore, we are reaching out to confirm the continued interest and support of this pilot project being brought to your community.

Anticipating your continued interest and support of the project, what we will need from you in terms of confirmation, is a written letter indicating council and staff partnership support of the project.

In agreeing to do so, you will be providing CFYE staff with free monthly office space from which to work out of, as well as providing a consistent, mutually agreed upon, regular monthly schedule from which we will utilize to book clients, as well as promote and advertise the partnership of the project.

In turn, CFYE will provide: Professionally Trained Staff , Follow all COVID Protocols in addition to providing COVID supplies; masks, sanitizers , all necessary **portable** desk top equipment and materials ; laptops, printers, business forms and resources, in addition to all marketing and promotion materials used to promote community awareness.

Please feel free to reach out if you have any further questions regarding this request, I have also attached a **Confidential** Semi Final Project Proposal Draft for your review and consideration.

We look forward to your reply and to receiving your partnership confirmation letter in the very near future.

Kind Regards,

Michelle Jones,

General Manager, Community Futures Yellowhead East
Box 2185, Whitecourt, AB T7S 1P8
p: 780-706-3500, c: 780-778-0977
mjones@albertacf.com

PLEASE NOTE NEW EMAIL ADDRESS

Internal Draft Project Proposal Template:

<p>PROJECT TITLE: Community Futures Yellowhead East – Traveling Business Incubator One-Year Pilot Project</p>	
<p>Project Purpose</p>	<p>According to Western Diversification and Statistics Canada Data, Entrepreneurs who have access to Community Futures and similar business supports, report higher employment growth, sales growth and business longevity than those who do not have access to the same types of supports. The purpose of this project is to provide to :</p> <ol style="list-style-type: none"> 1) To provide local Entrepreneurs and Small Business with Local outreach access to Community Futures Yellowhead East/ Project Gazelle, Professional Resources, such as Training, Coaching, consulting and financial services available through the Pilot Small Business Travelling Incubator. 2) To provide community support in creating awareness, encourage development and success of local and regional Entrepreneurs, and Small Businesses throughout the CFYE Region. 3) To provide additional training, coaching, and financing to existing small business owners looking to expand and or sell their business.
<p>Project Description</p>	<p>Community Futures Yellowhead in partnership with Project Gazelle and local Municipalities will provide free monthly meeting space and access to Community Futures Yellowhead East Trained Business Professionals, who will provide in person supports and resources to local Entrepreneurs and Small Business Owners, seeking Business Training, Coaching and Financing Resources, in an effort to increase Economic Development and Business Diversification within the CFYE Region.</p>
<p>Project Partners</p>	<p>Community Futures Yellowhead East Project Gazelle CFYE Region Municipalities</p>
<p>Measurables/Objectives Success Criteria</p>	<p>Key success criteria of the project are:</p> <ol style="list-style-type: none"> 1. Local Access for Entrepreneurs and Small Business Owners to gain knowledge and understanding of how to start, own, and operate a successful small business, within CFYE Region. 2. Increased number of Entrepreneurs, Small Business startups, business expansions and job opportunities. 3. Increase the number of small business owners/entrepreneurs attending local small business events and activities .

Internal Draft Project Proposal Template:

	<ol style="list-style-type: none"> 4. Provide opportunity for increased networking and cluster development among small business owners and entrepreneurs. 5. Gain firsthand knowledge and understanding of the challenges and barriers currently facing small businesses. <p>These objectives will better inform and assist both Community Futures Yellowhead East and Municipal Stakeholders in its future Economic Development and Diversification efforts to:</p> <ol style="list-style-type: none"> 1. Create an increased interest in Entrepreneurship and Small Business Development. 2. Increased knowledge and understanding of Employer Needs, Job Creation and Skill Requirements of local small businesses. 3. Create Opportunity for Small Business owners to access Trained Professionals providing free Business Training, Coaching and Financial Resources.
	<p>Project Scope Information:</p>
	<p>The project has the following high-level requirements and shall provide the following:</p> <ol style="list-style-type: none"> 1. The program will be promoted by both the Individual Municipalities and Community Futures Yellowhead East, through a variety of means that include CF and Municipal News releases, social media platform posts, business support organizations, education/training and financial providers and other community partner websites. 2. Provide Entrepreneurs and Small Business Owners with Regular Monthly Scheduled Access to Community Futures Trained Staff and Resources. 3. Information and Access to Free or Minimal Fee Business Training Events, Workshops and Conferences 4. Quarterly/Yearly Data Reporting on the Number of Businesses Accessing the Traveling Incubator and the types of services and resources utilized. Number of events organized and participants in attendance.
<p>Assumptions</p>	<ol style="list-style-type: none"> 1. Participating Municipalities will offer Free Office Space and project support will continue to be made available to the Traveling Incubator Project Staff and Clients throughout the Pilot Project Period.

Internal Draft Project Proposal Template:

	<ol style="list-style-type: none"> 2. Enough Interest and Participation from local and regional Entrepreneurs and Small Business Owners exists. 3. COVID-19 Restrictions will remain such that it is safe for people to meet and gather indoors. 4. Usage and participation remain at a level that the Current Staff of Community Futures Yellowhead East are able to maintain the time commitment required. 5. Current operating agreements between Western Diversification and Community Futures Yellowhead East remain in place. 	
	Overall Risks	
High Level Risks	<p>The overall risk of the project is medium. There is risk that:</p> <ol style="list-style-type: none"> 1. Lack of Awareness of the Project and its purpose, limiting the usage of the travelling incubator. 2. The Current COVID-19 Pandemic Restrictions Continue to Change which may make some people uncomfortable with using the service. 3. Unanticipated factors that cause complications with the availability of staff and resources. 4. Unanticipated costs to the project not already factored into the plan that exceed ability to continue the project. 5. Over usage of the services, limiting the number of participants eligible to access the supports. 6. Loss of program funding 	
Mitigation Strategies	<ol style="list-style-type: none"> 1. Well developed Marketing Material and Circulation of the Information to ensure a large targeted market reach. 2. Continuous information sharing about the program, activities occurring, success of participants accessing services. 3. Open and Transparent Communication between partners, communities and businesses about the project and its purposes 4. Regular review of the program with the partners and users to ensure the needs of the clients are being met. 5. Regular Review and Reporting, to ensure the sustainability of the project beyond the pilot period. 	
	Project Boundaries	
Categories	In-Scope	Out of Scope
Business Area	<ol style="list-style-type: none"> 1. Business Forms/Resources 2. Basic Business Tools/Equipment 3. Support/Local Access to CFYE Staff for local 	<ol style="list-style-type: none"> 1. Payment for Office Space Usage 2. Additional Tools and Resources other than currently available to CFYE staff.

Internal Draft Project Proposal Template:

	<p>Entrepreneurs/Small Business Owners</p> <ol style="list-style-type: none"> 4. Business Training, Coaching, Financing Services 5. Regularly Scheduled Monthly Hours of Access. 	<ol style="list-style-type: none"> 3. Additional Local Staff Hours beyond agreed hours of project.
Reporting	<ol style="list-style-type: none"> 1. Quarterly/Annual Usage Report 2. Annual Project Meeting Evaluation 3. Annual Council Presentation 	<ol style="list-style-type: none"> 1. Reporting Beyond Basic Data Collection. 2. Changes to Services & Resources not Previously Agreed Upon.
Parameters	<ol style="list-style-type: none"> 1. CFYE will begin services November 2021 depending on municipal partnership agreements, COVID-19 Restrictions, for the duration of the one year pilot project. 2. The project will provide clients with direct access to professional staff, business forms and resources. 3. Participation and access to the supports do not guarantee loan funding or Business Plan/Development Application Approvals. 4. CFYE local loan clients will continue to take service priority over new clients. 5. CFYE Staff Coaching and Training Supports are subject to Staff Availability. 6. No additional program/support costs will be incurred by CFYE 	
Order of Magnitude of Budget	<ul style="list-style-type: none"> • All Work will be done within the constraints of the approved pilot project parameters. 	
Deliverables	<p>The key deliverable milestones that will support the intended project actions are, the planning, marketing, office/equipment purchase & set up, scheduling, hosting and reporting.</p> <p>During the Pilot Period of the Project, CFYE staff will:</p> <ol style="list-style-type: none"> 1. Keep up to date information about the progress and usage of the travelling incubator 2. Provide Quarterly/Annual Project Reporting 3. Identify Client Needs, Barriers, Challenges 4. Assist in Creating Networking Opportunities 5. Assist in the Planning and Development of Business Events, Training Sessions, Workshops within the business region. 6. Provide access to Professional Business Assistance through Training and Coaching as required. 7. Meet quarterly/annual with project partners to review program objectives and outcomes. 	
	Milestones/Project Schedule	
	<ol style="list-style-type: none"> 1. Partnership Agreements – October 30, 2021 	

Internal Draft Project Proposal Template:

	<ol style="list-style-type: none">2. Marketing Plan Developed/Implemented. Prior to October 30, 20213. Incubator Space Identified and Confirmed Available – Prior to October 30, 20214. Incubator Travel Schedule established & confirmed by October 30th 20215. Local Business Resources material provided or shared. With partners October 15, 20216. Travelling Incubator Kick Off Begins –November 2021

debbie@onoway.ca

From: Judy Tracy <jtracy@onoway.ca>
Sent: September 30, 2021 1:39 PM
To: Wendy Wildman
Cc: Jason Madge; Debbie Giroux
Subject: Fwd: September 17, 2021 Municipal Town Hall Questions and Answers
Attachments: Answers to Sept 17 TTH questions_FINAL.pdf; Untitled attachment 00035.htm

Sent from my iPad

Begin forwarded message:

From: municipalservicesandlegislation@gov.ab.ca
Date: September 30, 2021 at 12:56:01 PM MDT
To: Judith Tracy <jtracy@onoway.ca>
Subject: **September 17, 2021 Municipal Town Hall Questions and Answers**

Attention CEO/CAO

Thank-you for participating in the September 17, 2021 municipal town hall. New temporary health measures have been introduced in Alberta to help slow the spread of COVID-19. Below are answers to questions raised in the webinar.

We are taking necessary and critical steps to prevent our health system from being overwhelmed and once again slow the spread of COVID-19 in Alberta. These steps are not easy for anyone, and I commend all of you for your continued leadership to keep your communities safe.

Sincerely,

Ric McIver
Minister of Municipal Affairs

Public Health Restrictions

1. **Can you clarify the requirements for outdoor gatherings, sports, performance events? What are the requirements for recreation centres? If a recreation facility implements the Restrictions Exemption Program (REP), can you confirm how that will affect organized youth sports/activities? Are all participants/spectators over 12 required to provide proof of vaccination/exemption/negative test? Or are organized youth activities exempt from having to do that?**
 - Entertainment and recreation facilities (including any indoor venues, libraries, conferences, rental spaces, concerts, nightclubs, casinos and similar) are under the following restrictions:
 - Attendance is limited to one-third fire code capacity, and attendees are only permitted to attend with their household or two close contacts for those living alone. Attendees must be masked and have two-metre physical distancing between households.
 - Alberta's government has decided against requiring proof of vaccination for youth under age 18 who are taking part in sport, recreation and performance activities, whenever possible with other precautions in place.
 - Restrictions for adults' (over 18 years old) sport, fitness, performance, and recreation are as follows:
 - Indoor activities:
 - No indoor group classes or activities are permitted.
 - One-on-one training or individual workouts are permitted but three-metre physical distancing is required.
 - No contact between players; indoor competitions are paused except where vaccine exemptions have been granted.
 - These facilities and programs are eligible to implement the Restrictions Exemption Program. Specific exemptions may also be granted on a case-by-case basis.
 - There are no restrictions on outdoor sport or fitness activities.
 - To enter spaces participating in the Restrictions Exemption Program, people ages 18 and older can provide proof of vaccination or a negative test result or a medical exemption document. Details:
 - Valid photo identification that matches the vaccine record (only required for adults 18 and over)
 - Valid paper or digital vaccine record that shows name, vaccine type and date of administration:
 - From September 20 to October 25: proof of partial vaccination (one dose) is considered acceptable as long as the dose was given more than two weeks before the time of service.
 - After October 25: proof of full vaccination (two doses) is required.
 - Negative test result must be privately-paid, Health Canada approved rapid antigen, rapid PCR or lab-based PCR test completed within the previous 72 hours.
 - A valid medical exemption is the original signed letter from a physician or nurse practitioner that includes the person's name that matches their identification, and complete information on the signing Physician or nurse practitioner.
 - Outdoor events and facilities with no indoor portion (excluding washrooms):
 - No attendance restrictions; however, two-metre physical distancing must be in place.

- These same rules apply whether you are a participant or spectator, as per an individual's age.
 - For more information, visit: alberta.ca/COVID19.
2. **Are youth between 12 and 18 years old registered in youth sports exempt from showing proof of vaccination?**
 - Youth under age 18 who are taking part in sport, recreation and performance activities do not require proof of vaccination.
 - Vaccines are safe and parents are strongly encouraged to vaccinate their children.
 - The orders set out the minimum standard to which entities accessing the Restriction Exemption Program must comply; however, operators may implement a program that is more restrictive than outlined in the guidance. Operators should obtain legal advice about the impact of additional measures in their business/industry context. Additionally, municipalities may have more stringent requirements than those outlined in the provincial orders.
 3. **Under the REP, can bars return to having last call at 2 a.m.?**
 - Under REP restaurants can return to having last call as directed by their liquor licence.
 4. **Can you tell me if Seniors Lodges fall under AHS direction of mandating vaccines for employees?**
 - Yes, if they have a contract with Alberta Health Services.
 5. **What supports are in place for rural municipalities?**
 - Guidance for all Albertans, including municipalities, is available here: <https://www.alberta.ca/covid-19-public-health-actions.aspx>.
 - In addition, resources for municipalities to address governance, administration and finance topics during COVID-19 are available here: <https://www.alberta.ca/municipal-governance-during-covid-19.aspx>.

Vaccine Passports/QR code

6. **For organizations that choose to implement the vaccine passport, can they accept proof of vaccination only and NOT accept the proof of negative rapid test as there are many issues with the test and associated time frames?**
 - Under the Restrictions Exemption Program, operators must follow or exceed the program requirements at all times, including requiring all patrons/attendees aged 12 and over to provide valid:
 - proof of vaccination, or
 - proof of a privately-paid negative rapid test result taken within 72 hours of service, or
 - documentation of a medical exemption.
 - Certain businesses and entities who implement a proof-of-vaccination program will be eligible to operate without most restrictions.
 - A list of all the in-scope and out-of-scope businesses are listed online at: alberta.ca/COVID.

- To enter spaces participating in the Restrictions Exemption Program, people aged 12 and older can show proof of a negative test result. Details on how to access a valid test are online at alberta.ca/COVID under the section on “proof of negative test”.
 - We know these restrictions are disruptive to Albertans and businesses, but we must bend down the curve.
 - These measures will buy us some time for additional COVID-19 vaccines to be provided to those who choose to get vaccinated.
- 7. Are these COVID vaccine passports going to be permanent?**
- Restrictions will remain in place until we see a change in trends. After that time, any changes would be made based on the spread of COVID-19 and the state of the health system in the province.
 - The Restrictions Exemption Program and new public health measures are designed to work hand-in-hand. They offer options to Albertans and will help to stop the spread of COVID-19 in our province and take the pressure off our health-care system.
 - Health officials will continue to closely monitor the spread of COVID-19 and health system to assess whether additional action is needed to reduce transmission.
- 8. Is there any timeframe that can be shared for when the QR code may be available?**
- The Government of Alberta is working to make QR codes available in October. More information on this support will be available in the near future.
- 9. Will the QR code display the name of individuals so organizations can confirm it matches the individual presenting it?**
- This feature is expected.
- 10. Will there be financial supports for business that have to hire more workers to respond to the new restriction?**
- At this time, there is not a program in place to compensate businesses for expenses due to the costs of implementing the Restriction Exemption Program.
- 11. Do you foresee any problems for people receiving their vaccination records and will the Alberta MyHealth site have the ability to handle thousands trying to obtain their vaccination proof?**
- Starting Sept. 21, and over the following days, Albertans can visit a local registry agent to request a printed version of their vaccination card at no cost. They will need to provide the month and year of any dose of vaccination, their Alberta Personal Health Number and their date of birth.
 - Starting September 19, Albertans 12 and older can get a card-sized vaccine record through the new express system at alberta.ca/CovidRecords.
 - It's fast and easy, download your card and print out or save on your phone.
 - If you were vaccinated recently it may take up to two weeks for your records to be available online.
 - [MyHealth Records](#) is still available for Albertans 14 and over who wish to use a verified account to view their health records, including lab tests and medications.
 - Albertans will receive a paper record of their vaccination record at their vaccination appointment.

- If you lost your paper record given to you when vaccinated or require another paper copy, print one from alberta.ca/CovidRecords or request a copy through your vaccination provider:
 - pharmacy or physician's office – contact the location you received your vaccination;
 - AHS Clinic – call 811 to request a copy be mailed to you.

12. Why has your government decided to download the responsibility of deciding whether or not to require vaccination proof to the individual business causing these business to bear the brunt of customer displeasure, rather than do your job and make the hard decisions?

- Businesses in Alberta have a choice. They can select the best option that works for their business and clients. Businesses, except retail, have the option to implement the Restrictions Exemption Program or adhere to the new health measures.
- For more information, visit alberta.ca/COVID.

13. Will there be a reinstatement of CMOH weekly calls with municipal officials?

- The CMOH will be on calls with municipal officials as often as needed, to share new information and answer questions.

14. Can households host gatherings if they participate in the Restrictions Exemption Program?

- The Restrictions Exemption Program is an option for certain businesses only.
- Here are the rules for households for private social gatherings:
 - Indoor social gatherings
 - Vaccinated: Indoor private social gatherings are limited to a single household plus one other household to a maximum of 10 vaccine-eligible, vaccinated people, with no restrictions on children under 12.
 - Unvaccinated: Indoor social gatherings are not permitted for vaccine-eligible people who are unvaccinated.
 - Outdoor social gatherings
 - Outdoor private social gatherings limited to a maximum of 200 people, with two metre physical distancing at all times.

15. Why are you insisting that young people should get vaccinated yet their risk is low and you are allowing them to continue some activities?

- Getting vaccinated makes us all safer. A [one-time incentive of \\$100](#) is available for Albertans 18+ who get their first or second dose between September 3 and October 14.
- Rules for young adults 12+ entering spaces participating in the Restrictions Exemption Program (restaurants, etc.) are the same as required for all Albertans.
- Alberta's government has decided against requiring proof of vaccination for youth under age 18 who are taking part in sport, recreation and performance activities, whenever possible with other precautions in place.
- For young adults 12+ rules set out in schools are also required.
- Masks and distancing are not required by youth under 18 while engaged in physical activity.
- For more information visit alberta.ca/COVID.

16. Would it be safe to use this as a rule of thumb: if a business/facility/service does not implement a restriction exemption program, then they need to abide by their industry-specific restrictions? The exception being blanket restrictions such as indoor masking, work from home where possible, etc.

- Yes, if a business/facility/service does not implement a restriction exemption program, then they need to abide by their industry-specific restrictions.
- For more information, visit alberta.ca/COVID.

17. In regards to the Truth and Reconciliation Day at the end of the month, does a round dance ceremony fit into the indoor social gathering or entertainment part of the exemption?

- If it is a private social gathering, then the indoor or outdoor social gathering rules apply.
- If it is organized as a public event then the entertainment, event and recreation facilities part of the exemption applies, as below:
 - Indoor entertainment, event and recreation facilities:
 - Indoor facilities that do not implement the Restrictions Exemption Program must follow these restrictions:
 - Capacity limited to 1/3 fire code occupancy.
 - Attendees must be with household members only, or two close contacts if they live alone.
 - Outdoor entertainment, event and recreation facilities:
 - Events and facilities that are fully outdoors (excluding washrooms), have no capacity restrictions but must maintain two metres distancing between households or two close contact for those living alone.

Healthcare and Vaccination plans

18. If you have a history of heart inflammation, are you exempt from the vaccine?

- Please check with your physician or heart specialist on exemptions that apply to you, including vaccinations.

19. Is the province considering expanding the availability of booster shots?

- Yes, the province has expanded eligibility for an additional dose of COVID-19 vaccine to more immunocompromised Albertans. Individuals with advanced HIV infection, immunodeficiency syndromes and patients receiving high-dose systemic corticosteroids are among those now able to get an additional dose of COVID-19 vaccine.
- For more information, visit Alberta.ca/COVID, click the link marked: Get Vaccinated.

Municipalities' Responsibilities

20. Do voters have to provide proof of vaccination to vote on October 18, 2021?

- Proof of vaccination is not required to enter a polling station and cast a ballot.
- However, there are other restriction considerations at polling stations:
 - A municipality may choose to pass a bylaw requiring election workers show proof of vaccination, or a negative test result, if they believe such a bylaw is needed.
 - As of September 4, 2021, masks are mandatory in all indoor public spaces.

- In the specific settings where a mask is required, anyone unable to wear a mask due to a medical condition will require a medical exception letter from an authorized health professional. The medical exception letter may be presented when in a public setting if requested by enforcement officials.

21. How will the public health restrictions affect municipal election campaigns?

- Election campaigning such as door knocking and open houses can proceed while following current health restrictions including physical distancing and wearing masks.

22. Will there be guidance for municipalities on how to implement the REP in their facilities?

- Guidance for all Albertans, including municipalities, is available here: <https://www.alberta.ca/covid-19-public-health-actions.aspx>.
- In addition, resources for municipalities to address governance, administration and finance topics during COVID-19 are available here: <https://www.alberta.ca/municipal-governance-during-covid-19.aspx>.

23. What are the rules and guidelines for council and committee meetings? Can councils continue to meet in person? If so, do councillors and the public in attendance need to be vaccinated?

- Councils can continue to meet in person. However, councils are encouraged to use electronic meetings wherever possible as a way to minimize COVID-19 transmission.
- The Public Meeting Procedures (COVID-19 Suppression) Regulation is still in effect and can be found here: <https://www.canlii.org/en/ab/laws/regu/alta-reg-50-2020/latest/alta-reg-50-2020.html>
- Under the *Municipal Government Act* (MGA), councils can pass bylaws respecting the safety, health, and welfare of people and the protection of people and property. This could include a requirement to show proof of vaccine or negative test results to attend a council meeting.

24. How do you suggest we continue to conduct public hearings?

- Municipalities are encouraged to use electronic meetings wherever possible as a way to minimize COVID-19 transmission.
- During the COVID-19 health emergency, when the *Municipal Government Act* (MGA) requires a council, board or commission to hold a meeting, an electronic meeting (e.g., live-stream, teleconference, etc.) meets that requirement as long as:
 - notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
 - the public is able to hear the meeting as it is occurring;
 - eligible parties can send submissions before and during the meeting by email or any other method the council, board or commission considers appropriate; and
 - the following people attend by electronic means:
 - CAO or designated officer;
 - for a commission, growth management board or subdivision and development appeal board, the chair or vice-chair;
 - for a composite or a local assessment review board, the presiding officer.

25. Are you considering extensions of spending of the MSP funding grant to allow completion past the end of 2021?

- Program funding is meant to be fully expended by December 31, 2021 in order to support the goals of economic stimulus and job creation.
- However, we recognize that extenuating circumstances such as supply chain disruptions, weather issues, and the continued impacts of the pandemic have caused some delays.
- The Minister will consider requests for additional time to spend the funding on a case-by-case basis, providing there is a strong rationale.

Libraries

26. Could you please provide direction on library programs? In some communities, all library programs are going ahead while in others programs have been cancelled.

- Libraries are considered entities that need to be accessed by the public for daily living purposes, and as such are not included in the organizations/businesses that can implement the Restrictions Exemption Program. Libraries are directed to take other steps to mitigate the spread of COVID-19.
- Adult indoor programming is not able to continue indoors. Library programs for youth under 18 can continue if they follow the guidance for youth activities, which include:
 - Screen youth for symptoms prior to participation.
 - Maintain two metres physical distancing, except between youth who are engaged in a physical activity.
 - Maintain masking indoors, except for youth who are engaged in a physical activity.
- Youth programming that requires adults to support the youth (ex: a parent & tot story time) may continue under the guidance for youth activities, with the addition that adults must be masked at all times and remain two metres distanced from those outside their household at all times.
- Programming which contains a mix of adult and youth, where the adults are not required to support the youth (ex: a book club), will follow the guidance for adult activities and are not permitted to continue indoors.

Enforcement

27. Can community peace officers enforce the recommendations of the Chief Medical Officer of Health?

- Peace officers currently do not have authority to enforce the CMOH orders. The Ministerial Order expired early this summer and was not renewed.

28. How does the government of Alberta intend to enforce the new rules and what role do you anticipate municipalities have in enforcement? Will the CMOH extend enforcement authorities to peace officers? How will proof of REP be enforced without further reluctance by businesses?

- The Alberta government will continue to respect the independence of law enforcement agencies and their discretion, including when it comes to issuing tickets.
- As for extending enforcement authority to peace officers, we currently do not feel additional authorities are needed beyond those who already have them, such as police

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and some Alberta Health Services staff. We are trusting Albertans to act responsibly, get vaccinated, and follow the new restrictions.

- If you violate a public health order, you may be subject to a \$2,000 fine. Or you could be prosecuted for up to \$100,000 for a first time offense.
- People can make a COVID-19-related complaint [here](#), or submit a complaint to AHS public health inspectors online or call 1-833-415-9179.

29. How is enforcement of the restrictions on people's homes possible? This issue of the government getting into the business or directives of what people do in their homes is a huge one. Any past directives have only encouraged education and there appears to be very few police officers or bylaw officers who would get involved in entering people's homes.

- Day-to-day enforcement of public health orders is handled by Alberta Health Services and/or local law enforcement agencies. Public health order violations can be reported, including to Alberta Health Services.

debbie@onoway.ca

From: cao@onoway.ca
Sent: September 30, 2021 8:16 PM
To: 'Debbie Giroux'
Subject: FW: 2020 Municipal Indicators
Attachments: AR106493 - ADM Letter.pdf

Wendy Wildman

CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: municipalservicesandlegislation@gov.ab.ca <municipalservicesandlegislation@gov.ab.ca>
Sent: September 29, 2021 2:22 PM
To: cao@ <onoway.ca cao@onoway.ca>
Subject: 2020 Municipal Indicators

Attention: CAOs

Please see the attached letter.

(25)

Subject: 2020 Municipal Indicator Results

Dear Chief Administrative Officer,

Beginning in 2017, Alberta Municipal Affairs started reporting on a new performance measure, which identified the percentage of municipalities that were deemed to be “not at risk” based on financial and governance risk indicators. This performance measure was developed in consultation with stakeholders, and is used as a benchmark for measuring the ministry’s efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

Each of the thirteen indicators has a defined benchmark, and a municipality will be deemed “not at risk” as long as it does not trigger a critical indicator or three or more non-critical indicators. Municipal Affairs will publish the 2020 Municipal Indicator Results report for municipalities that are deemed “at risk” on the open government portal in early 2022 (<https://open.alberta.ca/publications/municipal-indicator-results>).

The municipal indicator results from 2016 to 2020 for all municipalities are available on the online Municipal Indicator Dashboard on the Municipal Indicators webpage (www.alberta.ca/municipal-indicators.aspx).

The ministry has compiled and verified the data collected from Alberta’s municipalities for the 2020 financial year and is pleased to inform you that your municipality did not trigger the required number of indicators to appear in this year’s Municipal Indicator Results report.

If you would like to discuss your results or the potential future release of these results on the Municipal Affairs website, please contact the Municipal Services Division at toll-free 310-0000, then 780-427-2225, or via email at lgsmail@gov.ab.ca.

Yours truly,

Gary Sandberg
Assistant Deputy Minister

Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<p>Audit Outcome Audit report in the municipality's audited annual financial statements.</p>	<p>The audit report does not identify a going concern risk or denial of opinion.</p>	<p>The municipal auditor has been able to complete the audit and express an opinion, and has not identified a specific concern about the ability of the municipality to meet its financial obligations.</p>	<p>Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.</p>
<p>Legislation-Backed Ministry Interventions Interventions authorized by the Minister of Municipal Affairs in accordance with the Municipal Government Act, such as a viability review, or where directives have been issued pursuant to an inspection.</p>	<p>The municipality has not been the subject of a Municipal Affairs intervention.</p>	<p>Municipal Affairs is not undertaking formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.</p>	<p>Complete Minister-directed processes and actions.</p>

Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<p>Tax Base Ratio Tax base ratio is the proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.</p>	<p>The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue.</p>	<p>The municipality is able to rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farm properties.</p>	<p>Ensure taxes on residential and farm properties are sufficient to meet budgeted expenditure requirements.</p>
<p>Tax Collection Rate The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, well drilling equipment taxes, and grants-in-place-of-taxes.</p>	<p>The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.</p>	<p>The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.</p>	<p>Review tax collection and recovery policies and processes.</p>
<p>Population Change The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.</p>	<p>The population has not declined by more than 20 per cent over a ten-year period. Summer villages and improvement districts are excluded from this measure because they typically have little or no permanent population.</p>	<p>The population of the municipality is stable or growing.</p>	<p>Consider how services and infrastructure can be scaled down to accommodate reduced demands.</p>

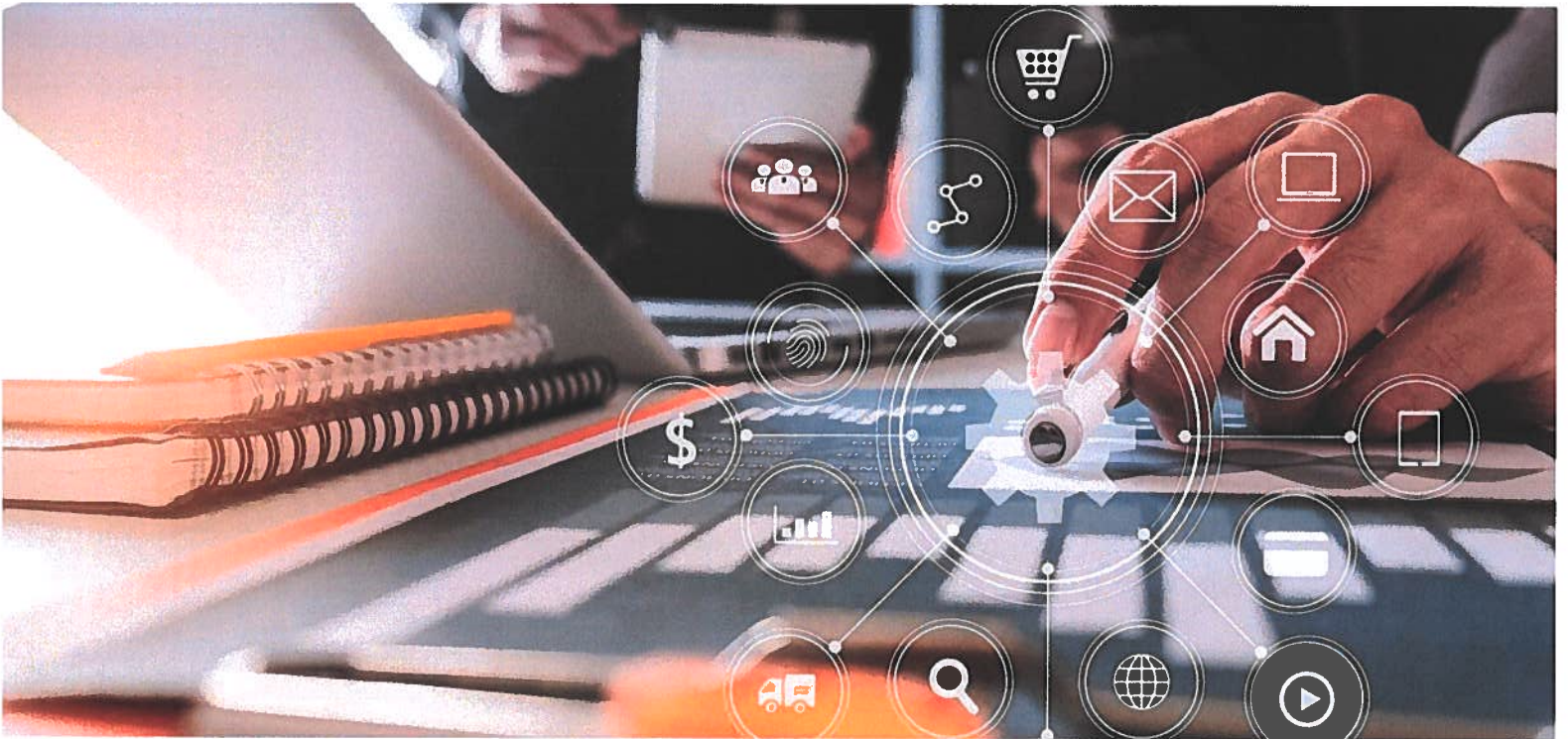
Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<p>Current Ratio The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).</p>	<p>The ratio of current assets to current liabilities is greater than one. This indicator is not measured if the municipality's total assets exceed current assets by a factor of two or more; these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.</p>	<p>The municipality is able to pay for its current financial obligations using cash or near-cash assets.</p>	<p>Consider increasing revenues or reducing costs to provide additional working capital.</p>
<p>Accumulated Surplus The total assets of the municipality net of total debt, excluding tangible capital property and debts related to tangible capital property.</p>	<p>The municipality has a positive (above zero) surplus. An accumulated deficit is a violation of Section 244 of the Municipal Government Act. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	<p>The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.</p>	<p>Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.</p>
<p>On-Time Financial Reporting Whether the municipality has completed submission its annual financial statements and financial information returns to Municipal Affairs by the legislated due date.</p>	<p>The municipality's financial statements and financial information returns for the preceding calendar year are received by Municipal Affairs no later than May 1. Financial reporting is an important aspect of municipal accountability to its residents and businesses.</p>	<p>The municipality is preparing its audited financial reports on a timely basis.</p>	<p>Consider additional resources to complete year end accounting on a timely basis.</p>

Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<p>Debt to Revenue Percentage The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.</p>	<p>The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has maintained reasonable levels of borrowing debt.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p>Debt Service to Revenue Percentage The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.</p>	<p>The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p>Infrastructure Investment – Asset Sustainability Ratio The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.</p>	<p>The municipality's average capital additions exceed the average amortization (depreciation).</p>	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	<p>Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructures to ensure that future service requirements can be met.</p>

Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<p>Infrastructure Age – Net Book Value of Tangible Capital Assets</p> <p>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).</p>	<p>The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.</p>	<p>The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanded facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.</p>	<p>Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>
<p>Interest in Municipal Office</p> <p>The number of candidates running in the most recent municipal election relative to the total number of councillor positions up for election.</p>	<p>The number of candidates exceeded the number of councillor positions.</p>	<p>The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.</p>	<p>Consider increased focus on community engagement.</p>

2019

Municipal Indicator Results



Municipal Affairs, Government of Alberta

January 2021

2019 Municipal Indicator Results

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2019 Municipal Indicator Report

Introduction

The purpose of a municipality, as defined in the *Municipal Government Act (MGA)*, is to provide good government, services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and to develop safe and viable communities.

Five years following the adoption and implementation of the Municipal Sustainability Strategy, it was recognized that a framework to evaluate the performance of municipalities must expand beyond measuring finances, assessment figures, and population change in the context of municipal viability.

During the development of the municipal indicators, the ministry consulted with the Rural Municipalities of Alberta, the Alberta Urban Municipalities Association, the Local Government Administration Association, the Alberta Rural Municipal Administrators' Association, and the Association of Summer Villages of Alberta to develop a more comprehensive process to evaluate municipal performance. It was determined that the new indicators should:

- evaluate the current and long-term finances of a municipality;
- examine whether a municipality is investing in maintaining infrastructure critical to the health and safety of residents; and
- assess the ability of the municipality to provide services desired by the community.

Methodology

The thirteen municipal indicators use a broad range of data collected by Municipal Affairs, including financial, governance and community indicators that are derived from:

- Information provided by Alberta municipalities annually through audited Financial Statements and Financial Information Returns.
 - Financial Information Returns are a standard set of year-end reports, which capture detailed financial information for each municipality. The Financial Information Returns mirror the information contained within the municipal audited financial statements, and standardizes the information into a data format.
- Municipal election results collected in accordance with the *MGA* and the *Local Authorities Election Act*.
 - For each municipal election, the municipality is required to report all candidates' information, election results and elected official information to the ministry.
- Municipal population data as published in the annual Municipal Affairs Population List (up to 2019) and population estimates prepared by Treasury Board and Finance (2020 and onwards).

- Up to the reporting year 2019, the Federal Census counts are used as a default data source for municipal population counts; however, municipalities were enabled to conduct a municipal census if they chose, provided they followed mandatory requirements as specified in the Determination of Population Regulation and the Municipal Census Manual.
- Starting with the reporting year 2020, population estimates prepared by the Treasury Board and Finance (TBF) will be used. The related indicator *Population Change* will compare the population figures generated by two approaches, federal/municipal census (before 2020) versus TBF estimation (after 2020).
- A count of instances whereby the Minister was required to intervene because a municipality was operating in contravention of the MGA.

Municipal Responses

Municipalities listed in this report were given the opportunity to provide additional context as to why they had triggered, provided that the ministry had received their financial reporting by October 13, 2020. Of those municipalities that had submitted by the October 13, 2020 deadline, only the Summer Village of Bonnyville Beach, the Town of Manning, the Village of Alliance, and the Village of Innisfree did not provide any feedback and thus there are no explanations associated with their indicator results.

Nine (9) municipalities the City of Wetaskiwin, the Municipal District of Lesser Slave River No. 124, the Summer Village of Castle Island, the Summer Village of Ghost Lake, the Summer Village of Waiparous, the Town of Fox Creek, the Village of Arrowwood, the Village of Cereal, and the Village of Hay Lakes did not submit all of the required financial documents by December 1st. As such, Municipal Affairs was unable to calculate the indicators for these municipalities. For the latest information, readers are encouraged to visit the online Municipal Indicator dashboard at <https://www.alberta.ca/municipal-indicators.aspx>.

Results Summary

In 2019, nineteen (19) municipalities, of which fourteen (14) villages, two municipal districts, two towns, and one summer village triggered a critical indicator, or three or more non-critical indicators ([Appendix A](#)).

Eleven (11) municipalities have triggered for two consecutive years ([Appendix C](#)). Should these municipalities trigger in 2020, the Minister may initiate a viability screening, to determine if a viability review is needed.

2019 Performance Indicator Results

Indicator 1: Audit Outcome

The MGA stipulates that a municipality's financial statements must be audited. Auditors are required to indicate concerns with the ability of the municipality to meet its financial obligations, or with any significant limitations in the audit or financial statement disclosures. These types of disclosures from the auditor are rare.

Expected Result	Triggered When
The audit report does not identify a going concern risk or denial of opinion.	The audit report identified a going concern risk, or denial of opinion.

2019 Results:

Municipality	Municipality Response
Town of Manning	

Indicator 2: Minister Intervention

From time to time there are circumstances where the Minister may be required to intervene in a municipality. Typically, these interventions occur when requested by a council, through a petition, when a viability review (VR) is initiated, or where significant concerns are evident and ministerial directives need to be issued.

Expected Result	Triggered When
The municipality has not been the subject of a Municipal Affairs intervention.	The municipality has been the subject of a Municipal Affairs intervention.

2019 Results:

Municipality	Ministerial Intervention
Town of Granum*	MSL:064/19: Town of Granum Vote of Electors on Dissolution; MSL:074/19: Special Ballot Ministerial Orders for Town of Granum and Village of Gadsby; MSL:075/19: Special Ballot Ministerial Orders for Town of Granum and Village of Gadsby.
Town of Manning	VR: Letter signed by Minister on June 3, 2019.
Village of Beiseker	MSL:045/19: Accumulated Deficit - Recovery Plan - Village of Beiseker; MSL:135/15: Village of Beiseker - Approval to Allow Deficit Recovery and Request for Meeting with Minister. <i>Municipality Response:</i> <i>2019 Year End Audited financial statements for the Village of Beiseker indicate a surplus of \$125,250.21.</i>

Municipality	Ministerial Intervention
Village of Berwyn	<p>MSL:003/19: Municipal Sustainability & Viability - Village of Berwyn Directive 2 Reporting Extension;</p> <p>MSL:035/19: Directive 2 of the Berwyn Viability Plan - Village of Berwyn.</p> <p><i>Municipality Response:</i></p> <p><i>Received and reviewed. The Village has prepared an updated written capital plan covering the period of 2017 to 2030. This was submitted to Alberta Municipal Affairs on October 1, 2020, as part of the annual update provided at that time. We have a \$500,000 contract that has been awarded for water and sewer capital improvements. The contract award was approved on October 1, 2020, but the successful bidder did not want to commence work in 2020.</i></p>
Village of Clyde	<p>MSL:052/19: Village of Clyde MO for Time extension to Directive 2e – MO No. MSL:054/16.</p> <p><i>Municipality Response:</i></p> <p><i>The Village of Clyde was late due to the fact that the tenders were received late and the Council were not comfortable passing the Capital Budget until they had all the information. Once the information was received the council passed the Capital Budget and the result was forwarded to Municipal Affairs. Approval sent to MA on July 22, 2019. Subsequently a notification of variances were submitted on August 7, 2019</i></p>
Village of Dewberry	<p>VR: Letter signed by Minister on January 23, 2019.</p> <p><i>Municipality Response:</i></p> <p><i>Funding was received and an infrastructure audit was conducted by MPE Engineering.</i></p>
Village of Ferintosh*	<p>MSL:009/19: Village of Ferintosh Dissolution and Appointment of Official Administrator.</p>

Municipality	Ministerial Intervention
Village of Gadsby*	<p>MSL:067/19: Village of Gadsby Viability Review: Ministerial Order to set date, location, authorize special ballots and appoint Returning Officer for vote;</p> <p>MSL:074/19: Special Ballot Ministerial Orders for Town of Granum and Village of Gadsby;</p> <p>MSL:075/19: Special Ballot Ministerial Orders for Town of Granum and Village of Gadsby;</p> <p>VR: Letter signed by Minister on January 23, 2019.</p>
Village of Hughenden	<p>MSL:083/17: Approval to Recover Deficit Over Three-Year Period - Village of Hughenden.</p> <p><i>Municipality Response:</i></p> <p><i>Three year recovery plan (2018-2020). 2019 was our second year under the recovery plan and the Village made very significant progress. 2020 in-house results are favorable and as such, the Village of Hughenden will make a full recovery after filing our December 31, 2020 Financial statements. Back in the Black and will never go back!</i></p>
Village of Hussar	<p>MSL:015/19: Village of Hussar Time Extension Request for Directive 2.</p> <p><i>Municipality Response:</i></p> <p><i>The Village of Hussar submitted our 10 Year Capital plan on February 28, 2019 as per the timeline. The plan needed some corrections so an extension was given until April 30, 2019 to complete and resubmit the 10 Year Capital Plan. [Completed by the extended deadline].</i></p>
Village of Innisfree	<p>MSL:042/19: Extension Village of Innisfree;</p> <p>MSL:062/19: 10-Year Capital Plan - Per Minister Directives - Village of Innisfree.</p>

* The Village of Ferintosh was dissolved on January 1, 2020. The Town of Granum and the Village of Gadsby were dissolved on February 1, 2020.

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Multi-Year Ministerial Interventions:

Municipalities that have been issued a Ministerial Order with specific references to a multi-year corrective action are identified in the following table. These municipalities will continue to be listed until the municipality has received notification that the directives issued have been met.

Municipality	Ministerial Intervention
Village of Beiseker (2019 – 2021)	MSL:045/19: Accumulated Deficit - Recovery Plan - Village of Beiseker
Village of Beiseker (2015 – 2019)*	MSL:135/15: Village of Beiseker - Approval to Allow Deficit Recovery and Request for Meeting with Minister.
Village of Hughenden (2017 – 2019)*	MSL:083/17: Approval to Recover Deficit Over Three-Year Period - Village of Hughenden.

* As of December 31st the villages of Beiseker and Hughenden had successfully completed the requirements listed within the Ministerial Orders.

Indicator 3: Tax Base

Municipalities are typically able to rely on non-residential taxes to generate a portion of tax revenues. Non-residential properties are typically taxed at a higher rate than residential and farm properties. Tax Base is the percentage of total tax revenue collected from residential/farmland properties.

Expected Result	Triggered When
Residential and farmland tax revenue accounts for no more than 95 per cent of the municipality's total tax revenue.	More than 95 per cent of the municipality's tax revenue comes from residential and farmland properties.

2019 Results:

Municipality	Result
None	N/A

Indicator 4: Tax Collection Rate

In order to pay for ongoing costs, municipalities must be able to collect property taxes on a timely basis. Tax Collection Rate is the percentage of the current year's property taxes that are collected by year end.

Expected Result	Triggered When
The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	A municipality collects less than 90 per cent of the property taxes it levies in the reporting year.

2019 Results:

Municipality	Result
Birch Hills County	<p style="text-align: center;">87.00%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Birch Hills County is embracing new electronic payment options and encouraging use of our tax payment plan. The primary reason for not meeting the 90% expected result for tax collection is unpaid oil and gas companies. All options are being utilized to collect unpaid taxes.</i></p>
Woodlands County	<p style="text-align: center;">80.36%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Approximately 85% of Woodlands County tax base is from the non-residential sector. Of that, base 41% is Linear Assessment, of which we have limited recourse for collections. Of the Linear, two companies make up more than 50% of the total Linear. Both of these companies have not paid their taxes since 2018, creating a very difficult time for Woodlands County. We have reason to believe one of the companies will be bringing forward a payment plan proposal for some of the arrears.</i></p>
Town of Granum*	<p style="text-align: center;">83.69%</p>

Municipality	Result
Village of Alliance	78.82%
Village of Beiseker	<p>84.04%</p> <p><i>Municipality Response:</i></p> <p><i>As of 10/20, tax collection rate is 85%. In 2021, two properties are up for tax recovery sale. This would have happened in 2020, but COVID-19 pandemic delayed process. Otherwise rate would be 88%. Improved Tax recovery procedures result in improved collection rates. As of 01/20, 18 Tax Recovery files were on the books, 8 resolved, 1 will resolve in 2020, 4 tax recovery plans (1 new), 2 auctions – 2021. Concerned that current economy is affecting this rate.</i></p>
Village of Berwyn	<p>78.49%</p> <p><i>Municipality Response:</i></p> <p><i>Received and reviewed. The matter was discussed with Berwyn Village Council. The Village has had issues collecting property tax arrears because of the turnover in CAO's since 2017. No other municipal staff are trained on tax recovery. The present CAO has analyzed all the problem, and will ensure caveats are added and removed promptly, and notifications and tax sales held in accordance with the MGA.</i></p>
Village of Clyde	<p>88.61%</p> <p><i>Municipality Response:</i></p> <p><i>One property was outstanding and the Village of Clyde has taken title to that property in 2020 and will be selling the property as soon as possible. COVID did not increase the unpaid property tax in 2020 to any degree.</i></p>

Municipality	Result
Village of Dewberry	85.25% <i>Municipality Response:</i> <i>The Village of Dewberry has contracted the services of a tax collection service in 2020 to help with regards to property tax collections.</i>
Village of Ferintosh*	70.30%
Village of Gadsby*	76.17%
Village of Holden	87.21% <i>Municipality Response:</i> <i>The result was low due to a commercial property with high taxes not paying for 2019. They have now paid 2019 and 2020 property taxes to bring that up for 2020.</i>
Village of Hughenden	84.82% <i>Municipality Response:</i> <i>Village of Hughenden has instructed the Chief Administration Officer to remain diligent on collection practices in 2020. Subsequently, several late accounts have been collected and it is projected that results achieved in 2020 might be very close to the cut off being 90% ratio.</i>
Village of Hussar	87.59% <i>Municipality Response:</i> <i>Every effort is being made to collect. We have seen an increase in the use of our Tax Installment Payment Plan and hope this will continue to increase in the future.</i>
Village of Innisfree	74.70%

Municipality	Result
Village of Paradise Valley	<p style="text-align: center;">88.37%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>We implemented a monthly payment program and we have placed several properties on the Tax Recovery program with a third party collection agency to clear up our tax accounts. Some properties will be going to auction next year for tax recovery should they not pay before the deadline.</i></p>
Village of Warner	<p style="text-align: center;">88.92%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>The Village does follow the MGA with regards to Tax Recovery & Tax Arrears but the process takes up to 3 years before action can be taken and residents just simply pay off 2 years of their arrears and then we have to start over again. We also believe that this is a reflection of the difficult economy the province has endured over the past 5 years with many residents losing their jobs and having reduced income. Council works with every resident in an effort to get their tax arrears paid on time.</i></p>

* The Village of Ferintosh was dissolved on January 1, 2020. The Town of Granum and the Village of Gadsby were dissolved on February 1, 2020.

Indicator 5: Population Change

Municipalities are typically better able to plan and prepare for the future based on stable or growing populations. Population Change is the percentage of population change in the municipality over a ten-year period.

Exceptions:

- Summer villages and improvement districts are excluded from this measure because seasonal property owners are not reflected in their population.

Expected Result	Triggered When
The population has not declined by more than 20 per cent over a ten-year period.	A municipality's population declines by 20 per cent over a ten-year period.

2019 Results:

Municipality	Result
Town of Manning	(20.76%)
Village of Alliance	(21.83%)

Indicator 6: Current Ratio

Municipalities require cash or near-cash assets to be able to pay for current financial obligations. Current Ratio is the ratio of current assets to current liabilities.

Exceptions:

- This indicator does not apply if the municipality's total assets exceed current assets by a factor of two or more; these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets. There are very few Alberta municipalities that this applies to, specifically the City of Calgary, the City of Edmonton, the City of Medicine Hat, and the Regional Municipality of Wood Buffalo.

Expected Result	Triggered When
The ratio of current assets to current liabilities is greater than one.	The ratio of current assets to current liabilities is less than one.

2019 Results:

Municipality	Result
Village of Alliance	0.90
Village of Consort	0.88 <i>Municipality Response:</i> <i>The Village of Consort depends on provincial and federal grants, and municipal taxes to pay for financial obligations. Our financial position is stabilizing and we hope to be very close to 1 by next year.</i>
Summer Village of Bonnyville Beach	0.85

Indicator 7: Accumulated Surplus/Deficit

Municipalities typically hold surpluses and reserves from year to year to be used for future projects or to deal with unforeseen costs. Accumulated Surplus/Deficit is calculated by subtracting total liabilities from total assets, excluding capital assets and related debt.

An accumulated deficit is a violation of Section 244 of the *MGA*. Municipalities in a deficit position are required to recover the shortfall in the next year, or over a longer period if approved by the Minister.

Expected Result	Triggered When
The municipality has a positive (above zero) surplus.	A municipality is in a deficit (below zero) position for the reporting year.

2019 Results:

Municipality	Result
None	N/A

Indicator 8: On-Time Financial Reporting

Financial reporting is an important aspect of municipal accountability to its residents and businesses. Municipalities are required to submit year-end audited financial statements and financial information returns to Municipal Affairs by May 1st of the year following the year for which the financial statements have been prepared.

Expected Result	Triggered When
Audited financial statements and financial information returns for the preceding calendar year are received by Municipal Affairs no later than May 1 st .	Municipal Affairs did not receive the Audited financial statements and financial information returns by May 1 st .

2019 Results:

Municipality	Result
None	N/A

Indicator 9: Debt to Revenue Percentage

Municipalities frequently borrow to finance long term projects, but overall borrowing levels need to be manageable. The Debt to Revenue Percentage calculates total borrowing as a percentage of total revenue.

Expected Result	Triggered When
The municipality's total borrowings represent less than 120 per cent or 160 per cent for municipalities with a higher regulated debt limit of its total revenue.	The municipality's debt is greater than 120 per cent or 160 per cent for municipalities with a higher regulated debt limit of its total revenue.

2019 Results:

Municipality	Result
Village of Consort	<p>155.19%</p> <p><i>Municipality Response:</i></p> <p><i>For multiple years the Village of Consort was close to not meeting environmental standards with the current lagoon. Consort took on a massive infrastructure project to address and correct the situation. By doing so the Village incurred a large amount of debt for this project.</i></p>

Indicator 10: Debt Service to Revenue Percentage

Like overall debt levels, annual debt repayments and interest costs need to be manageable. Debt Service to Revenue Percentage calculates the cost of annual principal and interest payments as a percentage of total revenue.

Expected Result	Triggered When
The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	Principle and interest payments on borrowings are greater than 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of the municipality's total revenue.

2019 Results:

Municipality	Results
None	N/A

Indicator 11: Investment in Infrastructure

Most capital assets and infrastructure require replacement after a period of service, and municipalities typically carry out these replacements on an ongoing basis to spread out replacement costs. Investment in Infrastructure measures the ratio of capital spending to amortization (depreciation) over a five-year period.

Exceptions:

- This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.

Expected Result	Triggered When
The municipality's average capital additions exceed the average amortization (depreciation).	A municipality's capital spending is less than the depreciation of its assets, indicated by a result less than one.

2019 Results:

Municipality	Results
Birch Hills County	<p style="text-align: center;">0.50</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Utilizing the Tangible Capital Asset (TCA) Policy, Birch Hills County prioritizes the Multi Year Capital Plan (MYCP) replacement items in the annual capital budget. The TCA policy is being reviewed to ensure amortization schedules are efficiently depreciating our assets. Vehicles and Machinery and Equipment are replaced on a regular basis when it makes sense, taking into consideration condition, usage, and maintenance costs. We realize our infrastructure is aging. Birch Hills County relies heavily on MSI funding when replacing TCA assets. Under the current prov/muni cost constraints, TCA replacement plans may suffer.</i></p>

Municipality	Results
Woodlands County	<p style="text-align: center;">0.86</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Many infrastructure projects have been delayed due to the uncollected linear taxes, we have been actively monitoring and adjusting our cash outflows during this period of uncertainty with collection of linear taxes.</i></p>
Town of Manning	<p style="text-align: center;">0.94</p>
Village of Berwyn	<p style="text-align: center;">0.94</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Received and reviewed. Substantial capital spending for infrastructure will happen in 2021. We are clearing up a backlog of MSI Capital grants that have been received.</i></p>
Village of Dewberry	<p style="text-align: center;">0.52</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>The Village of Dewberry's revenue intake is not sufficient at this time to begin the process of setting aside sufficient funding to update the infrastructure on a regular basis.</i></p>
Village of Holden	<p style="text-align: center;">0.57</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Unknown</i></p>
Village of Hughenden	<p style="text-align: center;">0.95</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Village of Hughenden reports several larger capital projects in 2020 thus this ratio will rebound above the >1 requirement as at December 31, 2020.</i></p>

Municipality	Results
Village of Paradise Valley	<p style="text-align: center;">0.95</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Work continues on the new Water Treatment Plant and Reservoir now scheduled for completion in March 2021. Work planning has started on upgrades to the wastewater facility. We have added an additional 500 meters of new waterline to the system. Construction is scheduled to start on a new waterline in 2021.</i></p>
Village of Warner	<p style="text-align: center;">0.90</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>With costs of replacement infrastructure going up and provincial grant dollars declining the Village of Warner finds it very difficult in this tight economy to keep up with the aging infrastructure. We commit all MSI & GTF monies to infrastructure replacement along with municipal dollars but money is tight on all levels of government and tax payers are also hurting so it remains difficult to keep up with this item every year.</i></p>
Summer Village of Bonnyville Beach	<p style="text-align: center;">0.34</p>

Indicator 12: Infrastructure Age

If capital assets and infrastructure are being replaced on a regular basis and new assets or infrastructure is being added, the average age of the municipality's overall infrastructure will remain reasonably current. Infrastructure Age calculates the amortized (depreciated) cost of capital assets and infrastructure as a percentage of the original cost.

Expected Result	Triggered When
The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The net book value of the tangible capital assets is less than 40 per cent of the original cost.

2019 Results:

Municipality	Results
Birch Hills County	<p style="text-align: center;">16.56%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>We realize our infrastructure is aging. Under the current provincial/municipal cost constraints, TCA assets may be replaced utilizing tighter valuation methods. Funding levels, wear and tear, system failure, public safety while striving to optimize current maintenance levels.</i></p>
Woodlands County	<p style="text-align: center;">32.37%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Reduced cash flow has created difficulty in honoring our plans for infrastructure repairs, replacement. In 2020 operating expenditures were reduced where possible to allow us to focus on and have money for infrastructure projects.</i></p>

Municipality	Results
Village of Berwyn	<p style="text-align: center;">39.12%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Received and reviewed. Substantial capital spending for infrastructure will happen in 2021. We are clearing up a backlog of MSI Capital grants that have been received.</i></p>
Village of Paradise Valley	<p style="text-align: center;">23.28%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>With the addition of the Water Treatment Plant and Reservoir coming on stream in 2021 and construction of new piping and wastewater facilities the TCA should improve to over 40%.</i></p>
Village of Warner	<p style="text-align: center;">36.47%</p> <p style="text-align: center;"><i>Municipality Response:</i></p> <p><i>Again the Village of Warner finds it difficult to keep up to infrastructure spending with all levels of government cutting back and all tax payers finding it difficult to keep up with the costs in are declining economy. The Village would be no different but again we commit every grant dollar and then some to infrastructure replacement.</i></p>
Summer Village of Bonnyville Beach	<p style="text-align: center;">39.07%</p>

Indicator 13: Interest in Municipal Office

Municipalities with a strong interest in local elections often mean there is a local interest in good governance. Interest in Municipal Office measures the ratio of candidates to total council positions in the most recent election.

Expected Result	Triggered When
The number of candidates exceeded the number of councillor positions.	Elections are only held if there are more candidates than positions, otherwise candidates are simply acclaimed to what are intended to be elected positions. Triggered when no vote is held because all councillors are acclaimed.

2019 Results:

Municipality	Municipality Response
Town of Manning	
Village of Consort	<i>Sadly the Village of Consort had a councillor pass away, therefore an election was held. We had one candidate run for this position with no-one running against him. A vote was not needed and the position was filled due to acclamation.</i>
Village of Holden	<i>2019 - We had a by-election for 1 position and it was filled by 1 candidate.</i>
Village of Warner	<i>The Village held a by-election in 2019 for 2 positions which where acclaimed and we agree we had very little interest in this election but perhaps the residents supported the 2 persons who put their names forward and that is why they where acclaimed. Every municipality and level of government is experiencing low voter interest and are community is no different.</i>

Appendix A

Municipalities that Triggered (by Municipal Type)

The following is a listing of the municipalities who triggered a critical indicator, or three or more non-critical indicators.

Municipality Type	Municipality
Municipal District	Birch Hills County Woodlands County
Town	Town of Granum* Town of Manning
Village	Village of Alliance Village of Beiseker Village of Berwyn Village of Clyde Village of Consort Village of Dewberry Village of Ferintosh* Village of Gadsby* Village of Holden Village of Hughenden Village of Hussar Village of Innisfree Village of Paradise Valley Village of Warner
Summer Village	Summer Village of Bonnyville Beach

* The Village of Ferintosh was dissolved on January 1, 2020. The town of Granum and the Village of Gadsby were dissolved on February 1, 2020.

Appendix B

Municipalities and Indicators Triggered

The following breaks down which specific indicators the 19 municipalities triggered.

Municipality	Indicator
Birch Hills County	4 - TAX COLLECTION RATE 11 - INVESTMENT IN INFRASTRUCTURE 12 - INFRASTRUCTURE AGE
Woodlands County	4 - TAX COLLECTION RATE 11 - INVESTMENT IN INFRASTRUCTURE 12 - INFRASTRUCTURE AGE
Town of Granum*	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE
Town of Manning	1 - AUDIT OUTCOME 2 - MINISTRY INTERVENTION 5 - POPULATION CHANGE 11 - INVESTMENT IN INFRASTRUCTURE 13 - INTEREST IN MUNICIPAL OFFICE
Village of Alliance	4 - TAX COLLECTION RATE 5 - POPULATION CHANGE 6 - CURRENT RATIO
Village of Beiseker	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE
Village of Berwyn	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE 11 - INVESTMENT IN INFRASTRUCTURE 12 - INFRASTRUCTURE AGE
Village of Clyde	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE
Village of Consort	6 - CURRENT RATIO 9 - DEBT TO REVENUE PERCENTAGE 13 - INTEREST IN MUNICIPAL OFFICE

Municipality	Indicator
Village of Dewberry	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE 11 - INVESTMENT IN INFRASTRUCTURE
Village of Ferintosh*	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE
Village of Gadsby*	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE
Village of Holden	4 - TAX COLLECTION RATE 11 - INVESTMENT IN INFRASTRUCTURE 13 - INTEREST IN MUNICIPAL OFFICE
Village of Hughenden	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE 11 - INVESTMENT IN INFRASTRUCTURE
Village of Hussar	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE
Village of Innisfree	2 - MINISTRY INTERVENTION 4 - TAX COLLECTION RATE
Village of Paradise Valley	4 - TAX COLLECTION RATE 11 - INVESTMENT IN INFRASTRUCTURE 12 - INFRASTRUCTURE AGE
Village of Warner	4 - TAX COLLECTION RATE 11 - INVESTMENT IN INFRASTRUCTURE 12 - INFRASTRUCTURE AGE 13 - INTEREST IN MUNICIPAL OFFICE
Summer Village of Bonnyville Beach	6 - CURRENT RATIO 11 - INVESTMENT IN INFRASTRUCTURE 12 - INFRASTRUCTURE AGE

* The Village of Ferintosh was dissolved on January 1, 2020. The Town of Granum and the Village of Gadsby were dissolved on February 1, 2020.

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Appendix C

Municipalities That Triggered Two Consecutive Years (2018 - 2019)

Municipality Type	Municipality
Municipal District	Woodlands County
Town	Town of Granum* Town of Manning
Village	Village of Alliance Village of Beiseker Village of Berwyn Village of Dewberry Village of Hughenden Village of Hussar Village of Innisfree Village of Paradise Valley

* The Town of Granum was dissolved on February 1, 2020.

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debbie@onoway.ca

From: pcm1@telusplanet.net
Sent: October 4, 2021 2:15 PM
To: cao@onoway.ca; 'Debbie Giroux'
Cc: 'Penny Frizzell'; 'Jason Madge'
Subject: DECISION REFERRAL 016SUB2021 - Development Officer Response

October 4, 2021

Dear Debbie:

Further to my response to the above referenced Subdivision (016SUB2021) referral from Lac. Ste. Anne County.

Previously, upon receipt of the Subdivision Referral it was my response that the Town of Onoway had "No Concerns" with the subdivision that is within the IDP area between the Town of Onoway and Lac Ste. Anne County.

Similarly, the Decision with respect to that subdivision is in-keeping with what would be typical for such a subdivision.

I have no concerns with the conditions imposed upon the subdivision.

Regards,

Tony Sonnleitner, Development Officer, Town of Onoway
(780) 718-5479

From: cao@onoway.ca <cao@onoway.ca>
Sent: September 27, 2021 12:20 PM
To: 'Debbie Giroux' <debbie@onoway.ca>
Cc: pcm1@telusplanet.net; 'Penny Frizzell' <penny@onoway.ca>; 'Jason Madge' <jason@onoway.ca>
Subject: FW: DECISION REFERRAL 016SUB2021

Deb for next agenda, and add Tony;s comments once we get them

Wendy Wildman
CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

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Lac Ste. Anne County, Box 219,
56521 RGE RD 65, Sangudo, AB T0E 2A0
Telephone: 1-866-880-5722 or
Fax: 1-780-785-2985

www.LSAC.ca

APPROVAL

SUBDIVISION REFERRAL

NOTIFICATION of Email Correspondence

of Pages EMAILED: 8

Date: September 27, 2021

Re: PROPOSED SUBDIVISION
Legal: SW 04-55-02 W5M
Lac Ste. Anne County

FILE #: 016SUB2021

Attached is a copy of a subdivision application form and sketch proposing to subdivide the above land as shown. By this EMAIL we request you submit brief, relevant comments and supporting information, with regard to the subdivision application. Unless we have heard from you, **within 21 days**, we will process the proposal as though you have no objections.

Please email or fax your comments to the undersigned at your earliest convenience.

Email: Jane Holman,
Planning/Development Clerk
DevReferrals@Lsac.ca OR

Email: Trina Sroka,
Planning/Development Clerk
DevReferrals@Lsac.ca OR

FAX your response to (780) 785-2985

FAX your response to (780) 785-2985

If you have concerns or comments that you wish to discuss with staff, please contact the staff member as indicated below:

Matthew Ferris
Planning &
Development
Manager
780-785-3411
Ext.: 3603
mferris@Lsac.ca

Abdikani Elmi
Development
Officer
780-785-3411
Ext.: 3691
aelmi@lsac.ca

Craig Goldsmith
Development
Officer
780-785-3411
Ext.: 3684
cgoldsmith@lsac.ca

Tanya Vanderwell
Development Officer
780-785-3411
Ext.: 3685
tvanderwell@Lsac.ca

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September 23, 2021
File: 016SUB2021

TAYLOR, AL
Box 161
Gunn, AB T0E 1A0

TAYLOR, AL
Box 161
Gunn, AB T0E 1A0

APPLICANT

LANDOWNER

Dear Sir/Madame:

**Re: Proposed Subdivision
SW 04-55-02 W5M,
Lac Ste. Anne County**

This application for subdivision was considered complete by Lac Ste. Anne County on September 09, 2021 and was considered by the Subdivision Approving Authority on September 23, 2021 and was **APPROVED, subject to conditions and is valid for twenty four (24) months.**

A conditionally approved subdivision means that you must fulfil the approval conditions prior to the Plan of Subdivision being registered with Alberta Land Titles to legally create the new title(s). Please note that you are responsible for retaining the services of an Alberta Land Surveyor to prepare the Plan of Subdivision for registration at Alberta Land Titles.

The decision may be appealed within fourteen (14) days of the postmark of this letter by submitting a written notice to the Subdivision and Development Appeal Board or the Municipal Government Board as indicated within the attached pages of this decision.

Following the appeal period, an instrument (a Descriptive Plan or a Plan of Survey) completed by an Alberta Land Surveyor must be submitted to this office for endorsement. We recommend that your Surveyor contact Alberta Land Titles directly in order to confirm whether a Descriptive Plan or Plan of Survey will be required. The appeal period must lapse before this office may endorse the instrument received.

Additionally endorsement cannot be given until the attached conditions have been met. Please confirm that all appropriate documentation has been received by this Office when submitting your registerable instrument.

The instrument must be prepared on your behalf by an Alberta Land Surveyor in a manner satisfactory to the Alberta Land Titles Office (10365-97 Street, Edmonton, AB T5J 3W7; Phone 780-427-2743).

This application was evaluated with respect to its conformance and/or consistency with applicable legislation, statutory plans, and bylaws. Consideration was also given to the various land use evaluation criteria, and responses from adjacent landowners as described below:

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Topography	Gentle rolling
Soils	<p>Class 3: Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices. The limitations are more severe than for Class 2 soils. They affect one or more of the following practices: timing and ease of tillage; planting and harvesting; choice of crops; and methods of conservation. Under good management they are fair to moderately high in productivity for a fair range of crops.</p> <p>Subclass D: undesirable soil structure and/or low permeability-the soils are difficult to till, absorb water slowly or the depth of the rooting zone is restricted.</p>
Storm Water	None
Flooding Risk	The existing and the proposed parcels are in the flood plain.
Access	Access is to be provided through Range Road 24 for the proposed two (2) 3.0 +/- acre parcels and the remainder of the quarter section. Access is available on Highway 37 for the proposed 11.5 +/- acre parcel.
Water Supply	The proposed 11.5 +/- acre parcel is currently serviced by water well. Water may be obtained through cistern or well for the remainder of the quarter-section.
Private Sewage System	The proposed 11.5 +/- acre parcel is serviced by Open Discharge. A variety of private sewage disposal systems may be used for the proposed two (2) 3.0 +/- acre parcels and the remainder of the quarter section.
Adjacent Land Uses	Adjacent land uses are a mix of agricultural operations with residential usage as well as industrial and highway development districts.
Landowner Concerns:¹	None

The Subdivision Approving Authority has determined that this application shall be:

✓ **APPROVED, SUBJECT TO THE FOLLOWING CONDITIONS:**

STANDARD CONDITIONS:

1. All subdivision conditions must be fulfilled within twenty-four months of date of subdivision approval.
2. Pursuant to Section 654 of the Municipal Government Act, R.S.A. 2000, all outstanding property taxes be paid.
3. Pursuant to Section 655 of the Municipal Government Act, R.S.A. 2000, the Owner and/or Developer shall enter into and abide by the provisions of a development agreement with Lac Ste. Anne County to the County's satisfaction and at the Developer's expense. This agreement may include, but not necessarily be limited to:

¹ Note: This Office does not guarantee that all verbal comments or written comments received after the conclusion of the referral period will be addressed in this decision, however, all comments will be reviewed by the Approving Authority.

(Handwritten initials: Lolo)



- i) Approaches #1, 2 and 3 be constructed to County standards.
- ii) Another approach found close to the T-intersection of HWY 33 and Range Road 24 be removed or be constructed to County standards in-lieu of approach #3.
- iii) Dedication of a 30.0 meter wide service road right-of-way on the proposed remnant land adjacent to Plan 822 2118 from the west of boundary of SW 04-55-2-W5M at Range Road 24 to the west boundary of the proposed developed residential lot (see attached) at no cost to Alberta Transportation.
- iv) Dedication of a 30.0 meter wide service road right-of-way on the proposed remnant land adjacent to Plan 8222118 across the entire highway frontage of the proposed developed residential lot (see attached) at no cost to Alberta Transportation.

Once the above-noted work has been completed on your approach(es), you MUST return your "Final Approach Inspection Form" to the Planning and Development Department to have your approach(es) inspected. The proposed survey (from your surveyor) must be submitted before Public Works can complete the inspection of the approach(es).

4. Pursuant to Section 661 of the Municipal Government Act, R.S.A., 2000, 5.2 metres (17.1 ft.) of road widening adjoining all municipal road allowances is required and may be registered through caveat. Caveat and agreement to be provided by the Surveyor for road widening on Range Road(s) and Township Road(s).
5. This decision shall be valid for two (2) years from the date of issuance; if this decision is appealed (to Subdivision and Development Appeal Board {SDAB} or Municipal Government Board {MGB}), any new decision will be valid for a time specified by the appeal body as listed within a revised decision (SDAB decision or MGB order).
6. Applicant/Landowner is required to submit a survey drafted by an Alberta Land Surveyor. Any alterations to the subdivision design from the date of referral may require a new application and referral process.
7. Developer/Landowner to provide professional verification that on-site sewage disposal system is functioning properly and within the requirements of the Safety Codes Act, or to confirm replacement/upgrade of existing system to one which conforms to provincial and municipal requirements. Cost of Inspection (\$235.00).
8. Lac Ste. Anne County will require a blanket drainage easement and restrictive covenant to the Counties satisfaction be registered on the parcel within sixty days of the date of this approval to ensure current and future drainage is accommodated to the satisfaction of the Municipality.
9. Landowner to enter into Utility -right-of-way agreement with (Gas)
10. The Applicant must provide a market value appraisal of the subject land, excluding any and all buildings or improvements, prior to subdivision. This appraisal is used to determine money-in-lieu of Reserves value as per Section 667 of the Municipal Government Act (MGA). A market value appraisal is to be obtained from a licensed Alberta Appraiser as a condition of this subdivision approval. For this application, the land subject to Reserves is 10% of the following: HA (proposed parcel(s)).

RESERVES:



Reserve Eligible:	<i>Yes</i>	MR Eligible (HA) (total parcel):	<i>7.05</i>
Value per hectare (HA) :	<i>\$8,356.86</i>	Land Subject to Reserves (10% of MR Eligible):	<i>0.705</i>
Amount Owning:	Shall be no more than \$8,356.86/ha \$5,891.59		

Please note the following:

1. All conditions must be met prior to receiving endorsement.
2. You must complete all conditions of approval prior to twenty four months from the date of this letter.
3. Lac Ste. Anne County is unable to endorse this application until 14 days have passed from the date of receipt of this letter to allow for appeal submissions. A maximum of five (5) additional days are allowed for mailing where this notice is issued through regular mail.
4. Appeals may be commenced by the applicant, subject landowner, the approving authority and required referral agencies. Under provincial statute, appeals are not allowed by adjacent landowners, community associations, or other non-statutory interests.
5. It is strongly recommended that subdivision boundaries in proximity to buildings be reviewed by a surveyor to ensure than no encroachments exist.
6. *The final plan must be submitted by the Surveyor in *.pdf format to this Office.*
7. *MIMS (Municipal Information Management System) Compatible Drawings” must be submitted for all subdivisions. Current version is 4.2.5. The support line phone number for MIMS is 1-866-646-7473.*
8. It is the responsibility of the developer to make suitable arrangements with utility service providers to provide services to new properties.

In accordance with Section 678 of the *Municipal Government Act, R.S.A., 2000*, should you wish to appeal this decision, you may do so by filing notice of your intent to appeal on the required Appeal Form in writing, to the following address, along with the applicable application fee:

Alberta Municipal Affairs
 Municipal Government Board
 2nd Floor, 1229-91st Street SW
 Edmonton, Alberta T6X 1E9
 Telephone: 780.427.4864 or Fax: 780.427.0986
 Email: mqbmail@gov.ab.ca
 Website: www.mqb.alberta.ca

The required Appeal Form may be obtained by contacting the County office or on the County website www.lsac.ca (Government/Planning & Development/Subdivision and Development Appeal Board/Subdivision Appeal Form).

The decision may be appealed within 14 days from the date of this letter, prior to 4:30 p.m. on October 7, 2021. If the appeal date falls on a weekend or holiday, Lac Ste. Anne County will accept the appeal form along with the applicable fee on the next business day.



Lac Ste Anne County continually wants to approve our level of service. Please take the time to fill out the satisfaction survey to make our processes even better. Our Survey can be found at <https://www.surveymonkey.com/r/LSAPDevelopment>

Yours truly,

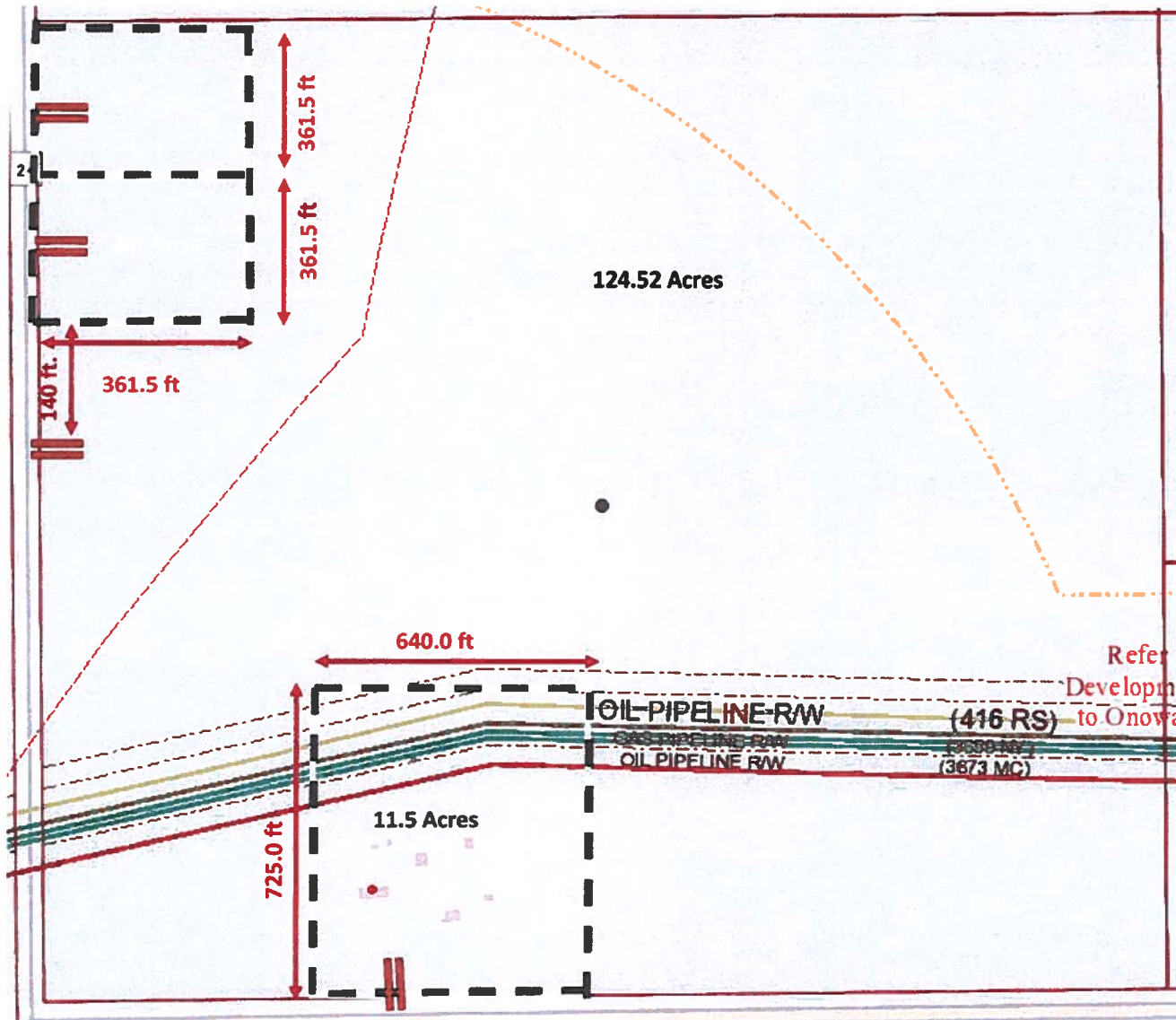
A handwritten signature in blue ink, appearing to read 'Abdikani Elmi'.

Abdikani Elmi
Development Officer
Planning & Development Department
Lac Ste. Anne County

Encl: Proposed Sketch/Drawing
Existing Sewage System Application
Final Approach Inspection Form
Overland Drainage Easement and Restrictive Covenant

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Proposed Subdivision
 Lac Ste. Anne County
 SW 04-55-02 W5M
 016SUB2021
 Taylor, AI
 April 22, 2021
 001_016SUB202



	Proposed Parcel
	Building Pocket
	Pipeline Right-Of-Ways
	Setback from Watercourse (40 metres)
	Approaches



1 centimeter = 50 meters



All Dimensions to be verified by an Alberta Land Surveyor
 ECE boundaries to be determined by field survey of stream bank

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debbie@onoway.ca

From: cao@onoway.ca
Sent: September 27, 2021 8:49 AM
To: 'Debbie Giroux'
Cc: 'Jason Madge'
Subject: FW: FortisAlberta Inc. Franchise Fee Documents/Changes - Onoway
Attachments: 1 2021-2022 Franchise Calculator - Onoway.xlsx; Municipal Franchise Fee Riders (2021).pdf; Franchise Fee Advertisement Template - Please Use.docx; Franchise Fee Advisement Notification - Please Return via Email by Nov. 1, 2021.doc

Importance: High

Deb – this goes on our next agenda, along with the ATCO franchise fee that we deferred from previous meeting.

Wendy Wildman
CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

From: Nixon, Kelsey <kelsey.nixon@fortisalberta.com> **On Behalf Of** Stakeholder Relations Team
Sent: September 25, 2021 6:07 PM
To: cao@onoway.ca
Cc: Smith, Nicole <nicole.smith@fortisalberta.com>
Subject: FortisAlberta Inc. Franchise Fee Documents/Changes - Onoway
Importance: High

Good afternoon:

RE: Request Confirmation of Electric Distribution Franchise Fee for 2022

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY **JANUARY 1, 2022**

1. **Review** the attached Franchise Fee Calculator and present the recommendations to Council;
2. If Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your**

(72)

municipality for **two consecutive weeks**.

(Please use the sample advertisement that is attached).

2. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20%**.
3. **By November 1st, 2021**, please **email** clear copies of the following to Kelsey Nixon @ kelsey.nixon@fortisalberta.com

INCLUDE:

- ✓ Copies of **both** advertisements;
 - ✓ **Publication dates** for both advertisements;
 - ✓ Name & location of newspaper.
4. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2022**.
 5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify Kelsey Nixon @ kelsey.nixon@fortisalberta.com

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the **estimated** revenue forecast from your Franchise Fee.

- On the first tab: **Financial Impacts**, you can change the Franchise Fee percentage (**yellow cell**)
By changing this **cell**, the spreadsheet will automatically update to reflect your estimated revenue for 2022.

Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2021 Proposed Franchise Percentage	2.00%



- On the second tab: Residential Bill Impacts, you can **view the impact to an Average Residential Bill Impact on the second tab by changing cell F21 & F39**.

(You will need this information for your advertisement if you are changing your current fee)

- **On the third tab:** January 2019 to June 2021 you can see how much revenue your municipality has collected over the last two and a half years.

Please note: All rate increases/decreases are estimated and have not been approved with the AUC. The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality, their electrical consumption increasing or decreasing, and/or changes to Transmission or Distribution rates and riders.

If you have any questions or concerns, please contact me or your Stakeholder Relations Manager.

Thank you,

Kelsey

Kelsey Nixon | Stakeholder Relations Advisor, Key Accounts

FortisAlberta | 100 Chippewa Road, Sherwood Park, T8A 4H4 | p: 780-464-8859 | c: 587-591-4716



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

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MUNICIPAL FRANCHISE FEE RIDERS

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

Price Adjustment A percentage surcharge per the table below will be added to the total distribution tariff, (the sum of the transmission component and the distribution component), excluding any Riders calculated for every Point of Service within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	0%	2013/07/01
02-0011	Athabasca	12%	2021/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	14%	2021/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	4%	2021/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	01-0194	Lacombe	17.00%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	7.50%	2020/01/01
02-0082	Daysland	7%	2018/01/01	04-0378	Larkspur	3%	2020/04/01
02-0086	Devon	13%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	10%	2021/01/01
03-0097	Edgerton	16%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.75%	2020/01/01	02-0215	Mayerthorpe	10%	2020/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	0%	2016/02/11	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	0%	2013/10/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	9.50%	2021/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	12.70%	2019/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	15%	2021/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	5%	2020/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	16%	2019/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	9%	2021/01/01	03-0272	Rosemary	14.50%	2020/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

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MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0273	Ross Haven	0%	2016/01/01	02-0350	Whitecourt	3.32%	2021/01/01
03-0276	Ryley	3%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavelly	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2015/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	8%	2016/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2015/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	6%	2020/01/01				
02-0331	Viking	8%	2013/07/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	12.75%	2020/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				
04-0371	Whispering Hills	5%	2016/10/01				

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

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Franchise Fee Estimating Tool is For Information Purposes Only
 This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

Consumption 640 kWh
 Billing Period 30 Days

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (Effective Jan. 1, 2021) Distribution Tariff Estimated Rate Filing) Based on Current 9.5% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.067243	640 kWh	\$43.04
Basic Daily Charge	\$0.8271	30 Days	\$24.81
			<u>\$67.85</u>
Current Franchise Fee		9.50%	\$6.45
	GST	5.0%	<u>\$3.71</u>
			<u>\$78.01</u>
Current Annual Franchise Fee Costs: \$6.45 * 12 = \$77.34			

Proposed Residential Customer Monthly Costs			
Rate 11 (Proposed January 2022 Estimated Distribution Tariff) Based on NEW 11.5% Franchise Fee			
Delivery Service Charge			
All kWh Delivered*	\$ 0.071260	640 kWh	\$45.61
Basic Daily Charge*	\$ 0.85296	30 Days	\$25.59
			<u>\$71.20</u>
Estimated Proposed Franchise Fee		11.50%	\$8.19
	GST	5.0%	<u>\$3.97</u>
			<u>\$83.35</u>
Proposed Annual Franchise Fee Cost: \$8.19 * 12 = \$98.24			
* Includes estimated Rate changes.			

Advertisement Template

FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of _____ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2022***.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be **increased/decreased** from \$__ (__%) to \$__ (__%) ** of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 640 kWh consumption in 30 days.

Questions or concerns should be directed to _____ (Name), _____ (Position) at (____) _____ (Phone Number).

Thank you.

***Your advertisement must include the full date**

****Your advertisement must have the \$ amount and the % amount**

These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); the second tab (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (Effective Jan 1, 2021) Distribution Tariff Estimated Rate Filmed Based on Current 0% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.002758	640 kWh	\$40.17
Basic Daily Charge	\$0.0107	30 Days	\$324.55
			<u>\$664.87</u>
Current Franchise Fee	0.00%		\$0.00
GST	5.0%		<u>\$3.23</u>
			<u>\$67.90</u>
Current Annual Franchise Fee Cost: \$0 * 12 = \$0			

Proposed Residential Customer Monthly Costs			
Rate 11 (Proposed January 2021 Estimated Distribution Tariff) Based on NEW 2% Franchise Fee			
Delivery Service Charge			
All kWh Delivered*	\$ 0.002758	640 kWh	\$40.24
Basic Daily Charge**	\$ 0.01067	30 Days	\$321.79
			<u>\$662.03</u>
Estimated Proposed Franchise Fee	2.00%		\$1.33
GST	5.0%		<u>\$3.12</u>
			<u>\$73.83</u>
Proposed Annual Franchise Fee Cost: \$1.38 * 12 = \$16.56			
* Includes estimated rate change			

Please email your 2021-2022 franchise decision by **November 1st, 2021** to Kelsey Nixon.

Kelsey Nixon – Stakeholder Relations Advisor
780-464-8859
kelsey.nixon@fortisalberta.com

From:
Municipality:
Phone:
Email:

- No Change
- Increase, From _____% to New Percentage: _____%
- Decrease, From _____% to New Percentage: _____%

Please email Kelsey and include the following attachments if **any** changes are being made to the Franchise **Fee:**

- Clear copies of **both** advertisements (**ran consecutively for two weeks**).
- Publication dates for **both** advertisements.
- Name & location** of newspaper.

_____ Signature	
_____ Print Name	_____ Title
_____ Municipality	_____ Date

Municipal Code	Municipality	Rate Category	2021 Transmission January to June Actuals	2021 Distribution January to June Actuals	2021 Franchise Fee Revenue January to June Actuals	12 Months Transmission (ESTIMATED)
02-0240	Onoway	11 - Residential Service	\$ 63,202	\$ 93,182	\$ 13,845	\$ 126,405
02-0240	Onoway	31 - Street Lights	\$ 1,156	\$ 28,283	\$ 2,870	\$ 2,312
02-0240	Onoway	33 - Street Lights	\$ 137	\$ 249	\$ 35	\$ 274
02-0240	Onoway	38 - Yard Lighting Service	\$ 175	\$ 1,047	\$ 112	\$ 350
02-0240	Onoway	41 - Small General Service	\$ 62,991	\$ 82,765	\$ 12,990	\$ 125,982
02-0240	Onoway	44 - Oil and Gas (Capacity) Service	\$ 211	\$ 515	\$ 64	\$ 422
02-0240	Onoway	61 - General Service	\$ 72,377	\$ 37,249	\$ 9,827	\$ 144,753
			\$ 200,249	\$ 243,289	\$ 39,744	\$ 400,497

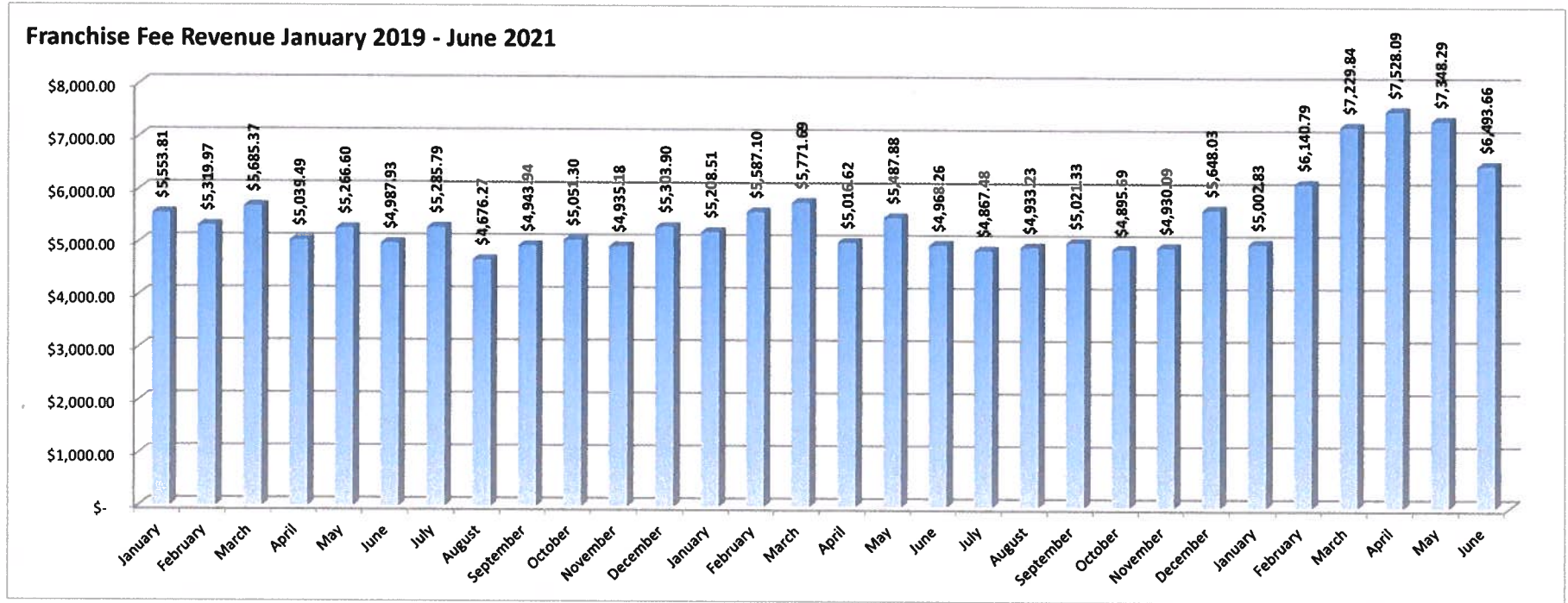
2021 Current Franchise Fee		9.50%
Franchise Fee Cap		20%
2021 Estimated Revenue		\$ 79,487
2022 Estimated Franchise Fee Revenue if your Franchise Fee remains the same		\$ 89,959
Franchise Fee Calculator Changes:		
Yellow area is to calculate different franchise fee.		
2022 Proposed Franchise Percentage		11.50%
2022 Estimated Franchise Fee Revenue if your Percentage is changed		\$ 108,897
Difference in Franchise Fees Collected from 2021 to 2022 with Proposed D&T Rate Changes.		\$ 29,410

12 Months Distribution (ESTIMATED)	12 Months Franchise Fee (ESTIMATED)	2022 Proposed Transmission Revenue Change	2022 Proposed FortisAlberta Distribution Revenue Change	2022 Transmission Including Proposed Rate Change (ESTIMATED)	2022 Distribution (FortisAlberta) Including Proposed Rate Change (ESTIMATED)	2022 D&T Including Proposed Rate Changes (ESTIMATED)
\$ 186,364	\$ 27,690	-0.6%	8.8%	\$ 125,646	202,763.58	\$ 328,410
\$ 56,566	\$ 5,740	-17.9%	5.4%	\$ 1,898	59,620.75	\$ 61,519
\$ 497	\$ 71	-17.9%	5.4%	\$ 225	524.07	\$ 749
\$ 2,093	\$ 224	-17.9%	5.4%	\$ 288	2,206.40	\$ 2,494
\$ 165,530	\$ 25,980	4.4%	9.2%	\$ 131,526	180,758.28	\$ 312,284
\$ 1,029	\$ 128	3.5%	8.0%	\$ 437	1,111.45	\$ 1,548
\$ 74,498	\$ 19,655	13.0%	2.5%	\$ 163,571	76,360.57	\$ 239,932
\$ 486,577	\$ 79,487			\$ 423,589	523,345.10	\$ 946,934

2022 D&T & Franchise Fee @ 2019 Franchise Fee with Proposed Rate Changes (ESTIMATED)	2022 Franchise Fee Revenue at the NEW Franchise Fee Percentage (ESTIMATED)
\$ 359,609	\$ 37,767
\$ 67,363	\$ 7,075
\$ 820	\$ 86
\$ 2,731	\$ 287
\$ 341,951	\$ 35,913
\$ 1,695	\$ 178
\$ 262,725	\$ 27,592
\$ 1,036,893	\$ 108,897

	Month	Revenue Collected
2019	January	\$ 5,553.81
	February	\$ 5,319.97
	March	\$ 5,685.37
	April	\$ 5,039.49
	May	\$ 5,266.60
	June	\$ 4,987.93
	July	\$ 5,285.79
	August	\$ 4,676.27
	September	\$ 4,943.94
	October	\$ 5,051.30
	November	\$ 4,935.18
	December	\$ 5,303.90
2020	January	\$ 5,208.51
	February	\$ 5,587.10
	March	\$ 5,771.69
	April	\$ 5,016.62
	May	\$ 5,487.88
	June	\$ 4,968.26
	July	\$ 4,867.48
	August	\$ 4,933.23
	September	\$ 5,021.33
	October	\$ 4,895.69
	November	\$ 4,930.09
	December	\$ 5,648.03
2021	January	\$ 5,002.83
	February	\$ 6,140.79
	March	\$ 7,229.84
	April	\$ 7,528.09
	May	\$ 7,348.29
	June	\$ 6,493.66

2019 Total	\$	62,049.55
2020 Total	\$	62,335.91
2021 Jan - June Total	\$	39,743.50



August 20, 2021

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

RECEIVED

AUG 27 2021

Attention: Ms. Wendy Wildman, Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement

Pursuant to our franchise agreement, your municipality has the ability to change the franchise fee percentage in 2022; this request must be received by ATCO Gas in writing prior to November 1st, 2021. If you are considering changing the franchise fee in 2022, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Onoway a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Onoway, this percentage is 9.50%.

In 2020, our Delivery Tariff revenue in the Town of Onoway was \$328,976. Our forecast Delivery Tariff revenue for 2022 is \$378,173. Therefore, based on the current franchise fee percentage, the forecast 2022 franchise fee revenue would be \$35,926.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Paul.Delano@atco.com.

Yours truly,



**Paul Delano
Manager, Edmonton
ATCO Natural Gas Division**

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cao@onoway.ca

From: Delano, Paul <Paul.Delano@atco.com>
Sent: September 1, 2021 12:36 PM
To: cao@onoway.ca
Subject: RE: Town of Onoway Franchise Fee

Item 7 c)

Hi Wendy,

Thanks for reaching out.

Here is your most recent franchise percentages.

2015	2016	2017	2018	2019	2020	2021
5.00%	5.00%	5.00%	7.50%	7.50%	7.50%	9.50%

All of the current franchise fees are on ATCO's website here:

<https://www.atco.com/content/dam/web/for-home/natural-gas/natural-gas-north-rate-schedule.pdf>

Let me know if there is any other info you would find helpful.

I was also planning on connecting with you to make sure you not seeing any issues with our service and support to your community. If there is anything on that front, please let me know. We are doing testing of hydrogen blending in Fort Saskatchewan, be happy to chat about what that project is about if you have interest in that area or questions about what our longer terms plans are to decarbonize our system.

Regards,

Paul Delano, P. Eng.
Manager, Edmonton Region Field Operations
Natural Gas

☎ 780 504 4279

📍 Sherwood Park Operations Centre, 240 Portage Close, Sherwood Park, AB Canada T8H 2R6

[ATCO.com](https://www.atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#)



From: cao@onoway.ca <cao@onoway.ca>
Sent: Monday, August 30, 2021 9:35 AM
To: Delano, Paul <Paul.Delano@atco.com>
Cc: 'Jason Madge' <jason@onoway.ca>
Subject: Town of Onoway Franchise Fee

****Caution - This email is from an external source. If you are concerned about this message, please forward it to spam@atco.com for analysis.****

Hi Paul – I am in receipt of your August 20 letter on setting the 2021 fee.

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Wondering if you could send me something that would show our prior years fee percentages, and also a report showing what other municipalities set their 2020 percentage fees at.

Thanks very much.

W

Wendy Wildman

CAO

Town of Onoway

Box 540

Onoway, AB. T0E 1V0

780-967-5338 Fax: 780-967-3226

cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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**ATCO GAS AND PIPELINES LTD. – NORTH RIDER "A"
 MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO**

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues*.
 Method C. - Applied to gross revenues* and Rider "E".

<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>	<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>	<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>
Alberta Beach	8.00	20/03/01	Grimshaw	30.00	12/02/15	Seba Beach	20.00	10/06/03
Alix	12.00	19/01/01	Hardisty	22.00	18/01/01	Sexsmith	25.00	07/04/24
Amisk	9.10	00/04/18	Hines Creek	30.00	05/08/02	Sherwood Park	22.00	10/07/01
Argentia Beach	0.00	10/07/09	Hinton ***	14.60	12/01/01	Silver Beach	20.00	05/03/24
Bashaw	15.00	04/03/18	Holden	3.50	14/01/01	Slave Lake	25.50	20/01/01
Beaverfodge	11.50	20/01/01	Hughenden	10.98	00/07/18	Spirit River	24.00	01/08/18
Bentley	12.00	20/01/01	Hythe	12.00	18/02/01	Spruce Grove	30.00	20/01/01
Berwyn	22.00	19/01/07	Innisfree	25.00	08/09/08	St. Albert	20.30	19/01/01
Blitem Lake	7.00	18/01/01	Irma	20.00	04/10/15	Stony Plain	35.00	21/02/01
Blackfalds	35.00	10/01/01	Itaska	12.00	04/09/21	Swan Hills	10.00	21/01/01
Bon Accord	25.00	04/11/01	Jasper Muni	17.10	08/09/01	Sylvan Lake	27.00	19/01/01
Breton	15.00	17/01/01	Jasper Ntl Pk	17.10	08/09/01	Thorsby	20.00	14/01/01
Bruderheim	20.00	21/01/01	Kitscoty	10.00	05/09/15	Tofield	10.00	04/05/04
Camrose	27.00	20/04/01	Lacombe	27.00	21/01/01	Vegreville	33.00	04/10/12
Caroline	35.00	21/01/01	Lamont	35.00	04/05/10	Vermilion	22.00	21/01/01
Chipman	0.00	08/05/12	Lavoy	18.61	09/10/23	Veteran	6.00	17/01/01
Clive	16.17	04/05/17	Legal	16.60	06/09/12	Viking	21.51	04/09/26
Clyde	9.46	10/05/04	Lloydminster	25.00	08/02/01	Wabamun	15.00	18/06/01
Cold Lake	13.00	05/11/01	Loughheed	15.00	12/09/17	Warburg	10.00	09/01/01
Consort	22.00	04/05/07	Mannville	25.00	20/01/01	Wembley	25.00	08/07/01
Coronation	10.05	09/07/14	Mayerthorpe	12.93	17/01/01	Wetaskiwin	33.00	21/01/01
Czar	11.84	00/04/27	McLennan	24.00	05/05/19	Whitecourt ***	26.58	21/01/01
Donnelly	30.00	05/09/08	Millet	22.00	08/01/01			
Drayton Valley***	22.00	04/10/22	Minburn	16.61	18/01/01	<u>Municipalities – Method C</u>	<u>%</u>	<u>Effective Date yymmdd</u>
Eckville	20.00	18/03/01	Mirror	12.60	06/07/13	Andrew	9.00	98/11/25
Edgerton	18.00	14/01/01	Mundare	23.00	20/04/01	Eaglesham	5.26	05/06/08
Edmonton	35.00	19/01/01	Nampa	16.84	04/04/22			
Edson***	20.00	21/01/01	Onoway	9.50	21/01/01			
Entwistle	17.32	10/02/22	Oyen	30.00	08/01/17			
Fairview	17.31	15/10/01	Peace River	29.00	15/01/01			
Falher	17.00	20/01/01	Point Alison	15.00	07/10/12			
Fort McMurray	10.00	21/03/01	Ponoka	23.00	21/01/01			
Fort Saskatchewan	0.00	04/09/28	Provost	22.00	13/01/01			
Fox Creek	15.00	20/01/01	Red Deer	35.00	17/01/01			
Gibbons	30.00	05/10/01	Rimbey	26.00	18/01/01			
Girouxville	26.00	19/01/01	Rocky Mtn. House	30.00	15/01/01			
Golden Days	25.00	04/06/15	Rycroft	30.00	16/02/10			
Grande Prairie	25.00	08/03/07	Ryley	10.00	18/02/01			

* Gross Revenues are ATCO Gas total charges, less GST.
 *** Includes a \$10,000 maximum annual allowable assessment (Max) on any individual metered account.

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website www.atcogas.com.



Town of Onoway

Report to Council

Meeting: October 7, 2021 - Regular Council Meeting

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

Development Permits:

21DP08-24 Plan 782 2095, Block 3, Lot 5 : 4128 Industrial Avenue (the "Lands")

CONSTRUCTION OF AN ADDITION TO AN EXISTING INDUSTRIAL BUILDING
(CONSTRUCTION TRAILER – 63.9 SQ. M.).

21DP09-24 Plan 4401 HW, Block 6, Lot 11 : 5113 Lac Ste. Anne Trail South (the "Lands")

RENOVATION OF AN EXISTING COMMERCIAL BUILDING AND OPERATION OF A
DAY CARE FACILITY.

21DP10-24 NE ¼ 35-54-2-W5M : Title 892 208 663 : 5459 Lac Ste. Anne Trail North (the "Lands")

RENOVATION OF AN EXISTING RESIDENTIAL BUILDING AND OPERATION OF A
DAY CARE FACILITY.

21DP11-24 Plan 802 0999, Block 7, Lot 14 : 4405 – 48 Avenue (the "Lands")

OPERATION OF A HOME OCCUPATION – MASSAGE THERAPY CLINIC.

21DP12-24 Plan 6288 BZ, Block 4, Lot 10 : 5012 – 48 Avenue (the "Lands")

CONSTRUCTION OF A SINGLE DETACHED DWELLING (104.8 SQ. M.).

Letter of Compliance:

21COMP36-24 Plan 6288 BZ, Block 3, Lot 10 : 4928 – 48 Avenue (the "Lands")

Land Use Amendment:

Bylaw 790-21 Purpose of this Bylaw is to redistrict a portion of lands legally known as Plan 4114 TR; Block A from Residential – Single Family Narrow Lot District (R1N) to Urban Services District (US).

Subdivision:

Subdivision 21SUB02-24 Purpose of this Subdivision is to subdivide lands legally known as Plan 4114 TR; Block A, a 3.42 HA (8.46 acre) parcel, into:

- a) one parcel districted US - Urban Services (Lot 14); where that lot is proposed for the construction of a Place of Worship;
- b) thirteen parcels districted R1N – Residential - Single Family Narrow Lot (Lots 1 through 13); where the intent is to develop the lots with single family dwellings; and
- c) one parcel districted R1N – Residential - Single Family Narrow Lot (Lot 15); where this lot is to be dedicated to the Town of Onoway as Municipal Reserve, and will contain a proposed "Dry Pond", "Green Space, and the existing Pipeline Right of Way.

Regards,

Tony Sonnleitner, Development Officer



Lynn,

You have provided a strong
voice for Onoway on the SRWA
and will be missed!

I hope you continue to join in
on watershed learning through our
newsletter or forums.

Take care,

Leah

debbie@onoway.ca

From: cao@onoway.ca
Sent: September 30, 2021 8:01 PM
To: 'Debbie Giroux'
Subject: FW: Proposed FortisAlberta 2022 Distribution Rates Letter
Attachments: Proposed FortisAlberta 2022 Distribution Rates.pdf

Wendy Wildman

CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Nixon, Kelsey <kelsey.nixon@fortisalberta.com> **On Behalf Of** Stakeholder Relations Team
Sent: September 30, 2021 3:52 PM
To: Alberta Beach <aboffice@albertabeach.com>; Beaumont <Mike.schwartz@beaumont.ab.ca>; Betula Beach <cao@betulabeach.ca>; Breton <cao@breton.ca>; Calmar <kkrawchuk@calmar.ca>; Castle Island <svcastle@telus.net>; Devon <tkulbisky@devon.ca>; Drayton Valley <rosmond@draytonvalley.ca>; Edson <christineb@edson.ca>; Hinton <eolsen@hinton.ca>; Lac Ste. Anne <mprimeau@lsac.ca>; Lakeview <cao@lakeview.ca>; Leduc <city.manager@leduc.ca>; Leduc County <duanec@leduc-county.com>; Mayerthorpe <cao@mayerthorpe.ca>; MD of Greenview <Stacey.Wabick@mdgreenview.ab.ca>; Nakamun Park <ddm@kronprinzconsulting.ca>; Onoway <cao@onoway.ca>; Parkland County <laura.swain@parklandcounty.com>; Point Alison <svpointalison@outlook.com>; Rick Sereda (Leduc) <RSereda@leduc.ca>; Ross Haven <cao@rosshaven.ca>; Sandy Beach <svsandyb@xplornet.ca>; Seba Beach <svseba@telusplanet.net>; Silver Sands <administration@wildwillowenterprises.com>; Spruce Grove <dscrepnek@sprucegrove.org>; Stony Plain <t.goulden@stonyplain.com>; Sunset Point <office@sunsetpoint.ca>; Thorsby <tsloboda@thorsby.ca>; Val Quentin <d.evans@xplornet.com>; Wabamun <cao@wabamun.ca>; Warburg <cao@warburg.ca>; West Cove <svwestcove@outlook.com>; Whitecourt <petersmyl@whitecourt.ca>; Woodlands County <gordon.frank@woodlands.ab.ca>; Yellowhead County <lmercier@yhcounty.ca>
Cc: Smith, Nicole <nicole.smith@fortisalberta.com>; Hunka, Dave <dave.hunka@fortisalberta.com>
Subject: Proposed FortisAlberta 2022 Distribution Rates Letter

Good afternoon,

Attached please find a copy of the Proposed FortisAlberta 2022 Distribution Rates letter.

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

Thank you,

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We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

(94)

September 30, 2021

RE: Proposed FortisAlberta 2022 Distribution Rates

As your electrical distribution provider, FortisAlberta appreciates serving you as a customer and we look forward to continuing our partnership. Within this letter, we will share our 2022 Proposed Distribution Rates, currently filed with the Alberta Utilities Commission (AUC). While these are not yet approved, we recognize that the information contained here may be helpful for Municipal, Industrial and Commercial customers for budget planning purposes. Under Performance Based Regulation (PBR), distribution rate setting follows a formulaic approach set by the AUC, which allows for inflationary increases or decreases in recovery of costs plus recovery of amounts associated with investment in the distribution system. These investments ensure continued safe and reliable provision of distribution services. In addition, all transmission increases, or decreases are flowed through by the Alberta Electric System Operator (AESO) to be collected through the Delivery Charges section of the customer bill. Both distribution (FortisAlberta) and transmission (transmission provider) costs will see an increase in 2022.

FortisAlberta customers in all rate classes benefited from a one-time refund in 2021 that lowered the overall average rate adjustment that customers would normally see. The proposed 2022 rate adjustments reflect annual rates with the removal of this one-time refund from 2021. The transmission costs are flowed through costs from AESO, and its tariff increases approved by the AUC.

Pending approval of our submission on September 10, 2021, from the AUC under proceeding 26817, following is a summary of the proposed 2022 rate changes, which would become effective January 1, 2022:

1. FortisAlberta has submitted proposed changes to our base Distribution Rates and the Transmission Rates.
2. FortisAlberta has proposed adjustments to the AUC for the Maximum Investment Levels.

Note: 2022 rates may also be impacted by other applications and fees outside of FortisAlberta's control, including transmission rider rates, the Balancing Pool Allocation Rider, the Base Transmission Adjustment Rider, and the Quarterly Transmission Adjustment Rider for Q1, and Municipal Franchise Fee Riders.

The attached Rate chart(s) illustrate the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2021 and January 2022 bundled bill from your retailer.

We thank you for the opportunity to advise you of these pending updates. We'll be sending additional communications once our 2022 Rates are approved. In the meantime, please feel free to contact your Stakeholder Relations Manager should you have any questions or require further information.

FortisAlberta
2022 Proposed Rates
Average Monthly Bill Impacts by Rate Class
Including Energy, Retail, and DT Rates & Riders

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Jan 2021 Bill	Jan 2022 Bill	\$ Difference	% Change
		300 kWh		\$80.63	\$82.14	\$1.51	1.9%
11	Residential	640 kWh		\$134.24	\$136.49	\$2.25	1.7%
		1200 kWh		\$222.52	\$226.00	\$3.48	1.6%
		900 kWh	5 kVA	\$116.93	\$115.72	\$-1.21	-1.0%
21	Farm (Breaker) (Closed)	1,400 kWh	10 kVA	\$344.19	\$349.85	\$5.66	1.6%
		7,500 kWh	25 kVA	\$1,351.99	\$1,442.83	\$90.84	6.7%
		700 kWh	10 kVA	\$253.17	\$272.51	\$19.34	7.6%
22	Farm (New)	3,000 kWh	20 kVA	\$695.00	\$728.50	\$33.50	4.8%
		15,000 kWh	60 kVA	\$2,827.58	\$2,907.18	\$79.60	2.8%
		6,000 kWh	20 kW	\$1,809.17	\$1,922.25	\$113.08	6.3%
26	Irrigation (Seasonal Bill)	14,518 kWh	33 kW	\$3,847.09	\$3,940.11	\$93.02	2.4%
		45,000 kWh	100 kW	\$11,525.02	\$11,790.35	\$265.33	2.3%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,093.92	\$3,174.93	\$81.01	2.6%
33	Streetlighting (Non-Investment) (Closed)	7,900 kWh	12,000 W	\$1,715.48	\$1,674.68	\$-40.80	-2.4%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,022.94	\$2,051.47	\$28.53	1.4%
<i>Rates 31, 33 and 38 is based on 100 HPS Lights in assorted fixture wattages.</i>							
		1,083 kWh	5 kW	\$232.32	\$242.14	\$9.82	4.2%
41	Small General Service	2,165 kWh	10 kW	\$439.76	\$447.33	\$7.57	1.7%
		10,825 kWh	50 kW	\$2,099.37	\$2,088.88	\$-10.49	-0.5%
		2,590 kWh	7.5 kW	\$508.87	\$511.42	\$2.55	0.5%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$981.77	\$993.36	\$11.59	1.2%
		25,895 kWh	75 kW	\$4,695.41	\$4,848.84	\$153.43	3.3%
		32,137 kWh	100 kW	\$4,960.83	\$4,946.25	\$-14.58	-0.3%
61	General Service	63,071 kWh	196 kW	\$9,366.82	\$9,527.60	\$160.78	1.7%
		482,055 kWh	1500 kW	\$69,151.73	\$72,581.69	\$3,429.96	5.0%
		824,585 kWh	2500 kW	\$115,379.09	\$116,112.75	\$733.66	0.6%
63	Large General Service	1,529,869 kWh	4638 kW	\$199,703.45	\$200,903.92	\$1,200.47	0.6%
		3,298,338 kWh	10,000 kW	\$421,524.91	\$423,896.14	\$2,371.23	0.6%
65	Transmission Connected Service	<i>The Distribution component will increase from \$42.11/day to \$44.38978/per day. The Transmission Component is the applicable rate of the AESO.</i>					

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CUSTOMER CONTRIBUTIONS SCHEDULES

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

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,677 per service
Rate 11 Residential Development	\$2,677 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$6,072 base investment, plus \$869 per kVA of Peak Demand
Rate 26 Irrigation	\$6,072 base investment, plus \$966 per kW of Peak Demand
Rate 38 Yard Lighting	\$864 per fixture
Rate 31 Street Lighting (Investment Option)	\$3,125 per fixture
Rate 41 Small General Service	\$6,072 base investment, plus \$966 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,072 base investment, plus \$966 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$6,072 base investment, plus \$966 per kW for the first 150 kW, plus \$121 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$109 per kW of Peak Demand, plus \$120 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

*Proposed 2022 Maximum Investment Levels as filed with AUC on September 10, 2021.

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**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES**

May 26, 2021

Zoom

1:00 p.m.

1. Call to Order- 1:00 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Ray Hilts, Daryl Weber, Ann Morrison & Bernie Poulin
and Pat St. Hilaire.

Absent: Jim Rennie

Staff: Dena Krysik –CAO, Betty Gale –Recording Secretary, Robin Strome- Finance Officer

2. Approval of Agenda

Board Member Daryl Weber moves:

Motion #21-012: To approve the Agenda as presented

Carried

3. Minutes

Board Member Bernie Poulin moves:

Motion #21-013: The Board approves the March 24, 2021 Board Meeting minutes as presented.

Carried

4. Financial Reports

Board Member Sandy Morton moves:

Motion #21-014: The Board approves the quarterly financial statements at March 31, 2021 as presented.

Carried

Board Member Bernie Poulin moves:

Motion #21-015: The Board approves to reallocate \$248,161.00 from internally restricted funds to unrestricted funds as per RSM Canada (External Auditors) recommendation.

Carried

Board Member Daryl Weber moves:

Motion #21-016: The Board approves a 3% Cost of Living Adjustment for all Lac Ste. Anne Foundation Employees retroactive to April 1, 2021.

Carried

6. New/Other Business

Board Member Sandy Morton moves:

Motion #20-017: The Board approves to proceed with the Air Handling Unit Coil Replacement at the Pleasant View Lodge as presented with a total budget not to exceed \$17,000.00 to be allocated from 2021 surplus requisition funds.

7. Information Items

Board Member Bernie Poulin moves:

Motion #21-018: The Board accepts agenda items 7a to 7b. for the May 26, 2021 meeting as information.

Carried

8. In Camera

Board Members Daryl Weber moves:

Motion #21-019: The Board moves to go in camera at 1:49 p.m.

Carried

Board Members Daryl Weber moves:

Motion #21-020: The Board moves to come out of camera at 2:04 p.m.

Carried

9. Date, Place & Time of Next Meeting

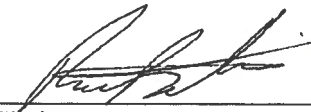
All Board Members moves:

Motion #21-021: The Board moves that the next Board Meeting will be held on June 28, 2021 location to be determined at 1:00 p.m.

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:05 p.m.



Chairperson

Sept 30/11
Date



Chief Administrator Officer

Sept 30/11.
Date

<cao@mayerthorpe.ca>; Kathy Krawchuk - Town of Calmar (kkrawchuk@calmar.ca) <kkrawchuk@calmar.ca>; Kathy Skwarchuk - Village of Alberta Beach (aboffice@albertabeach.com) <aboffice@albertabeach.com>; Kayleena Spiess - Westlock County (cao@westlockcounty.com) <cao@westlockcounty.com>; Laura Swain - Parkland County (lswain@parklandcounty.com) <lswain@parklandcounty.com>; Leanne Carpenter - Town of Stony Plain (l.carpenter@stonyplain.com) <l.carpenter@stonyplain.com>; Lisa Schoening - Town of Millet (cao@millet.ca) <cao@millet.ca>; Luc Mercier - Yellowhead County (lmercier@yellowheadcounty.ab.ca) <lmercier@yellowheadcounty.ab.ca>; Martino Verhaeghe - SV of Seba Beach (svseba@telusplanet.net) <svseba@telusplanet.net>; Matthew Ferris - SV of Sunset Point (office@sunsetpoint.ca) <office@sunsetpoint.ca>; Mike Primeau - Lac Ste. Anne County (mprimeau@lsac.ca) <mprimeau@lsac.ca>; Mike Schwirtz - City of Beaumont (mike.schwirtz@beaumont.ab.ca) <mike.schwirtz@beaumont.ab.ca>; Peter Smyl - Town of Whitecourt (petersmyl@whitecourt.ca) <petersmyl@whitecourt.ca>; Rod Hawken - County of Wetaskiwin No. 10 (rhawken@county10.ca) <rhawken@county10.ca>; Ron Cust - Village of Clyde (cao@villageofclyde.ca) <cao@villageofclyde.ca>; Shawn McKerry - Brazeau County (smckerry@brazeau.ab.ca) <smckerry@brazeau.ab.ca>; Shelley Marsh - SV of Castle Island (svcastle@telus.net) <svcastle@telus.net>; Simone Wiley - Town of Westlock (swiley@westlock.ca) <swiley@westlock.ca>; Sue Howard - City of Wetaskiwin (sue.howard@wetaskiwin.ca) <sue.howard@wetaskiwin.ca>; Sylvia Roy - SVs of Crystal Springs, Grandview, Ma-Me-O Beach, Norris Beach and Poplar Bay (sylvia.roy@svofficepl.com) <sylvia.roy@svofficepl.com>; Tamara Sloboda - Town of Thorsby (tsloboda@thorsby.ca) <tsloboda@thorsby.ca>; Terri Wiebe - Village of Breton (vbreton@telusplanet.net) <vbreton@telusplanet.net>; Tony Kulbisky - Town of Devon (tkulbisky@devon.ca) <tkulbisky@devon.ca>; Tony Sonnleitner - SV of Ross Haven (cao@rosshaven.ca) <cao@rosshaven.ca>; Wendy Wildman - SV of Sunrise Beach (svsunrisebeach@wildwillowenterprises.com) <svsunrisebeach@wildwillowenterprises.com>; Wendy Wildman - SV of West Cove (svwestcove@outlook.com) <svwestcove@outlook.com>; Wendy Wildman - SVs of Silver Sands, South View and Yellowstone (administration@wildwillowenterprises.com) <administration@wildwillowenterprises.com>; Wendy Wildman - Town of Onoway (cao@onoway.ca) <cao@onoway.ca>

Cc: Karla Palichuk <KPalichuk@yrl.ab.ca>; Wendy Sears <WSears@yrl.ab.ca>; Annette Boissonnault (aboissonnault@westlock.ca) <aboissonnault@westlock.ca>; Charlotte Watson (charlotte.watson@pembinahills.ca) <charlotte.watson@pembinahills.ca>; Dianne Johnston (ea@westlockcounty.com) <ea@westlockcounty.com>; Emily House - Village of Spring Lake (emily@springlakealberta.com) <emily@springlakealberta.com>; Jasen Aussant - Town of Edson (jasena@edson.ca) <jasena@edson.ca>; Sheryl Kapy (skapy@sprucegrove.org) <skapy@sprucegrove.org>; Wendy Grimstad-Davidson (wendydavidson@whitecourt.ca) <wendydavidson@whitecourt.ca>; Gail Hove (ghove@barrhead.ca) <ghove@barrhead.ca>; Sabine Landmark (admin-support@draytonvalley.ca) <admin-support@draytonvalley.ca>

Subject: YRL 2022 Budget (draft)

Hello,

Please find attached the following five documents:

- Letter from YRL Director Karla Palichuk
- Draft 2022 budget
- Information about the YRL board and appointing a trustee/alternate
- Board appointment form in both PDF and Word.

Note: Please return the board appointment form whether you appoint a trustee/alternate or not.

For your information, this email will be forwarded to YRL trustees and alternates, and member public library managers.

If you have questions or would like more information, please contact Karla at kpalichuk@yrl.ab.ca or 780-962-2003 (toll free 1-877-962-2003), extension 226.

Thank you!

Laurie Haak

SHE/HER

Executive Assistant

P 780-962-2003 EXT 221

yrl.ab.ca | Box 4270, Spruce Grove, AB T7X 3B4



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October 1, 2021

Dear Municipal Administrators and School Division Superintendents:

On behalf of the Yellowhead Regional Library (YRL) Board, I am pleased to enclose the draft 2022 budget. The Executive Committee reviewed the budget on September 13 and a motion was carried recommending the YRL Board approve the 2022 budget. The Board meets October 4 to review the budget and December 6 to vote on it.

In accordance with the YRL Master Membership Agreement, you may appoint a representative (trustee) to the YRL Board. To assist you, I have included appointment information that I believe you will find relevant and beneficial. Please return the enclosed YRL Board Appointment form following your council/board organizational meeting, whether you appoint a trustee or not.

YRL hosts an orientation session for newly appointed and returning trustees and alternates. This half-day seminar provides the opportunity to learn about YRL's governance and finances, the many services offered to member libraries, and information about the role of Alberta Municipal Affairs Public Library Services Branch.

Upcoming Meetings and Training		
YRL Board Meeting	October 4, 2021	10:00 a.m. - 12:00 p.m.
YRL Board Organizational Meeting	December 6, 2021	10:00 a.m. - 12:00 p.m.
YRL Trustee/Alternate Orientation	January 24, 2022	9:00 a.m. - 12:30 p.m.

If you have any questions or would like more information, please do not hesitate to contact me at kpalichuk@yrl.ab.ca or 780-962-2003 (toll free 1-877-962-2003), extension 226.

Yours truly,

Karla Palichuk, Director
Yellowhead Regional Library

Attachments: Draft 2022 Budget
Board Overview and Appointments
Board Appointment Form (Word & PDF)

Copy: YRL Trustees and Alternates

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**Yellowhead Regional Library
DRAFT 2022 Operating Fund Budget**

REVENUE

		2021	2022	VARIANCE	
R1	Additional Allotment	\$ 95,000	\$ 95,000	\$ -	Additional allotment purchased by member libraries; offset in Line E19: <i>Purchases - Allotment</i> .
R2	Additional Services	500	500	-	Wild Card Promotions and other incidentals.
R3	Contract Services	78,000	78,000	-	TRAC Central Site Agreement.
R4	Interest	33,000	17,000	(16,000)	Estimate based on projected cashflow for 2022; interest accrued on funds from Infrastructure grant completed at end of 2020.
R5	Local Appropriations	1,316,485	1,354,480	37,995	Based on \$4.46 per capita on Alberta Treasury Board and Finance population estimates: 303,695 for YRL region.
R6	Non-allotment Sales	175,000	175,000	-	Reflects trend for volume of non-allotment purchase; offset in Line E21: <i>Purchases - Non-allotment</i> .
R7	Operating Grant	1,390,506	1,390,506	-	Public Library Services Branch (PLSB) operational funding; based on 2016 population figures; assumption grant remains at \$4.70 per capita. Includes Library Services Grant paid out to member libraries and offset in Line E11: <i>Library Grant Disbursements</i> .
R8	Other Grants	26,432	26,432	-	PLSB provides the On-reserve/On-settlement Grant; offset in Line E16: <i>On-reserve/On-settlement Grant</i> .
R9	School System Levy	156,392	156,392	-	Based on \$14.44 per full-time equivalent (FTE) student on Alberta Education population figures; reflects trend of relatively stable student populations.
R10	Summer Reading Program	5,400	0	(5,400)	Prizes program was through YRL, libraries can purchase from TD-SRC directly now; offset in Line E24: <i>Summer Reading Program</i> .
R11	Workshop Revenue	17,500	32,450	14,950	Received from workshop and annual in-person conference delegates to help with cost recovery; offset in Line E28: <i>Workshops</i> .
TOTAL REVENUE		\$ 3,294,215	\$ 3,325,760	\$ 31,545	

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**Yellowhead Regional Library
DRAFT 2022 Operating Fund Budget**

EXPENSES Part 1

		2021	2022	VARIANCE	
E1	Bank Charges and Miscellaneous	\$ 1,700	\$ 2,200	\$ 500	Credit card fees; uncollectable debt; electronic funds transfer (EFT); offset by postage decrease in Line E15: <i>Office Supplies and Equipment</i> .
E2	Building Maintenance	42,500	44,000	1,500	Non-capital building maintenance including mechanical, cleaning and increased security monitoring services/fire panel.
E3	Delivery	42,500	42,500	-	Direct non-salary costs of delivery system.
E4	Employee Benefits	279,746	276,622	(3,124)	Renegotiated benefits reduction received in 2021; not expected to increase substantially in 2022.
E5	Benefits Cost of Living Increase	0	1,613	1,613	As per Compensation Philosophy Policy; one per cent increase.
E6	Employee Salaries	1,404,699	1,457,574	52,875	Reflects known staff changes including salary grid step increases based on good performance; 0.5 FTE student position added.
E7	Salaries Cost of Living Increase	0	14,476	14,476	As per Compensation Philosophy Policy; one per cent increase.
E8	Insurance	10,200	10,700	500	Anticipated rate increase; Alberta Municipal Services Corporation provides all coverages (auto, building, liability).
E9	Inter-library Loan Expenses	5,000	0	(5,000)	Provision for additional delivery bins.
E10	Leases and Licensing	108,950	121,200	12,250	Licensing costs for software and equipment leasing/maintenance; 2022 warranty renewals of member library FortiGate devices/FortiSwitches.
E11	Library Grant Disbursements	56,016	56,016	-	Funds distributed to designated libraries, as directed; income reflected in Line R7: <i>Operating Grant</i> .
E12	Library Supplies	30,950	29,000	(1,950)	Processing supplies (mylar, labels, barcodes); incoming shipment charges.
E13	Membership Support	2,500	2,500	-	Hot swap inventory; IT staff travel to member libraries (fuel, meals, hotels, if necessary).
E14	Memberships	20,200	20,600	400	Alberta Library Trustees' Association (ALTA; fee increase), Library Association of Alberta (LAA), The Alberta Library (TAL) and Canadian Urban Libraries Council (CULC).
E15	Office Supplies and Equipment	28,900	27,400	(1,500)	General office supplies and internal hardware/software purchases; postage will be reduced.
E16	On-reserve/On-settlement Grant	\$ 26,426	\$ 26,426	\$ -	Offset in Line R8: <i>Other Grants</i> .

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**Yellowhead Regional Library
DRAFT 2022 Operating Fund Budget**

EXPENSES Part 2

		2021	2022	VARIANCE	
E17	Printing and Promotion	4,750	4,750	-	Printing of annual report, plan of service and other communication materials; promotional items featuring new visual identity.
E18	Professional Services	128,000	143,000	15,000	Annual audit fees increased; consulting including plan of service and compensation grid review; incidental legal; IT/web service contracts.
E19	Purchases - Allotment	315,981	333,602	17,621	Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries based on Alberta Treasury Board and Finance estimate increases and Alberta Education populations respectively; includes additional allotment purchased by member libraries, offset in Line R1: <i>Additional Allotment</i> .
E20	Purchases - HQ Collections	240,000	222,500	(17,500)	Online content; most negotiated by The Alberta Library for members; dependent on USD exchange rates; hoopla reductions.
E21	Purchases - Non-allotment	175,000	175,000	-	Offset in Line R6: <i>Non-allotment Sales</i> .
E22	Staff Travel Expenses/Recruitment	8,500	6,000	(2,500)	Less in-person meetings, more virtual; non-IT staff travel (fuel, meals, hotels); recruitment-related costs for securing qualified staff.
E23	Staff Professional Development	17,000	24,137	7,137	Continuing education; technical and other training; conferences; negotiated employment contract.
E24	Summer Reading Program	6,000	0	(6,000)	No longer providing cost recovery service for prizes; offset in Line R10: <i>Summer Reading Program</i> .
E25	Telephone and Utilities	96,200	96,200	-	Off-site data service fees; utility costs.
E26	TRAC Expenses	187,500	197,000	9,500	YRL's share of TRAC budget; increased TRAC purchases of software licenses and online content; hardware upgrade.
E27	Trustee Expenses	27,500	22,500	(5,000)	Board of Trustee, Executive Committee, advocacy and ad-hoc meeting costs; limited catering and less mileage with hybrid meetings.
E28	Workshops	26,500	20,500	(6,000)	Workshop options reduced; annual conference; income reflected in Line R11: <i>Workshop Revenue</i> .
TOTAL EXPENSES		\$ 3,293,218	\$ 3,378,016	\$ 84,798	

Operating Fund Surplus (Deficiency) Revenue Over Expenses	\$ 997	\$ (52,256)	\$ (53,253)
Staffing FTE (Full-time equivalent)	18.72	19.50	0.78
Capital Asset Purchase New staff vehicle	\$ 40,000		

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**Yellowhead Regional Library
Fund Reserves to June 30, 2021**

	Operating Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at December 31, 2020	\$ 181,549	\$ 279,044	\$ 1,117,980	\$ 1,786,223	\$ 231,387	\$ 3,596,183
Interfund Transfers	(181,549)			181,549		-
Balance at 2020 Year End	\$ -	\$ 279,044	\$ 1,117,980	\$ 1,967,772	\$ 231,387	\$ 3,596,183
Excess to June 30, 2021						
Revenue Over Expenses	\$ 642,793					
Amortization to June 30, 2021		(134,659)				
Capital Asset Purchases		4,936	(4,936)			
Capital Asset Disposals						
Special Projects					(9,459)	
Deferred Contribution		79,494				
Balance at June 30, 2021	\$ 642,793	\$ 228,815	\$ 1,113,044	\$ 1,967,772	\$ 221,928	\$ 3,596,183

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2021 Board Overview and Appointments

Mission Statement

- Yellowhead Regional Library (YRL) provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural and recreational needs of their communities.

Government Oversight

- YRL is required by the [Alberta Libraries Act](#) to be governed by a library system board comprised of appointed trustees from each member municipality and school division.
- YRL is required by the [Alberta Libraries Regulations](#) to establish an executive committee of not more than 10 persons when the board has more than 20 members.

Appointments

- Each member municipality and school division may appoint a trustee and alternate.
 - Appointee(s) can be an elected official, library board member or a community member.
 - Should strongly believe in, and be committed to, the importance of libraries.
 - Should be knowledgeable and skilled in one or more area of governance: advocacy, finance, personnel, policy and/or services.
- As per YRL policy, the Executive Committee comprises five seats from municipalities with over 15,000 in population, four seats apportioned by municipality type, and one school division seat.
 - Trustees must be prepared to stand for and/or elect the Executive Committee.

Term

- A continuous three-year term (or three sequential one-year terms) is recommended.

Meetings

- The Board meets four times per year, typically in March, June, October and December.
 - Upcoming meetings: October 4 and December 6.
- The Executive Committee meets six times per year, typically in February, April, May, August, September and December.
 - Upcoming meeting: December 6 following the Board meeting.
- YRL meetings are scheduled on Mondays from 10:00 a.m. to noon.

Roles and Responsibilities

- The Board approves the annual budget, auditor, audited financial statements and recommendations for modifications to the YRL Master Membership Agreement.
- The Executive Committee frames policy, sets priorities, develops goals and objectives, and employs qualified staff to administer the library.

General

For additional trustee and board information, please refer to the [YRL website](#) or contact Laurie Haak, Executive Assistant, at lhaak@yrl.ab.ca or 780-962-2003, extension 221.

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