

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON WEDNESDAY, NOVEMBER 10, 2021 IN THE COUNCIL CHAMBERS OF
THE ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM
COMMENCING AT 9:30 A.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

(approve as is, or with additions, deletions, changes)

3. ADOPTION OF MINUTES

- Pg 1-10 a) October 28, 2021 Organizational Meeting
Pg 11-14 b) October 28, 2021 Regular Council Meeting

(approve as is, or with amendments)

4. APPOINTMENTS/PUBLIC HEARINGS

- Pg 15-18
Pg 19-32 new
Pg 33-46 old
- a) 9:35 a.m. Onoway Facility Enhancement Association – members Sheila Doka, Teri Miller-Ryan and Gail Vaughan will be attending the meeting on behalf of the OFEA. Please refer to the attached email outlining some of the concerns they wish to address with Council regarding the draft lease agreement. Attached is the last draft agreement which shows the proposed changes in yellow, along with a copy of the last agreement that was in place between the OFEA and the Town. As we didn't have an agreement in place for 2021, the Town added \$7,200.00 into its budget to cover costs of power and gas to the hall (we utilized MOST funding to offset this expense). The Town has also been covering the water/sewer costs in 2021.

(direction as given by Council at meeting time)

5. FINANCIAL REPORTS - n/a

6. POLICIES & BYLAWS

- a) Bylaw 792-21, Council and Council Committee Procedural Bylaw – further to direction at the last Council meeting, attached is a revised bylaw including the following:
- 1) Written Committee Reports from Council and Administration for Agendas
 - 2) Audio/Video Recording of Council meetings

Pg 47-53 These changes are highlighted in red. If Council is in agreement with these changes, then motions to approve this new bylaw would be in order:

(give 1st reading to bylaw 792-21 as presented (or amended); give 2nd reading to bylaw 792-21 as presented (or amended); give unanimous consent for third reading to bylaw 792-21 as presented (or amended); give third and final ready to bylaw 792-21 as presented (or amended),

(or defer for further changes as directed by Council)

(or some other direction as given by Council at meeting time)

7. ACTION ITEMS

- 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 who participate in the Restrictions Exemption Program will require proof of vaccination or negative test for entry.

At the October 28 meeting Council directed Administration to present example mandatory vaccination policies, along with various background information, at this meeting. Attached is the following additional information:

- Pg 54-61
Pg 62-63
Pg 64-65
- 1) The City of Spruce Grove's policy
 - 2) City of St. Albert public health measures release
 - 3) Information on what other municipalities within MLA Getson's riding are doing:
 - Lac Ste. Anne County: has been discussed by both Council and Senior administration, but no decision to move forward has been made. Are preparing a staff satisfaction survey and may include a voluntary disclosure question in it (including fire department)
 - Town of Mayerthorpe: have not implemented a policy, nor have researched policies. Do not have mandatory vax policy in any of their public facilities.
 - Alberta Beach: have not discussed same, nor has Council asked to discuss same.
 - Yellowhead County: reached out, but no reply by agenda preparation time
 - Parkland County: reached out, but no reply by agenda preparation time
 - Yellowhead County: reached out, but no reply by agenda preparation time

- Town of Morinville: reached out, but no reply by agenda preparation time
- City of St. Albert: reached out, but no reply by agenda preparation time
- City of Stony Plain: reached out, but no reply by agenda preparation time
- Lac Ste. Anne Foundation: has been discussed, but no decision made

Pg 66-67

- 4) Legal counsel comments on same
- 5) Additional discussion items:
 - potential survey (Councillor Coninx email)
 - Council comments

Pg 68-78

- Nov. 5 email from resident Lisa Schulte

Further discussion at meeting time.

Discussion of phone calls received by administration with requests for various personal information of staff relating to COVID, administration's refusal to provide such information, and the legal advice received in respect of this matter (discussion of legal advice received to be in closed session).

(for discussion and direction of Council at meeting time)

- b) Town Signing Authorities – at the October 28 Organizational meeting there was considerable discussion around signing authority for the Town. Attached is the Town's current policy with respect to same, along with the referenced portions of the Municipal Government Act. Administration will have bank paperwork present at meeting time for Council to sign with respect to current signing authorities.

Pg 79-82

Pg 83

- Town of Mayerthorpe: signing authority is Mayor or Council and either the Chief Administrative Officer, Assist CAO/Finance Officer, or FCSS/Recreation Coordinator.

Pg 84

- Alberta Beach: signing authority is Mayor or Deputy Mayor and CAO or Municipal Clerk (took from org minutes)

Pg 85

- Lac Ste. Anne County – signing authority policy 016, administration only signs

Pg 86-87

- Town of Stony Plain: is only administration, two admin to sign, no Council sign

(accept discussion or information, or some other direction as given by Council at meeting time)

- c) Financial Information Reporting – at the October 28 Regular meeting there was considerable discussion around what financial information is being reported to Council (or lack thereof). As stated at the meeting the current information being provided is what past Council members had requested, and in fact the amount of information presented has been reduced over the years. Administration has inquired with fellow municipalities as to their policies and or practices with respect to their financial information reporting to Council:

Pg 88-141

- i) Town of Mayerthorpe – provide monthly to Council is (attached):

- statement of revenue and expenses – operating and capital in a budget to actual comparison and in a department level format
- bank reconciliation
- balance sheet (when available)
- cheque listing (within FOIP guidelines)

Pg 142-155

ii) Alberta Beach – provide quarterly to Council is (attached):

- balance sheet
- income statement budget and actual
- expense statement budget and actual

Pg 156-185

iii) Lac Ste. Anne County – provide quarterly to Council is (attached):

- provide quarterly reports of overall operating summary report,
- department summary variance
- detail capital budget variance
- capital grant report
- summary reserve report

(direction as given by Council at meeting time)

Pg 186

- d) Council Honorariums – at the October 28 Organizational meeting Council accepted the council honorariums and existing expense and reimbursement policy, but asked that this be revisited for 2022 budget deliberations. Administration had prepared a report earlier in the year for previous Council and we have attached same for your review. Included in this report is also the Chief Administrative Officer salaries. The Town does have a policy with respect to comparable communities to use when gathering information such as this, so on November 1st CAO Wildman added to this report municipalities that were referenced in this policy but not originally on the report. Administration ran out of time to gather all the required information prior to finalizing this agenda, but we will update this information in due course.

(accept report for information and revisit Council honorariums and monthly expense reimbursement during 2022 budget deliberations, or some other direction as given by Council at meeting time)

- e) Mayor's Request for feedback from fellow Councillors – further to our October 28th meeting discussion, Mayor Kwasny has requested from Council members input on two items:
- i) List of comments and concerns you heard from residents during your door to door campaign
 - ii) List of your personal goals you have set to accomplish in the four-year term of office

Discussion to take place at meeting time.

As part of this discussion, administration would like to have discussion on whether Council would like to set aside a day or two for strategic planning, or whether Council would like to incorporate maybe 1 or 2 hours of each Council meeting to it. If Council

was looking to set a day or two aside, administration would request looking at timelines in late January or early February 2022.

(direction as given by Council at meeting time)

- Pg 187-193
- f) 2021 Municipal Election Summary – further to CAO Wildman's verbal report at the October 28th meeting, attached is the Returning Officer's summary of the election. Given all the changes in election processes, holding an election during a pandemic, holding a senate election and referendum vote in conjunction with the municipal election, and the very close ballot count in the municipal election, I think overall the election process went very well, and I commend all those who worked it for their efforts

In our 2021 Budget we had budgeted \$8,000.00 for expenses, and at agenda preparation time I can advise expenses are estimated to come in around \$12,000.00 (although we are still awaiting some invoices).

(that Council accepts the 2021 Election Summary and related documents for information, or some other direction as given by Council at meeting time)

- Pg 194-208
- g. 2022 Muniware Software Support Agreement and Software License Agreement - please refer to the October 28, 2021 letter from Brandi Whiting, CEO of Muniware. These are our annual agreements for 2022 which have a 0% increase from last year (\$588.07/month). This is the software program that runs all of our administrative functions: taxes, utilities, a/p, a/r, budget, payroll and business licenses, etc. *(to approve both agreements and authorize execution, or some other direction as given by Council at meeting time)*

- h) Municipal Sustainability Initiative (MSI) Grant Funding – attached is the October 29th, 2021 email from Onoway grant coordinator Heather Luhtala on the recent announced estimated funding amounts for our 2022 and 2023 years. MSI Operating funds will remain the same at \$45,214 but the Capital funds are being decreased significantly (at 40.6% of the 2021 allocation):

Pg 209-216

	<u>2021</u>	<u>2022</u>	<u>2023</u>
MSI Capital allocations:	\$352,698	\$143,026	\$143,026

This is going to have a very dramatic and detrimental affect on our 2022 and future capital budgets. I am sure this will be a very hot topic at your upcoming AUMA convention. Council may wish to direct a letter be forwarded from the Mayor to the Premier/Minister/MLA expressing your concerns with this dramatic reduction given the current financial state of municipalities and whatever other reasons Council puts forward (or wait and hear the discussion at AUMA).

(accept Municipal Sustainability Initiative (MSI) Grant funding reports for information, lobby the MLA and/or Minister/Premier, or some other direction as given by Council at meeting time)

i) January 6th, 2022 Council meeting – as our office, along with Federal, Provincial and other municipal offices, are closed during the Christmas season we normally cancel or move back our first meeting of the new year. *(cancel the January 6th, 2022 meeting, or reschedule the January 6th, 2022 meeting to _____, or some other direction as given by Council at meeting time)*

j)

k)

l)

8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 3)

d) CAO Report

- Covid-19 Provincial financial assistance (MOST funding)

- Mayor and Council participation in:

1) Light Up Nov 26

2) Judging Christmas decorated house/business date 3rd week Dec

- ICS 200 training: Penny and Wendy successfully completed same

- Council meeting advertising

- Animal Bylaw: specifically cats

- LSA County recreation funding: have requested report

- Cleanup Order

- Onway Organizational Meeting Results (appointments)

e) Public Works Report

(that the Council, CAO and Public Works Reports be accepted for information as presented)

R217-254

9. INFORMATION ITEMS

3055-261

a) Town of Onoway Development Permit 21DP13-24 – operation of a retail auto parts sales and auto repair business

P9262

b) Alberta Beach – October 20, 2021 Organizational Meeting results

P9263-264

c) Yellowhead East Community Futures – November 5th, 2021 email on regional business events and news

d)

(that Council accept the above noted items for information)

10. CLOSED SESSION - as per Municipal Government Act and section 27 of the FOIP Act (privileged information solicitor-client privilege)

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|--|----------------|
| - November 17 th to 19 th , 2021 – AUMA Convention | Edmonton |
| - November 25 th , 2021 – Regular Council Meeting | 9:30 a.m. |
| - December 2, 2021 – Regular Council Meeting | 9:30 a.m. |
| - December 16, 2021 – Regular Council Meeting | 9:30 a.m. |
| - December 24, 2021 to January 2, 2022 inclusive | Office Closure |

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Councillor: Bridgitte Coninx Councillor: Lisa Johnson Councillor: Lenard Kwasny Councillor: Robin Murray Councillor: Robert Winterford</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer and Public Works Manager Debbie Giroux, Recording Secretary</p> <p>3 members of the public were in-person attendance and 2 members of the public joined the meeting via Zoom.</p>
1.	CALL TO ORDER	Chief Administrative Officer Wendy Wildman called the meeting to order at 9:30 a.m.
2.	OATH OF OFFICE	Chief Administrative Officer Wendy Wildman administered the Oath of Office to all 5 Councillors.
3.	COUNCILS LEGISLATIVE RESPONSIBILITIES Motion #398/21	<p>MOVED by Councillor Lenard Kwasny that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities, the following documents were received by all of Council: Roles and Responsibilities of Municipal Officials; Pecuniary Interest for Municipal Councillors, What Every Councillor Needs to Know; Council Code of Conduct Bylaw 791-21; Council and Committee Procedural Bylaw 763-19, along with a Municipal Government Act.</p> <p style="text-align: right;">CARRIED</p>
	Motion #399/21	<p>MOVED by Councillor Lisa Johnson that Administration prepare amendments to the Procedural Bylaw 763-19 to include: audio recording of meetings and video recording when able; Council and Administration to provide written Committee reports for inclusion on meeting agendas, to be brought back to the next meeting.</p> <p style="text-align: right;">CARRIED</p>
4.	AGENDA Motion #400/21	<p>MOVED by Councillor Robert Winterford that Council adopt the agenda of the Organizational Meeting of Thursday, October 28, 2021 with the following addition:</p> <ul style="list-style-type: none"> - Committee listing – Onoway Curling Club; Onoway Legion; Heritage Days Society <p style="text-align: right;">CARRIED</p>



TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

5.	METHOD OF VOTING Motion #401/21	<p>MOVED by Councillor Bridgitte Coninx that all voting during the Organizational Meeting be done by secret ballot, and in the case of a tie vote, the lowest vote count will be eliminated from the next round of voting and all ballots be destroyed after the count is completed.</p> <p style="text-align: right;">CARRIED</p>
6.	NOMINATIONS FOR MAYOR Motion #402/21	<p>Chief Administrative Officer Wendy Wildman called for nominations for the position of Mayor.</p> <p>Councillor Lisa Johnson nominated Councillor Lenard Kwasny for the position of Mayor.</p> <p>Councillor Lenard Kwasny accepted the nomination.</p> <p>Chief Administrative Officer Wendy Wildman called for nominations for the position of Mayor for the second time.</p> <p>Chief Administrative Officer Wendy Wildman called for nominations for the position of Mayor for the third time.</p> <p>MOVED by Councillor Bridgitte Coninx that nominations for Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Chief Administrative Officer Wendy Wildman declared Councillor Lenard Kwasny elected as Mayor for the Town of Onoway, and administered the Oath of Office.</p> <p>Mayor Lenard Kwasny assumed the Chair.</p>
7.	NOMINATIONS FOR DEPUTY MAYOR	<p>Mayor Lenard Kwasny called for nominations for the position of Deputy Mayor.</p> <p>Councillor Robin Murray nominated Councillor Lisa Johnson for the position of Deputy Mayor.</p> <p>Councillor Lisa Johnson accepted the nomination.</p> <p>Mayor Lenard Kwasny called for nominations for the position of Deputy Mayor for the second time.</p> <p>Mayor Lenard Kwasny called for nominations for the position of Deputy Mayor for the third time.</p>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #403/21	<p>MOVED by Councillor Bridgitte Coninx that nominations for Deputy Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Mayor Lenard Kwasny declared Councillor Lisa Johnson elected as Deputy Mayor for the Town of Onoway.</p> <p>Chief Administrative Officer Wendy Wildman administered the Oath of Office for the position of Deputy Mayor.</p>
		<p>At 10:05 a.m., two Royal Canadian Legion Onoway Branch members attended the meeting, and Ric Moses presented the first poppy to Mayor Lenard Kwasny.</p> <p>The two Legion members left the meeting at 10:10 a.m.</p>
8.	<p>COUNCILLOR COMMITTEE APPOINTMENTS Motion #404/21</p> <p>Motion #405/21</p> <p>Motion #406/21</p>	<p>Appointments to Quasi-Judicial Boards</p> <p>MOVED by Councillor Robin Murray that the appointments to the Assessment Review Board be as follows: as per contract with Capital Region Assessment Services Corporation, appoint Board members Darlene Chartrand, Tina Groszko, Stew Hennig, Richard Knowles and Ray Ralph. Appoint Designated Officer (Clerk) Richard Barham.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Robert Winterford that the appointments to the Subdivision and Development Appeal Board (SDAB) be as follows: as per agreement with Milestone Municipal Services, appoint Board Members Jamie Krale, John McIvor, Denis Meier, John Roznicki, Jason Shewchuk, Gerald Stark, Rainbow Williams and Chris Zaplotinsky. Appoint Designated Officers (Clerks) Emily House and Cathy McCartney.</p> <p style="text-align: right;">CARRIED</p> <p>Appointments to Statutory Committees</p> <p>MOVED by Councillor Bridgitte Coninx that Council approve the appointments to the Statutory Committees as follows:</p> <ul style="list-style-type: none"> - Municipal Planning Commission (Council as a Whole) - Subdivision Authority (Council as a Whole) <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<p>Appointments to Regional Service Commissions</p> <p>Motion #407/21 MOVED by Councillor Bridgitte Coninx that the appointments to the Capital Region Assessment Services Commission be Councillor Robin Murray as Council's representative and Councillor Robert Winterford as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #408/21 MOVED by Councillor Robert Winterford that the appointments to the Highway 43 East Waste Commission be Mayor Lenard Kwasny as representative and Councillor Bridgitte Coninx as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #409/21 MOVED by Councillor Robert Winterford that the appointments to the West Inter Lake District (WILD) Regional Water Services Commission be Councillor Bridgitte Coninx as representative and Mayor Lenard Kwasny as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>Appointments to Regional Boards</p> <p>Motion #410/21 MOVED by Deputy Mayor Lisa Johnson that Council approve the appointments to the Regional Boards as follows:</p> <ul style="list-style-type: none"> - East End Bus Society (Councillor Robert Winterford as representative and Councillor Robin Murray as alternate) - Yellowhead East Community Futures (Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate) - Lac Ste. Anne Foundation – both Mayor Lenard Kwasny and Councillor Bridgitte Coninx let their names stand for the Lac Ste. Anne Foundation. 1 (one) secret ballot was conducted and Mayor Lenard Kwasny was declared the representative. (Mayor Lenard Kwasny as representative) - Yellowhead Regional Library Board (Councillor Robert Winterford as representative) - Economic Development Committee/Partnership Committee (Councillor Robert Winterford and Councillor Bridgitte Coninx as representatives and Councillor Robin Murray as alternate) - Community Policing Advisory Committee (CPAC) (Councillor Robin Murray as representative and Mayor Len Kwasny as alternate)
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TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<ul style="list-style-type: none"> - Onoway Regional Medical Clinic / Physician Recruitment Retention Committee (Deputy Mayor Lisa Johnson as representative and Councillor Robert Winterford as alternate) - North Saskatchewan Watershed Alliance (Mayor Lenard Kwasny as representative; Jason Madge to the Technical Committee) - Onoway Regional Fire Services (Mayor Lenard Kwasny as representative and Councillor Bridgitte Coninx as alternate; Chief Administrative Officer or designate to attend) - Emergency Management/ Disaster Services Committee (Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives) - Revenue and Cost Sharing Study Committee (Councillor Robert Winterford as representative and Councillor Bridgitte Coninx as alternate; Chief Administrative Officer or designate to attend) <p style="text-align: right;">CARRIED</p> <p>Appointments to Local Boards</p> <p>Motion #411/21 MOVED by Deputy Mayor Lisa Johnson that Council approve the appointments to Local Boards as follows:</p> <ul style="list-style-type: none"> - Onoway Public Library Board (Deputy Mayor Lisa Johnson and Councillor Robert Winterford as representatives) - Onoway and District Chamber of Commerce (Councillor Robert Winterford as representative and Deputy Mayor Lisa Johnson as alternate) - Onoway Beautification Committee (Councillor Robert Winterford as representative and Councillor Bridgitte Coninx as alternate) - Onoway and District Agricultural Society (ODAS) - (Arena) (Councillor Bridgitte Coninx as representative and Deputy Mayor Lisa Johnson as alternate) - Onoway Facility Enhancement Association (OFEA) – Community Hall (Councillor Robert Winterford as representative and Deputy Mayor Lisa Johnson as alternate)
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TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<ul style="list-style-type: none"> - Onoway and District Historical Guild (Deputy Mayor Lisa Johnson as representative and Councillor Robin Murray as alternate) - Regional Wastewater Line Committee (Mayor Lenard Kwasny as representative and Deputy Mayor Lisa Johnson as alternate) - Onoway Ball Diamonds Committee (Councillor Bridgitte Coninx and Councillor Robert Winterford as representatives, Chief Administrative Officer or alternate Jason Madge to attend) <p style="text-align: right;">CARRIED</p> <p>Motion #412/21 MOVED by Councillor Bridgitte Coninx that the Region 1 Recreation and FCSS Local Board be removed from the list of appointments to Local Boards and have Council as a whole determine the funding allocations.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #413/21 MOVED by Councillor Bridgitte Coninx that Administration contact the Onoway Curling Club, the Onoway Legion, the Heritage Days Society and the Onoway Minor Ball and Soccer Association to inquire if they would like Town Council representative(s) to participate on their respective Boards.</p> <p style="text-align: right;">CARRIED</p> <p>Miscellaneous Council Appointments</p> <p>Motion #414/21 MOVED by Deputy Mayor Lisa Johnson that Council approve Miscellaneous Council appointments as follows:</p> <ul style="list-style-type: none"> - Inter Municipal Development Plan Negotiating Committee (Councillor Robert Winterford as representative and Councillor Bridgitte Coninx as alternate) - Highway 43 Functional Planning Study – Technical Review Committee (Mayor Lenard Kwasny as representative and Deputy Mayor Lisa Johnson as alternate) - Onoway Interagency Committee (Councillor Robert Winterford as representative and Councillor Robin Murray as alternate) <p style="text-align: right;">CARRIED</p>
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(b)

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

9.	FINANCIAL CONFIRMATION Motion #415/21	<p>MOVED by Mayor Lenard Kwasny that the Financial Confirmation be as follows, as presented:</p> <p>Signing Authority</p> <ul style="list-style-type: none"> - all of Council and Chief Administrative Officer and Assistant Chief Administrative Officer/Public Works Manager - 2 signatures required - 1 signature to be any member of Council - 1 signature to be one of either Chief Administrative Officer Wendy Wildman or Assistant Chief Administrative Officer/Public Works Manager Jason Madge <p>Banking Authority ATB Financial</p> <p style="text-align: right;">CARRIED</p>
	Motion #416/21	<p>MOVED by Mayor Lenard Kwasny that Council discuss the presentation of the Financial Reporting documents at the next regular Council meeting in November.</p> <p style="text-align: right;">CARRIED</p>
10.	APPOINTMENT OF AUDITOR Motion #417/21	<p>MOVED by Mayor Lenard Kwasny that the Auditor appointment be confirmed as Metrix Group for the Town of Onoway for the 2021 Audit year.</p> <p style="text-align: right;">CARRIED</p>
11.	APPOINTMENT OF ASSESSOR Motion #418/21	<p>MOVED by Councillor Bridgitte Coninx that the Town's Assessment Firm appointment be confirmed as Capital Region Assessment Services Commission, and the Assessor appointment for the Town of Onoway be confirmed as Grant Clarke of KCL Consulting Inc.</p> <p style="text-align: right;">CARRIED</p>
12.	APPOINTMENT OF WEED INSPECTOR Motion #419/21	<p>MOVED by Councillor Bridgitte Coninx that the Weed Inspector appointment be confirmed as Jackie Gamblin.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

13.	CHIEF ADMINISTRATIVE OFFICER Motion #420/21	MOVED by Councillor Bridgitte Coninx that the Chief Administrative Officer appointment be confirmed as Wendy Wildman. CARRIED
14.	DEVELOPMENT OFFICER Motion #421/21	MOVED by Councillor Robin Murray that the Development Officer appointment be confirmed as Tony Sonnleitner. CARRIED
15.	INTEGRITY COMMISSIONER Motion #422/21	MOVED by Councillor Bridgitte Coninx that the Integrity Commissioner appointment be confirmed as Victoria Message. CARRIED
16.	SOLICITOR CONFIRMATION Motion #423/21	MOVED by Councillor Robert Winterford that Patriot Law Group Onoway be confirmed as Solicitor for the Town of Onoway. CARRIED
17.	MUNICIPAL PLANNING COMMISSION Motion #424/21	MOVED by Councillor Bridgitte Coninx that the Municipal Planning Commission be confirmed as All of Council. CARRIED
18.	FOIP COORDINATOR CONFIRMATION Motion #425/21	MOVED by Councillor Bridgitte Coninx that the Freedom of Information and Protection of Privacy (FOIP) Coordinator be confirmed as the Chief Administrative Officer. CARRIED

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TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

19.	COMMUNITY PEACE OFFICER Motion #426/21	<p>MOVED by Councillor Bridgitte Coninx that the Town of Onoway continue the Agreement with Lac Ste. Anne County for Community Policing services to be provided by Community Peace Officers Dallas CHOMA, Craig DOW, Denzel NOLET, Jane ROXBURGH and Andrew STEWART.</p> <p style="text-align: right;">CARRIED</p>
20.	FIRE CHIEF Motion #427/21	<p>MOVED by Councillor Bridgitte Coninx that the Fire Chief appointment be confirmed as Chief Dave Ives, as per the agreement with North West Fire and Rescue.</p> <p style="text-align: right;">CARRIED</p>
21.	MEETING DATES / TIMES/ LOCATIONS Motion #428/21	<p>MOVED by Deputy Mayor Lisa Johnson that Council meetings be scheduled as follows: 1st and 3rd Thursday of the Month at 9:30 a.m. at the Town of Onoway Civic Centre</p> <p style="text-align: right;">CARRIED</p>
	Motion #429/21	<p>MOVED by Deputy Mayor Lisa Johnson that the Thursday, November 4 regular Council meeting be rescheduled to Wednesday, November 10 and the Thursday, November 18 regular Council meeting be rescheduled to Thursday, November 25, with both meetings starting at 9:30 a.m.</p> <p style="text-align: right;">CARRIED</p>
22.	MUNICIPAL OFFICE LOCATION Motion #430/21	<p>MOVED by Councillor Robin Murray that the Municipal Office location for the Town of Onoway be confirmed as:</p> <p>4812 – 51 Street, within the Town of Onoway</p> <p style="text-align: right;">CARRIED</p>
23.	REQUIREMENT FOR ADVERTISING OF MEETINGS Motion #431/21	<p>MOVED by Deputy Mayor Lisa Johnson that Council meetings continue to be advertised in Onowaves and on the Town of Onoway website, and that Administration research the costs for adding regular advertising of meetings in The Bulletin and Council to revisit this at their next meeting.</p> <p style="text-align: right;">CARRIED</p>

9

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

24.	COUNCIL EXPENSE CLAIMS Motion #432/21	<p>MOVED by Councillor Bridgitte Coninx that Council be reimbursed as follows, and reimbursement be further reviewed by Council during budget deliberations:</p> <p>Regular Council Meetings</p> <ul style="list-style-type: none"> - Mayor and Councillors \$175.00 per Council meeting <p>Any meeting other than a Regular Council Meeting</p> <ul style="list-style-type: none"> - Mayor and Councillors \$25.00 per hour to a maximum of \$175.00 per day - Mayor to receive an additional \$75.00 per day when attending 3 or more meetings in the same day - Billable time is to be rounded up to the nearest 30 minute increment. Minimum pay will be 4 hours. <p>Reimbursement</p> <ul style="list-style-type: none"> - Mayor shall receive \$400.00 per month as reimbursement for personal cell phone use, personal internet costs and other costs incurred in exercising duties as an elected official, as well as personal time required for the preparation for all of their meetings - All Councillors shall receive \$250.00 per month as reimbursement for personal internet costs incurred in exercising their duties as an elected official, as well as personal time required for the preparation for all their meetings. <p style="text-align: right;">CARRIED</p>
25.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the meeting adjourned at 11:25 a.m.

Mayor Lenard Kwasny

Debbie Giroux
Recording Secretary

10

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, OCTOBER 28TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 11:32 A.M.

	PRESENT	<p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Robin Murray Councillor: Robert Winterford</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer/Public Works Manager Debbie Giroux, Recording Secretary</p> <p>2 members of the public were in-person attendance and 2 members of the public joined the meeting via Zoom.</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 11:32 a.m.
2.	AGENDA Motion #434/21	<p>MOVED by Councillor Robin Murray that Council adopt the agenda of the regular Council meeting of Thursday, October 28th, 2021, as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #435/21	<p>MOVED by Deputy Mayor Lisa Johnson that the minutes of the following meetings be adopted as presented:</p> <ul style="list-style-type: none"> - October 5, 2021 Regular Council Meeting/Public Hearing - October 7, 2021 Regular Council Meeting - October 15, 2021 Special Council Meeting <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCIAL REPORTS	n/a
6.	POLICIES & BYLAWS	n/a
7.	ACTION ITEMS Motion #436/21	<p>MOVED by Councillor Bridgitte Coninx that the discussion regarding Covid-19 be accepted for information; that Administration bring a couple of vaccination policies from other municipalities to the next meeting for review; and that Administration check with our neighboring municipalities on their Covid-19 vaccination policy/plans.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, OCTOBER 28TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 11:32 A.M.

	<p>Motion #437/21</p> <p>Motion #438/21</p> <p>Motion #439/21</p> <p>Motion #440/21</p> <p>Motion #441/21</p> <p>Motion #442/21</p>	<p>MOVED by Councillor Robert Winterford that the October 19, 2021 Audit Engagement Letter with Metrix Group, for completion of the Town of Onoway's 2021 financial audit, be approved and execution authorized.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Bridgitte Coninx that the attendance of Council at the 2021 Alberta Urban Municipalities Association (AUMA) Convention be authorized, and that in-person attendance along with hotel requirements be confirmed by Council once the convention agenda has been released.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Deputy Mayor Lisa Johnson that Council participate in the Municipal Elected Officials (MEO) emergency management on-line course within 90 days of the election date, and provide Administration with completion certificates.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Robin Murray that the attendance of Council at the Whitecourt Elected Officials Education Program (EOEP) be authorized and that Councillors not attending the Whitecourt offering complete the EOEP Munis 101 Session within 90 days of the election date, and provide Administration with completion certificates.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Robert Winterford that the Town agree to a fee increase from \$62.50 per hour to \$88.50 per hour for the 2022 year for Community Peace Officer Animal Control services provided by Lac Ste. Anne County, and further that Administration investigate options for the Onoway having in-house Officer(s) going forward.</p> <p style="text-align:right">CARRIED</p> <p>MOVED by Councillor Robin Murray that notification from Lac Ste. Anne County (LSAC) advising of a partial road closure NW and NE 33-54-02 W5M, which are lands within the Intermunicipal Development Plan Area with Lac Ste. Anne County, be accepted for Information and the County be advised that the Town has no concerns.</p> <p style="text-align:right">CARRIED</p>
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12

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, OCTOBER 28TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 11:32 A.M.

8.	COUNCIL, COMMITTEE & STAFF REPORTS	
	Motion #443/21	MOVED by Councillor Bridgitte Coninx that the raised planting beds being constructed by Public Works staff contain a corrugated steel liner. CARRIED
	Motion #444/21	MOVED by Councillor Robin Murray that the verbal Council and Committee Reports, along with the verbal and written Staff Reports, be accepted for information. CARRIED
	Motion #445/21	MOVED by Mayor Lenard Kwasny that each Council member document resident concerns heard during the 2021 election campaign and bring these concerns to the next Council meeting for discussion and to be placed into the record. CARRIED
	Motion #446/21	MOVED by Mayor Lenard Kwasny that each Council member document their goals they wish to achieve during their four year term on Council, and bring these goals to the next Council meeting for discussion and to be placed into the record. CARRIED
9.	INFORMATION ITEMS	
	Motion #395/21	MOVED by Councillor Bridgitte Coninx that the following item be accepted for information: a) Yellowhead Regional Library (YRL) – September 24, 2021 announcement of their new brand CARRIED
10.	CLOSED SESSION	n/a
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 12:55 p.m.

13

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, OCTOBER 28TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 11:32 A.M.

12.	UPCOMING EVENTS	November 10, 2021	Regular Council Meeting	9:30 a.m.
		November 17-19, 2021	AUMA Convention	Edmonton
		November 25, 2021	Regular Council Meeting	9:30 a.m.
		December 2, 2021	Regular Council Meeting	9:30 a.m.
		December 16, 2021	Regular Council Meeting	9:30 a.m.

Mayor Lenard Kwasny

Debbie Giroux
Recording Secretary

UNAPPROVED

14

From: Sheila Doka
Sent: November 5, 2021 1:28 PM
To: cao@onoway.ca
Subject: Re: Council Meeting Nov. 10

Here is the requested information.

Myself, Teri Miller-Ryan, and Gail Vaughan will be attending the council meeting.

We would like to go over the additions, and what we would like to see changed on the lease. The biggest change is that that OFEA being responsible for the furnace, air exchange, fire suppression system, air conditioner, elevator etc if they were needed to be replaced.

They are a few other items we need clarification on.

Thank you
Sheila Doka

Sent from my iPhone

On Nov 5, 2021, at 11:53 AM, cao@onoway.ca wrote:

Good morning Sheila – as per Councils procedural bylaw you have missed the deadline for appointment requests but given the importance of this matter I will book you in as an appointment if you can provide a written report as to the background you are wishing to present before the end of the day today. Please include in your submission the names of the 3 OFEA members wishing to attend. I will then attach that to the agenda of the meeting, and I will give you an appointment time once I have received that info.

I believe we already have 4 seats requested for the public, we will ensure we set 7 out along the back wall.

Thanks

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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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: Sheila Doka <s' >
Sent: November 5, 2021 10:28 AM
To: cao@onoway.ca
Cc: lkwasny@onoway.ca; Lisa Johnson <ljohnson@onoway.ca>; Robin Murray <rcmsmurray@gmail.com>; Terri Miller-Ryan <terri.miller-ryan@onoway.ca>; bconinx@onoway.ca; rwinterford@onoway.ca
Subject: Re: Hall Agreement

Good morning,
Wendy there are 3 of the OFEA board members who would like to come to the Council meeting on Nov.10, to speak with council in regards to the lease of the Onoway Community Hall. We would like to come for the whole meeting, so we would be there at 9:30, and you could arrange any time for us to address council with the lease.
Thank you
Sheila

Sent from my iPhone

On Nov 2, 2021, at 8:29 AM, cao@onoway.ca wrote:

Good morning Sheila - let us know after you have spoken with your executive next week. Our November Council meetings are the 10 and 25 (we had to move them both because of other commitments)

I certainly will forward this email on to them (Council was cc'ed on my Nov. 1 email to you).

W

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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16

From: Sheila Doka <cao@onoway.ca>
Sent: November 1, 2021 8:13 PM
To: cao@onoway.ca
Cc: Lisa Johnson <ljohnson@onoway.ca>; Robin Murray <rcmsmurray@gmail.com>;
Corinne Branting-Feth <cbf@onoway.ca>; Terri Miller-Ryan

Subject: Re: Hall Agreement

The hall board will be having a meeting hopefully this week where we will discuss the lease once again. Again, what we had agreed upon with the old council was not put in the new lease. I guess I should maybe request to either come to council chambers to let the new council know exactly what we are about, and what we are wanting to do in regards to the lease?

I will speak to my executive and then I will likely request to attend the next council meeting.

Can you please forward this to the new council as I do not have some of the emails.

Thank you

Sheila

Sent from my iPhone

On Nov 1, 2021, at 5:52 PM, cao@onoway.ca wrote:

Good afternoon Sheila – I am resending my September 17th, 2021 email regarding the proposed lease agreement for the hall.

Wondering where the hall board is at with respect to same.

We had our organizational meeting on Thursday at Councillor Robert Winterford was appointed rep, and Deputy Mayor Lisa Johnson alternate, to the OFEA.

Thx

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

17

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From: cao@onoway.ca <cao@onoway.ca>
Sent: September 17, 2021 11:37 AM
To: 'Sheila Doka' <sheila.doka@onoway.ca>
Cc: 'jtracy@onoway.ca' <jtracy@onoway.ca>; 'Lynne Tonita' <ltanita@onoway.ca>; 'Pat St.Hilaire' <psthilaire@onoway.ca>; 'Lisa Johnson' <ljohnson@onoway.ca>; 'Jeff Mickle' <jmickle@onoway.ca>; 'Jason Madge' <jason@onoway.ca>; 'Debbie Giroux' <debbie@onoway.ca>
Subject: Hall Agreement

Good morning Sheila – further to our discussion yesterday afternoon, I am attaching the following:

- a copy of the 2017-2020 executed agreement
- copy of the draft Oct. 1, 2021 to Dec. 31, 2022 agreement which is basically the last approved agreement with changes highlighted that came out of the conversation between yourself, Mayor Tracy and Councillor Johnson, and then the subsequent conversation at the Council table. And I removed clause 1.4 and 2.2. out of the 2017-2020 lease as they are not applicable in this proposed new lease.

Please review and let me know.

Thx

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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18

LEASE AGREEMENT

*Proposed
New*

THIS LEASE made this day of , 2021.

BETWEEN:

**The Town of Onoway,
of Box 540, Onoway, Alberta, T0E 1V0
a municipality in the Province of Alberta,**

**(the "Landlord")
OF THE FIRST PART;**

-and-

**The Onoway Facility Enhancement Association ("OFEA"),
a Society under the laws of the Province of Alberta,**

**(the "Tenant")
OF THE SECOND PART;**

THE AGREEMENT:

1. ARTICLE ONE - GRANT AND TERM

1.1. Leased Premises. In consideration of the rent, covenants and agreements hereinafter reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord leases to the Tenant the following premises:

The Onoway Community Hall
located on the property legally described as:
Plan 6288BZ, Block 2, a portion of Lots 10 and 11, along with Lot 12
Excepting Thereout All Mines and Minerals
(the "Leased Premises")

and the Tenant hereby leases and accepts the Leased Premises from the Landlord, to have and to hold during the Term, subject to the covenants, conditions and agreements set out in this Lease.

1.2. Ownership and Control. The Landlord at all times retains ownership of the Leased Premises and, as such, reserves all rights with respect to the Leased Premises not otherwise granted to the Tenant.

1.3. The Term. The Tenant shall, subject to this Lease, have and hold the Leased Premises for and during the term (the "Term") of 15 months from October 1st, 2021 (the "Commencement Date"), to December 31, 2022 unless earlier terminated pursuant to the terms of this Lease. Both parties agree that negotiations for contract renewal will commence 6 months prior to the expiry of this agreement.

19

1.4. Notice of Termination. The Landlord or the Tenant may terminate this Lease, for any reason whatsoever, in its sole discretion, on the provision of 60 days notice of such termination to the other party.

2. ARTICLE TWO – RENT.

2.1. Rent.

- a. The Tenant shall pay annual rent of ONE DOLLAR (\$1.00), by cash or cheque.
- b. The first payment of rent shall be made on or before the Commencement Date and, if the Lease is renewed in accordance with its terms, all subsequent payments are to be made annually on this anniversary date.

2.2. Where Payments to be Made. All payments required to be made by the Tenant under or in respect of this Lease shall be made to the Landlord at the Landlord's office in the Town of Onoway, Alberta, or to such agent or agents of the Landlord or at such other place as the Landlord shall hereafter from time to time direct in writing to the Tenant.

3. ARTICLE THREE - PARKING FACILITIES AND THE COMMON AREAS AND FACILITIES

3.1. License. The Tenant, its employees, licensees and invitees and all persons lawfully requiring communication with the Tenant shall have free and uninterrupted access to the Leased Premises, the Lands and any parking area provided by the Landlord, at all times, subject to the reasonable rules and regulations as may be promulgated from time to time by the Landlord. Currently there are stalls at the north end of the parking lot assigned to the Onoway Regional Medical Clinic for use during their business hours.

4. ARTICLE FOUR – COST OF MAINTENANCE AND OPERATION OF THE LEASED PREMISES

4.1. Tenant to Pay Utilities. The Tenant shall be solely responsible for and shall promptly pay all charges for water, sewer, gas, electricity, telephone and other utilities used or consumed in the Leased Premises. In no event shall the Landlord be liable for, nor have any obligation with respect to, an interruption or cessation of, or a failure in the supply of any such utilities, services or systems, including without limitation the water and sewage systems, to the Lands or to the Leased Premises whether or not supplied by the Landlord or others.

4.2. Heating and Air-Conditioning. The Tenant shall, throughout the Term, operate, maintain and regulate the heating, ventilating and air-conditioning equipment if any, within, or installed by or on behalf of the Tenant for the Leased Premises in such a manner as to maintain reasonable conditions of temperature and humidity within the Leased Premises. The Tenant shall be solely responsible for the cost of heating, ventilating and air-conditioning, which costs shall include, without being limited to, fuel, water electricity, supplies (including those occasioned by everyday wear and tear) general maintenance, repairs and replacements, including major repairs and

20

replacements, to the plant and equipment supplying or distributing such heat, ventilation or air-conditioning. The Tenant shall deliver to the Landlord a copy of its preventative maintenance contract for the heating, ventilating and air-conditioning equipment on the commencement of the Term and before every renewal of such contract.

4.3. Elevator – the Tenant shall, throughout the Term, operate and maintain the Elevator including completion of the annual inspection and ensuring any items identified are rectified. All work (inspections, repairs etc) on the elevator shall be completed by an individual/company who is certified and licensed to inspect/repair Elevators.

5. ARTICLE FIVE — MAINTENANCE, REPAIRS AND ALTERATIONS

- 5.1. Maintenance and Repairs by Tenant. The Tenant, at its own expense, shall maintain and keep the Leased Premises and every part thereof in good order and condition. The Tenant shall also, at its own cost, promptly make all needed repairs ~~including without limitation, major structural repairs,~~ to the Leased Premises. Any replacements, including but not limited to, replacements and repairs to and of the roof and all electrical, plumbing, climate control systems, machinery and equipment in and to the Leased Premises, all entrances, glass, show window moldings, store fronts, partitions, doors and any and all other fixtures, equipment and appurtenances, that are part of the Leased Premises (reasonable wear and tear, and damage by fire, lightning, and tempest only excepted) shall be made by the Tenant, at its own cost, using new materials and in good and workmanlike manner. The Tenant shall keep the Leased Premises well painted, clean and in such condition as a careful owner would do. Major structural repairs shall be the responsibility of the Landlord, or the Landlord and Tenant in partnership as agreed upon between the two parties.
- 5.2. Improvements, Alterations, Partitions. The Tenant shall not install or construct fixtures, partitions, or other permanent improvements, or make structural alterations, to the Leased Premises without the advance approval of the Landlord in writing. Should the Tenant propose, and the Landlord agree in writing to such improvements, alterations or partitions, these shall be completed in a professional and workmanlike manner by a qualified tradesperson for that specific scope of work (electrician, plumber, carpenter etc) at the Tenant's sole expense. Any such improvements, alterations, or partitions, shall become the property of the Landlord at the end of the Term without compensation to the Tenant.
- 5.3. Maintenance by the Landlord. If the Tenant refuses or neglects to repair as required pursuant to this Article and to the reasonable satisfaction of the Landlord, the Landlord may make such repairs without liability to the Tenant for any loss or damage that may accrue to the Tenant's merchandise, fixtures, other property or business by reason thereof, and upon completion of such repairs, the Tenant shall pay to the Landlord the Landlord's cost for making such repairs. The Tenant agrees that the making of any repairs by the Landlord pursuant to this Section is not a re-entry or a breach of any covenant for quiet enjoyment contained in this Lease.

5.4. Entry by Landlord.

- a. General. The Tenant covenants that it shall be lawful for the Landlord and its agent(s) at all reasonable times during the Term and upon twenty-four hours (24) notice by telephone or other means to enter the Leased Premises to inspect its condition. Where an inspection reveals that repairs are necessary, the Landlord shall give to the Tenant notice in writing, and immediately thereafter the Tenant will forthwith proceed to make all necessary repairs in a good and workmanlike manner, using at all times new materials, and to the satisfaction of the Landlord, so as to complete same within the reasonable time or times provided for in the notice delivered by the Landlord as aforesaid. The failure by the Landlord to give notice shall not relieve the Tenant from any of its obligations to repair in accordance with the provisions hereof.
- b. Emergency Entry. The Tenant also acknowledges and agrees that it shall be lawful for the Landlord and its agents to enter the Leased Premises during the Term without notice if the Landlord perceives there is an emergency and immediate entry to the Leased Premises is necessary.
- c. Emergency or Disaster within or near Town: the Tenant also acknowledges and agrees that it shall be lawful for the Landlord and its agents to enter the Leased Premises during the Term without notice if the Landlord perceives this facility is required to house or host an Incident Command Centre or Individuals during an Emergency or Disaster Incident in or near the Town.

5.5. Leave Premises in Good Repair. The Tenant will, at the expiration or sooner termination of the Term or any renewals thereof peaceably surrender and yield up unto the Landlord the Leased Premises with all improvements, erections and appurtenances at any time or times during the Term shall be made, placed or erected therein or thereon, in good and substantial repair and condition, reasonable wear and tear and damage by fire, lightning and tempest only excepted, and the Tenant shall surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of Rent and shall inform the Landlord of all combinations on locks, safes and vaults, if any, in the Leased Premises. The Tenant shall, however, if requested by the Landlord remove all improvements, erections, alterations, fixtures or other appurtenances made, placed or erected at any time or times during the Term in or on the Leased Premises, at the sole cost and expense of the Tenant, and shall repair all damage to the Leased Premises caused by their installation and/or removal. The Tenant's obligation to observe and perform this covenant shall survive the expiration or sooner determination of the Term or any renewal thereof.

5.6. Damage to Leased Premises. The Tenant shall, in the event of any damage to the Leased premises by any cause or causes, give notice in writing to the Landlord of such damage immediately upon the same becoming known to the Tenant. The Tenant shall give Landlord prompt notice of any defect to plumbing, climate control apparatus, electrical equipment and wires and any other defect in the Leased Premises and anything connected therewith. Notwithstanding anything to the contrary contained in this Lease, the Tenant shall not be



relieved of its repair and replacement obligations as set forth in this Lease.

- 5.7. Overloading. The Tenant will not bring upon the Leased Premises any machinery, equipment, article or thing that by reason of its weight, size or use might damage the floors of the Leased Premises and if any damage is caused to the Leased Premises by any machinery, equipment, article or thing or by overloading or by any act, neglect or misuse on the part of the Tenant or any of its servants, agents, or employees or any persons having business with the Tenant, the Tenant will forthwith repair the same using, at all times, new materials or pay to the Landlord the cost of making good the same, forthwith upon demand.
- 5.8. Tenant not to Overload Utility Facilities. The Tenant will not install any equipment which would exceed or overload the capacity of the utility facilities in the Leased Premises.
- 5.9. Plumbing Facilities. The plumbing facilities in the Leased Premises shall not be used for any other purpose than that for which they are constructed.
- 5.10. Garbage. The Tenant will keep the Leased Premises and its surrounding area and every part thereof in a clean and tidy condition and will not permit waste paper, garbage, ashes or waste or objectionable material to accumulate thereon.
- 5.11. Tenant Shall Discharge All Liens. The Tenant shall promptly pay all its contractors and suppliers and shall do all things necessary to minimize the possibility of a lien attaching to the Leased Premises or to any or part of the Lands. Should any such lien be made or filed, the Tenant shall discharge the same forthwith at the Tenant's expense. In the event the Tenant shall fail to cause any such lien to be discharged as aforesaid, then, in addition to any other right or remedy of the Landlord, the Landlord may, but it shall not be so obligated, discharge same by paying the amount claimed to be due, together with interest costs and other amounts required to so discharge and vacate the said lien into Court or directly to any such lien claimant and the amount so paid by the Landlord and all costs and expenses including solicitor's fees (on a solicitor and his client basis) incurred herein for the discharge of such lien shall be due and payable by the Tenant to the Landlord on demand.
- 5.12. Inspect Premises. During the Term any person or persons may inspect the Leased Premises and all parts thereof upon twenty-four (24) hours notice by telephone or other means at all reasonable times, on producing a written order to that effect signed by the Landlord or its agents for the purpose related to the obligations or responsibilities of either party under the Lease.
6. ARTICLE SIX — USE OF LEASED PREMISES/ SERVICES
- 6.1. Services provided by Tenant. During the Term, or any renewal thereof, the Tenant shall manage and supervise all aspects of the operation of the Leased Premises, being a Community Hall. Without limiting the generality of the foregoing, the Tenant is responsible for the following:
- a. Coordinating the use and rental of the Community Hall to community organizations,

community groups, or others, for events or functions;

- b. Collecting any rental monies due as a result of the events or functions held;
- c. Establishing the rental fees for the use of the hall for events or functions; and
- d. Screening potential users of the hall to confirm that the planned function or event is appropriate for the venue and will not be dangerous or likely to result in damage to the Leased Premises.

6.2. Services provided by Landlord. The Landlord will provide snow plowing services for the parking lot at no cost to the Tenant. However, these services will be provided in accordance with the Landlord's municipal plan and associated priorities for snow clearance of roads and other municipal properties, in its sole discretion. **Should the Tenant have snowplowing of the parking lot done before the Landlord can plow it, it shall be at the sole cost and expense of the tenant.**

6.3. Use of Premises. The Tenant covenants that it will not use or permit to be used any part of the Leased Premises for any dangerous, noxious or offensive trade or business, and will not cause or maintain any nuisance in, at or on the Leased Premises.

6.4. Compliance with Laws, etc. The Tenant shall promptly comply with all requirements of all applicable statutes, laws, bylaws, rules, regulations, ordinances and orders from time to time in force during the Term hereof, whether municipal, provincial, federal, or otherwise, including all lawful requirements of the local board of health, police and fire departments and municipal authorities and with every applicable regulation, or of any liability or fire insurance company by which the Landlord and Tenant or either of them may be insured at any time during the Term hereof.

6.5. Nuisance. The Tenant will not do or omit to do or permit to be done or omit anything upon or in respect of the Leased Premises, the doing or omission of which (as the case may be) shall be or result in a nuisance or menace to the Landlord or to local residents or businesses.

7. ARTICLE SEVEN — INSURANCE

7.1. Tenant's Insurance

- a. The Tenant covenants and agrees at its own cost and expense to take out and keep in full force and effect and in the names of the Tenant and the Landlord as their respective interests may appear, the following insurance:
 - i. insurance upon property of every description and kind owned by the Tenant, or for which the Tenant is legally liable or installed by or on behalf of the Tenant and which is located within the Lands, the Building and Leased Premises including, without limitation, stock-in-trade, furniture, fittings, installations, alterations, additions, partitions, fixtures and anything in the nature of a leasehold improvement in

- an amount of not less than one hundred percent (100%) of the full replacement cost thereof, with minimum coverage against at least, the perils of fire, and standard extended coverage including sprinkler leakages (where applicable), earthquake, flood and collapse. In the event that there is a dispute as to the amount which comprises full replacement cost, the decision of the Landlord shall be conclusive;
- ii. Tenant's legal liability insurance for the full replacement cost of the Leased Premises, including loss of use thereof;
 - iii. property damage and public liability insurance including personal liability, contractual liability, non-owned automobile liability and owner's and contractors' protective insurance coverage with respect to the Leased Premises, and the Tenant's use of the Common Areas and Facilities, coverage to include the business operations conducted by the Tenant and any other person on the Leased Premises. Such policies shall be written on a comprehensive basis with limits of not less than **\$5,000,000** for bodily injury to any one or more persons, or property damage, and such higher limits as the Landlord may reasonably requires from time to lime, and all such policies shall contain a cross-liability clause;
 - iv. broad form blanket repair and replacement coverage on boilers, pressure vessels, air-conditioning equipment and miscellaneous apparatus;
 - v. any other form or forms of insurance as the Tenant or the Landlord reasonably requires from time to time in form, in amounts and for insurance risks against which a prudent Tenant would protect itself;
- b. all property policies written on behalf of the Tenant shall contain if reasonably available, a waiver of subrogation rights which the Tenant's insurers may have against the Landlord and against those for whom the Landlord is in law responsible whether any such damage is caused by the act, omission or negligence of the Landlord or those for whom the Landlord is in law responsible;
 - c. all policies of Insurance purchased by the Tenants shall be taken out with insurers acceptable to the Landlord and shall be in a form satisfactory from time to time to the Landlord. The Tenant agrees that certificates of insurance or, if required by the Landlord, certified copies of each such insurance policy, will be delivered to the Landlord as soon as practicable after the placing of the required insurance. All policies shall contain an undertaking by the insurers to notify the Landlord in writing not less than thirty (30) days or such reasonable period of time as may be provided in such policies prior to any material change, cancellation or termination thereof;
 - d. if the Tenant fails to take out or to keep in force any such insurance referred to in this Section, or should any such insurance not be approved and the Tenant does not rectify the situation within twenty-four (24) hours after written notice by the Landlord to the Tenant, the Landlord has the right without assuming any obligation in connection

therewith, to effect such insurance at the sole cost of the Tenant and all outlays by the Landlord shall be immediately paid by the Tenant to the Landlord on the first day of the next month following said payment by the Landlord without prejudice to any other rights and remedies of the Landlord under this Lease; and

- e. the Tenant covenants and agrees, at its sole cost and expense to replace any plate glass or other glass that has been broken or removed during the Term and will at all times keep the plate glass on the Leased Premises fully insured, pay the premiums therefor and provide the Landlord with a certificate of such plate glass insurance.

7.2. Increase in Insurance Premiums. If the Tenant's use and occupation of the Leased Premises, whether or not the Landlord has consented to same, causes any premium increase in casualty and other types of insurance that may be carried by the Landlord from time to time in respect of the Lands, the Tenant shall pay any such increase in premiums within ten (10) days after a bill for such additional premiums shall be rendered by the Landlord. In determining whether such increased premiums are a result of the Tenant's use and occupancy of the Leased Premises, a schedule issued by the organization making the insurance rates on the Lands showing the various components of such rate shall be conclusive evidence of the several items and charges which make up such rate. The Tenant shall comply promptly with all requirements of any insurer, now or hereafter in effect, pertaining to or affecting the Leased Premises.

7.3. Cancellation of Insurance. If any insurance upon the Lands or any part thereof shall be cancelled or shall be threatened by the insurer to be cancelled, or the coverage thereunder reduced in any way by the insurer by reason of the use and occupation of the Leased Premises or any part thereof by the Tenant or by any sub-tenant of the Tenant or by anyone permitted by the Tenant to be upon the Leased Premises and if the Tenant fails to remedy the condition giving rise to the cancellation, threatened cancellation or reduction of coverage within twenty-four (24) hours after notice thereof by the Landlord, the Landlord may, at its option, either: (1) re-enter the Leased Premises forthwith by leaving upon the Leased Premises a notice in writing of its intention so to do and thereupon the Landlord's rights and remedies contained in Article Nine shall apply; or (2) enter upon the Leased Premises and remedy the condition giving rise to such cancellation, threatened cancellation or reduction and the Tenant shall forthwith on demand pay the costs thereof to the Landlord and the Landlord shall not be liable for any damage or injury caused to any property of the Tenant or of others located on the Leased Premises as a result of such entry, whether caused by the negligence of the Landlord, its agents, servants, employees or persons for whom it is in law responsible.

7.4. Loss or Damage. The Landlord shall not be liable for any death or injury arising from or out of any occurrence in, upon, at, or relating to the Lands, the Building or the Leased Premises, or damage to property of the Tenant or of others located on the Leased Premises nor shall it be responsible for any loss of or damage to any property of the Tenant or others from any cause whatsoever. Without limiting the generality of the foregoing, the Landlord shall not be liable for any injury or damage to any persons or property resulting from fire, explosion, falling plaster,

steam, gas, electricity, water, rain, flood, snow or leaks from any part of the Leased Premises or from the pipes, appliances, plumbing works, roof, or subsurface of any floor or ceiling or from the street or any other place or by dampness or by any other cause whatsoever. The Landlord shall not be liable for any such damage caused by other tenants or persons in the Building or on the Lands or by occupants of adjacent property thereto, or the public, or caused by construction, or caused by any private, public or quasi-public work or utility, including any interruption, cessation or failure of same. All property of the Tenant kept or stored on the Leased Premises shall be so kept or stored at the risk of the Tenant only and the Tenant shall indemnify and save harmless from any claims arising out of any damages to the same including, without limitation, any subrogation claims by the Tenant's insurers. The contents of this section shall survive the termination or surrender of this Lease notwithstanding anything in this Lease to the contrary.

7.5. Indemnification of Landlord. Notwithstanding any other terms, covenants and conditions contained in this Lease, the Tenant shall indemnify the Landlord and save it harmless from and against any and all loss, claims, actions, damages, liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this Lease or any occurrence in, upon, or at the Leased Premises or the occupancy or use by the Tenant of the Leased Premises or any part thereof, or occasioned wholly or in part by any act or omission of the Tenant or by anyone permitted to be on the Leased Premises by the Tenant. If the Landlord shall be made a party to any litigation commenced by or against the Tenant, then the Tenant shall protect, indemnify and hold the Landlord harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the Landlord in connection with such litigation. The Tenant shall also pay all costs, expenses and legal fees (on a solicitor and client basis) that may be incurred or paid by the Landlord in enforcing the terms, covenants and conditions of this Lease, unless a Court shall decide otherwise. The contents of this section shall survive the termination or surrender of this Lease notwithstanding anything in this Lease to the contrary.

8. ARTICLE EIGHT — ASSIGNMENT AND SUBLETTING

8.1. Assignment. The Tenant may not assign this Lease.

8.2. Subletting. The Tenant may not sub-let the Leased Premises. For certainty, however, in this section "Subletting" does not include providing the Tenant's services in respect of the rental of the Community Hall as outlined in Article Seven of this Lease.

9. ARTICLE NINE — DEFAULT

9.1. No Exceptions for Distress. Notwithstanding the benefit of any present or future statute taking away or limiting the Landlord's right of distress, none of the goods and chattels of the Tenant on the Leased Premises at any time during the Term shall be exempt from levy by distress for Rent in arrears or other amounts owing to the Landlord by the Tenant pursuant to the terms of this Lease, and that upon any claim being made for such exemption by the Tenant upon distress being made by the Landlord, this covenant and agreement may be pleaded as an estoppel against the

Tenant in any action brought to test the right to the levying upon any such goods or chattels; the Tenant waiving as it hereby docs all and every benefit that could or might have accrued to it by any present or future statute but for this covenant.

9.2. Right to Re-Enter. In the event that:

- a. the Tenant dissolves, becomes inactive, or its status as a Society ceases or lapses, for failure to file necessary corporate registry returns or notices, or any other reason;
- b. the Tenant fails to pay any Rent or other sums due hereunder on the day or dates appointed for the payment thereof, and docs not remit such payment within five (5) days of receipt of written notice from the Landlord demanding the payment thereof; or
- c. the Tenant fails to observe or perform any other of the terms, covenants or conditions of this Lease to be observed or performed by the Tenant (provided the Landlord first gives the Tenant thirty (30) days written notice or no notice in case of a real or apprehended emergency of any such failure to perform) and the Tenant within such period of thirty (30) days fails to cure or takes reasonable steps to cure any such failure to perform; or
- d. the Tenant assigns, transfers, encumbers, sublets or permits the occupation or use or the parting with or sharing possession of all or any part of the Leased Premises by anyone except in a manner permitted by this Lease; or
- e. the Tenant is late in the payment of Rent or any other sum due hereunder on three (3) separate occasions during any twelve month period; or
- f. re-entry is permitted under any other terms of this Lease;

then the Landlord, in addition to any other rights or remedies it has pursuant to this Lease, or by law, has to the extent permitted by law, the immediate right of re-entry in the name of the whole, upon and in the Leased Premises or any part thereof and may expel all persons and remove all property from the Leased Premises and such property may be removed and sold or disposed of by the Landlord as it deems advisable or may be stored in a public warehouse or elsewhere at the cost and for the account of the Tenant, all without the Landlord being considered guilty of trespass or becoming liable for any loss or damage which may be occasioned thereby. Upon such re-entry, the Landlord shall be entitled to have again, repossess and enjoy, as of its former estate, the Leased Premises.

- 9.3. Right to Relet.** If the Landlord elects to re-enter the Leased Premises as provided in this Lease or if it takes possession pursuant to legal proceedings or pursuant to any notice provided by law, it may either terminate this Lease or it may from time to time without terminating this Lease, make such alterations and repairs as are necessary in order to relet the Leased Premises, or any part thereof for such term or terms (which may be for a term extending beyond the Term) and at such rent and upon such other terms, covenants and conditions as the Landlord in its sole and reasonable discretion considers advisable. Upon each such reletting all rent received by the Landlord from such reletting shall be applied, first, to the payment of any

25

indebtedness other than rent due hereunder from the Tenant to the Landlord; second, to the payment of any costs and expenses of such reletting including solicitor's fees and of costs of such alterations and repairs; third, to the payment of Rent, and other monies payable under this Lease which are due and unpaid hereunder; and the residue, if any, shall be held by the Landlord and applied in payment of future rent as the same becomes due and payable hereunder.

9.4. Expenses. If legal action is brought for recovery of possession of the Leased Premises, for the recovery of Rent or any other amount due under this Lease or because of the breach of any other terms, covenants or conditions herein contained on the part of the Tenant to be kept or performed and a breach is established, the Tenant shall pay to the Landlord all expenses incurred therefore, including legal fees (on a solicitor and his client basis).

9.5. Removal of Goods. In the event of removal by the Tenant of the goods and chattels of the Tenant from off the Leased Premises, the Landlord may follow the same for thirty (30) days.

9.6. Remedies Cumulative. Notwithstanding any other provision of this Lease, the Landlord may from time to time resort to any or all of the rights and remedies available to it in the event of any default hereunder by the Tenant, either by any provision of this Lease, by statute or common law, all of which rights and remedies are intended to be cumulative and not alternative, and the express provisions hereunder as to certain rights and remedies are not to be interpreted as excluding any other or additional rights and remedies available to the Landlord by statute or the general law.

10. ARTICLE TEN — SUCCESSORS

10.1. Successors. All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the respective heirs, administrators, successors and permitted assigns of the said parties; and if there shall be more than one Tenant, they shall all be bound jointly and severally by the terms, covenants and agreements herein contained.

11. ARTICLE ELEVEN — LANDLORD'S COVENANTS AND OBLIGATIONS

11.1. Provided that the Tenant has paid the Rent and all other sums payable pursuant to this Lease and has complied with all of the terms, covenants and conditions of this Lease, the Landlord covenants and agrees to and with the Tenant that it will provide Quiet Enjoyment of the Leased Premises. Should the Landlord choose to sell the community hall property, the Landlord and Tenant will enter into negotiations with respect to the potential value of any additions or improvements made to the facility by the Tenant, taking into consideration the original cost, depreciation, and value to the facility.

12. ARTICLE TWELVE — MISCELLANEOUS

12.1. Force Majeure. Notwithstanding anything to the contrary contained in this Lease, if the Landlord or the Tenant is delayed or hindered in or prevented from the performance of any term, covenant or act required hereunder by reason of being unable to obtain materials, goods,

29

equipment, services or labour; power failure; riots, insurrection, sabotage, rebellion, war, act of God, or by reason of any Statute, law or Order in Council, or any regulation or Order passed or made pursuant thereto, or by reason of the Order or Direction of any Administrator, Comptroller, Board, Governmental Department or Office, or other authority required thereby, or by reason of any other cause beyond its control, whether of the foregoing character or not, the Landlord or the Tenant, as the case may be, shall be relieved from the fulfillment of such obligation and the Tenant or the Landlord respectively shall not be entitled to compensation for any inconvenience, nuisance, or discomfort thereby occasioned. This section shall not apply to the payment of Rent by the Tenant.

12.2. Notices. Any notice, request or demand herein provided for or given hereunder if given by the Tenant to the Landlord shall be sufficiently given if delivered or if mailed by registered mail, postage prepaid, addressed to the Landlord at:

The Town of Onoway, Box 540, Onoway, Alberta T0E 1V0

Any notice herein provided for or given hereunder if given by the Landlord to Tenant shall be sufficiently given if delivered or mailed by registered mail, postage prepaid, addressed to the Tenant at:

Box 524, Onoway, Alberta T0E 1V0

Any notice mailed as aforesaid shall be conclusively deemed to have been given on the third business day following the day on which such notice is mailed as aforesaid. Either the Landlord or Tenant may at any time give notice in writing to the other of any change of address of the party giving such notice and from and after the giving of such notice provided such new address is within the province of Alberta the address therein specified shall be deemed to be the address of such party for the giving of such notices thereafter. In the event of a mail strike or other interruption in the delivery of mail, all notices, requests or demands shall be hand delivered or by ~~email telegram~~.

12.3. Waiver of Breach. The waiver by the Landlord of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term covenant or condition herein contained. The subsequent acceptance of Rent or other sums payable hereunder by the Landlord shall not be deemed to be a waiver of any preceding breach by the Tenant of any term, covenant or condition of this Lease, regardless of the Landlord's knowledge of such preceding breach at the time of acceptance of such Rent or other sum payable. No covenant, term or condition of this Lease shall be deemed to have been waived by the Landlord unless such waiver is in writing and signed by the Landlord.

12.4. Entire Agreement. This Lease, together with the rules and regulations promulgated by the Landlord, from time to time, set forth all the covenants, promises, agreements, conditions and understandings between the Landlord and the Tenant concerning the Leased Premises and there are no covenants, promises, agreements, conditions or understandings, either oral or

written, between them other than are herein set forth. This Lease replaces any prior agreement between the parties as to the lease of the Leased Premises. Except as herein otherwise provided no subsequent alteration, amendment, change or addition to this Lease shall be binding upon the Landlord or the Tenant unless in writing and signed by each of them.

12.5. The use of the neuter singular pronoun to refer to the Landlord or the Tenant shall be deemed a proper reference even though the Landlord or the Tenant may be an individual, a partnership, a corporation, or a group of two or more individuals or corporations. The necessary grammatical changes required to make the provisions of this Lease apply in the plural sense where there is more than one Landlord or Tenant and to either corporations, associations, partnerships or individuals, males or females, shall in all instances be assumed as though in each case fully expressed. Each party hereto acknowledges that it and its legal counsel have reviewed and participated in settling the terms of this Lease, and the parties hereby agree that any rule of construction to the effect that any ambiguity is to be resolved against the drafting party shall not be applicable in the interpretation of this Lease.

12.6. Partial Invalidity. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this Lease shall be valid and enforced to the fullest extent permitted by law.

12.7. Registration. The Tenant shall not register this Lease at the Land Titles Office without the advance written consent of the Landlord.

12.8. Governing Law. This Lease shall be construed in accordance with and governed by the laws of the Province of Alberta.

12.9. Time of the Essence. Time shall be of the essence of this Lease and of every part hereof.

IN WITNESS WHEREOF the Landlord and Tenant have executed this Lease on the day and year first written above.

) **The Landlord:**
)
) **The Town of Onoway**
) **Per:**
)
) _____
) **Name:** _____
) **Position:** _____
)
) _____
Name: _____
Position: _____

(SEAL)

31

**Signed by the said
Tenant
in the presence of:**

(witness)

(witness)

) **The Tenant:**
)
) **Onoway Facility Enhancement Association**
) **Per:**
)
) _____
) **Name:** _____
) **Position:** _____
)
) _____
) **Name:** _____
) **Position:** _____

Approved by Town Council at the _____, 2021 Regular Council Meeting.

Approved by Onoway Facility Enhancement Association at the _____, 2021 Regular Meeting.

DRAFT

LEASE AGREEMENT

2017-2020
agreement

THIS LEASE made this 1st day of January, 2017.

BETWEEN:

The Town of Onoway,
of Box 540, Onoway, Alberta, T0E 1V0
a municipality in the Province of Alberta,

(the "Landlord")
OF THE FIRST PART;

-and-

The Onoway Facility Enhancement Association ("OFEA"),
a Society under the laws of the Province of Alberta,

(the "Tenant")
OF THE SECOND PART;

THE AGREEMENT:

1. **ARTICLE ONE - GRANT AND TERM**

1.1. **Leased Premises.** In consideration of the rent, covenants and agreements hereinafter reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord leases to the Tenant the following premises:

The Onoway Community Hall
located on the property legally described as:
Plan 62888Z, Block 2, Lots 10,11,12
Excepting Thereout All Mines and Minerals
(the "Leased Premises")

and the Tenant hereby leases and accepts the Leased Premises from the Landlord, to have and to hold during the Term, subject to the covenants, conditions and agreements set out in this Lease.

1.2. **Ownership and Control.** The Landlord at all times retains owner of the Leased Premises and, as such, reserves all rights with respect to the Leased Premises not otherwise granted to the Tenant.

1.3. **The Term.** The Tenant shall, subject to this Lease, have and hold the Leased Premises for and during the term (the "Term") of four (4) years from January 1, 2017 (the "Commencement Date"), to December 31, 2020 unless earlier terminated pursuant to the terms of this Lease.

33

1.4. **Renewal.** Provided that this Lease has not been terminated prior to the end of the Term as set forth herein, unless written notice of termination of this Lease is given by either Landlord or Tenant within thirty (30) days prior to the end of the Term, this Lease shall be considered to be renewed for a further one (1) year term on the same terms and conditions.

1.5. **Notice of Termination.** The Landlord may terminate this Lease, for any reason whatsoever, in its sole discretion, on the provision of 60 days' notice of such termination to the Tenant.

2. **ARTICLE TWO – RENT.**

2.1. **Rent.**

- a. The Tenant shall pay annual rent of ONE DOLLAR (\$1.00), by cash or cheque.
- b. The first payment of rent shall be made on or before the Commencement Date and, if the Lease is renewed in accordance with its terms, all subsequent payments are to be made annually on this anniversary date.

2.2. **Lease Year.** "Lease Year" means each successive period of twelve calendar months during the Term ending:

- a. if the Term commences on the first day of a calendar month, on an anniversary of the last day of the calendar month preceding the calendar month in which the Term commences; and
- b. if the Term commences other than on the first day of the calendar month, on an anniversary of the last day of the calendar month preceding the calendar month in which the Term commences (so as to exclude in such case in the first Lease Year and the first month of such Lease Year the broken portion of the calendar month between the last day of the calendar month preceding the month in which the Term commences and the commencement of the Term).

2.3. **Where Payments to be Made.** All payments required to be made by the Tenant under or in respect of this Lease shall be made to the Landlord at the Landlord's office in the Town of Onoway, Alberta, or to such agent or agents of the Landlord or at such other place as the Landlord shall hereafter from time to time direct in writing to the Tenant.

3. **ARTICLE THREE - PARKING FACILITIES AND THE COMMON AREAS AND FACILITIES**

3.1. **License.** The Tenant, its employees, licensees and invitees and all persons lawfully requiring communication with the Tenant shall have free and uninterrupted access to the Leased Premises, the Lands and any parking area provided by the Landlord, at all times, subject to the reasonable rules and regulations as may be promulgated from time to time by the Landlord.

4. **ARTICLE FOUR — COST OF MAINTENANCE AND OPERATION OF THE LEASED PREMISES**

4.1. **Tenant to Pay Utilities.** The Tenant shall be solely responsible for and shall promptly pay all charges for water, gas, electricity, telephone and other utilities used or consumed in the Leased Premises. In no event shall the Landlord be liable for, nor have any obligation with respect to, an interruption or cessation of, or a failure in the supply of any such utilities, services or systems, including without limitation the water and sewage systems, to the Lands or to the Leased Premises whether or not supplied by the Landlord or others.

4.2. **Heating and Air-Conditioning.** The Tenant shall, throughout the Term, operate, maintain and regulate the heating, ventilating and air-conditioning equipment if any, within, or installed by or on behalf of the Tenant for the Leased Premises in such a manner as to maintain reasonable conditions of temperature and humidity within the Leased Premises. The Tenant shall be solely responsible for the cost of heating, ventilating and air-conditioning, which costs shall include, without being limited to, fuel, water electricity, supplies (including those occasioned by everyday wear and tear) general maintenance, repairs and replacements, including major repairs and replacements, to the plant and equipment supplying or distributing such heat, ventilation or air-conditioning. The Tenant shall deliver to the Landlord a copy of its preventative maintenance contract for the heating, ventilating and air-conditioning equipment on the commencement of the Term and before every renewal of such contract.

5. **ARTICLE FIVE — MAINTENANCE, REPAIRS AND ALTERATIONS**

5.1. **Maintenance and Repairs by Tenant.** The Tenant, at its own expense, shall maintain and keep the Leased Premises and every part thereof in good order and condition. The Tenant shall also, at its own cost, promptly make all needed repairs including without limitation, major structural repairs, to the Leased Premises. Any replacements, including but not limited to, replacements and repairs to and of the roof and all electrical, plumbing, climate control systems, machinery and equipment in and to the Leased Premises, all entrances, glass, show window moldings, store fronts, partitions, doors and any and all other fixtures, equipment and appurtenances, that are part of the Leased Premises (reasonable wear and tear, and damage by fire, lightning, and tempest only excepted) shall be made by the Tenant, at its own cost, using new materials and in good and workmanlike manner. The Tenant shall keep the Leased Premises well painted, clean and in such condition as a careful owner would do.

5.2. **Improvements, Alterations, Partitions.** The Tenant shall not install or construct fixtures, partitions, or other permanent improvements, or make structural alterations, to the Leased Premises without the advance approval of the Landlord in writing. Should the Tenant propose, and the Landlord agree in writing to such improvements, alterations or partitions, these shall be completed in a professional and workmanlike manner at the Tenant's sole expense. Any such improvements, alterations, or partitions, shall become the property of the Landlord at the end of the Term without compensation to the Tenant.

5.3. Maintenance by the Landlord. If the Tenant refuses or neglects to repair as required pursuant to this Article and to the reasonable satisfaction of the Landlord, the Landlord may make such repairs without liability to the Tenant for any loss or damage that may accrue to the Tenant's merchandise, fixtures, other property or business by reason thereof, and upon completion of such repairs, the Tenant shall pay to the Landlord the Landlord's cost for making such repairs. The Tenant agrees that the making of any repairs by the Landlord pursuant to this Section is not a re-entry or a breach of any covenant for quiet enjoyment contained in this Lease.

5.4. Entry by Landlord.

- a. **General.** The Tenant covenants that it shall be lawful for the Landlord and its agent(s) at all reasonable times during the Term and upon twenty-four hours (24) notice by telephone or other means to enter the Leased Premises to inspect its condition. Where an inspection reveals that repairs are necessary, the Landlord shall give to the Tenant notice in writing, and immediately thereafter the Tenant will forthwith proceed to make all necessary repairs in a good and workmanlike manner, using at all times new materials, and to the satisfaction of the Landlord, so as to complete same within the reasonable time or times provided for in the notice delivered by the Landlord as aforesaid. The failure by the Landlord to give notice shall not relieve the Tenant from any of its obligations to repair in accordance with the provisions hereof.
- b. **Emergency Entry.** The Tenant also acknowledges and agrees that it shall be lawful for the Landlord and its agents to enter the Leased Premises during the Term without notice if the Landlord perceives there is an emergency and immediate entry to the Leased Premises is necessary.

5.5. Leave Premises in Good Repair. The Tenant will, at the expiration or sooner termination of the Term or any renewals thereof peaceably surrender and yield up unto the Landlord the Leased Premises with all improvements, erections and appurtenances at any time or times during the Term shall be made, placed or erected therein or thereon, in good and substantial repair and condition, reasonable wear and tear and damage by fire, lightning and tempest only excepted, and the Tenant shall surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of Rent and shall inform the Landlord of all combinations on locks, safes and vaults, if any, in the Leased Premises. The Tenant shall, however, if requested by the Landlord remove all improvements, erections, alterations, fixtures or other appurtenances made, placed or erected at any time or times during the Term in or on the Leased Premises, at the sole cost and expense of the Tenant, and shall repair all damage to the Leased Premises caused by their installation and/or removal. The Tenant's obligation to observe and perform this covenant shall survive the expiration or sooner determination of the Term or any renewal thereof.

36

- 5.6. Damage to Leased Premises. The Tenant shall, in the event of any damage to the Leased premises by any cause or causes, give notice in writing to the Landlord of such damage immediately upon the same becoming known to the Tenant. The Tenant shall give Landlord prompt notice of any defect to plumbing, climate control apparatus, electrical equipment and wires and any other defect in the Leased Premises and anything connected therewith. Notwithstanding anything to the contrary contained in this Lease, the Tenant shall not be relieved of its repair and replacement obligations as set forth in this Lease.
- 5.7. Overloading. The Tenant will not bring upon the Leased Premises any machinery, equipment, article or thing that by reason of its weight, size or use might damage the floors of the Leased Premises and if any damage is caused to the Leased Premises by any machinery, equipment, article or thing or by overloading or by any act, neglect or misuse on the part of the Tenant or any of its servants, agents, or employees or any persons having business with the Tenant, the Tenant will forthwith repair the same using, at all times, new materials or pay to the Landlord the cost of making good the same, forthwith upon demand.
- 5.8. Tenant not to Overload Utility Facilities. The Tenant will not install any equipment which would exceed or overload the capacity of the utility facilities in the Leased Premises.
- 5.9. Plumbing Facilities. The plumbing facilities in the Leased Premises shall not be used for any other purpose than that for which they are constructed.
- 5.10. Garbage. The Tenant will keep the Leased Premises and its surrounding area and every part thereof in a clean and tidy condition and will not permit waste paper, garbage, ashes or waste or objectionable material to accumulate thereon.
- 5.11. Tenant Shall Discharge All Liens. The Tenant shall promptly pay all its contractors and suppliers and shall do all things necessary to minimize the possibility of a lien attaching to the Leased Premises or to any or part of the Lands. Should any such lien be made or filed, the Tenant shall discharge the same forthwith at the Tenant's expense. In the event the Tenant shall fail to cause any such lien to be discharged as aforesaid, then, in addition to any other right or remedy of the Landlord, the Landlord may, but it shall not be so obligated, discharge same by paying the amount claimed to be due, together with interest costs and other amounts required to so discharge and vacate the said lien into Court or directly to any such lien claimant and the amount so paid by the Landlord and all costs and expenses including solicitor's fees (on a solicitor and his client basis) incurred herein for the discharge of such lien shall be due and payable by the Tenant to the Landlord on demand.
- 5.12. Inspect Premises. During the Term any person or persons may inspect the Leased Premises and all parts thereof upon twenty-four (24) hours notice by telephone or other means at all reasonable times, on producing a written order to that effect signed by the Landlord or its agents for the purpose related to the obligations or responsibilities of either party under the Lease.

6. ARTICLE SIX — USE OF LEASED PREMISES/ SERVICES

6.1. Services provided by Tenant. During the Term, or any renewal thereof, the Tenant shall manage and supervise all aspects of the operation of the Leased Premises, being a Community Hall. Without limiting the generality of the foregoing, the Tenant is responsible for the following:

- a. Coordinating the use and rental of the Community Hall to community organizations, community groups, or others, for events or functions;
- b. Collecting any rental monies due as a result of the events or functions held;
- c. Establishing the rental fees for the use of the hall for events or functions; and
- d. Screening potential users of the hall to confirm that the planned function or event is appropriate for the venue and will not be dangerous or likely to result in damage to the Leased Premises.

6.2. Services provided by Landlord. The Landlord will provide snow plowing services for the parking lot at no cost to the Tenant. However, these services will be provided in accordance with the Landlord's municipal plan and associated priorities for snow clearance of roads and other municipal properties, in its sole discretion.

6.3. Use of Premises. The Tenant covenants that it will not use or permit to be used any part of the Leased Premises for any dangerous, noxious or offensive trade or business, and will not cause or maintain any nuisance in, at or on the Leased Premises.

6.4. Compliance with Laws, etc. The Tenant shall promptly comply with all requirements of all applicable statutes, laws, by-laws, rules, regulations, ordinances and orders from time to time in force during the Term hereof, whether municipal, provincial, federal, or otherwise, including all lawful requirements of the local board of health, police and fire departments and municipal authorities and with every applicable regulation, or of any liability or fire insurance company by which the Landlord and Tenant or either of them may be insured at any time during the Term hereof.

6.5. Nuisance. The Tenant will not do or omit to do or permit to be done or omit anything upon or in respect of the Leased Premises, the doing or omission of which (as the case may be) shall be or result in a nuisance or menace to the Landlord or to local residents or businesses.

7. ARTICLE SEVEN — INSURANCE

7.1. Tenant's Insurance

- a. The Tenant covenants and agrees at its own cost and expense to take out and keep in full force and effect and in the names of the Tenant and the Landlord as their respective interests may appear, the following insurance:

- i. **Insurance upon property of every description and kind owned by the Tenant, or for which the Tenant is legally liable or installed by or on behalf of the Tenant and which is located within the Lands, the Building and Leased Premises including, without limitation, stock-in-trade, furniture, fittings, installations, alterations, additions, partitions, fixtures and anything in the nature of a leasehold improvement in an amount of not less than one hundred percent (100%) of the full replacement cost thereof, with minimum coverage against at least, the perils of fire, and standard extended coverage including sprinkler leakages (where applicable), earthquake, flood and collapse. In the event that there is a dispute as to the amount which comprises full replacement cost, the decision of the Landlord shall be conclusive;**
 - ii. **Tenant's legal liability insurance for the full replacement cost of the Leased Premises, including loss of use thereof;**
 - iii. **property damage and public liability insurance including personal liability, contractual liability, non-owned automobile liability and owner's and contractors' protective insurance coverage with respect to the Leased Premises, and the Tenant's use of the Common Areas and Facilities, coverage to include the business operations conducted by the Tenant and any other person on the Leased Premises. Such policies shall be written on a comprehensive basis with limits of not less than \$5,000,000 for bodily injury to any one or more persons, or property damage, and such higher limits as the Landlord may reasonably requires from time to time, and all such policies shall contain a cross-liability clause;**
 - iv. **broad form blanket repair and replacement coverage on boilers, pressure vessels, air-conditioning equipment and miscellaneous apparatus;**
 - v. **any other form or forms of insurance as the Tenant or the Landlord reasonably requires from time to time in form, in amounts and for insurance risks against which a prudent Tenant would protect itself;**
- b. **all property policies written on behalf of the Tenant shall contain if reasonably available, a waiver of subrogation rights which the Tenant's insurers may have against the Landlord and against those for whom the Landlord is in law responsible whether any such damage is caused by the act, omission or negligence of the Landlord or those for whom the Landlord is in law responsible;**
 - c. **all policies of insurance purchased by the Tenants shall be taken out with insurers acceptable to the Landlord and shall be in a form satisfactory from time to time to the Landlord. The Tenant agrees that certificates of insurance or, if required by the Landlord, certified copies of each such insurance policy, will be delivered to the Landlord as soon as practicable after the placing of the required insurance. All policies shall contain an undertaking by the insurers to notify the Landlord in writing not less than thirty (30) days or such reasonable period of time as may be provided in such**

39

policies prior to any material change, cancellation or termination thereof;

- d. If the Tenant fails to take out or to keep in force any such insurance referred to in this Section or should any such insurance not be approved by either the Landlord and should the Tenant not rectify the situation within twenty-four (24) hours after written notice by the Landlord to the Tenant, the Landlord has the right without assuming any obligation in connection therewith, to effect such insurance at the sole cost of the Tenant and all outlays by the Landlord shall be immediately paid by the Tenant to the Landlord on the first day of the next month following said payment by the Landlord without prejudice to any other rights and remedies of the Landlord under this Lease; and
- e. the Tenant covenants and agrees, at its sole cost and expense to replace any plate glass or other glass that has been broken or removed during the Term and will at all times keep the plate glass on the Leased Premises fully insured, pay the premiums therefor and provide the Landlord with a certificate of such plate glass insurance.

7.2. Increase in Insurance Premiums. If the Tenant's use and occupation of the Leased Premises, whether or not the Landlord has consented to same, causes any premium increase in casualty and other types of insurance that may be carried by the Landlord from time to time in respect of the Lands, the Tenant shall pay any such increase in premiums within ten (10) days after a bill for such additional premiums shall be rendered by the Landlord. In determining whether such increased premiums are a result of the Tenant's use and occupancy of the Leased Premises, a schedule issued by the organization making the insurance rates on the Lands showing the various components of such rate shall be conclusive evidence of the several items and charges which make up such rate. The Tenant shall comply promptly with all requirements of any insurer, now or hereafter in effect, pertaining to or affecting the Leased Premises.

7.3. Cancellation of Insurance. If any insurance upon the Lands or any part thereof shall be cancelled or shall be threatened by the insurer to be cancelled, or the coverage thereunder reduced in any way by the insurer by reason of the use and occupation of the Leased Premises or any part thereof by the Tenant or by any sub-tenant of the Tenant or by anyone permitted by the Tenant to be upon the Leased Premises and if the Tenant fails to remedy the condition giving rise to the cancellation, threatened cancellation or reduction of coverage within twenty-four (24) hours after notice thereof by the Landlord, the Landlord may, at its option, either: (1) re-enter the Leased Premises forthwith by leaving upon the Leased Premises a notice in writing of its intention so to do and thereupon the Landlord's rights and remedies contained in Article Nine shall apply; or (2) enter upon the Leased Premises and remedy the condition giving rise to such cancellation, threatened cancellation or reduction and the Tenant shall forthwith on demand pay the costs thereof to the Landlord and the Landlord shall not be liable for any damage or injury caused to any property of the Tenant or of others located on the Leased Premises as a result of such entry, whether caused by the negligence of the Landlord, its agents, servants, employees or persons for whom it is in law

40

responsible.

7.4. **Loss or Damage.** The Landlord shall not be liable for any death or injury arising from or out of any occurrence in, upon, at, or relating to the Lands, the Building or the Leased Premises, or damage to property of the Tenant or of others located on the Leased Premises nor shall it be responsible for any loss of or damage to any property of the Tenant or others from any cause whatsoever. Without limiting the generality of the foregoing, the Landlord shall not be liable for any injury or damage to any persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, flood, snow or leaks from any part of the Leased Premises or from the pipes, appliances, plumbing works, roof, or subsurface of any floor or ceiling or from the street or any other place or by dampness or by any other cause whatsoever. The Landlord shall not be liable for any such damage caused by other tenants or persons in the Building or on the Lands or by occupants of adjacent property thereto, or the public, or caused by construction, or caused by any private, public or quasi-public work or utility, including any interruption, cessation or failure of same. All property of the Tenant kept or stored on the Leased Premises shall be so kept or stored at the risk of the Tenant only and the Tenant shall indemnify and save harmless from any claims arising out of any damages to the same including, without limitation, any subrogation claims by the Tenant's insurers. The contents of this section shall survive the termination or surrender of this Lease notwithstanding anything in this Lease to the contrary.

7.5. **Indemnification of Landlord.** Notwithstanding any other terms, covenants and conditions contained in this Lease, the Tenant shall indemnify the Landlord and save it harmless from and against any and all loss, claims, actions, damages, liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this Lease or any occurrence in, upon, or at the Leased Premises or the occupancy or use by the Tenant of the Leased Premises or any part thereof, or occasioned wholly or in part by any act or omission of the Tenant or by anyone permitted to be on the Leased Premises by the Tenant. If the Landlord shall be made a party to any litigation commenced by or against the Tenant, then the Tenant shall protect, indemnify and hold the Landlord harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the Landlord in connection with such litigation. The Tenant shall also pay all costs, expenses and legal fees (on a solicitor and client basis) that may be incurred or paid by the Landlord in enforcing the terms, covenants and conditions of this Lease, unless a Court shall decide otherwise. The contents of this section shall survive the termination or surrender of this Lease notwithstanding anything in this Lease to the contrary.

8. **ARTICLE EIGHT — ASSIGNMENT AND SUBLETTING**

8.1. **Assignment.** The Tenant may not assign this Lease.

8.2. **Subletting.** The Tenant may not sub-let the Leased Premises. For certainty, however, in this section "Subletting" does not include providing the Tenant's services in respect of the rental of the Community Hall as outlined in Article Seven of this Lease.

41

9. **ARTICLE NINE — DEFAULT**

9.1. **No Exceptions for Distress.** Notwithstanding the benefit of any present or future statute taking away or limiting the Landlord's right of distress, none of the goods and chattels of the Tenant on the Leased Premises at any time during the Term shall be exempt from levy by distress for Rent in arrears or other amounts owing to the Landlord by the Tenant pursuant to the terms of this Lease, and that upon any claim being made for such exemption by the Tenant upon distress being made by the Landlord, this covenant and agreement may be pleaded as an estoppel against the Tenant in any action brought to test the right to the levying upon any such goods or chattels; the Tenant waiving as it hereby docs all and every benefit that could or might have accrued to it by any present or future statute but for this covenant.

9.2. **Right to Re-Enter.** In the event that:

- a. the Tenant dissolves, becomes inactive, or its status as a Society ceases or lapses, for failure to file necessary corporate registry returns or notices, or any other reason;
- b. the Tenant fails to pay any Rent or other sums due hereunder on the day or dates appointed for the payment thereof, and docs not remit such payment within five (5) days of receipt of written notice from the Landlord demanding the payment thereof; or
- c. the Tenant fails to observe or perform any other of the terms, covenants or conditions of this Lease to be observed or performed by the Tenant (provided the Landlord first gives the Tenant thirty (30) days written notice or no notice in case of a real or apprehended emergency of any such failure to perform) and the Tenant within such period of thirty (30) days fails to cure or takes reasonable steps to cure any such failure to perform; or
- d. the Tenant assigns, transfers, encumbers, sublets or permits the occupation or use or the parting with or sharing possession of all or any part of the Leased Premises by anyone except in a manner permitted by this Lease; or
- e. the Tenant is late in the payment of Rent or any other sum due hereunder on three (3) separate occasions during any twelve month period; or
- f. re-entry is permitted under any other terms of this Lease;

then the Landlord, in addition to any other rights or remedies it has pursuant to this Lease, or by law, has to the extent permitted by law, the immediate right of re-entry in the name of the whole, upon and in the Leased Premises or any part thereof and may expel all persons and remove all property from the Leased Premises and such property may be removed and sold or disposed of by the Landlord as it deems advisable or may be stored in a public warehouse or elsewhere at the cost and for the account of the Tenant, all without the Landlord being considered guilty of trespass or becoming liable for any loss or damage which may be occasioned thereby. Upon such re-entry, the Landlord shall be entitled to have again, repossess and enjoy, as of its former estate, the Leased Premises.

42

9.3. **Right to Relet.** If the Landlord elects to re-enter the Leased Premises as provided in this Lease or if it takes possession pursuant to legal proceedings or pursuant to any notice provided by law, it may either terminate this Lease or it may from time to time without terminating this Lease, make such alterations and repairs as are necessary in order to relet the Leased Premises, or any part thereof for such term or terms (which may be for a term extending beyond the Term) and at such rent and upon such other terms, covenants and conditions as the Landlord in its sole and reasonable discretion considers advisable. Upon each such reletting all rent received by the Landlord from such reletting shall be applied, first, to the payment of any indebtedness other than rent due hereunder from the Tenant to the Landlord; second, to the payment of any costs and expenses of such reletting including solicitor's fees and of costs of such alterations and repairs; third, to the payment of Rent, and other monies payable under this Lease which are due and unpaid hereunder; and the residue, if any, shall be held by the Landlord and applied in payment of future rent as the same becomes due and payable hereunder.

9.4. **Expenses.** If legal action is brought for recovery of possession of the Leased Premises, for the recovery of Rent or any other amount due under this Lease or because of the breach of any other terms, covenants or conditions herein contained on the part of the Tenant to be kept or performed and a breach is established, the Tenant shall pay to the Landlord all expenses incurred therefore, including legal fees (on a solicitor and his client basis).

9.5. **Removal of Goods.** In the event of removal by the Tenant of the goods and chattels of the Tenant from off the Leased Premises, the Landlord may follow the same for thirty (30) days.

9.6. **Remedies Cumulative.** Notwithstanding any other provision of this Lease, the Landlord may from time to time resort to any or all of the rights and remedies available to it in the event of any default hereunder by the Tenant, either by any provision of this Lease, by statute or common law, all of which rights and remedies are intended to be cumulative and not alternative, and the express provisions hereunder as to certain rights and remedies are not to be interpreted as excluding any other or additional rights and remedies available to the Landlord by statute or the general law.

10. **ARTICLE TEN — SUCCESSORS**

10.1. **Successors.** All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the respective heirs, administrators, successors and permitted assigns of the said parties; and if there shall be more than one Tenant, they shall all be bound jointly and severally by the terms, covenants and agreements herein contained.

11. **ARTICLE ELEVEN — LANDLORD'S COVENANTS AND OBLIGATIONS**

11.1. Provided that the Tenant has paid the Rent and all other sums payable pursuant to this Lease and has complied with all of the terms, covenants and conditions of this Lease, the Landlord covenants and agrees to and with the Tenant that it will provide Quiet Enjoyment of the Leased Premises.

12. ARTICLE TWELVE — MISCELLANEOUS

12.1. Force Majeure. Notwithstanding anything to the contrary contained in this Lease, if the Landlord or the Tenant is delayed or hindered in or prevented from the performance of any term, covenant or act required hereunder by reason of being unable to obtain materials, goods, equipment, services or labour; power failure; riots, insurrection, sabotage, rebellion, war, act of God, or by reason of any Statute, law or Order in Council, or any regulation or Order passed or made pursuant thereto, or by reason of the Order or Direction of any Administrator, Comptroller, Board, Governmental Department or Office, or other authority required thereby, or by reason of any other cause beyond its control, whether of the foregoing character or not, the Landlord or the Tenant, as the case may be, shall be relieved from the fulfillment of such obligation and the Tenant or the Landlord respectively shall not be entitled to compensation for any inconvenience, nuisance, or discomfort thereby occasioned. This section shall not apply to the payment of Rent by the Tenant.

12.2. Notices. Any notice, request or demand herein provided for or given hereunder if given by the Tenant to the Landlord shall be sufficiently given if delivered or if mailed by registered mail, postage prepaid, addressed to the Landlord at:

The Town of Onoway, Box 540, Onoway, Alberta T0E 1V0

Any notice herein provided for or given hereunder if given by the Landlord to Tenant shall be sufficiently given if delivered or mailed by registered mail, postage prepaid, addressed to the Tenant at:

Box 524, Onoway, Alberta T0E 1V0

Any notice mailed as aforesaid shall be conclusively deemed to have been given on the third business day following the day on which such notice is mailed as aforesaid. Either the Landlord or Tenant may at any time give notice in writing to the other of any change of address of the party giving such notice and from and after the giving of such notice provided such new address is within the province of Alberta the address therein specified shall be deemed to be the address of such party for the giving of such notices thereafter. In the event of a mail strike or other interruption in the delivery of mail, all notices, requests or demands shall be hand delivered or by telegram.

12.3. Waiver of Breach. The waiver by the Landlord of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term covenant or condition herein contained. The subsequent acceptance of Rent or other sums payable hereunder by the Landlord shall not be deemed to be a waiver of any preceding breach by the Tenant of any term, covenant or condition of this Lease, regardless of the Landlord's knowledge of such preceding breach at the time of acceptance of such Rent or other sum payable. No covenant, term or condition of this Lease shall be deemed to have been waived by the Landlord unless such waiver is in writing and signed by the Landlord.

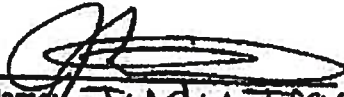
- 12.4. Entire Agreement.** This Lease, together with the rules and regulations promulgated by the Landlord, from time to time, set forth all the covenants, promises, agreements, conditions and understandings between the Landlord and the Tenant concerning the Leased Premises and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than are herein set forth. This Lease replaces any prior agreement between the parties as to the lease of the Leased Premises. Except as herein otherwise provided no subsequent alteration, amendment, change or addition to this Lease shall be binding upon the Landlord or the Tenant unless in writing and signed by each of them.
- 12.5.** The use of the neuter singular pronoun to refer to the Landlord or the Tenant shall be deemed a proper reference even though the Landlord or the Tenant may be an individual, a partnership, a corporation, or a group of two or more individuals or corporations. The necessary grammatical changes required to make the provisions of this Lease apply in the plural sense where there is more than one Landlord or Tenant and to either corporations, associations, partnerships or individuals, males or females, shall in all instances be assumed as though in each case fully expressed. Each party hereto acknowledges that it and its legal counsel have reviewed and participated in settling the terms of this Lease, and the parties hereby agree that any rule of construction to the effect that any ambiguity is to be resolved against the drafting party shall not be applicable in the interpretation of this Lease.
- 12.6. Partial Invalidity.** If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this Lease shall be valid and enforced to the fullest extent permitted by law.
- 12.7. Registration.** The Tenant shall not register this Lease at the Land Titles Office without the advance written consent of the Landlord.
- 12.8. Governing Law.** This Lease shall be construed in accordance with and governed by the laws of the Province of Alberta.
- 12.9. Time of the Essence.** Time shall be of the essence of this Lease and of every part hereof.

IN WITNESS WHEREOF the Landlord and Tenant have executed this Lease on the day and year first written above.

) The Landlord:

) The Town of Onoway

) Per:

) 
) Name: Judy Tracy
) Position: Mayor

(SEAL)

W. Wildman
Name: Wendy Wildman
Position: CAO

Signed by the said
Tenant
in the presence of:

P. F. ...
(witness)

) The Tenant:

) Onoway Facility Enhancement Association

) Per:

) Couine Feth
) Name: Couine Feth
) Position: Chair

Approved by Council at the March 13th, 2018 Regular Council Meeting.

**BYLAW NO. 792-21
TOWN OF ONOWAY**

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

WHEREAS, the Council of the Town of Onoway feels it is expedient to make rules and regulations for calling meetings, governing its proceedings and the conduct of its members;

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

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

DEFINITIONS:

1. In this bylaw:

- a) "Acting Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of both the Mayor and the Deputy-Mayor;
- b) "Agenda" means the agenda for a regular or special meeting of Council prepared pursuant to the "Agenda" Section of this bylaw;
- c) "Bylaw" means a bylaw of the Town of Onoway;
- d) "CAO" means Chief Administrative Officer or Municipal Manager, or delegate, for the municipality;
- e) "Committee" means a body of members delegated to consider, investigate, take action on or report on some legislative matters;
- f) "Council" means the Mayor and Councillors of the Town of Onoway for the time being elected pursuant to the provisions of the Local Authorities Election Act and Municipal Government Act whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
- g) "Deputy Mayor" means the member who is elected by Council at the Organizational meeting to hold that position;
- h) "Delegation" means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee;

47

- i) "Disruption" means any act meant to impede the proceedings of a meeting whether the source be council members, delegates or public at large;
- j) "Mayor" means the member of council who is elected pursuant to the provisions of the Local Authorities Election Act and Municipal Government Act whose term is unexpired, who has not resigned and who continues to be eligible to hold office under the terms of the related provincial legislation, who serves as chairman of council meetings;
- k) "Member" means a member of Council, duly elected and continuing to hold office or a person at large appointed by council to a committee of council;
- l) "Municipality" means the Municipality of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- m) "point of order" means a demand that the Chair enforce the rules of procedure;
- n) "point of privilege" means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual councilors and includes the: organization or existence of council, comfort or members or conduct of employees or members of the public in attendance at the meeting;
- o) "postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- p) "Presiding Officer" means the member selected to serve as chairman of that particular committee or council; mayor.
- q) "Quorum" means the majority of the valid members of all the councilors that comprise the Council;
- r) "table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- s) "Town" means the Town of Onoway;

APPLICABILITY:

1. This bylaw applies to all members attending meetings of council, or committees established by council.

48

SEVERBILITY:

1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

AGENDA AND ORDER OF BUSINESS:

1. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before council. Any member of Council, Town official or any other person wishing to have an item of business placed on the agenda shall make the submission to the CAO no later than 4:00 p.m. on the Thursday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter. Each Council member shall provide to the CAO by the noted timeline, their written report on all committee and/or other meetings or events they attended since the last Council meeting to which they provided a report. Staff reports shall also be provided in writing in a similar manner as noted above.
2. The agenda for each regular and special meeting shall be prepared by the CAO and submitted, together with copies of all pertinent correspondence, statements and reports, to each member of Council at least 48 hours prior to said meeting.
3. No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council present agree to the item being placed on the agenda. The Mayor, any Councillor or the CAO shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
4. Where the deadlines in section 1 & 2 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
5. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
 1. Call to Order
 2. Adoption of agenda
 3. Adoption of previous minutes
 4. Appointments/Public Hearings
 5. Financial Reports
 6. Policies & Bylaws
 7. Action Items
 8. Council, Committee & Staff Reports

49

- 9. Information Items
- 10. Closed Session
- 11. Adjournment
- 12. Upcoming Events

6. The order of business at a meeting is the order of the items on the agenda except:
- a) When the same subject matter appears in more than one place on the agenda and council decides, by motion, to deal with all items related to the matter at the same time;
 - b) Council decides not to deal with an item on the agenda and no motion is made about it;
 - c) When altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote, upon a matter of priority of business shall be decided without debate.

GENERAL RULES OF COUNCIL

1. The day and time on which the regular meeting of Council should commence, and the location, shall be set by a resolution of Council at the Organizational Meeting.
2. If Standing Committees of Council are established, they may be established by bylaw, and any such bylaw shall state how the Standing Committees shall function.
3. As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting to order.
4. In a case where the neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the CAO or Municipal Manager shall call the meeting to order and an Acting Mayor shall be chosen by the Councillors present. The Acting Mayor shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
5. If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the CAO or Municipal Manager shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime.
6. If a meeting begins with quorum, but a member is unable to continue or in some other manner leaves the meeting and quorum is lost, the incident shall be duly recorded and the meeting shall absolutely adjourn until the next regular meeting unless a special meeting has been duly called in the meantime.

50

7. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolution. Decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
8. If order is lost and a disruption occurs, the Mayor or Presiding Officer shall request the offender(s) leave the council chambers at once. If the offender(s) refuse, a recess shall be called and the appropriate law enforcement agency contacted for assistance.
9. When a Mayor or Presiding Officer is called on to decide a point of order or practice, he/she shall do so without argument or comment and shall state the rule of authority applicable to the case.
10. Every member wishing to speak to a question or motion shall address himself/herself to the Mayor or Presiding Officer.
11. The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same question or resolution having due regard to the importance of the matter.
12. A motion submitted to Council does not require a seconder.
13. Negative motions may not be accepted by the Presiding Officer nor considered by members.
14. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
 - (1) A motion to refer the main question to some other person or group for consideration;
 - (2) A motion to amend the main question;
 - (3) A motion to table the main question;
 - (4) A motion to postpone the main question to some future time;
 - (5) A motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
15. Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
16. After any question is finally put by the Mayor or other Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the Presiding Officer as to whether the question has been finally put shall be conclusive.

51

17. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Presiding Officer;
18. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council.
19. Council shall hear all delegations who have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.
20. Members shall vote on all motions brought forward in meetings unless a conflict of interest or pecuniary interest has been declared prior to the motion.
21. If any member of the Council shall call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
22. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
23. Council and council committees may close all or part of a meeting to the public if a matter to be discussed is one of the exemptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. When the Mayor or Presiding Officer declares an item "Closed Session", the reason shall be stated and recorded in the minutes, and all attendees except those specifically designated to be in attendance, shall clear the council chambers. A sign indicating "Closed Session" shall be posted on the exterior of the chamber doors and shall remain in place until the item(s) have been dealt with and the session is moved back into the public realm.
24. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

RECORDING OF MINUTES:

1. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
2. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.

52

AUDIO/VIDEO RECORDINGS OF MEETINGS:

1. All meetings of Council shall be audio and/or video recorded, except for those portions of a meeting which transpire during closed session. These recordings shall be posted to the website and retained in the municipal record.

BYLAWS:

1. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
2. Every bylaw shall have three readings.
3. After a member has made the motion for the first reading of the bylaw Council may:
 - a) debate the substance of the bylaw; and
 - b) propose and consider amendments to the bylaw.
4. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
5. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.

The Town of Onoway Bylaw No. 763-19 is hereby repealed.

This Bylaw comes into full force and effect upon third and final reading.

Read a first time this 10th day of November, 2021.

Read a second time this 10th day of November, 2021.


Given unanimous consent to proceed to third reading, this 10th day of November, 2021.

Read a third time and final time this 10th day of November, 2021.

Mayor Lenard Kwasny

Chief Administrative Officer
Wendy Wildman

53

	PROCEDURE COVID-19 VACCINATION POLICY PROCEDURE	Procedure No: PR-1053-21
		Approved By: City Manager
		Effective Date: September 29, 2021
		Division: Human Resources, Corporate Services Division

COVID-19 VACCINATION POLICY PROCEDURE

1. PURPOSE


- 1.1 The purpose of this procedure is to outline the various processes regarding the implementation and compliance with the COVID-19 Vaccination Policy.

2. SCOPE


- 2.1 This procedure applies to all City employees, volunteers, and students. For this policy only, reference to "employees" shall also be read to include volunteers and students.
- 2.2 This procedure applies to all City contractors that enter a City facility or engage with City equipment on site.
- 2.3 This procedure does not apply to those members of the International Association of Fire Fighters, who are required, due to their contractual obligations under Alberta Health Services, to be fully vaccinated by October 31, 2021. If an IAFF member does not fall under the AHS contractual obligations or such obligations under Alberta Health Services were to change, those members of the International Association of Fire Fighters would then be required to comply with this Policy Procedure.

3. DEFINITIONS

- 3.1 "AVANTI" means the Human Capital Management platform currently utilized by the City of Spruce Grove.
- 3.2 "City" means the municipal corporation of the City of Spruce Grove in the province of Alberta.
- 3.3 "Corporate Leadership Team" means the City Manager and General Managers of the City.

	PROCEDURE COVID-19 VACCINATION POLICY PROCEDURE	Procedure No: PR-1053-21
		Approved By: City Manager
		Effective Date: September 29, 2021
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- 3.4 "Human Resources Director" refers to the position that is responsible for leading the Human Resources function at the City of Spruce Grove.
- 3.5 "Employee" means persons who are compensated for services performed and whose duties are under the control of the City.
- (a) For this procedure, employees are also defined as Volunteers of the City.
- (b) For this procedure, employees are also defined as Students.
- 3.6 "Fully/Complete Immunization/Vaccination" refers to two (2) weeks after either:
- (a) a person who has received the Single Dose of a single course COVID-19 Vaccination; or
- (b) a person who has received the Second Dose of a dual course COVID-19 Vaccination;
- Where multiple doses of a COVID-19 multiple-dose vaccination or series of vaccination doses approved for use in Canada are required, a person who has received the most advanced vaccination dose that the individual is eligible for.
- 3.7 "Full/Complete Vaccination Record" refers to the documentation from either Alberta Health Services or the vaccination provider that presents vaccinations obtained for COVID-19. Currently approved vaccines in Canada include:
- (a) Pfizer-BioNTech Comimaty COVID-19 Vaccine (2 doses);
- (b) Moderna Spikevax COVID-19 Vaccine (2 doses);
- (c) AstraZeneca Vaxzeveria COVID-19 Vaccine (2 doses); or
- (d) Janssen (Johnson & Johnson) COVID-19 Vaccine (single dose)
- 3.8 "Student" means:

	PROCEDURE COVID-19 VACCINATION POLICY PROCEDURE	Procedure No: PR-1053-21
		Approved By: City Manager
		Effective Date: September 29, 2021
		Division: Human Resources, Corporate Services Division


- (a) those in a practicum with the City that is covered by an agreement between the education provider and the City.
- (b) those who are partaking in a course offered through the Professional Medical Associates on a City worksite.

3.9 "Volunteer" is a person who performs work for the City of Spruce Grove without the expectation, promise, or receipt of any compensation for their work.

4. RESPONSIBILITIES

4.1 Employees

- (a) Able to be vaccinated
 - (i) All current employees must be fully vaccinated by November 29, 2021 and provide a record of such vaccination status as outlined in 3.7.
 - (ii) Employees on leave, returning after November 29, 2021 must be fully vaccinated and provide a record of vaccination status to Human Resources five business days before re-commencing employment with the City.
 - (iii) Any individuals who commence employment with the City after September 29, 2021, must be fully vaccinated as a condition of employment and must provide a full vaccination status as a requirement for employment with the City.
 - (iv) All employees shall complete any required education or training about COVID-19, including information regarding vaccinations and safety protocols.
 - (v) All employees must declare their vaccination status by the established procedure starting on September 29th and no later than November 15, 2021, through the AVANTI COVID-19 Reporting tab. If

	PROCEDURE COVID-19 VACCINATION POLICY PROCEDURE	Procedure No: PR-1053-21
		Approved By: City Manager
		Effective Date: September 29, 2021
		Division: Human Resources, Corporate Services Division

declaring partially or fully vaccinated, provide a scanned copy, picture of either Alberta Health Services record or Medical record (Pharmacy receipt) of COVID-19 vaccination doses and dates.

(b) Employees seeking an exemption

- (i) Employees who will be seeking an exemption are required to report an exemption requirement by October 4, 2021 through the AVANTI COVID-19 Reporting tab.
- (ii) Supporting documentation must be submitted using the AVANTI COVID-19 reporting tab no later than October 4, 2021.
- (iii) Exemptions based on protected grounds under the *Alberta Human Rights Act* may include:

a. Health condition


- i. Employees seeking an exemption based on a health condition must specify the health condition and upload a supporting medical note from a registered physician or nurse practitioner.

b. Religious exemption

- i. Employees seeking an exemption based on sincere reference to religious reasons must specify the religious reason and upload a sworn or affirmed declaration of that belief.

(c) Unvaccinated employees without an exemption

- (i) If an employee does not wish to become vaccinated and does not seek an exemption, they will be required, at their own cost, to report on the AVANTI COVID-19 reporting tab their negative PCR/rapid test prior to entering a City worksite as of November 29, 2021. This includes:

	PROCEDURE COVID-19 VACCINATION POLICY PROCEDURE	Procedure No: PR-1053-21
		Approved By: City Manager
		Effective Date: September 29, 2021
		Division: Human Resources, Corporate Services Division

- a. Submitting a picture or scanned copy of the negative test record within 24 hours of the scheduled shift.
 - b. Retaining a copy of the negative PCR/rapid test results while working in the employment of the City.
 - c. A negative rapid test is valid for 72 hours which means testing is anticipated to occur twice weekly.
- (ii) Employees that do not complete the PCR/rapid test and provide results will be deemed unfit for work and will be moved to leave without pay until a negative PCR/rapid test, or proof of full vaccination is provided.

4.2 Contractors


- (a) Directors employed by the City who require contractors in City facilities or to engage with City equipment onsite will communicate the City's Vaccination Policy to Contractors and their employers and ensure any terms and conditions of contracts of services that are required from such Contractor employers are updated.

4.3 Volunteers

- (a) Supervisors will be responsible to ensure that all volunteers scheduled to work at City facilities, adhere to the requirements set forth in the City's COVID-19 Vaccination Policy and covered in the Covid-19 Procedure.

4.4 Human Resources


- (a) The Director of Human Resources will provide oversight of the AVANTI vaccination declaration process.
- (b) The Director of Human Resources will review all exemptions on a case by case basis and provide a recommendation for the Corporate Leadership Team to review and confirm recommendation or alternative course of action.

	PROCEDURE COVID-19 VACCINATION POLICY PROCEDURE	Procedure No: PR-1053-21
		Approved By: City Manager
		Effective Date: September 29, 2021
		Division: Human Resources, Corporate Services Division

- (c) Each exemption will be considered on its merit and either be:
- i. Approved with appropriate worksite accommodations incorporated and documented on the employee's personnel file, including the regular provision of COVID-19 negative test results with costs of such tests borne by the City; or
 - ii. Not approved and if the employee does not comply with the mandatory vaccination requirement, they will be required to follow the procedure as outlined in section 4.1.c.
- (d) Human Resources will ensure the confidentiality of all personal information shared by the employee as per the Alberta Freedom of Information and Privacy Act.
- (e) Human Resources will oversee the reporting of non-vaccinated employee's negative PCR/rapid test results to the General Manager of the respective Division.
- (f) Human Resources will account for the cost of those COVID-19 tests that will be paid for by the City.
- (g) The Human Resources Director will ensure the provision of educational materials is provided and readily accessible to employees.

5. PROOF OF VACCINATION

- 5.1 The City of Spruce Grove requires a record of vaccination from all employees.
- 5.2 Employees must disclose their vaccination status to the City by the established Policy and Procedure commencing September 29, 2021 and no later than November 15, 2021.

	PROCEDURE COVID-19 VACCINATION POLICY PROCEDURE	Procedure No: PR-1053-21
		Approved By: City Manager
		Effective Date: September 29, 2021
		Division: Human Resources, Corporate Services Division

5.3 Employees will be required to update their vaccination status by the established procedure and by the dates set out in the Policy and Procedure, as they obtain each dose of the COVID-19 vaccine.


6. EXEMPTIONS AND ACCOMMODATIONS

- 6.1 Exemptions and Accommodations requests will be reviewed by the Human Resources Director and presented for approval to the Corporate Leadership Team. Any requests for exemption and the corresponding accommodation will be handled on a case-by-case basis and will be assessed based on evidenced medical reasons or other protected grounds under the Alberta Human Rights Act.
- 6.2 Job accommodation for an exemption will be assessed based on the exemption reason(s) and the ability of the worksite and job function to adjust for necessary precautions of an unvaccinated employee on the job site.
- 6.3 Any current employee seeking an exemption must do so by October 4, 2021.
- 6.4 Any individual seeking employment with the City who requests an exemption will fall under the same COVID-19 Vaccination Policy and Procedure requirements as an employee of the City. No offer of employment will be issued unless an exemption is granted.
- 6.5 All exemption and ensuing accommodation requests require written proof of the need for accommodation as outlined in section 4.1.b.

7. TESTING

- 7.1 Employees who do not provide proof that they are Fully Vaccinated or have an approved exemption will be required to submit to ongoing COVID-19 PCR/rapid test up to twice per week as outlined in section 4.1.c.
- 7.2 Employees who do not comply with the testing requirements will be deemed unfit for work and will be placed on leave without pay.

60

	PROCEDURE COVID-19 VACCINATION POLICY PROCEDURE	Procedure No: PR-1053-21
		Approved By: City Manager
		Effective Date: September 29, 2021
		Division: Human Resources, Corporate Services Division

7.3 The City reserves the right to modify the application of the Policy and Procedure based on operational needs, including any requirement or processes relating to testing.

8. NON-COMPLIANCE

8.1 In the event of non-compliance with this procedure an employee will be required to:

- (a) Meet with the Human Resources Director to discuss the employee concerns regarding COVID-19 vaccinations and
- (b) receive educational materials to inform them of COVID-19 Vaccines.

8.2 If after these steps the employee still refuses to comply with the procedure, they may be subject to consequences which may include disciplinary action up to and including termination of employment.

RELATED DOCUMENTS
COVID-19 Vaccination Policy

Approval	
City Manager: <u>Original signed by Dean Screpnek</u>	Date: <u>September 27, 2021</u>

61



Public Health Measures

All provincial public health measures remain in effect including gathering restrictions, and masking and physical distancing in indoor public places, workplaces and places of worship. For complete details on restrictions and the Restrictions Exemption Program, visit the **Government of Alberta's COVID-19 Public Health Actions** (<https://www.alberta.ca/covid-19-public-health-actions.aspx>).

Specific Outcomes for City of St. Albert

On September 16, 2021, St. Albert City Council held a **special Council Meeting** (<https://youtu.be/F5rEAPrRjgM>) and moved to implement the Restrictions Exemption Program with the intent to allow vaccinated users to experience as little disruption as possible to their normal routines and activities.

RESTRICTIONS EXEMPTION PROGRAM – EFFECTIVE SEPTEMBER 20, 2021

On September 20, 2021, the Restrictions Exemption Program was implemented at all City recreational and cultural facilities in St. Albert.

What facilities are included in this program?

- Servus Credit Union Place
- Fountain Park Recreation Centre
- Jarome Iginla/Kinex Arenas

62

- The Arden Theatre
- City Arts Space

Masks are required indoors in these facilities (with the typical exceptions included: no masking under 2 years old, consuming food or drink, mask medical exception letter, etc.).

Update: Youth under 18 who are **participating** in an **organized youth only** sport, recreation or performance activity **will not be** required to provide proof of vaccination etc. at City recreation or cultural facilities.

Change in screening: Effective November 1, 12 to 17-year-olds participating in **drop-in/spontaneous activities will be required** to provide proof of vaccination, a negative COVID test or a vaccine medical exception letter to participate. This change is occurring to align with provincial public health measures, as drop-in activities may also include adults. Personal identification for youth under 18 is still not required.

Youth 12 and over who are **observing** a sport, recreation or performance activity **will continue to be** required to provide proof of vaccination, proof of privately-paid negative PCR or rapid test or a vaccine medical exception letter at City recreation or cultural facilities.

All other City-operated facilities that are public facing, including St. Albert Place, are deemed essential services as they are government offices. They are not part of the Restrictions Exemption Program. Provincial public health measures are being followed in those facilities.

What do I need to gain entry into a recreational or cultural facility?

As of September 20, 2021, people aged 12 and over* are required to show one of the following to enter a City recreational or cultural facility:

- Proof of full vaccination
 - Note: As of November 15, Alberta vaccine records with QR codes (printed or digital) will be the only valid Alberta proof of vaccination accepted by operators participating in the Restrictions Exemption Program. Vaccine records from First Nations, military, other provinces, and international travellers will continue to be accepted.
- Proof of a privately-paid negative PCR or rapid test within 72 hours of service. (To access a privately-paid PCR or Rapid Test, please contact your nearest pharmacy

63

Sturgeon County Response to COVID-19

Sturgeon County is committed to the delivery of essential services while ensuring the health and safety of our residents and staff.

This page will be updated regularly to reflect changes in our operations as well as local restrictions and guidelines as determined by the Province of Alberta.

Sturgeon County currently does not have additional health measures or restrictions in place and are following the Provincial Guidelines.

Government of Alberta COVID-19 Information

State of Public Health Emergency

- On September 15, 2021, Premier Jason Kenney declared a state of public health emergency for the Province of Alberta and announced new temporary health measures that came into effect at 12:01 a.m. on September 16 .

Public Health Measures and Restrictions Exemption Program

- Please visit the [Government of Alberta website](#) for more information on the public health measures and the Restrictions Exemption Program.

Mandatory Masks

Effective September 4, 2021, the Government of Alberta implemented a mandatory mask restriction province-wide.

Visit the [Government of Alberta website](#) for more information on mandatory mask requirements and mask exemptions .

Sturgeon County Services

Sturgeon County continues to provide in-person services at all County buildings. Masks are required for visitors to all Sturgeon County buildings as per the provincial mask restriction.

For your convenience, Sturgeon County continues to offer a number of services online through sturgeonservices.ca , including fire permits, dog licences, water and bulk water, Agriculture Services rentals, and more.

64

Sturgeon County Council Meetings

Sturgeon County Council will resume in-person meetings effective July 13, 2021, but the public can continue to view meetings online. Upcoming meeting information including agendas along with past meeting minutes and video archives can be found online .

Provincial Status

The Province of Alberta is taking steps to reduce transmission and prevent the health care system from being overwhelmed. Visit the Government of Alberta website for more information on current public health measures .

Vaccinations

Visit the Government of Alberta website for information on the vaccine program including how to book your first or second dose.

65

From: Michelle Gallagher
Sent: October 7, 2021 7:43 AM
To: Wendy Wildman
Cc: Jason Madge
Subject: Re: Making vaccinations mandatory in the workplace

Wendy,

I am in a full day board meeting today. However, I acknowledge that there is a council meeting today and some information may be useful if this is to be discussed today. I am assuming that this is focused on employees/contractors and not access by the public to the municipal office for essential services. My comments are focused only on the employee / contractor situation.

By way of process, I would suggest the following:

1. The threshold issue is whether the Town wants to have such a policy;
2. If the answer to #1 is yes, then the next consideration is to whom the policy will apply. Being as broad as possible, this could be all individuals who are employed by the Town on any basis (including part time, full time, temporary, permanent, casual, seasonal or as volunteers). It could also extend to contractors. Normally, you would include a provision that the vaccination would be a condition of employment for all new employees hired after a certain date also.
3. The next issue is when to make the policy effective. People need notice and it takes time to get both doses and 2 weeks after the second dose for people to be considered "fully vaccinated". There is a required gap between first and second doses (a minimum of 28 days). So, you want to give realistic deadlines to either require confirmation of a first dose by a certain date and then full vaccination by another date, or you could just have a date for full vaccination that is far enough out to cover all requirements from the date the policy is effective and people are notified.
4. The policy document itself would need to be fleshed out to cover the following (and I can write one for you):
 - The public health background;
 - Definitions (i.e. what is "fully vaccinated" etc);
 - Application and scope of the policy - who it applies to;
 - How proof of vaccination is provided (and how that information will be recorded and by whom);
 - How to accommodate legitimate exemptions (for human rights reasons - being medical necessity or a *bona fide* religious belief which prohibits vaccination);
 - How the Town will support people in getting vaccinated (time off to get it done, etc or any other incentives);
 - For people who are not vaccinated - whether you want to have the option of periodic testing at the employee's expense (and if so, how often);
 - What will happen when people do not comply - placed on leave (with or without pay) and have their employability re-evaluated;
 - How personal information will be safeguarded; and
 - How the policy may be reviewed or adapted as circumstances may change.
5. The finalized policy would need to be approved and adopted pursuant to resolution or bylaw in accordance with the delegation framework in place for Town policies; and
6. Employees would need to be properly notified accordingly.



That is a basic summary. If you want to see a template vaccination policy for employees, I could probably have a basic one for you by Tuesday morning. It will depend on whether the Town is clear on what position it would like to take on some of the optional issues (like testing instead of vaccination for example).

Michelle
Michelle Gallagher
Lawyer
Patriot Law
Box 885, 5016 Lac Ste. Anne Trail S
Onoway, AB T0E 1V0
Tel: 780-967-2550
Fax: 780-967-2447

If this email looks like it wasn't intended for you, please let me know right away and delete this e-mail message.

Please note my new email address is michelle@patriotlaw.com

On Wed, Oct 6, 2021 at 6:42 PM <cao@onoway.ca> wrote:

Michelle – what has to happen if the Town was to implement this?

Thx

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

67

From: dosiedotes
Sent: November 5, 2021 3:58 PM
To: lkwasny@onoway.ca; Bridgitte Coninx; rmurray@onoway.ca; rwinterford@onoway.ca; lljohnson@onoway.ca
Cc: Wendy Wildman
Subject: Vaccine Mandates
Attachments: 1st-letter-to-employer-regarding-mandatory-vaccines.docx; Canadian Covid Care Alliance Protocols.pdf; FLCCC-Alliance-I-MASKplus-Protocol-ENGLISH.pdf; Employer-Liability-Letter_Final.jpg

Good Afternoon,

Congratulations to you all in your new roles as Councillors for the Town of Onoway and representatives for the Onoway residents. I have listened to the recorded meeting from last Wednesday and have concerns with your discussion on Vaccine Mandate as the first order of business. Here's my take on the situation:

- Regardless of our personal stance on medical procedures, how businesses are run, the current crisis in Canada and globally; I believe we can all agree, through force, coercion and threatening anyone with their careers or livelihoods, is a gross injustice. I would never ask my customers, nor guests, for their vaccine status or medical status...NEVER. As a taxpayer, I vote a resounding 'no' to any mandate put forth by Council without a thorough investigation, evidentiary studies, feedback from the business sector, Town Organizations/Board of Directors, surveys - BUT MOST IMPORTANTLY the people to which this mandate affects. They need to be heard.
- There are legal cases in our courts regarding the validity of mandates and how we go forward keeping our Charter of Rights as the supreme law in Canada.
- When it comes to a group of 5 individuals mandating a medical procedure without knowledge of short or long term effects, knowing that all C19 vaccines are still under Emergency Authorised Use until 2023 - the absolute right thing to do is to NOT mandate such a policy for staff, council or committees. Or anyone.
- You will need to ask yourselves these questions regarding a Mandated Vaccine Policy or any mandated policy:
 - How will I feel if a compliant staff member experiences an adverse reaction? How would I feel after voting in a policy whereby a person is coerced or pressured to vaccinate with an experimental procedure?
 - Have I spoken with at least 10 doctors and pharmacists, as well as naturopaths/holistic professionals, to find out for myself what these vaccines are? Where are they helping? Who are they helping? How many adverse reactions have been reported? What are the common adverse reactions in all demographics? Why is there an increase in Covid19 when a good portion of Alberta is vaccinated (according to AHS)? Why are there vaxed and un-vaxed experiencing Cov19? Why is this happening globally in many countries where the experimental vaccine roll out is on the uptake? Could it be that they are not working and need to head back to the drawing board? Could it be that the vaccinated are getting sick from the inoculation and spreading the variant?
 - Have I spoken with legal entities to find out how many lawsuits against our Alberta Provincial Government and Alberta Health Services there are currently? Do I know why there are lawsuits? Do I know why these lawsuits are taking place in other provinces against government mandates and health ministers?
 - Do I know about the global tribunals taking place regarding mass overreach and a negligence of protocol, that may have saved lives?
 - Is it morally and ethically right for me to pressure anyone to undertake a medical procedure? Is it right for me to threaten another person with their job just because I feel like I am a better judge of their personal bodily autonomy - because I feel that I may speak for Public Health? Do I have that kind of expertise?

I have attached items that have been given the green light by a few of our Alberta and Provincial Constitutional Law Firms. Many of our coalition groups have lawyers helping us move forward during these difficult times. Within the attached forms and liability notices are many excellent resource links. It's well worth your time and effort to read through before you adopt a policy that affects a person's life. That being said Covid 19 has affected many lives and also affected none. There is the quandary. You have a small number of people who have been gravely sick, you have a small number of people who have been vaccine injured and you have a small number of people who have passed on. There are still a few million Albertans who are robust, with strong immune responses to ALL diseases, NOT just Covid 19. We should celebrate that.

Checking in on the legislature and the many current MLA's that are speaking against blanket policies that have affected many more lives in many different and devastating ways - than Covid19 has - the writing is on the wall. The tide is turning and I hope that you all inform yourselves further with current events and my hope is that you all take into consideration that you were voted in as Councillors to speak as representatives for your base. You were elected to move a small town forward. To encourage economics and a thriving place for business and for families. Let's start those talking points and celebrate what Onoway has to offer and NOT further segregate a community with mandates. Your Staff and Council showed leadership through the mask mandate in 2020 - I encourage you to do the same.

Sincerely,
Lisa

Lisa Bourke-Schulte, CHt

or
know



Virus-free. www.avg.com

69

Letter to Employer re Mandatory Vaccines

I am writing regarding the Covid-19 vaccine I have recently been advised is a new, additional condition of my employment.

To be clear, I am not refusing the vaccine.

It is my understanding that in accordance with Canadian law, I am required to provide you with informed consent in order to accept a vaccine without liability to you. This is confirmed by the *Nuremburg Code*, being international law that applies to most countries in the world, including Canada. There are other laws in Canada that confirm this right.

In an effort to prepare myself for the vaccine and provide you with the informed consent you require to mandate me to receive it, I have made concerted efforts to educate myself with the information available. However, since the vaccine was released as an emergency measure, I have found that vaccine manufacturers, government and health officials, as well as medical professionals have either not responded or provided vague answers regarding my questions.

Since the government strongly recommended that employers mandate the vaccine for their employees, I assume detailed information upon which they could base their decision was provided by the government to all employers. I also trust that you, as my employer, have taken all necessary steps to ensure this vaccine is safe and that you can provide proof of such.

In order to provide you with the informed consent you require, I need the following information, in writing:

1. The approved legal status of the vaccine (whether it is experimental, a gene altering therapy or an mRNA therapy).
2. Copies and details of the case studies, including control groups used to study the vaccine, with all subsequent outcomes of such case studies that resulted in its approval for use.
3. A full list of the contents of the vaccine I am required to take (to ensure no allergies or adverse interactions) and confirmation that these ingredients are not toxic to the human body.
4. Referral to a comprehensive database regarding any and all adverse reactions associated with the vaccine. I understand the Canadian database has been deemed "inadequate" due to tracking and data deficiencies and VAERS is estimated to represent only 1% of the adverse reactions in the USA due to rejected reports and underreporting.
5. Confirmation that in the event I have an adverse reaction to the vaccine, I will experience no disruption with my employment or income and that you will pay for any costs or expenses associated with such injury. This is reasonable since I am taking this vaccine to

TO

ensure my ability to maintain my present employment and ability to financially sustain myself.

6. Confirmation that my employment will not be terminated and that I will not suffer any prejudice or discrimination based upon what I decide. In accordance with the Nuremburg Code, I may not be subjected to duress or coercion as that would invalidate the "consent" you require by my agreement to take the vaccine. This is required to avoid liability to you.

Following provision of the information outlined above I will obtain an endorsement from a Physician, in good standing with the College of Physicians and Surgeons, confirming the information to be true and accurate based on my age, current medical condition and medical predispositions, following which I will be in a position to provide you with the informed consent you require.

I look forward to receiving full disclosure related to this recent material change to my employment contract and I confirm my commitment to ensuring the safety and well-being of my colleagues, as well as my employer.

Yours truly,

Signature of Employee: _____

Name of Employee (Print): _____

Date Received by Employer: _____

Signature of Employer: _____

Name of Employer (Print): _____



Employer Liability Undertaking Form



Name of the Organization	
Name of the Officer of the Company, the Officer	
Date	Time

I, (name of individual demanding vaccination) _____, the Officer of the (Name of the Company) _____, the Entity, am with full authority acting for and on its behalf, running its affairs including managing employees' affairs as well as legal and financial obligations resulting from my decisions.

I attest to having the knowledge of and have obtained legal advice considering ALL laws, rules, mandates, treaties, policies, license requirements for my actions and that of the Entity, including but not limited to risks, benefits and its potential adverse effects, raised by several policy makers, prominent scientists and researchers partially referenced hereunder, to the Employee resulting from my decisions demanding employees of the Entity be vaccinated against what is known as "SARS-COVID-19" with experimental mRNA and viral vector vaccines, NOT approved by the FDA or Health Canada yet mandated by governments of the Province and/or Canada manufactured by Pfizer-BioNTech, Moderna, Johnson & Johnson and AstraZeneca.

I, personally and on behalf of the Entity, its management and shareholders, assume full, unconditional and irrevocable liability for any and all liability, legal and or financial, to our employees, including Mr/Ms _____ resulting from adverse effects or death attributed to the experimental vaccine.

This undertaking is signed voluntarily and under penalty.

The Officer's Signature	Entity's Seal
Witness #1	Witness #2

Resources

RNA gets into every cell: <https://haltturnerradioshow.com/index.php/en/news-page/world/global-time-bomb-first-case-of-postmortem-study-of-patient-vaccinated-against-sars-cov-2-mrna-found-in-every-organ-of-the-body>

Dr. Byram Bridle: <https://omny.fm/shows/on-point-with-alex-pierson/dr-byram-bridle-on-point-with-alex-pierson>

Spike protein is very dangerous, it's cytotoxic with Bret Weinstein/Dr. Robert Malone/Steve Kirsch: <https://www.youtube.com/watch?v=Du2wm5nhTXY>

Dr. Peter McCullough – Covid19 'Vaccines' Are Bioweapons: <https://www.bitchute.com/video/RC5EDsCSInJx/>

Canadian Doctors Speak Out: Dangers Of The Vax, The Hijacking Of Science & CPSO Gag order on Doctors: <https://www.bitchute.com/video/NGTmdKRmNM2O/>

Dr. Mike Yeadon: <https://alethonews.com/2020/11/22/dr-michael-yeaton-unlocked/>

Ex-Pfizer Dr. Yeadon and Lung Specialist Dr. Wodarg file for suspension of all SARS CoV2 Vaccine Studies: <https://evolvetoecology.org/2020/12/02/ex-pfizer-doctor-yeaton-and-lung-specialist-doctor-wodarg-file-for-suspension-of-all-sars-cov2-vaccine-studies/>

Dr. James Lyons-Weiler: <https://dryburgh.com/james-lyons-weiler-coronavirus-vaccine-safety-warning/>

72



Dear Doctor:

Your patient has obtained information from the Canadian Covid Care Alliance, an organization of Canadian physicians, researchers and scientists who seek to inform physicians and the public regarding early outpatient COVID-19 management. There are now significant clinical trial data (see summaries at www.c19early.com) to support use of medications such as ivermectin and/or fluvoxamine for improved clinical outcomes from COVID-19, as well as reduced risk of long-haul symptoms (long COVID). Your patient is seeking your assistance, because he or she may have COVID-19 or may be at risk of COVID-19 and would like your assistance as his or her primary care physician for prescribing ivermectin and/or fluvoxamine for either early- or long-hauler treatment or prevention of COVID-19.

Health Canada, and the provincial Colleges of Physicians, do not prohibit physicians from prescribing any medications that are "off-label". Many physicians fear that prescribing ivermectin or any medication for COVID-19 is not permitted. We would like to assure you that this is not the case. Informed consent is the process by which physicians may prescribe any medication deemed appropriate. To assist you with that, we have provided a sample "Informed Consent" form that you may use or modify as per your discretion.

To help guide you with the dosing of ivermectin (and fluvoxamine, where warranted), we refer you to the information provided by the Front Line COVID-19 Critical Care Alliance (FLCCC), explaining the nature and merits of its "I-MASK+ Protocol", posted at <https://covid19criticalcare.com/covid-19-protocols/i-mask-plus-protocol/>. As described in the Protocol, dosing is based on your patient's weight and is usually 0.2 mg/kg/day for 5 days, or until better when treating COVID-19. This means treatment duration may be extended beyond 5 days. If the patient has more severe symptoms, you may dose up to 0.4 mg/kg/day. Ivermectin should be taken with food or after food for proper absorption and to prevent underdosing. Ivermectin should be started as soon as possible. Do not wait for the disease to get worse before starting ivermectin. Do not wait for confirmation of a positive PCR test if there is strong index of suspicion for COVID-19. If untreated, even mild cases of COVID-19 can result in long-hauler COVID. In the circumstances described in detail in the iMASK+ protocol, fluvoxamine may offer further benefit at a dose of 50 mg twice daily for 14 days.

Ivermectin can be obtained from some compounding pharmacies. The branded version of ivermectin (Stromectol™) is on long-term backorder in Canada. Thus, most pharmacies will not have supply. If you do not know of a local compounding pharmacy, contact the Canadian Covid Care Alliance (physicians@canadiancovidcarealliance.org) and we may be able to assist you. When calculating dosage, it is easiest to round up in multiples of 3 mg as described on page 2 of the Protocol. In other words, if your calculated dosage was 14 mg/day using 0.2 mg/kg/day, prescribe 15 mg daily for 5 days or until clinically better.

Ivermectin has an exceptional safety profile, being used for approximately 40 years in billions of patients. It is on the list of essential medicines by the World Health Organization. Physicians who have been treating COVID-19 patients with early therapies can all attest to its efficacy and safety, with dramatic reductions in hospitalizations. We feel that all primary care physicians should feel comfortable treating their patients early. **Recovered patients are grateful patients.**

Feel free to visit the www.canadiancovidcarealliance.org for more information regarding early outpatient COVID-19 care.

Sincerely,

The Canadian Covid Care Alliance

DISCLAIMER: The information contained or presented in this email is for educational purposes only. Information in this email is NOT intended to serve as a substitute for diagnosis, treatment, or advice from a licensed medical professional. The facts presented are offered as information only in order to empower you to make further informed decisions. Any links are being provided as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by CCCA of any products, services or opinions of the corporation, organization or individual. The CCCA bears no responsibility for the accuracy, legality or content of the external site or for that of subsequent links. Contact the external site directly for answers to any question regarding its content. Any treatment protocol you undertake should be discussed with your physician or another licensed medical professional. In no way should anyone infer that we, even though we are physicians, are practicing medicine; it is for educational purposes only. Seek the advice of a medical professional for proper application of ANY material in this email to your specific situation. NEVER stop or change your medications without consulting your physician. If you are having an emergency contact your emergency services (911).

13

**INFORMED CONSENT - IVERMECTIN
REGARDING OFF-LABEL USE OF MEDICATION FOR COVID-19**

Dear Patient:

In Canada, there are currently no recognized standard outpatient therapies for persons infected by SARS-CoV-2 virus causing COVID-19 disease. The current standard of outpatient care is supportive: i.e., stay home and isolate, drink fluids, take acetaminophen for fever. Should one's condition progress with worsening symptoms such as difficulty breathing, then one should go to the hospital.

There are numerous studies suggesting benefit with the use of certain medications that have been on the market for many years, but do not have an official indication for COVID-19 disease.

Ivermectin is medication that was discovered approximately 40 years ago for the treatment of parasites. As of June 16, 2021, there are 59 peer-reviewed clinical studies suggesting that persons at risk who take ivermectin may have faster improvement and fewer hospitalizations than those not on ivermectin. Studies have shown that ivermectin has anti-viral, anti-inflammatory, and immunomodulatory properties. However, use of ivermectin for COVID-19 has not yet been fully assessed and approved by Health Canada. Taking ivermectin is not a guarantee of clinical improvement. Some dosing protocols recommend treatment for five days, or longer, under physician's direction, if symptoms persist. Studies suggest results are best when the medication is started as soon as possible.

Some of the potential side effects reported in the ivermectin product monograph include dizziness (2.8%), itchiness of skin (2.8%), diarrhea (1.8%) nausea (1.8%) fatigue (0.9%), abdominal pain (0.9%), anorexia (0.9%), constipation (0.9%), vomiting (0.9%), loss of appetite (0.9%), somnolence (0.9%), vertigo (0.9%), tremor (0.9%), rash (0.9%), urticaria (hives) (0.9%).

There are no data to indicate there is harm to the fetus for humans using ivermectin during pregnancy based on decades of use. However, one should always weigh the benefits versus risks when using any medication in pregnancy.

Additional information on approved uses of ivermectin in Canada and possible side effects, is available at <https://www.healthlinkbc.ca/medications/fdb5119>.

Because use of ivermectin is "off-label", meaning Health Canada does not officially recognize the use of this medication for the treatment of COVID-19, signed written consent is required before taking this medication. Your signed consent indicates that you understand you are taking the medication "off-label" for COVID-19, and that beneficial results are not guaranteed.

In-person Informed Consent

Patient Name: _____ Patient Signature: _____

Date of Birth: _____

Date: _____

Witness Name: _____ Witness Signature: _____

Telemedicine Informed Consent

Patient Name: _____ Date of Birth: _____

Date: _____ Doctor's Initials: _____

TH

**INFORMED CONSENT - FLUVOXAMINE
REGARDING OFF-LABEL USE OF MEDICATION FOR COVID-19**

Dear Patient:

In Canada, there are currently no recognized standard outpatient therapies for persons infected by SARS-CoV-2 virus causing COVID-19 disease. The current standard of outpatient care is supportive: i.e., stay home and isolate, drink fluids, take acetaminophen for fever. Should one's condition progress with worsening symptoms such as difficulty breathing, then one should go to the hospital.

There are numerous studies suggesting benefit with the use of certain medications that have been on the market for many years, but do not have an official indication for COVID-19 disease.

Fluvoxamine is a medication approved in Canada more than 20 years ago, for use in the treatment of obsessive-compulsive disorder (OCD). This drug may also be used for anxiety disorders, depression, post-traumatic stress disorder, or binge eating disorder. It has been shown to have promising effects in reducing the risk of developing severe shortness of breath, requiring oxygen, and being hospitalized for COVID-19, and some researchers have suggested that it may be beneficial in addressing long-term symptoms due to COVID-19, or so-called "COVID long-haulers". However, these uses for COVID-19 have not been fully assessed or approved by Health Canada. Taking fluvoxamine is not a guarantee of clinical improvement. Some dosing protocols recommend treatment for 10-14 days. Studies suggest results are best when the medication is started as soon as symptoms of inflammation are first experienced.

Some of the potential side effects reported in the fluvoxamine product monograph include: nausea (9%), insomnia (4%), somnolence (i.e., sleepiness) (4%), headache (3%), and asthenia (i.e., lack of energy or strength), vomiting, nervousness, agitation, and dizziness (2% each).

Safe use of fluvoxamine during pregnancy has not been established. Therefore, fluvoxamine should not be used during pregnancy or in women intending to become pregnant unless, in the opinion of the treating physician, the expected benefits to the patient outweigh the possible hazards to the fetus.

Additional information on approved uses of fluvoxamine in Canada and possible side effects, is available at <https://www.healthlinkbc.ca/medications/fdb7095>.

Because use of fluvoxamine is "off-label", meaning Health Canada does not officially recognize the use of this medication for the treatment of COVID-19, signed written consent is required before taking this medication. Your signed consent indicates that you understand you are taking the medication "off-label" for COVID-19, and that beneficial results are not guaranteed.

In-person Informed Consent

Patient Name: _____

Patient Signature: _____

Date of Birth: _____

Date: _____

Witness Name: _____

Witness Signature: _____

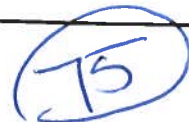
Telemedicine Informed Consent

Patient Name: _____

Date of Birth: _____

Date: _____

Doctor's Initials: _____



I-MASK+

PREVENTION & EARLY OUTPATIENT TREATMENT PROTOCOL FOR COVID-19

Page 1/3

PREVENTION PROTOCOL (for Delta variant)

ANTI-VIRALS & ANTISEPTICS

Ivermectin¹

Chronic Prevention

0.2 mg/kg per dose (take with or after a meal) — twice a week for as long as disease risk is elevated in your community.

Post COVID-19 Exposure Prevention²

0.4 mg/kg per dose (take with or after a meal) — one dose today, repeat after 48 hours.

Gargle mouthwash

2 x daily – gargle (do not swallow) antiseptic mouthwash with cetylpyridinium chloride (e.g. Scope™, Act™, Crest™), 1% povidone/iodine solution or Listerine™ with essential oils.

IMMUNE FORTIFYING / SUPPORTIVE THERAPY

Vitamin D3	1,000–3,000 IU/day
Vitamin C	500–1,000 mg 2 x daily
Quercetin	250 mg/day
Zinc	30–40 mg/day (elemental zinc)
Melatonin	6 mg before bedtime (causes drowsiness)

EARLY TREATMENT PROTOCOL → see page 2

Efficacy of Ivermectin

Ivermectin is a medication uniquely suited to treat COVID-19 given its now well-described, potent antiviral and anti-inflammatory properties.

Efficacy of ivermectin in the prevention of COVID-19 disease is based on a series of 13 randomized and observational controlled trials which consistently find that single or repeated ivermectin use strongly reduces the risk of contracting COVID-19.

The efficacy of ivermectin in treatment is based on dozens of trials reporting large reductions in time to recovery, hospitalizations and death. Further, increasing numbers of health ministries have initiated mass treatment and/or distribution programs that have led to population-wide decreases in hospitalizations and death.

The FLCCC Alliance published a narrative review paper which summarized the evidence base as of January 2021 in the American Journal of Therapeutics: journals.lww.com/americantherapeutics/Full-text/2021/06000/Review_of_the_Emerging_Evidence_Demonstrating_the.4.aspx

The most up-to-date summary of the totality of the supportive evidence for ivermectin in COVID-19 can be found here: flccc.net/summary-of-the-evidence-base-final/

For an overview of the developments in prevention and treatment of COVID-19, please visit flccc.net/covid-19-protocols

! Please check our homepage regularly for updates of our COVID-19 Protocols. New medications may be added and/or dose changes to existing medications may be made as further scientific studies emerge!

flccc.net



CONSULT HEALTH CARE PROVIDER

Discuss all protocol elements as well as the role of vaccination.⁷



WEAR MASKS

Wear a cloth, surgical, or N95 mask when in confined, poorly ventilated, crowded indoor spaces with non-household members.



KEEP DISTANCE

Until the end of the COVID-19 crisis, we recommend keeping a minimum distance of approx. 2m/6 feet in public from people who are not from your own household.



WASH HANDS

We recommend, after a stay during and after outings from home (shopping, subway etc.), a thorough hand cleaning (20–30 sec. with soap), or also to use a hand disinfectant in between.

76

I-MASK+

PREVENTION & EARLY OUTPATIENT TREATMENT PROTOCOL FOR COVID-19

Page 2/3

EARLY TREATMENT PROTOCOL³ (for Delta variant)

1. First line agents (use any or all medicines; listed in order of priority/importance)

ANTI-VIRALS

Ivermectin¹

0.4–0.6 mg/kg per dose (take with or after a meal) — one dose daily, take for 5 days or until recovered. Use upper dose if: **1)** in regions with aggressive variants (e.g. Delta); **2)** treatment started on or after day 5 of symptoms or in pulmonary phase; or **3)** multiple comorbidities/risk factors.

and/or Nitazoxanide

500mg 2 x daily for 5 days after meals. Combine with ivermectin (preferred) or substitute if ivermectin is not available. (Nitazoxanide is often unavailable or high-priced in the USA)

ANTI-SEPTIC ANTI-VIRALS

Antiviral mouthwash: Gargle 3 x daily (do not swallow; must contain chlorhexidine, povidone-iodine, or cetylpyridinium chloride). **Iodine nasal spray/drops:** Use 1% povidone-iodine commercial product as per instructions 2–3 x daily. If 1%-product not available, must first dilute the more widely available 10%-solution⁴ and apply 4–5 drops to each nostril every 4 hours. (No more than 5 days in pregnancy.)

ANTI-COAGULANTS + IMMUNE FORTIFYING

Aspirin 325 mg daily (unless contraindicated)
Vitamin D Vitamin D3 5,000 IU daily. Preferred form if available:
 Calcitriol 0.5 mcg on day 1, then 0.25 mcg daily for 7 days
Melatonin 10mg before bedtime (causes drowsiness)

ADJUNCTIVE / SYNERGISTIC THERAPIES

Quercetin 250 mg 2 x daily
Zinc 100 mg/day (elemental zinc)
Vitamin C 500–1,000 mg 2 x daily

PULSE OXIMETER

Monitoring of oxygen saturation is recommended (for instructions see page 3)

2. Second line agents (listed in order of priority/importance)

Add to first line therapies above if:

1) ≥5 days of symptoms; 2) Poor response to therapies above; 3) Significant comorbidities.

DUAL ANTI-ANDROGEN THERAPY

1. **Spironolactone** 100 mg 2 x daily for ten days.
 2. **Dutasteride** 2 mg on day 1, followed by 1 mg daily for 10 days.
 If dutasteride not available, use **Finasteride** 10 mg daily for 10 days.

FLUVOXAMINE

50mg 2 x daily for 10 days⁵
 Consider fluoxetine 30mg daily for 10 days as an alternative (it is often better tolerated).
 Avoid if patient is already on an SSRI.

MONOCLONAL ANTIBODY THERAPY

Casirivimab/imdevimab⁶

600mg each in a single subcutaneous injection. Antibody therapy is for patients within 7 days of first symptoms and one or more risk factors as: Age >65y; BMI >25; pregnancy; chronic lung, heart, or kidney disease; diabetes; immunosuppressed; developmental disability; chronic tracheostomy; or feeding tube.

Notes

1 The dosing may be updated as further scientific studies emerge. The safety of ivermectin in pregnancy has not been definitively established. Use in the 1st trimester should be discussed with your doctor.

2 To use if a household member is COVID-19 positive, or you have prolonged exposure to a COVID-19 positive patient without wearing a mask.

3 For late phase – hospitalized patients – see the FLCCC's "MATH+ Hospital Treatment Protocol for COVID-19" on www.flccc.net

4 To make 1% povidone/iodine concentrated solution from 10% povidone/iodine solution, it must be diluted first.

One dilution method is as follows:

- First pour 1½ tablespoons (25ml) of 10% povidone/iodine solution into a nasal irrigation bottle of 250ml.
- Then fill to top with distilled, sterile or previously boiled water.
- Tilt head back, apply 4–5 drops to each nostril. Keep tilted for a few minutes, let drain.

5 Some individuals who are prescribed fluvoxamine experience acute anxiety which needs to be carefully monitored for and treated by the prescribing clinician to prevent rare escalation to suicidal or violent behavior.

6 This medication requires an infusion center. To find the nearest location in the U.S., visit www.infusioncenter.org or call for eligibility and location 1-877-332-6585 for English and 1-877-366-0310 for Spanish

7 The I-MASK+ protocol is a bridge to vaccines and a safety net for those who cannot or have not been vaccinated, or are vaccinated and have concerns regarding declining protection against emerging variants. Vaccines have shown efficacy in preventing the most severe outcomes of COVID-19 and are an important part of a multi-modal strategy that must also include early treatment. The decision to get a vaccine should be made in consultation with your health care provider.



I-MASK+

PREVENTION & EARLY OUTPATIENT TREATMENT PROTOCOL FOR COVID-19

Additional information

Pulse Oximeter (usage instructions)

In symptomatic patients, monitoring with home pulse oximetry is recommended (due to asymptomatic hypoxia). The limitations of home pulse oximeters should be recognized, and validated devices are preferred. Multiple readings should be taken over the course of the day, and a downward trend should be regarded as ominous. Baseline or ambulatory desaturation < 94% should prompt hospital admission. The following guidance is suggested:

- Use the index or middle finger; avoid the toes or ear lobe.
- Only accept values associated with a strong pulse signal.
- Observe readings for 30–60 seconds to identify the most common value.
- Remove nail polish from the finger on which measurements are made.
- Warm cold extremities prior to measurement.

Calculation for ivermectin dose (0.2 mg per kg)

Body weight Conversion: 1 kg ≈ 2.2 lbs (doses calculated per upper end of weight range)		Dose 0.2 mg/kg ≈ 0.09 mg/lb (Each tablet = 3 mg; doses rounded to nearest half tablet above)	
70–90 lb	32–40 kg	8 mg	(3 tablets = 9 mg)
91–110 lb	41–50 kg	10 mg	(3.5 tablets)
111–130 lb	51–59 kg	12 mg	(4 tablets)
131–150 lb	60–68 kg	13.5 mg	(4.5 tablets)
151–170 lb	69–77 kg	15 mg	(5 tablets)
171–190 lb	78–86 kg	16 mg	(5.5 tablets)
191–210 lb	87–95 kg	18 mg	(6 tablets)
211–230 lb	96–104 kg	20 mg	(7 tablets = 21 mg)
231–250 lb	105–113 kg	22 mg	(7.5 tablets = 22.5 mg)
251–270 lb	114–122 kg	24 mg	(8 tablets)
271–290 lb	123–131 kg	26 mg	(9 tablets = 27 mg)
291–310 lb	132–140 kg	28 mg	(9.5 tablets = 28.5 mg)

For higher doses used in our I-MASK+ Protocol please multiply the value found in the table for 0.2 mg/kg, e.g.:

- **0.4 mg/kg:** double the 0.2 mg/kg dose
- **0.6 mg/kg:** triple the 0.2 mg/kg dose

Tablets can be halved for more accurate dosing. Then round to nearest half tablet above.

Note that Ivermectin is available in different tablet strengths (e.g. with 3, 5 or 6 mg) and administration forms (tablets, drops) depending on the country (please refer to the package information).

In our table we calculate doses using 3 mg tablets (the most common dose per tablet in the U.S.).

If your tablets contain a different amount of ivermectin than 3 mg, you must calculate the number of tablets to equal the dose of ivermectin required.

Disclaimer

The I-MASK+ Prevention & Early Outpatient Treatment Protocol for COVID-19 is solely for educational purposes regarding potentially beneficial therapies for COVID-19. Never disregard professional medical advice because of something you have read on our website and releases. It is not intended to be a substitute for professional medical advice, diagnosis, or treatment in regards to any patient. Treatment for an individual patient should rely on the judgement of your physician or other qualified health provider. Always seek their advice with any questions you may have regarding your health or medical condition. Please note our full disclaimer at: www.flccc.net/about/disclaimer



Please check our homepage regularly for updates of our COVID-19 Protocols.

New medications may be added and/or dose changes to existing medications may be made as further scientific studies emerge!

78



Town of Onoway

Council Policy

Number	Title			
C-COU-AUTH-1	SIGNING OR AUTHORIZATION OF MUNICIPAL DOCUMENTS POLICY			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	#289/19	Resolution No:	
	Date:	Oct. 24, 2019	Date:	

Purpose

Whereas Council for the Town of Onoway, having duly passed a Chief Administrative Officer (CAO) and /or Designated Officers bylaw which authorizes the CAO or Designated Officer(s) to exercise all of the powers, duties and functions assigned by Council and/or defined and assigned under the Municipal Government Act (MGA), Council further refines the critical duties of signing or authorizing municipal documents, as per Section 213 of the Act. Specifically, Council wishes to authorize the CAO/designated officer(s) to be granted sole authority to exercise certain instruments as allowed under 213(4). Doing so will ensure efficient execution of municipal business.

Policy Statement

- 1) Council, through various bylaws and policies or resolution of Council, duly passed, authorize the municipality to purchase, garner, solicit or otherwise engage and procure services or assets. As those actions often require the signed commitment of the municipality by way of an executed instrument, Council assigns, in certain instances, the authority to execute such documents where same have been previously authorized by Council, explicitly (as in an agreement) or implicitly (as through general budget approval).
- 2) For clarity:
 - a) Section 213(1) requires two signatures;
 - b) Section 213(2) requires two signatures;
 - c) Section 213(3) requires two signatures;
 - d) Section 213(4) requires two signatures, except where (3) of this policy applies.

79



Town of Onoway

Council Policy

3) Issuing of sole authority to execute municipal documents, as per 213(4), shall be as follows:

CAO or designate may solely sign or authorize execution of:

- a) payment of services or procurements – as per purchasing policy as long they form part of the approved budget;
- b) letters or instruments of engagement, so long as they have been approved by Council in substance;
- c) policies, administrative correspondence and directives as applicable;
- d) any other agreement, cheque or negotiable instruments as long as the substance of same has been approved by Council.

Legal References: MGA Sections 207, 210; 213

Cross References:

Revisions:

Resolution Number	MM/DD/YY

80

Fidelity bond

212.1(1) Starting with the 1998 financial year, the council of each municipality must annually obtain a fidelity bond, or equivalent insurance, in an amount the council considers appropriate.

- (2) The fidelity bond or equivalent insurance must cover
- (a) the chief administrative officer of the municipality,
 - (b) the designated officers of the municipality, and
 - (c) other employees of the municipality

while carrying out duties relating to any money or security belonging to or held by the municipality.

1997 c19 s3

Signing or authorization of municipal documents

213(1) Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer,

or by a designated officer acting alone if so authorized by council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

1994 cM-26.1 s213

Bylaw

81

Designated officers

210(1) A council may by bylaw establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

(2) Council may give a position established under subsection (1) any title the council considers appropriate.

(3) The bylaw must include which of the powers, duties and functions referred to in subsection (1) are to be exercised by each position.

(4) Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the chief administrative officer.

(5) A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

- (a) no position of designated officer has been established by council,
- (b) the position of designated officer is vacant, or
- (c) this or any other enactment or bylaw refers to a designated officer and the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by council.

1994 cM-26.1 s210

Revocation

211(1) A municipality may revoke with or without cause the appointment of a person to the position of a designated officer.

(2) A designated officer whose appointment is revoked without cause is, subject to any written agreement between the municipality and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

(3) A designated officer whose appointment is revoked with cause is, subject to any written agreement between the municipality and the officer, not entitled to reasonable notice or to compensation instead of reasonable notice.

1994 cM-26.1 s211; 1995 c24 s25

Delegation by designated officer

212 A designated officer may delegate any of the officer's powers, duties or functions under this or any other enactment or bylaw to an employee of the municipality.

1994 cM-26.1 s212

42

Signing Authority

Signing authority, commencing October 2017, and ending October 2021 shall be either Mayor or Councillor and either the Chief Administrative Officer, Assistant CAO/Finance Officer, or FCSS/Recreation Coordinator.

Signing of Agreements

1. An expenditure of funds from the approved operating and/or capital budget that is less than \$25,000 and requires the signing of an agreement, the agreement may be signed by the Town's Signing Authority. A separate Council resolution is not required. The same process would apply to approved operating or capital budget revenue agreements of less than \$25,000.
2. An expenditure of funds from the approved operating and/or capital budget that is more than \$25,000 and requires the signing of an agreement, requires a separate Council resolution before the agreement may be signed by the Town's Signing Authority. The same process would apply to approved operating or capital budget revenue agreements greater than \$25,000.
3. Other agreements such as permits, credit applications etc. may be signed by the CAO or their delegate. This type of agreement does not normally require the Town's formal signing authorities to sign or the affixing of the Town seal to be a legal binding document.

Banking Agreement

1. The current Banking Agreement will be reviewed and renewed every year with ATB Financial, the Town's Financial Institution for banking activities.
2. The Town's Operating Borrowing Bylaw will be renewed once annually for banking credit facility renewal purposes.

Appointment of Auditor

1. Council shall appoint a Town Auditor every three years.

**MINUTES OF THE ORGANIZATIONAL MEETING
OF THE COUNCIL OF ALBERTA BEACH
IN THE PROVINCE OF ALBERTA
HELD IN COUNCIL CHAMBERS
TEMPORARILY LOCATED AT UNIT 5A, 4000 MUSEUM ROAD
OCTOBER 20, 2020 AT 7:00 P.M.**

PRESENT:

Councillor Jim Benedict
Councillor Angela Duncan
Councillor Bud Love
Councillor Daryl Weber
C.A.O. Kathy Skwarchuk

ABSENT:

Councillor Judy Valiquette

CALL TO ORDER:

The Organizational Meeting was called to order by the C.A.O. at 7:03 P.M.

NOMINATION: MAYOR

The CAO declared nominations open and called for nominations for the position of Mayor.
Councillor Love nominated Councillor Benedict.

#164-20

The C.A.O. asked if there were any further nominations.
MOVED BY Councillor Duncan that nominations cease.

CARRIED UNANIMOUSLY

Councillor Benedict accepted the nomination and was declared Mayor.

NOMINATION: DEPUTY MAYOR

Mayor Benedict declared nominations open and called for nominations for the position of Deputy Mayor.
Councillor Weber nominated Councillor Duncan.

#165-20

Mayor Benedict asked if there were any further nominations.
MOVED BY Mayor Benedict that nominations cease.

CARRIED UNANIMOUSLY

Councillor Duncan accepted the nomination and was declared Deputy Mayor.

#166-20

MEETINGS, BOARDS, APPOINTMENTS AND AUTHORITIES:

MOVED BY Mayor Benedict that all meetings, boards, appointments and authorities be confirmed as follows:

MUNICIPAL OFFICE

4935 – 50th Avenue, Alberta Beach

REGULAR COUNCIL MEETING

3rd Tuesday of the month at 7:00 P.M

SIGNING AUTHORITIES

Mayor or Deputy Mayor and the C.A.O. or Municipal Clerk

BANKING AUTHORITY

ATB Financial

AUDITOR APPOINTMENT

Doyle & Company

SOLICITOR APPOINTMENT

Brownlee LLP & Patriot Law

ASSESSOR APPOINTMENT

Dan Kanuka, of Municipal Assessment Services Group

ASSESSMENT REVIEW BOARD

Through agreement with Capital Region Assessment Services Group

LOCAL AND COMPOSITE ASSESSMENT REVIEW BOARD MEMBERS

Members as appointed by Capital Region Assessment Services Group

LOCAL AND COMPOSITE ASSESSMENT REVIEW BOARDS DESIGNATED OFFICER

As appointed by Capital Region Assessment Services Group

DEVELOPMENT AUTHORITY

Kim Kozak, Innovative Planning & Development Services


84

Function: Corporate Services - 03
Department: Finance - 050
Policy No.: 016



Signing Authority - Administration

Effective Date: June 11, 2020
Review Date: June 11, 2025
Cancel: Policy 03-050-011 – Signing Authority - Administration
Resolution #: 345-2020

CAO Signature: 

Purpose: To provide signing authority for County related documents and cheques.

Guidelines:

That Council authorize the Lac Ste. Anne County Chief Administrative Officer (CAO) to sign documents, general and payroll cheques on behalf of Lac Ste. Anne County.

During Absences of CAO

The General Manager of Corporate Services, General Manager of Community and Protective Services, General Manager of Utilities and Special Projects, and the General Manager of Infrastructure and Planning shall be authorized to sign any required document/cheque.

45



C-LS-049

Signing Authority of Municipal Documents

Authority: Council

Effective Date: December 14, 2020

Date Approved by Council: December 14, 2020

Resolution No.: 284/12/20/SP

Future Review Date: 2024

Last Review/Revision: 2006

Responsibility: Legislative Services

References: Chief Administrative Officer Bylaw, Delegation of Authority policy

Replaces: Signing or Authorization of Municipal Documents 178/05/06/SP

1.0 Purpose: To establish signing authority of municipal documents including bylaws, minutes, cheques, negotiable instruments and Agreements.

2.0 Scope: This policy covers authorization of municipal documents for all facets of the Town's operation applicable for all employees and Council.

3.0 Definitions:

"Agreement" means a document, intended to be enforceable by law, that records an arrangement between the Town and one or more other parties to perform a course of action, and includes agreements, contracts, memorandums of understanding, employment agreements, and settlements.

"Negotiable instrument" means a legal document that is payable to the bearer.

4.0 Statement: The Town requires clarity and flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

5.0 Standards:

5.1 Council Minutes and Bylaws (S. 213(1) and 213(2))

Council minutes and bylaws shall be signed by the Mayor and any one of the following in order of succession:

- (a) General Manager, Corporate Services
- (b) Manager, Legislative Services
- (c) Town Manager

The signing authorities may be delegated to anyone acting in this role.

5.2 Board and Committee Minutes (s. 213(2))

Council board and committee minutes shall be signed by the person presiding at the meeting and the Recording Secretary.

5.3 Authorization of Electronic Signatures (S. 213(5))

Council authorizes the use of printed or lithographed signatures for the signing of cheques, bylaws, minutes and other relevant documents.

5.4 Delegation of Signing of cheques and Negotiable instruments (S. 213(4))

Council authorizes the following positions to sign or authorize cheques and Negotiable instruments for amounts included in an operating budget or capital budget or otherwise authorized by Council:

- (a) Town Manager;
- (b) General Manager, Corporate Services;
- (c) General Manager, Community and Protective Services;
- (d) General Manager, Planning and Infrastructure;
- (e) General Manager, Strategic Services, and
- (f) Manager, Financial Services.

Cheques and Negotiable instruments must be signed by two of the above positions.

5.5 Delegation of Signing of Agreements

Council authorizes the Town Manager to sign or authorize Agreements for amounts included in an operating budget or capital budget or otherwise authorized by Council. The Town Manager delegates his authority in the Delegation of Authority policy.

6.0 Policy Review: This policy shall be reviewed by Administration every four years with any changes being recommended to Council for approval.

cao@onoway.ca

From: Town CAO <cao@mayerthorpe.ca>
Sent: November 1, 2021 9:09 AM
To: 'cao@onoway.ca'
Subject: RE: Financial Reports to Council
Attachments: II-004 Financial Controls July 26, 2021.pdf

Hi Wendy,

Please find attached Mayerthorpe's Financial Controls Policy II-004.

Administration provides the following as of each month end:

Bank Reconciliation
Statement of Revenue and Expenses Operating
Statement of Revenue and Expenses Projects
AP Cheque listing
Balance Sheet

Please note that the Town's budget is a summarized function budget, not like the full detailed budget of the past. If you wish you can look at Mayerthorpe's budget here: <https://www.mayerthorpe.ca/public/download/files/179719>

I hope this helps and answers your questions.

Karen St. Martin, CAO, CPM, CLGM
Town of Mayerthorpe
Box 420
Mayerthorpe, Alberta, T0E 1N0
Phone: 780-786-2416 (Ext. 222)
Fax: 780-786-4590
cao@mayerthorpe.ca



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"Success isn't magic or hocus-pocus; it's simply learning how to focus."

From: cao@onoway.ca <cao@onoway.ca>
Sent: Sunday, October 31, 2021 12:53 PM

TITLE:	Financial Controls	
POLICY NO.:	II - 004	
APPROVAL:	September 1999	
EFFECTIVE DATE:	October 22, 2012	
AMENDED DATE:	October 22, 2012	May 24, 2016
	October 15, 2013	October 24, 2016
	December 9, 2013	May 28, 2018
	March 29, 2016	June 24, 2019
	March 23, 2020	July 26, 2021
	REVIEW DATE:	October 15, 2012
	November 18, 2013	January 15, 2018
	March 21, 2016	May 22, 2018
	May 16, 2016	June 17, 2019
	March 16, 2020	May 19, 2020
	July 19, 2021	
SUPERSEDES POLICY NO.:	II-006, II-007, II-009, II-011	

POLICY STATEMENT: The Town of Mayerthorpe wishes to ensure that the municipality's cash resources are managed effectively and efficiently by maintaining financial controls.

PURPOSE: To maintain the Town's stable financial position.

PRINCIPLES:

1. Project, reserves, non-operating grants, and donations shall be held in separate general ledger accounts. On a quarterly basis, interest rates for investments will be reviewed and funds will be invested separately if warranted.
2. Financial reporting shall be provided to Council by the last regular Council meeting of each month as information. Financial reports shall include the following:

89

- a. Statement of Revenue and Expenses - Operating and Capital in a budget-to-actual comparison and in a department-level format.
 - b. Monthly Bank Reconciliation.
 - c. Month-end Balance Sheet, when available.
3. The cheque register listing the payees and the amounts for each cheque shall be provided to Council at each Regular Council meeting as information, within guidelines of the Freedom of Information and Protection of Privacy Act.
4. An annual audit of the Town's financial statements will be performed.
5. The main tools for ensuring that financial controls are in place for funds to be expended appropriately:
- a. the annual budget processes
 - b. review and signing of cheques
 - c. annual external audit
 - d. unbudgeted expenditure process
 - e. inventory maintenance
 - f. collection of revenues
 - g. Overdue Account
 - h. Write-Offs of Uncollectible Amounts
6. Signing authorities shall be reviewed and authorized at every organizational meeting.

PRINCIPLE DETAILS:

Budget

Capital budgets will be prepared annually. Operating Budgets will be completed over a 3-year period and reviewed annually. Council will provide direction and adopt the budget when they are satisfied with the content.

90

Signing Authority

Signing authority, commencing October 2017, and ending October 2021 shall be either Mayor or Councillor and either the Chief Administrative Officer, Assistant CAO/Finance Officer, or FCSS/Recreation Coordinator.

Signing of Agreements

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1. The current Banking Agreement will be reviewed and renewed every year with ATB Financial, the Town's Financial Institution for banking activities.
2. The Town's Operating Borrowing Bylaw will be renewed once annually for banking credit facility renewal purposes.

Appointment of Auditor

1. Council shall appoint a Town Auditor every three years.

2. An extension or renewal to a contract may be provided at the discretion of Council.
3. In 2021, Council appointed Metrix Group, LLP as Town Auditor commencing with the yearend December 31, 2021 and concluding with yearend December 31, 2023.

Inventory Maintenance

An updated inventory of capital assets is to be maintained to account for all items belonging to the Town so that they may be adequately insured and recorded in the financial statements.

1. Each Department shall be required to take an annual inventory of vehicles, equipment and goods owned by the Town as of December 31.
2. The inventory shall list the item, identification (i.e., make, model and serial number) and a replacement cost.
3. The asset listing shall be submitted to the Chief Administrative Officer in the initial stages of the Budget process.
4. Any obsolete or unnecessary capital assets shall be identified for possible disposal.
5. A listing of all capital assets identified for disposal (except land) will be accumulated and presented to Council for approval prior to advertising for tender. Offers to purchase capital assets must be made in writing to the Town as per the instructions outlined in the advertisement.
6. Non-Capital Assets identified for disposal may be sold via Online Government Surplus Auctions (GovDeals.com) for a reasonable cost approved by the Chief Administrative Officer.

Disposal of Municipal Land

1. Definitions:
2. "Appraisal" means an official valuation of property by an authorized person.
3. "Direct Sales" means the sale of municipal lands that has been initiated by a potential buyer.
4. "Land" includes all municipal properties whether vacant or land containing buildings.
5. "Public Sales" means the sale of lands that the Town is actively trying to

92

- dispose of.
6. The disposal of municipal lands will be considered in the context of the overall policies of the Town including the Land Use Bylaw, Municipal Development Plan, Strategic Plan and Provincial and Federal Brownfield Regulations.
 7. The sale of land may be initiated by either the Municipality (Public Sale) or by an individual, company or organization that is interested in acquiring the Town's land (Direct Sale).
 8. The Chief Administrative Officer or designate may choose to market Municipal properties as outlined in the Town's Communications and Advertising Policy.
 9. All matters related to the disposal of the Municipal Property shall meet the requirements of Part 3, S. 70 of the *Municipal Government Act*.
 10. All inquiries made with regards to the purchase of municipally owned property shall be directed to the Chief Administrative Officer or designate.
 11. All decisions on the disposal of municipally owned lands shall be made by Council. Council will determine how they wish to proceed based on the terms of the offer. If Council elects to sell the lands and/or improvements, the Chief Administrative Officer or designate shall have an appraisal done on the subject property to assist in establishing the fair market value price.
 12. A Notice will be placed in the local newspaper for 2 consecutive weeks advising of the intended sale of the property to allow residents the opportunity to appeal.
 13. The Chief Administrative Officer or designate shall complete the sale agreement process upon satisfaction of matters related to conditions.

Collection of Revenues

Revenues may be collected in cash, cheque, money order, debit card or electronic transfer.

1. Payments received in cash, cheque, money order or debit card will be recorded on the date received in the Town Office. Payments received by mail will be recorded on the post-marked date.
2. Payments received via electronic transfer will be recorded on the payment date as reported by the financial institution report.
3. If a banking report has invalid information (i.e., incorrect account number),

93

the payer will be contacted and provided 48 hours to remediate the payment. If no direction or resolution has been received within the 48 hours, the payment will be returned to the paying Financial Institution.

4. Transfers to/from utility and tax accounts require authorization by the payer and/or resident, via email, in-person, or fax.
5. Payment received via a post-dated cheque is accepted if dated within the 30 days prior to the Utility Bill due date. Any other post-dated cheques will not be accepted, except for the Tax Instalment Payment Plan.
6. After 2 cheque payments are processed from a payer within a year, and are returned Non-Sufficient Funds (NSF), cheques will no longer be accepted from that said payer for a year from the date of the last NSF cheque received.

Overdue Accounts

Collection Method for Outstanding Accounts Receivable (AR) relating to invoices issued for all departments except for taxes, fire invoices and utility bills.

7. Payment of AR invoices shall be due within one month of the invoice date. On the day after the one month (30/31 days), the invoice is considered overdue.
8. An AR overdue amount reminder (Month end Account Receivable Statement) is sent for the next two-month end periods.
9. Finance charges will apply to AR invoices as outlined in the Miscellaneous Rates and Fees Bylaw.
10. The Chief Administrative Officer or designate has sole authority to initiate the collection of any AR overdue account.
11. The Chief Administrative Officer or designate shall determine which collection method shall be employed for an overdue AR account.
12. The Chief Administrative Officer or designate will have sole authority to reverse any finance charges on an overdue AR account.
13. If a customer has an outstanding AR amount on which payment could not be arranged or made, and the Town has an outstanding payable to the same customer, the customer's accounts payable may be off set (i.e., reduced) against the customer's receivable amount.





Mayerthorpe

Policy Manual

Section: Administrative

Policy: II-004

Write-Offs of Uncollectible Amounts

14. A receivable is deemed uncollectible if all appropriate efforts to obtain payment have been exhausted.
15. At year-end, Finance Department will determine actual write-offs for processing with the auditor during year-end procedures.

End of Policy.

95



2021 Budget Highlights and Financial Report

"Everybody's Community"



96



INDEX

	Page
Mayor's Message	3
Leadership	4
Municipal Strategic Plan	5
Budget Highlights	12
Department Service Levels and Enhancements	
Council	14
Administration	15
Fire	16
Disaster Services	18
Bylaw Enforcement	19
Police	20
Public Works	21
Water	24
Sewer	26
Storm Sewer and Drainage	28
Solid Waste	29
Public Transit	30
Family and Community Support Services	31
Cemetery	32
Planning	33
Land and Environmental	34
Economic Development	35
Recreation	36
Culture	39
Project Plan Projection	40
Operating Budget (3-year)	45

97



**MAYOR'S MESSAGE
2021 BUDGET**



**2021 MUNICIPAL TAX RATE REDUCTION RESULTS IN 2021
OPERATING EXPENDITURE REDUCTION**

Unprecedented. It is a despicable term, but apt given our current reality. The economic downturn, fuelled by the energy sector crash and the COVID19 pandemic have left many in unimaginable financial peril.

Your Town Council recognizes the pressure these trying times have placed on many in our community. To that end, Council made fiscal adjustments aimed at lessening the financial impact on your tax notice.

Following its usual procedure, Mayerthorpe Town Council passed the 2021 Operating and Capital Budgets in November of 2020. Strong financial controls and prudent fiscal management enabled your Town Administration to present a balanced budget. Despite a drastic reduction in assessed property values (over \$7M) and the download of policing costs (\approx \$23K in 20/21), increase in utility and fuel costs because of increased federal Carbon Levy, and reduced provincial grant-in-lieu of municipal taxes specific to provincial properties, the Town's 2021 budget intended a scant 2.00% increase over last year to keep pace with inflation plus 1.56% for policing costs totalling 3.56% increase to municipal taxes.

The loss in assessment results in a loss of revenue for the Town. Council and Administration wrestled with how best to manage the shortfall. Faced with difficult decisions, Council considered all possibilities, including reducing services, increasing fees and, of course, raising taxes.

Ultimately, your Council arrived at the following solution, combining several measures to ensure our budget is balanced as required by the *Municipal Government Act*.

- Reduce/cancel transfers to the following reserves totalling \$26,000:
 - Fire - \$10,000
 - Public Works - \$10,000
 - Emergency Response Centre - \$2,500
 - Bylaw - \$2,500
 - Public Transit - \$1,000;
- COVID19-related service reduction impacting West End Bus and the Seniors' Taxi;
- COVID19-related service reduction impacting Mayerthorpe Exhibition Centre and Mayerthorpe Aquatic Centre;
- Hiring freeze on non-essential positions;
- Decrease Residential and Non-Residential Tax Rates by 0.5 each resulting in a reduction in 2021 Municipal Tax collected of \$41,511.41, which results in a net increase of 0.86%; and
- Any other measures required to reduce the 2021 Operating Budget.

98



There was no perfect solution. Your Council believes that, by using a combination of mechanisms, we can redistribute the burden and mitigate the effects on ratepayers, infrastructure, and operations. I hope this note has provided some information. Please do not hesitate to reach out on social media. I am, as always, available to chat.

Take care, stay safe and be kind.

Respectfully,
On Behalf of Council

Mayor Janet

LEADERSHIP

Your elected Council is listening and has identified community issues essential to moving Mayerthorpe forward. This Strategic Plan sets our priority long-term outcomes and goals for Mayerthorpe. They are supported by strategies, targets and a system of regular reporting on actions and results. This is strong, focused elected leadership.



From left to right:

Councillor Hagman, Councillor Burns, Councillor Greenwood,
Mayor Jabush, Councillor Morton, Councillor Jogola, Councillor Davidson

99



VISION AND MISSION

Many organizations have a Vision and Mission. Our statements guide Mayerthorpe Council and staff. Our vision statement defines where we are going (our future state). Town of Mayerthorpe's mission statement sets out our key overall role as an organization.

VISION STATEMENT

Mayerthorpe will adapt and evolve to celebrate its history while growing its future.

MISSION STATEMENT

Mayerthorpe will serve its residents, businesses, and visitors through leadership and partnership while embracing opportunities for current and future generations.

OUR VALUES

In advancing our Strategic Plan, Mayerthorpe Town Council and Administration believe:

THE heart of Mayerthorpe is **its people**.

We work **cooperatively** to build and preserve our community.

We embrace and encourage unity, dedication and **progress**.



100



PRIORITY AREAS, GOALS, TARGETS AND ACTION PLANS

In this Strategic Plan, Mayerthorpe Town Council has decided to focus on a few priority areas. Town Council recognizes that the community expects more or is not fully satisfied currently in these areas. These areas are:

- Economic development;
- Communications and marketing;
- Municipal services;
- Infrastructure maintenance/renewal.

These areas of primary attention were decided because of their overall importance to our future. We believe these areas need a high degree of attention and effort to build a sustainable future for Mayerthorpe.

Each area has an Outcome Statement which describes the targeted result for the community in 10-15 years. It's important to measure progress towards these outcomes. Each area has goals and measurable targets to help everyone focus their efforts and track progress towards the outcome.

In a supporting document, Mayerthorpe's Administration has developed action plans for each outcome area to report on progress quarterly to Town Council and annually to the community, using the format below:

GOAL #	ACTIONS	LEAD PERSON	INVOLVE WHO?	PRIORITY TIMING S M L**	STATUS

**S - Short Term (within 1 year); M - Medium Term (within 3 years); L - Later/Long-Term (within 5 years)

101



PRIORITY AREAS

(A): ECONOMIC DEVELOPMENT

Outcome Statement in 2030:

Our community is growing (in population) together by attracting long-term, quality employment in our region through/by fostering and encouraging investment and business start-up.

Goals:

- (A.) Encourage local spending and economic benefits to foster small business (existing and growth).
- (B.) Attract primary employee businesses.
- (C.) Re-establish a business network like the Chamber of Commerce (to improve communication and support the interests of the business community).
- (D.) Ensure adequate available housing for workers arriving for growth.

Targets:

OVERALL: Population – grow 3% by 2021.

- 1) Two (2) new businesses per year, based on total business licenses.
- 2) Gasoline Alley North 25% occupied by 2021.
- 3) At least one (1) new primary employer that employ ten (10) or more staff by 2021.
- 4) Annual small business meeting to network and share, re-establish Chamber of Commerce by 2021.
- 5) Park Avenue Subdivision 50% sold by 2021.

Strategies (How):

- Align and incorporate goals and activities/objectives with Economic Development Strategic Plan.
- Have Council oversee economic development for now.
- Celebrate improved services that support businesses.
- Collaborate and maintain partnerships.
- Encourage customers to come into downtown from Gasoline Alley North.
- Put more staff time and resources into economic development (in-house, partnerships, etc.).
- Encourage bringing new housing lots to market (Park Avenue and Mills Acres).
- Sites for major primary employers—Railway lands, Gasoline Alley North, south of Gasoline Alley North, and east of Mayerthorpe.
- Support Gasoline Alley North owners to attract site developers and downtown vacant building owners to attract tenants.



(B): COMMUNICATIONS AND MARKETING

Outcome Statement in 2030:

Citizens of Mayerthorpe and area are strongly connected to community emotionally. With information, they:

- Are enthusiastic and informed about municipal operations;
- Engaged more in community;
- Have mutual trust with municipal leaders.

Goals:

- (A.) Continue to market the positive to those citizens that are receptive to change and change negative to positive for those resistant to change.
- (B.) Increase trust relationship between Council and citizenry thru visibility and win-win approaches.
- (C.) Expanded citizen engagement in community and municipal matters.
- (D.) Address rebranding, including logo, website and signage.

Targets:

- 1) More positive and informed comments by citizens on social media and in community.
- 2) Voter and forum turnout, quantity of feedback on municipal proposals, etc.
- 3) More volunteers and volunteer group cooperation.
- 4) Improving community engagement survey ratings from a regular citizen survey that measures citizen information awareness and engagement. A broadly supported, rallying message and image as Mayerthorpe approaches its 100th Anniversary in 2027.

Strategies (How)

- Survey citizens generally and as volunteers.
- Be bold and emotive.
- Promote attractions and successes, including behind the scenes victories.
- Transition the negative into something positive (learn).
- Use MY MAYERTHORPE as a primary municipal communication method.
- Educate citizens on municipal service levels and opportunities for participation on community boards and public consultation initiatives.
- Partner with businesses on community image marketing.
- Municipal leaders to role model and foster inclusive approaches.
- Value diversity of views, cultures...no right and wrong, just differences to be reconciled or optimized.

103



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

- Municipal government (Councillors and Administration) “go to” citizens with major issues/proposals seeking feedback before decision.
- All councillors become aware of Facebook activities on My Mayerthorpe, available to comment and be reached electronically by citizens.

(C): MUNICIPAL SERVICES

Outcome Statement in 2030:

People are passionate and positively, emotionally attached to our community’s municipal services.

Goals:

- (A.) Citizens are satisfied with level of municipal services.
- (B.) New infrastructure to provide additional services is invested in on a prioritized, strategic basis. When possible, municipal services (and infrastructure) are enhanced to address citizens wants and support long-term sustainability.
- (C.) Municipal regulations are reviewed and updated to address current and future needs of overall community.

Targets:

- 1) Surveys, outcome measurements (% of complaints), increase in public participation, and including increased community board members.
- 2) Support the development of the following infrastructure priorities this electoral term (2017-2021):
 - i. Park Avenue Playground rebuild.
 - ii. Recreational vehicle Sani-dump.
 - iii. Fitness Facility (outdoor/indoor) —if community-group led.
 - iv. Skateboard Park—if community-group led.

(Additional infrastructure not prioritized for this electoral term were a larger library, more sidewalks, fountain/welcome sign/site, trestle lookout/day use area, and covered pool. Council felt they could be supported if opportunities arise.)

Strategies (How)

- Toot our own horn on existing municipal services provided and condition of supporting municipal infrastructure.
- Celebrate improved services and initiatives that support businesses.

104



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

- Support community led initiatives that will construct infrastructure priorities.
- Consider private sector partnerships to build and possibly operate some infrastructure priorities.
- Promote financial efficiency in service costs, use regional service models where most efficient and effective.
- Complete inter-municipal cooperation frameworks, which would include encouraging shared services and financial contributions from municipal partners where services benefit residents or industry past Mayerthorpe's municipal boundary.
- Ensure overall community is well served with any municipal by-law and regulation updates.

(D): INFRASTRUCTURE MAINTENANCE AND RENEWAL

Outcome Statement in 2030:

All infrastructure is revitalized and upgraded to preserve existing services and accommodate growth.

Goals:

(A.) Adequate funding to preserve infrastructure is planned for.

Targets:

- 1) Financial indicator of Mayerthorpe's infrastructure assets net book value is strong.
- 2) Municipal infrastructure renewal is timely and well financed.
- 3) New infrastructure is in place and well used.

Strategies (How)

- Have a sound municipal infrastructure plan and act on the priority items.
- Ensure adequate core municipal infrastructure funding is available from municipal reserve funds, grant applications, and development agreements/contributions.
- Undertake paving and sidewalk enhancements when priority storm sewer pipe and drain upgrades are done.
- Explore and advance an infrastructure improvement initiative for land north of CN Rail tracks.
- Explore opportunity to assess Mayerthorpe street lighting to assess deficiency areas and cost to enhance.



2021 BUDGET HIGHLIGHTS

YEARLY COMPARISON

Overall Operating Budget Decrease – 0.06%

2021 REVENUE

Municipal Taxes (overall 2.00% Increase)

- Residential Assessment Base decrease 9.93%
- Non-Residential Assessment Base decrease 0.35%
- Residential Municipal Tax Rate increased 9.86%
- Non-Residential and Industrial Municipal Tax Rate increased 1.97%
- One Minimum Tax Rate of \$880.00 applied to specific tax classes and sub-classes

Grant Revenues

- 2021 projected Provincial/Federal Grants include Municipal Sustainability Initiative (Capital and Operating), Gas Tax Fund
 - Based on 2016 Census population of 1,320

2021 EXPENSES

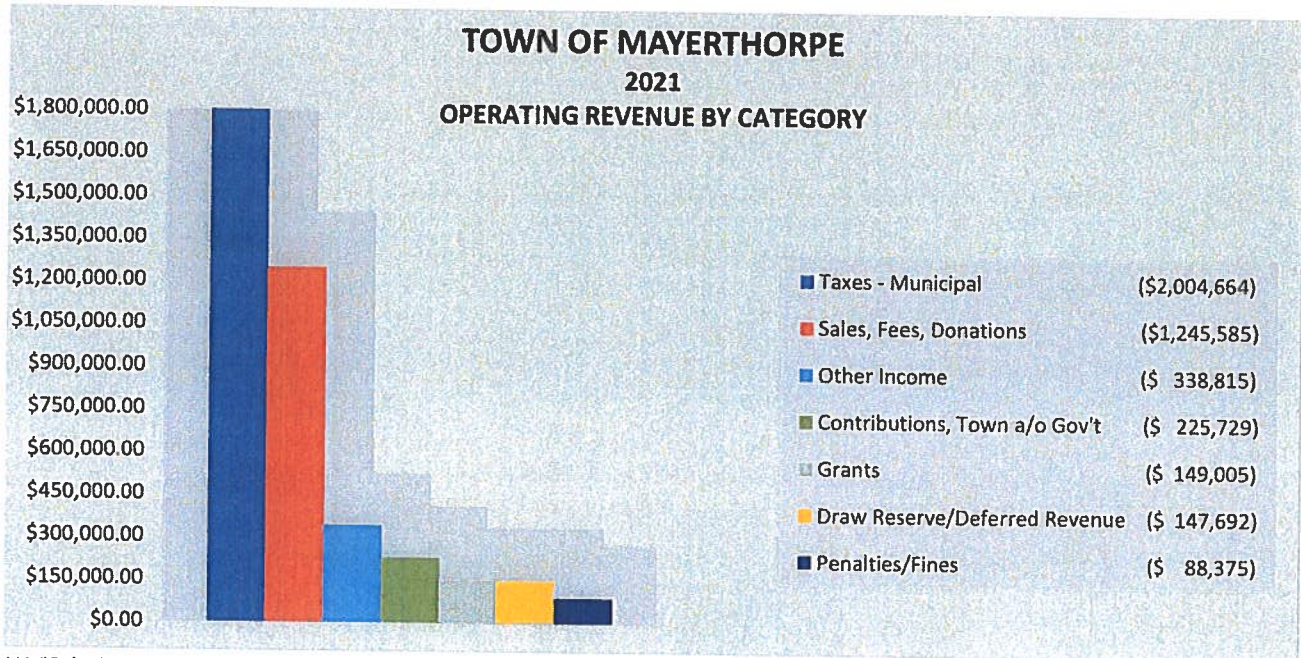
- Maintain fuel and oils budget to accommodate new Federal carbon tax levies
- Annual Cost-of Living increase to salary and non-salary wages as per Policy
- Decrease in Department reserve transfers

Requisitions

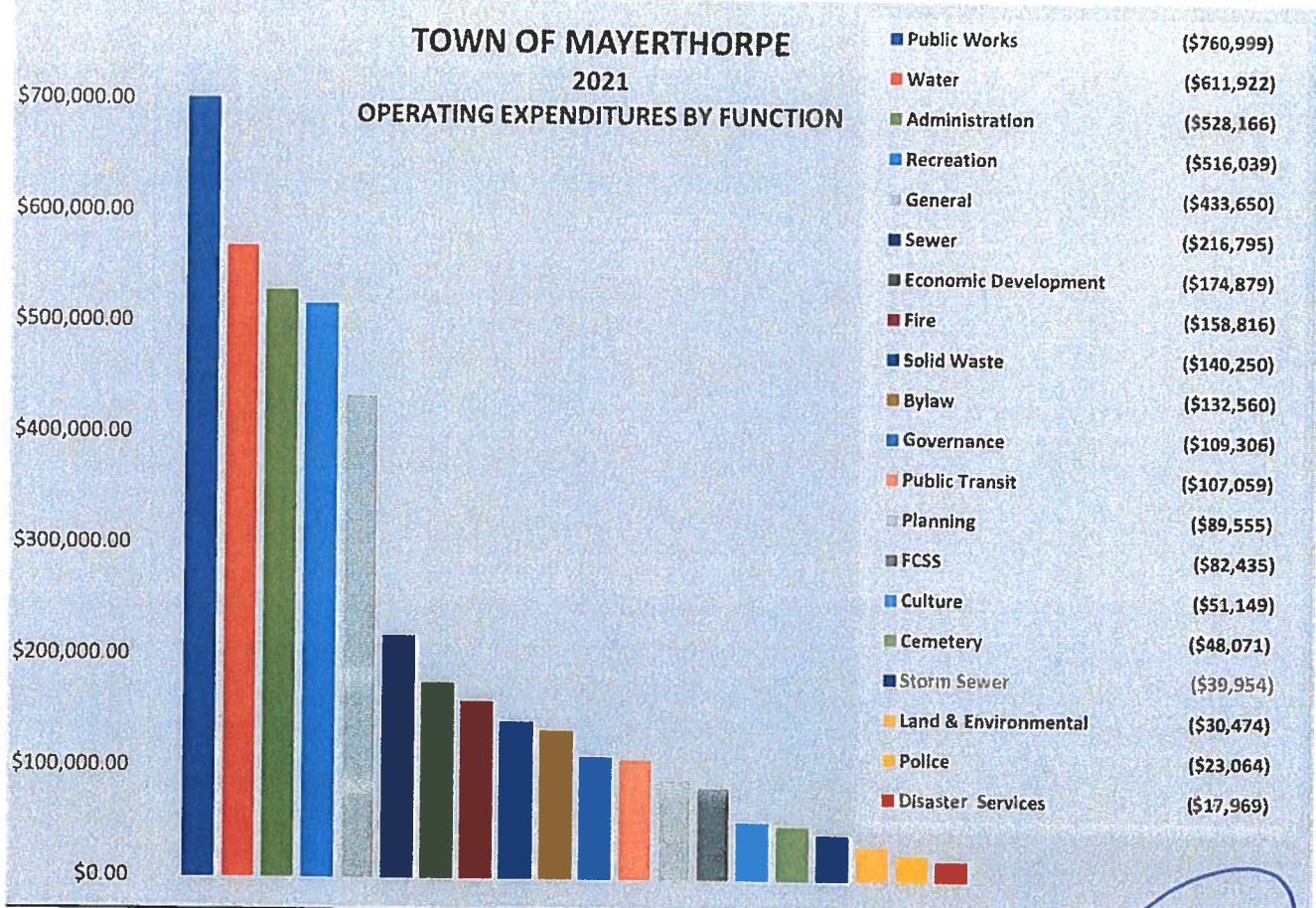
- Alberta School Foundation Fund requisition increased by 0.38%
- Seniors Foundation requisition decreased by 0.23%
- Designated Industrial Property Requisition increased by 3.47%



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT



*** "Sales" is income generated from collection of fees for public services. Examples include but are not limited to fees for programs, utilities, services, etc.



107



CAPITAL PROJECTS

Major Projects to be completed in 2021 to include:

- New Sidewalk Installation (1) and Boulevard Redevelopment (1)
- Final Exterior Upgrades to Diamond Centre
- Continue with Park Site Upgrades and Walking Trail
- Inter-Municipal Development Plan with Inter-Municipal Collaboration Framework (with Lac Ste Anne County)
- Regional Emergency Training & Exercising
- Complete Skateboard/BMX Park
- Crosswalk Light Installation on 52 Street (at 46 Avenue)
- Pavement Extension on 42 Street
- Council Chambers Relocation in Town Office
- Asset Management (Phase II)
- Upgrade Bulk Water Station Operating System
- Water Valve (CC) Replacement
- Enabling Accessibility in 3 Town buildings (Exhibition Centre, Diamond Centre and Library (former Fallen Four Memorial Building))
- Construction of a Vestibule for East doors at Library (former Fallen Four Memorial Building)



DEPARTMENT SERVICE LEVELS AND ENHANCEMENTS

Council

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	-	-	-
TOTAL EXPENDITURES	109,306	112,751	111,751
NET COUNCIL	(109,306)	(112,751)	(111,751)

Service level for Council is based on seven elected officials: one Mayor, one Deputy Mayor and five Councillors. Councillors attend two Regular Council meetings a month, one Policies and Priorities Committee meeting per month, one Organizational Meeting per year and special meetings to address imminent items. Council members also attend various committee, boards, and commission meetings in accordance with Procedural Bylaw No. 1114 to provide leadership in public service in a timely manner. Council conduct is governed by Code of Conduct Bylaw No. 1062 to enable Council to function in respectful and cohesive manner. Council members are required to disclose anything that may put them in a position of pecuniary interest which is governed by Disclosure Bylaw No. 1079.

Honorariums	
Mayor - \$570 x 12	6,840.00
Councillors - 6 x 12 x \$285	20,520.00
Sub Total	27,360.00
Plus: Meetings (as listed below)	55,491.00
TOTAL	82,851.00

109



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

General Administration

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	28,620	29,370	29,370
TOTAL EXPENDITURES	528,166	538,075	547,847
NET ADMINISTRATIVE	(499,546)	(508,705)	(518,477)

Service level for General Administration is based on provision of services including management, payroll, accounts receivable, utilities, accounts payable, taxation, assessment, municipal administration, legal, benefits & insurance, risk management, auditor, office equipment & supplies, postage, training, and building maintenance. This service is provided by four full-time staff members being the Chief Administrative Officer, Assistant CAO/Finance Officer, Utility/Taxation Clerk, Municipal Secretary and part-time Finance Support Clerk.

Enhancement to service levels in 2021 include:

- Replacement of Backup Server
- Implementation of iCity On-line for utility and tax account access

110



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Fire

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	-	-	-
TOTAL EXPENDITURES	109,306	112,751	111,751
NET COUNCIL	(109,306)	(112,751)	(111,751)

Service level for the Mayerthorpe Fire Department is established by Bylaw No. 954 being the Fire Services Bylaw, Policy No. IV-002 Mayerthorpe Fire Department Standard of Service and the applicable Procedure No. IV-002.001 Mayerthorpe Fire Department Standard Operating Guidelines.

Fire Department personnel includes a Fire Chief, Station Captain, 3 Lieutenants, and a compliment of 19 volunteer firefighters. Additionally, the Mayerthorpe Fire Department also has two students enrolled in the established Cadet program.

Apparatus includes:

- 2003 freightliner Triple Combination 4000 litre per minute Fire Engine, certified to NFPA 1901 standards (firefighting foam capabilities)
- 2009 Freightliner Medium Rescue Unit providing all forms of rescue services including vehicle extrication (Jaws of Life), lifting and stabilization of heavy loads and rope rescue.
- 2016 GMC sierra Assistance Vehicle Crew truck
- Other apparatus accessible under the mutual aid agreement with Lac Ste. Anne County includes:
 - 2004 Freightliner Triple Combination 5000 litre per minute Fire Engine, certified to NFPA 1901 standards (with firefighting foam capabilities).
 - 2012 Freightliner Tanker Truck with a 3000 litre per minute pump and certified to BNFFPA 1901 standards.

Mayerthorpe Fire Department continues to support its members with 12 sets of self-contained breathing apparatus (updated in 2019), its own in-house breathing air compressor, thermos-imaging cameras, gas detection devices, and up-to-date personal protective equipment. All equipment is certified and maintained in accordance with all standards, regulations, codes and best practice.



Fire (cont.)

Mayerthorpe Fire Department members undergo training to support our communities Level of Service requirements under the following standards: National Fire Protection Association 1072 Hazardous Materials Response Awareness, and Operations, 1001 Professional Firefighter Qualifications Level 1 and 2 1002 Driver Operator and Pump Apparatus Operator, 1006 Rescue, 1021 Officer, 1041 Fire Service Instructor, 1051 Wildland Firefighter, 1403 Live Fire Training, and 1500 Occupational Health and Safety, Workplace Hazardous Materials Information System, Standard First Aid, Advanced First Aid, Transportation of Dangerous Goods, Air Brakes, Freedom of Information and Protection of Privacy, and Incident Command System 100.

2021 service level will not change; however, enhancements to facility training have been incorporated or are planned in the following areas:

- Purchase of a Portable Exterior Vehicle Fire Training Prop
- Installation of Live Fire Hydrant for training

112



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Disaster Services

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	-	-	-
TOTAL EXPENSES	(17,969)	(18,286)	(18,481)
NET DISASTER SERVICES	10,651	11,084	10,889

Service level for Disaster Services is established by Bylaw No. 1110 which established the Disaster Services Agency, Municipal Emergency Plan, and Training (Basic Emergency, ICS 100, 200, 300, Public Information Officer, Disaster Social Services, Table-Top Exercises, and Emergency Responder meetings). This service is being facilitated by the Chief Administrative Officer in the interim. The Town has updated the Town's Disaster Plan, updated handheld radios, and completed mutual aid agreements with neighbouring municipalities.

Enhancement to service levels in 2021 includes:

- Implementation of Pet's Plan and Re-entry Plan
- Tabletop Exercise
- Annual Emergency Management Agency meeting
- Purchase of Portable Light Tower

113



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Bylaw Enforcement

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	74,975	74,975	74,975
TOTAL EXPENSES	132,560	134,414	136,293
NET BYLAW ENFORCEMENT SERVICES	(57,585)	(59,439)	(61,318)

Service level for Bylaw Enforcement is established by the Solicitor General Community Peace Officer Program, Bylaw No. 992 and Bylaw No. 1107, Policy No. IV-003 Peace Officer Standard of Service, Procedure No. IV-003.01, and annual setting of priorities by Council including but not limited to the following bylaws and amending bylaws:

- Hawkers and Peddlers Bylaw No. 1041
- Traffic Control Bylaw No. 1063
- Property Maintenance Bylaw No. 1076
- Unsightly Premises Bylaw No. 1077
- Fire Works Bylaw No. 955
- Community Standards Bylaw No. 1051
- Responsible Pet Ownership Bylaw No. 1104
- Cannabis Consumption Bylaw No. 1095

This service is provided by one permanent part-time Community Peace Officer with established regional agreements to provide Bylaw services for five Summer Villages within Lac Ste. Anne.

Enhancement to 2021 service level includes:

- Justice Transformation Initiative
- Implementation of E-Ticketing
- E-Ticketing Software and Printer

114



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Police Services

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	-	-	-
TOTAL EXPENSES	23,064	34,620	46,127
NET POLICE SERVICES	(23,064)	(34,620)	(46,127)

Service level for Police Services (RCMP) is established by the Provincial Government through Alberta Justice and Solicitor General. It is reported that a provincial police advisory board will be formed, which will include one Rural Municipalities Association and one Alberta Urban Municipalities Association representative from each of the four RCMP districts in Alberta.

115



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Public Works

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	135,971	136,642	137,220
TOTAL EXPENSES	720,592	732,324	743,731
NET PUBLIC WORKS	(584,621)	(595,682)	(606,511)

Service level for Public Works consists of 4 full-time (year-round) staff comprised of a Public Works Supervisor, a Public Works Lead Hand, an Equipment Operator, and a Labourer. The department is supplemented by summer students, casual labourers, and contractors. The Town has hired a local business in Contract Operator services to maintain the current level of service for grading and snow removal.

Public Works maintains the Town buildings, as well as road, water, sewer, and storm water infrastructure.

ROADS

- 120,462.3 m² of Asphalt Roads
- 92,871.2 m² Gravel Roads
- Sidewalks, Boulevards, Trees, and Grass

Year-Round Service

Service level provides for keeping roads maintained, safe and accessible year-round.

Summer Maintenance

Service level is based on grading of Gravel Roads:

- a minimum of twice monthly as weather permits
- application of calcium once yearly in spring (grading thereof when roads are moist)
- street sweeping in accordance with Policy V-009 Street Sweeping, as weather permits, Main Street and associated side streets bi-monthly and all other streets as needed
- line painting of designated crosswalks twice per season
- pothole patching and tarring of pavement on an ongoing basis throughout the year

Grading service levels may be altered due to above-average precipitation prohibiting grading, allocation of resources to in-house capital projects, or overarching priorities i.e., Water Main breaks, emergencies, etc.

116



Public Works (cont.)

Winter Maintenance

Service level is based on Policy V-001-Snow Removal which prioritizes as follows:

- Performing "sweep through" for emergency access: Emergency Response Center, Hospital, Pleasant View Lodge, Extencicare, RCMP and School Bus routes
- Actual "Snow Removal": Downtown commercial routes, school routes, emergency routes, major arteries, residential (with alternate priorities being that the same area is not always the last area plowed)
- Cleaning of charged lots

Winter road maintenance service level may be altered due to water main breaks requiring allocation of staff resources. Sanding of primary collector and arterial road intersections is performed when icy road conditions warrant sanding.

Service level for roads has improved with the implementation of the Boulevard Redevelopment Policy V-016 providing for reshaping, standardizing road width, ditching, and re-establishment of boulevard. This program reduces the amount of gravel, amount of maintenance; improve drainage, and volume of calcium being applied to the standardized road surface. Standardized road surfaces are outlined in the Municipal Development Plan. In 2020, the town contracted the supply of operator and grader services to enable consistent and focused service while crating capacity in Public works to focus on other duties.

Intersection, Crosswalk, and Road Inspections

Service levels for Crosswalk and Road Inspections is established by Policy V-007. Public Works performs daily inspections of Town roads.

SIDEWALKS

Service level for sidewalks is established by Policy V-012 Sidewalk Inspection and Maintenance. The Town annually allocates operating funds for sidewalk repairs and if funding permits, capital funding for sidewalk replacement or construction. Sidewalk trip hazards are spray painted annually during the summer; severe trip hazards are identified and earmarked for repair in the annual operating budget.

Enhancements to service levels for 2021 include:

- Lighted Crosswalk on 52nd Street at 46th Avenue
- New sidewalk on south side of 46th Ave west to Library



Public Works (Cont.)

BOULEVARD REDEVELOPMENT

Service level for redevelopment of boulevards is established by Policy V-016 Boulevard Redevelopment Standards. The Town allocates operating funds annually to reshape abutting gravel roads, seed boulevards, and plant trees.

TREE REMOVAL AND TRIMMING

Service level for tree removal and trimming is established by Policy V-008 Tree Removal and Trimming. The Town annually allocates funding to remove or trim trees on public boulevards that are a hazard to the public.

GRASS

Service level for Grass Maintenance is established by Policy – V-011 Grass Maintenance.

TOWN BUILDINGS

Town Office

Service level is based on provision of space to perform basic local municipal government services. The Town Office occupies the top floor of the building and provides adequate space for staff. In 2021, Council Chambers was relocated to the lower level of the building and two new offices were constructed in the old Council Chambers area which also allowed for the remaining room to be repurposed to a staff meeting room. The lower level of the Town Office is now the newly-constructed Council Chambers. The Town Office was constructed in 1979 and is now 42 years old. The Town Office provides for Public Parking along 52nd Street, at the rear of the Town Office, and a Public Parking Lot on public lands north of the Town Office.

Community Services Building

Service level is based on provision of space to perform Family and Community Support Service and Recreation Programs. The Community Services Building was constructed in 1975 with recent upgrades to meet current Alberta Code requirements. This building provides space for the Family and Community Support and Recreation department programs. There is also a meeting space for community group use.

Public Works Shop

The Public Works Shop was constructed in 1999 to provide adequate housing of Town-owned equipment, Public Works Supervisor Office, Staff Room, Signage/Utility Supplies Room, Mud Room, and overhead storage platform.

118



**TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT**

Water

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	26,500	26,500	26,500
TOTAL EXPENSES	39,954	40,226	40,501
NET STORM SEWER & DRAINAGE	(13,454)	(13,726)	(14,001)

- 1 Water Treatment Plant
- 6 Raw Water Supply Wells
- 15,616 meters of Pressure Water Mains
- 4,891 meters of Supply Lines
- 161 Valves
- 57 Hydrants
- Remote Water Meters

WATER TREATMENT PLANT, RAW WATER SUPPLY WELLS, WATER MAINS, SUPPLY LINES, VALVES, HYDRANTS, REMOTE WATER METERS

Water Treatment Plant

Service level in provision of safe and potable drinking water to the residents of the Town of Mayerthorpe is established via Bylaw No. 1046 being the Utility Bylaw which was put into force in October of 2016. The plant includes a bulk water fill.

Water Treatment Plant operation is in accordance with Plant Design Specifications, Alberta Environment and Water’s Drinking Water Quality Standards for municipalities, and Alberta Health Services Public Health Standards. The Town currently has two full-time staff accredited with Municipal Operator Certification Level I & II Water Treatment, Wastewater Collection and Treatment, Water Distribution, and Water Well Operation & Maintenance.

Enhancement in service levels includes:

- Treated water storage increased by 1,025,000 litres for a total of 3,749,000 litres
- Upgrade of chlorination system to meet current AENV monitoring requirements
- Treatment plant building to house new mechanical, station to serve a future population of 2,333 projected to 2025
- Installation of remote groundwater supply well flow metres for operator efficiency

119



Water (cont.)

Raw Water Supply Wells, Pressure Water Mains & Supply Lines, Valves

Service level when responding to water breaks is outlined in Policy VI-008 - Water and Hydrants which outlines protocol when dealing with water main breaks, service replacement, and water main replacement. Per policy, water main replacements are to be completed in-house. This is achievable due to having certified staff to complete the install and is a cost-saving measure.

Service level in prioritization of water main, supply line, valve, hydrant, and raw water line breaks is based on the following criteria:

- Location (i.e., Primary Highway, Arterial Road, Collector Road, Local Road, and Lanes)
- Impact (Residential, Commercial, or Urban Service)
- Size (10" Main, 8" Main, 6" Main, 4" Main, 2" and ¾" Service Connection)
- Access (Budget, Materials, First Calls, and Contractor Availability)
- New Production Well and Raw Waterline completed in 2017
- Water Distribution System Water Analysis completed in 2017
- Replace and upsize raw waterline from Well No. 10 to Well No. 5 in 2019
- Water Treatment Plant Distribution Pump House upgrade completed in 2019
- Water Main Looping 44th Street to Water Treatment Plant in 2020

The primary goal is to stop water loss and return service to the affected area as soon as possible. Unforeseen challenges faced by staff are: old valves that do not operate properly, delay in marking of utilities or missed marked utilities, working around other utilities (power, gas, fibre optics, etc.), unavailable equipment or parts, weather conditions, and equipment failure.

Hydrants

The Town's hydrant service level is based on Policy V-008 Water and Hydrants. Public Works winterize all hydrants in the fall and clean out snow from hydrants when access becomes impeded.

Remote Water Meters

Service level has improved in this area with the installation of remote digital readers, relocation of meters from under trailers to inside the home, and replacement of faulty water meters. There are approximately 595 active utility accounts. The remote digital readers have reduced staff time reading metres and improved metre diagnosis.



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Sewer

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	300,852	301,602	302,352
TOTAL EXPENSES	216,795	218,335	219,899
NET SANITARY SEWER	84,057	83,267	82,453

- 1 Lift Station
- 1 Sewage Lagoon
- 1 RV Sani-Dump
- 15,439 meters of Gravity Sanitary Mains
- 2,220 meters of Force Sanitary Mains
- 169 Sanitary Manholes

LIFT STATION, SEWAGE LAGOON, GRAVITY AND FORCE SANITARY MAINS, SANITARY MANHOLES

Service level for sanitary sewer is based on adhering to the minimum standards in accordance with Alberta Environment and Water Municipal Wastewater and Storm Drainage Standards and Guidelines. The Town currently has two full-time staff accredited with Municipal Operator Certification Level I & II Wastewater Collection and Treatment.

Lift Station

Lift Station is operated in accordance with facility design specifications and Alberta Environment and Water licensing standards. The Lift station was rehabilitated in 2011 allowing for state-of-the-art treatment of raw sewage included the installation of Lift Station bypass main to allow for continuous flow during repair of mechanical within Lift Station.

Lagoon

The Town has 1 lagoon located at Pt. NW & NE 22-57-8-W5M within Lac Ste. Anne County with design capacity being 223,550 m³. The lagoon was assessed in 2009 where it was determined that the existing lagoon could not be expanded within the existing land base due to two residences that would be within the proposed 300-meter setback requirement from the proposed expansion of the lagoon.

Options for future consideration include:

- 1) Purchase more adjacent land for the lagoon expansion or;
- 2) Installation of an aeration system in the existing lagoon so that more land is not required.



Sewer (Cont.)

Service Level for Lagoon is based on two annual discharges in accordance with Alberta Environment and Water licensing standards. Public Works applies Antizyme, an enzyme that treats sanitary sewage, on a weekly basis to the effluent at the lagoon.

Enhancement in service levels includes improved operation of the anaerobic cells' filtration which, in turn, improves discharge of effluent into the environment. Lagoon improvements were completed in 2019 including new fences, removal of trees from berms, new signage, new entrance gate, and replacement of valves.

RV Sani Dump

RV Sani Dump provides non-potable water for flushing of RV sewer tanks, in ground sewer service, concrete island and access roads. This is a free service available to RV owners wishing to access the facility.

Gravity and Force Sanitary Mains

Sanitary Sewer main flushing is based on rotational annual flushing with the goal of flushing the entire system over a period of five years. Enhancements to service levels include cure-in-place pipe installation in areas requiring rehabilitation.



Storm Sewer & Drainage

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	26,500	26,500	26,500
TOTAL EXPENSES	39,954	40,226	40,501
NET STORM SEWER & DRAINAGE	(13,454)	(13,726)	(14,001)

- 3,426 meters of Storm Mains
- 73 Catch Basins
- 39 Storm Manholes
- 800 +/- Culverts
- 1 Stormwater Facility (Dry Pond)

STORM MAINS, CATCH BASINS, MANHOLES, CULVERTS

Summer Maintenance

Service level for summer storm water drainage is based on rotational annual flushing of storm mains, cleaning and repairing of catch basins, and erosion prevention measures around manholes.

Winter Maintenance

Service level for winter storm water drainage is based on seasonal steaming of culverts, catch basins, mains, main outlets, sidewalk drains with priority on major arterial roads, residential roads, and then lanes and parking lots.

Completion of the Master Drainage Plan approved by Alberta Environment & Water resulted in a streamlined approval process for installation of new infrastructure by the Town and by Developers, and established priorities and costs for infrastructure improvement. The plan also resulted in an assessment of capacity of the existing infrastructure.

123



Solid Waste

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	140,250	140,551	140,792
TOTAL EXPENSES	140,250	140,551	140,792
NET SOLID WASTE	-	-	-

Service level for Solid Waste is established by Bylaw No. 983 being the Waste Collection and Disposal Bylaw. An exclusive contract for the provision of residential, commercial, industrial, and institutional solid waste collection is in effect. The Town is a member of the Highway 43 East Waste Commission which facilitates all waste from the Town of Mayerthorpe.

Recycle

Service level for Recycle is established by Bylaw No. 983 being the Waste Collection and Disposal Bylaw. An Agreement for provision of residential recycle services is in effect. Fees for services is meeting and slightly exceeding current expenses with surplus off-setting Spring Cleanup, Compost and Tipping Fees.

The Town provides an additional service being Spring Cleanup where the Town's Public Works Department picks up furniture and white metals. These are then deposited into large roll off bins and transported to the Highway 43 East Waste Commission Landfill. Enhancements to service levels for 2018 to include the implementation of a Fall Cleanup along with a Town Policy to provide for specifics for the service.

Compost

Service level for Compost is established by Policy No. V-014 – Compost. The Town hires a seasonal Contract Operator who supervises the compost yard between May and October annually. Trees brought to the compost are disposed of into a roll-off bin with the annual cost for tipping fees being approximately \$10,000 per year. A chipping machine was purchased in 2013 to replace wood tipping fees and substantially reduce the annual waste contract services expenses.

Household Hazardous Waste

Service level for Household Hazardous Waste transitioned from a one-time Recycle Alberta fall blitz to an enhanced year-round drop off sponsored by Highway 43 East Waste Commission service provided by GFL Environmental where Household Hazardous Waste Bins are now located at the Town's Public Works Shop.

124



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Public Transit

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	73,480	75,193	76,917
TOTAL EXPENSES	107,059	109,371	111,699
NET PUBLIC TRANSIT	(33,579)	(34,178)	(34,782)

Service level for Public Transit is facilitated by Seniors Taxi and the West End Bus. The Town contracts a senior's taxi that operates one day per week and provides taxi services at no cost to seniors in self-contained units, senior lodges, and seniors in the community attend appointments in Mayerthorpe.

In partnership with the Town, Lac Ste. Anne County and Woodlands County, the West End Bus provides transportation for seniors and disabled individuals to medical appointments and to cultural and recreational activities. An Inter-Municipal Transit Feasibility Study was completed in 2017. Future enhancements include the possible funding applications for a structure to facilitate housing of buses, shelters, and program enhancements.



Family and Community Support Services (FCSS)

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	82,435	82,435	82,435
TOTAL EXPENSES	82,435	82,435	82,435
SERVICES	-	-	-

FCSS is a unique funding partnership between the Government of Alberta and participating municipalities or Metis settlements. This department is staffed with a FCSS Coordinator, a part-time Seniors Coordinator, and a part-time Playgroup Coordinator. FCSS Regulation provides direction for program funding outlining eligible and non-eligible projects.

Council has established the Community Services Board comprised of Councillors and Members at Large to establish specific goals and objectives for FCSS and allocation of external grant funding.

Programs offered by Mayerthorpe & Area Family & Community Support Services: include:

- Playgroup
- Volunteer Week
- Senior Outreach
- Senior’s Week
- Canada Day activities
- Culture Day
- Low Income Tax Program
- Neighbourhood Block Party
- Volunteer Registry
- Disaster Emergency Social Services
- Volunteer Driver Program

Service level for FCSS is established in accordance with the Family and Community Support Services Act and applicable regulations that state:

“Services under a program must do one or more of the following:

1. help people to develop independence, strengthen coping skills and become more resistant to crisis;
2. help people to develop an awareness of social needs;
3. help people to develop interpersonal and group skills which enhance constructive relationships among people;
4. help people and communities to assume responsibility for decisions and actions which affect them;
5. provide support that helps sustain people as active participants in the community.”



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Cemetery

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	23,160	23,160	23,160
TOTAL EXPENSES	48,071	48,369	48,672
NET CEMETERY	(24,911)	(25,209)	(25,512)

- 1,696 Plots (Full and Cremation)
- 36 Niches (Columbarium)
- 100 Memory Plaque Wall
- 1 Storage Shed
- 1 Riding Mower

Service level for the Mayerthorpe Cemetery is established by Bylaw No. 1101 setting the rules and regulations for the operation of the Mayerthorpe Cemetery. A seasonal part-time Cemetery Caretaker is responsible for the primary grounds keeping at the Cemetery. Public Works provides weed spraying, opening and closing, internal road and walking trail maintenance, and supervision to both the Cemetery Caretaker and a Summer Student. Chief Administrative Officer provides administrative support to the Cemetery Committee. Council established the Cemetery Committee which is comprised of Councillors and Members at Large to make recommendations to Council on operational standards for the Cemetery.

Bylaw No. 1101 was passed in 2019 to provide for columbarium services.

127



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Planning

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	23,160	23,160	23,160
TOTAL EXPENSES	48,071	48,369	48,672
NET CEMETERY	(24,911)	(25,209)	(25,512)

Service level for Planning and Subdivision is established by Bylaw No. 1066 being the Land Use and Municipal Development Plan. An Inter-Municipal Development Plant was established in 2019 with Lac Ste. Anne County by Bylaw No. 1105 for lands surrounding the Town's corporate limits.

Planning

The Planning Authority for the Town is the Municipal Planning Commission being comprised of five members of Council and the Development Officer(s) appointed by resolution. Development Officer Services are contracted. The Town is non-accredited to enforce Alberta Code; therefore, Alberta Municipal Affairs provides this service via authorized permitting agencies.

Subdivision

The Town entered into an agreement with County of Barrhead for provision of arm's length Joint Subdivision and Development Appeal Boards services.

As per the Modernized Municipal Government Act, the deadline for an Inter-Municipal Development Plan and Inter-municipal Collaboration Framework has been extended to 2021; to be funded with a grant received from Alberta Community Partnership – Inter-Municipal Collaboration Component.

128



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Land and Environmental

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	20,000	20,000	20,000
TOTAL EXPENSES	30,474	30,475	30,484
NET LAND AND DEVELOPMENT	(10,474)	(10,475)	(10,484)

Service level for Land and Environmental is established by Policy XII-001 Brownfield Redevelopment Grant which places a focus on remediation of both public-owned and private-owned brownfield properties. This service is facilitated by the Chief Administrative Officer with input from Public Works, Planning, and external environmental engineers.

129



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Economic Development/Communications

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUES	14,250	14,250	14,250
TOTAL EXPENSES	174,879	177,163	184,487
NET ECONOMIC DEVELOPMENT	(160,629)	(162,913)	(170,237)

This service is provided by a full-time Economic Development/Communications Officer.

Completion of the Economic Development Strategy focusing on “hard” economic development outlining 4 Strategic goals with objectives and priority timing. Short-term priorities include:

- Agricultural Sector Study
- Promote computer and internet training as a business tool for small businesses operating in the community
- Prepare investor “packages” showcasing properties, incentives and community statistics
- Refresh Town branding and marketing slogans to reflect a cleaner, more modern brand

Enhancement in service levels include:

- Lemonade Day Initiative
- 2021 COVID-19 Business Support Grant
- Rumble Alberta Event
- Highway 43 Resource Energy Corridor Initiative
- Electrical Vehicle Network Partnership
- Regional Business Support Network Partnership
- Inventory of residential, commercial, and industrial properties for sale

130



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Recreation

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUE	227,653	229,947	232,947
TOTAL EXPENSES	516,039	518,174	520,340
NET RECREATION	(288,386)	(288,227)	(287,393)

Service level for recreation is established by goals and objectives established by Community Services Board and approved by Council, as well as, Policy VII-002 Recreation, and Policy VII-004 Parks. The Board is comprised of Councillors and Members at Large. The Town has entered into operating agreements with the Mayerthorpe & District Diamond Centre Society, Mayerthorpe Curling Rink Society, and Sports Grounds Society. The Town operates the public parks, an outdoor skating rink, a walking trail, a dog park, and a toboggan hill. External funding is also available for eligible programs. This service is supported by ¼-time Recreation Coordinator.

Pool

Service level for the swimming pool is established by facility design and specifications, Alberta Health Services Public Health Act and associated Swimming Pool, Wading Pool, Spray Park Regulation, and Policy. The Town operates the pool and includes swimming lessons along with lifeguard training. The facility has upgraded features, water slide, improved design, 25 m swim lanes, and ability to upgrade the facility to include a non-insulated cover for the pool tank. Enhancement in services levels for 2018 included the addition of a Splash Pad in the deck area.

Exhibition Centre

The Town operates the Mayerthorpe Exhibition Centre which includes an ice rink, arena, mezzanine, commercial kitchen, lobby and surrounding building area. The Centre is seasonally staffed with a Facility Manager, Zamboni Operators and janitorial contractor. The commercial Kitchen is leased out. Public Works oversees the Ice Plant operations. Enhancements in 2020 include addition of a 76" Smart TV in the mezzanine and installation of solar panels and direct power feed into the grid.

BMX/Skateboard Park

The Town operates the multi use paved pump track which includes a 144m long paved track, 120sm skate bowl, with a total of area of 720m². Aluminum bleachers are on site for spectators and users visiting the facility.



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

Culture

	2021 BUDGET	2022 BUDGET	2023 BUDGET
TOTAL REVENUE	18,000	18,000	18,000
TOTAL EXPENSES	62,199	62,685	63,181
NET CULTURE	(44,199)	(44,685)	(45,181)

Service level for Culture is established by Bylaw No. 1090 being the Municipal Library Board Bylaw. The Town provides space at net zero cost to the Library, an annual contribution of \$23,835 towards operations, grant funding for programs, project management services and facility upgrade funds. The Town appoints Council representation to the Yellowhead Regional Library Board and contributes to the Board based on a contribution of \$4.46 per capita.

In late 2020, the Mayerthorpe Fallen Four Building (MFF) was divested to the Town which now houses the Mayerthorpe Public Library.

Enhancements to services levels include:

- Addition of a Vestibule the east side doors of MFF
- Annual Culture Day celebration
- Public Art Policy XI-002
- Culture Grant Policy XI-001

132



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

PROJECT PLAN PROJECTION

REVENUE		2021		2022		2023-2025		2026-2030		2031-2035		2036-2045	
		Year 1	Year 2	Year 2	3 to 5 Yr	6-10 Yr	11-15 Yr	16 to 25 Yr					
Grant Ends	%	Source											
2022	100	78,821											
		MSI Operating (Transfer from Operations)											
2022	100	325,877											
		MSI Capital (Including DMIG)											
2024	100	72,803	72,803	218,409									
		Federal Gas Tax											
	68.94		236,183										
		Alberta Municipal Water and Wastewater Program											
		ACP (Inter-Municipal Development Plan and Inter-Municipal Collaboration Framework)											
		FCM-Municipal Asset Management Program (Asset Management Phase II)											
		Federal Grant - Enabling Accessibility											
		Debtenture Borrowing (Logoon Land)											
		Debtenture Borrowing (Grader)											
		Debtenture Borrowing (Local Improvement) (Proving)											
		Contributions from Local Groups (Donations from MESS and EEE)											
		Transfer from Reserves (2020)											
		Transfer from Reserves (2021)*											
		Transfer from Deferred Revenue (Grant Carry-forwards)											
		Borrowing/Transfer from Reserves/Deferred Revenue (Grant Carry-forwards)											
			4,446,389	6,949,808	3,927,208	3,927,208	9,017,500	9,017,500	9,748,500				
		TOTAL	661,020	5,005,375	7,168,217	3,927,208	9,017,500	9,017,500	9,748,500				
		Amount											
		*Transfer from Reserves (2021):											
			30,450.00										
		Culture Reserve - Fallen Four Memorial Building Vestibule											
			13,500.00										
		Administration Reserve - Town Office Renovation/Council Chambers Move											
			1,700.00										
		Disaster Reserve - Light Tower											
		Total	45,650.00										

Capital
Non-Capital

133



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

PROJECT PLAN PROJECTION (Cont.)

Department	Function	Priority	Year	Source	Project Name	EXPENSES									
						2021	2022	2023-2025	2026-2030	2031-2035	2036-2045				
						Year 1	Year 2	3 to 5 Yr	6 - 10 Yr	11 - 15 Yr	16 to 25 Yr				
COUNCIL	Capital	Recurring	2021	Network Audit Review	Replace Council Laptops (Election Years)		13,500	7,000	7,000	7,000	7,000				
	Project	High Priority	2021	Department	Council Chambers Relocation	3,000									
	Project	Intermediate	2022		100th Anniversary of Town		10,000								
SUB TOTAL						3,000	23,500	7,000	7,000	7,000	7,000				14,000
ADMINISTRATION	Capital	Recurring	Annual	Network Audit Review	Replace Desktops (1 New Desktop)	2,500	12,000	15,000	15,000	25,000	25,000				50,000
	Project	High Priority		MGA	Asset Management - Phase 2 (Infrastructure Study Update) (FCM Grant; MSI Op)	62,500									
	Capital	Recurring	2023	Network Audit Review	Replace Server/UPS Backups			30,000							25,000
	Capital	High Priority	2021	Network Audit Review	Replace Backup Host Server	9,835									
	Building	High Priority	2025	TCA	Replace Multi-Use Printer			15,000							
	Building	High Priority	2023	TCA	New Phone System			6,000							
	Project	High Priority	2020	Department	Town Office Kitchen Makeover (Reserves)										
	Project	High Priority	2021	Department	Town Office Renovations (2 offices)										
	Building	Long Term	2040	TCA	Town Office	15,000									3,000,000
	Building	Long Term	2030	TCA	Community Services Building				1,750,000						
Capital	Recurring	2026	TCA	Platform Lift			2,000	2,000	6,000	4,000				10,000	
Project	Recurring	Bi-Ann	Network Audit Review	Cyber Security Assessment Followup		89,835	14,000	68,000	1,811,000	54,000				3,060,000	
SUB TOTAL						89,835	14,000	70,000	1,811,000	54,000					
PROTECTIVE SERVICES															
FIRE PROTECTION	Equipment	Intermediate		Department	Training Town/SeaCan Live Fire Trainer		50,000								
	Equipment	Long Term		Department	Breathing Air Compressor			50,000							
	Project	High Priority		Department	Breathing Air Compressor (Upgrade)										
	Equipment	High Priority	2020	Department	Portable Exterior Vehicle Fire Training Prop										
	Vehicle	Recurring	2025	Department	Fire Engine			500,000							
	Vehicle	Recurring	2029	Department	Heavy Duty Rescue Truck				600,000						
	Building	Recurring	2027	Department	Crew Truck				50,000						
Building	Long Term	2044	Department	Fire Hall										5,000,000	
SUB TOTAL						0	50,000	550,000	650,000	650,000	0	0	0	5,000,000	
EMERGENCY RESPONSE CENTRE															
EMERGENCY RESPONSE CENTRE	Equipment	Long Term		ERC Committee	Emergency Generator (50% of \$70,000 is Town's portion)			35,000							
	Equipment	Intermediate		ERC Committee	Exhaust Handling Equipment (50% of \$35,000 is Town's portion)			17,500							
	Eng. Structure	High Priority		ERC Committee	Repair Front Building Pad (Town's Portion 25% of \$250,000 Total 2-year Project)	32,500									
	Eng. Structure	Intermediate		ERC Committee	Hose Tower Completion (Engineer Report) (Town Portion 50% of \$500,000)	2,250									
	Project	Long Term		ERC Committee	Floor Resurfacing or Sealant			15,000							
SUB TOTAL						34,750	32,500	67,500	0	0	0	0	0	0	
DISASTER															
DISASTER	Equipment	Intermediate		Mock Disaster Exercise	Transfer Switch at Exhibition Centre		50,000								
	Equipment	High Priority		Mock Disaster Exercise	Portable Light Standards (Reserves)	1,700	1,700	5,100	5,100	5,100					
SUB TOTAL						1,700	1,700	5,100	5,100	5,100	0	0	0	0	
BYLAW ENFORCEMENT SERVICES															
BYLAW ENFORCEMENT SERVICES	Capital	Recurring	2022	Department	Bylaw Vehicle			30,000	30,000	30,000	90,000				
	Equipment	High Priority	2030	Department	Laser Radar				5,000						
	Capital	Intermediate	2023	Department	Computer (Toughbook)			6,000	6,000	7,000	7,000				
SUB TOTAL						0	0	36,000	35,000	37,000	90,000				
PUBLIC TRANSIT WEST END BUS															
PUBLIC TRANSIT WEST END BUS	Building	High Priority		WEB Committee	Bus/Vehicle Housing		165,000								
	SUB TOTAL						0	165,000	0	0	0	0	0	0	0

134



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

PROJECT PLAN PROJECTION (Cont.)

Department	Function	Priority	Year	Source	Project Name	EXPENSES					
						2021	2022	2023-2025	2026-2030	2031-2035	2036-2045
						Year 1	Year 2	3 to 5 Yr	6-10 Yr	11-15 Yr	16 to 25 Yr
STORMSEWER & DRAINAGE	Eq. Structure	Intermediate		Stormwater Study	Storm Water Ditch to SFP #1				100,000		
	Repairs	Intermediate		Department	Storm Water Main - Main Street		16,606	800,000			
	Repairs	Intermediate		Department	Ditching/Culvert - 51 Street Alley, Hwy 22	16,891					
	Repairs	Intermediate		Department	Ditching/Culvert - 50 - 51 Street Alley						
	Eq. Structure	Recurring	2021	Stormwater Study	Ponds		100,000	100,000	200,000	5,376,000	
SUB TOTAL						16,891	116,606	900,000	200,000	5,376,000	0
PUBLIC WORKS GENERAL	Equipment	Recurring	2023	TCA	PWS Computer	0	3,000	3,000	3,000	3,000	9,000
	SUB TOTAL						0	3,000	3,000	3,000	3,000
ROADS/ROADWAYS/ SIDEWALKS	Roadways	High Priority		IS Update - 170	Rehab 50A St. from 46 Ave to 46 Avenue (25% Local Improvement)		232,520				
	Roadways	High Priority		ISJ-30353042-2005-2007	Rehab 47 and 48 St. (44 to 46 Ave)		219,017				
	Roadways	High Priority		Department	Pave 42 Avenue (Extension) (25% Local Improvement)	192,828					
	Roadways	Medium Priority		Department	Rehabilitate/Pave Township Road 574A from West Town limits to Hwy 43		347,760	288,625			
	Roadways	Medium Priority		Council	Pave 54 St. from 48th to 50th Avenue			541,776			
	Roadways	Medium Priority		IS Update-2021,2022	Pave 47 Ave from 51 St to 52 St (25% Local Improvement)		1,184,340				
	Roadways	High Priority		Department	Reconstruct Main Street (50 St from 48 to 51 Avenue)						
	Roadways	High Priority		IS Update-3027A	RR X-ing at 50 St. (from X-ing to 52 Ave)			19,010			
	Project	High Priority		Council	Crosswalk with Warning - Highway 22 at 46 Avenue	15,000					
	Eq. Structure	High Priority		Department	Sidewalk Repair and Drainage Restoration - 46 Avenue			56,765			
	Project	High Priority		IS Update-189	47 St from 48 Ave to 49 Ave East (Roadside Redevelopment)						
	Sidewalks	High Priority		IS Update - 166	54 St from 46 Avenue to 47 Avenue		56,051				
	Sidewalks	High Priority		Council	46 Avenue from 52nd Street to 33rd Street (across from MFF)	26,500					
	Sidewalks	High Priority		IS Update-189	48 Ave from 47 St. to 48 St. North		46,526				
	Sidewalks	High Priority		IS Update-178	50 St (50 to 51 Ave) West - Brck		33,174				
	Sidewalks	High Priority		IS Update-189	51 St (50 to 51 Ave) East		50,027				
	Sidewalks	High Priority		IS Update-188	51 St (50 to 51 Ave) West		55,409				
	Sidewalks	High Priority		IS Update-184	49 St (49 to 50 Ave) East		40,820				
	Sidewalks	High Priority		IS Update-188	47 St (46 to 47 Ave) East		58,792				
	Sidewalks	High Priority		IS Update-188	47 St (47 to 48 Ave) East		58,792				
Sidewalks	High Priority		IS Update-188	48 Ave (46 to 47 Ave) South		58,792					
Sidewalks	High Priority		IS Update-188	46 St (47 to 48 Ave) East		58,792					
Sidewalks	High Priority		IS Update-188	47 Ave (45 to 46 St) South		58,792					
Sidewalks	High Priority		IS Update-188	45 St (46 to 47 Ave) West		58,792					
Sidewalks	High Priority		IS Update-18F	48 Ave (44 to 45 St) South		50,027					
Sidewalks	High Priority		IS Update-18F	45 St (47 to 48 Ave) East		74,985					
Sidewalks	High Priority		IS Update-18F	45 St (46 to 47 Ave) East		74,985					
Sidewalks	High Priority		IS Update-18F	46 Ave (45 to 43 St) North		124,989					
Sidewalks	High Priority		IS Update-18F	43 St (46 to 47 Ave) West		50,027					
Sidewalks	High Priority		IS Update-1AC	50 Ave (48 to 49 St) South		43,466					
Sidewalks	High Priority		IS Update-1CE	46 Ave (44 to 45 St) East (8 portion South from 46 Ave to first back alley on 45 St)		104,918					
Sidewalks	High Priority		IS Update-980	42 Ave (Gate to End)		13,500					
SUB TOTAL						234,428	3,152,217	965,176	0	0	0

135



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

PROJECT PLAN PROJECTION (Cont.)

130

Department		EXPENSES												
		2021	2022	2023-2025	2026-2030	2031-2035	2036-2045							
		Year 1	Year 2	3 to 5 Yr	6 - 10 Yr	11 - 15 Yr	16 to 25 Yr							
Function	Priority	Year	Source	Project Name										
PUBLIC WORKS (CON'T)														
MACHINERY & EQUIP														
Equipment	Recurring	2028	TCA	Used Self-Propelled Packer (new - 120,000)									50,000	
Equipment	Recurring	2028	TCA	Manlift									25,000	
Equipment	Recurring	2036	TCA	Street Sweeper									100,000	
Equipment	Recurring	2038	TCA	Backhoe										75,000
Equipment	Recurring	2020	TCA	Grader					200,000				400,000	
Equipment	Recurring	2021	TCA	Mower					20,000				40,000	
Equipment	Recurring	2024	TCA	Gravel Truck					40,000				40,000	
Equipment	Recurring	2021	TCA	Slid Steer with tracks (less Trade In)	41,000								50,000	
Equipment	Recurring	2028	TCA	Loader					170,000				170,000	
Equipment	Recurring	2022	TCA	Crack Filling Unit					10,000				10,000	
Equipment	Recurring	2025	TCA	Steamer					14,000				14,000	
Vehicle	Recurring	2022	TCA	PW Truck					35,000				35,000	
Building	Long Term	2034	TCA	Public Works Shop									35,000	
													500,000	
				SUB TOTAL	41,000	270,000	109,000	435,000	435,000	354,000	354,000	1,284,000		
UTILITIES														
WATER SYSTEMS														
Capital	Intermediate		IA Update	Backlane between 47th and 48th Ave (S1 to S2 S) - Upsize					41,107					
Capital	Intermediate		IA Update	Backlane between 53th and 54th St (46 Ave to 48 Ave) - Upsize					104,000					
Project	High Priority		Department	Replace Greensand Filter (2nd out of 2)	35,000									
Capital	High Priority		Department	Upgrade Bulk Water Truck Fill Operating System	13,500									
Project	High Priority		Department	Valve Replacement Project	34,000	50,000	150,000							
Capital	Intermediate		IA Update	S2 St. from 50 Ave to 43 Ave - Upsize					209,464					
Capital	Intermediate		IA Update	Watermain Looping - MHS					96,200					
Capital	Intermediate		IA Update	Watermain Looping - S2 St.					34,040					
Capital	Intermediate		IA Update	Watermain Looping - Lane between 42 Ave and 43 Ave					173,900					
Capital	Intermediate		IA Update	Watermain Looping - Lane N of 41 St (46 to 48 Ave)					112,850					
Capital	Intermediate		IA Update	Watermain Looping - S2 Ave to 45 St (across RR to 45 St)					177,600					
Project	Recurring	2023	Department	Laptop Computer for Water Meter reading					5,000	5,000			5,000	10,000
Vehicle	Recurring	2022	TCA	Water Service Van					25,000				25,000	
Equipment	Long Term		TCA	Shoring Box									10,000	
Equipment	Recurring	2025	TCA	Scada Computer					11,500				11,500	
				SUB TOTAL	82,500	75,000	1,115,661	5,000	51,500	51,500	21,500			
SEWER SYSTEMS														
Capital	Intermediate		IA Update	46 Ave (S3-S4 S) - Pipe Upgrade					14,772					
Capital	Intermediate		IA Update	Backlane between 53rd and 54th St (46 to 47 Ave)					99,220					
Capital	Intermediate		IA Update	Backlane between 46 and 49 Ave (45 to 47 St)					205,116					
Maintenance	Intermediate		Department	Replace Sewer Lift Station Pump	21,000									
Maintenance	Recurring		Department	Remove Caissons Deadlodge Lagoon Aerobic Cells	37,500				65,000				65,000	130,000
Eng. Structure	Intermediate	2022	Department	Lift Station Upgrade (AMWHP 68.94%)	342,592									
Eng. Structure	Intermediate			Lagoon Expansion/Relocation					250,000	1,000,000				
				SUB TOTAL	0	401,092	65,000	634,108	1,065,000	130,000				
SOLID WASTE														
Equipment	Recurring	2024	TCA	Chipper					20,000				20,000	
				SUB TOTAL	0	0	20,000	0	20,000	20,000	20,000			
PLANNING & DEVELOPMENT														
Project	High Priority		MGA	Inter-Municipal Development Plan and Inter-Municipal Collaboration Framework (Grant)										
Project	High Priority		Department	Gasoline Alley North Highway Intersection (M3)	126,466									
				SUB TOTAL	126,466	0	0	0	0	0	0			



TOWN OF MAYERTHORPE 2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

PROJECT PLAN PROJECTION (Cont.)

Department	Function	Priority	Year	Source	Project Name	2021	2022	2023-2025	2026-2030	2031-2035	2036-2045	
						Year 1	Year 2	3 to 5 Yr	6-10 Yr	11-15 Yr	16 to 25 Yr	
ECONOMIC DEVELOPMENT COMMUNICATIONS	Project	Intermediate		EDB	Trestle Lookout/Kiosk			10,000				
	Project	High Priority		Department	Marketing Imagery (Reserves)							
	Project	Intermediate		ED Strategic Plan	Investment Attraction Portfolio							
	Project	Intermediate		MSP	Native Plant reintroduction and incorporation (Permaculture project)		5,000					
	Project	Long Term		MSP	Wetland Area Identified & Conserved		5,000					
	Project	Long Term		MSP	Intermunicipal Sustainability Program		15,000					
	Project	High Priority		Department	Communications Study							
	SUB TOTAL						0	25,000	10,000	0	0	0
	RECREATION	Eng. Structure	Intermediate	2020	MSP	Walking Trail		5,000				
		Eng. Structure	Intermediate	2020	MSP/Strategic Plan	Skateboard/BMX Park (50% Grant/Contribution)						
Project		High Priority	2020	Rec. Master Plan	Park Sites (10) Upgrades (Reserves)							
Project		High Priority	2020	Department	Diamond Centre - Re-insulate and Install Siding (50% Grant/Contribution)							
Project		Intermediate	2021	Department	Installation of Automatic Door Openers (D/C) (Enabling Accessibility Grant)							
Project		Intermediate	2021	F-CAP-X	Replace Conventional Built-Up Roof	243,000						
Project		Intermediate	2021	F-CAP-X	Replace Carpet	41,760						
Project		Intermediate	2021	Council	Wheelchair Lift (MEC)	100,000						
Project		Intermediate	2021	Council	Addition - Mezzanine Bathroom (MEC)	35,000						
Project		Intermediate	2021	Council	Replace Mezzanine Flooring (MEC)	15,000						
Project		Intermediate	2021	Department	Installation of Automatic Door Openers (MEC) (Enabling Accessibility Grant)	13,000						
Eng. Structure		High Priority	2021	Department	Commercial Entrance Canopy Sign (MEC)		13,000					
Project		Intermediate	2024	F-CAP-X	Replace Domestic Water Tank Heaters (MEC)		66,780					
Project		Intermediate	2022	Department	Replace Pool Liner	10,000						
Project		Recurring	2024	TCA	Scale Regulator (Pool)	10,000						
Project		Recurring	2023	TCA	Upgrade Pool Tank/Deck		100,000					
Project		Recurring	2029	TCA	Replace Outdoor Slating Rink			15,000				
Project		Recurring	2026	TCA	Replace Exterior Awning (Pool)			7,000				
Project		Recurring	2023	TCA	Replace Splash Platform (Pool)			60,000				
Equipment		Recurring	2020	TCA	Zamboni		50,000	50,000	50,000	50,000	100,000	
Building	Intermediate	2031	TCA	Diamond Centre				2,000,000				
Project	Intermediate	2023	F-CAP-X	Replace Cabinets (D/CO)		6,000						
Project	Intermediate	2023	F-CAP-X	Replace Other Wall Finishes (D/C)		5,000						
Project	Intermediate	2023	F-CAP-X	Replace Fuel Fire Forced Air Furnace (D/C)		16,000						
Project	Intermediate	2023	F-CAP-X	Replace Exhaust Fans (D/C)		3,000						
Project	Intermediate	2023	F-CAP-X	Replace Solid Doors (1- Single; One Double) (D/C)		19,000						
Project	Intermediate	2023	F-CAP-X	Replace Custodial Sinks (D/C)		2,000						
Project	Intermediate	2023	F-CAP-X	Replace Natural Gas Supply (D/C)		38,000						
Building	Long Term	2025	TCA	Curving Rink			3,000,000					
Project	Intermediate	2024	F-CAP-X	Replace Exterior Stairs (Curving Rink)			16,000					
Project	Intermediate	2024	F-CAP-X	Replace Domestic Water Tank Heaters (Curving Rink)			4,275					
SUB TOTAL						0	522,760	3,305,780	132,000	2,050,000	100,000	
LAND & ENVIRONMENTAL		High Priority	2021	Department	Purchase adjacent land by lagoon for future lagoon expansion		100,000					
		Intermediate	2022	Department	Remediation of Town Parking Lot at 52 St and 50 Ave.							
SUB TOTAL						0	100,000	0	0	0	0	
CULTURE	Eng. Structure	High Priority	2021	Department	Fallen Four Memorial Building Vestibule	30,450						
	SUB TOTAL						30,450	0	0	0	0	0
TOTAL						661,020	5,005,375	7,168,217	3,917,208	9,017,500	9,728,500	
NET SURPLUS/DEFICIT						0	0	0	10,000	0	20,000	

137



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

3-YEAR OPERATING BUDGET

DEPARTMENT	2021 BUDGET	2022 BUDGET	2023 BUDGET
GENERAL MUNICIPAL (00)			
TOTAL REVENUE	2,327,854	2,324,966	2,399,501
TOTAL EXPENSES	433,650	377,580	400,761
NET GENERAL MUNICIPAL	1,894,204	1,947,385	1,998,740
COUNCIL (11)			
TOTAL REVENUES	-	-	-
TOTAL EXPENSES	109,306	112,751	111,751
NET COUNCIL	(109,306)	(112,751)	(111,751)
ADMINISTRATION (12)			
TOTAL REVENUES	28,620	29,370	29,370
TOTAL EXPENSES	528,166	538,075	547,847
NET ADMINISTRATION	(499,546)	(508,705)	(518,477)
PROTECTIVE SERVICES			
FIRE SERVICES (23)			
TOTAL REVENUES	71,200	72,700	72,700
TOTAL EXPENSES	158,816	159,675	160,250
NET FIRE SERVICES	(87,616)	(86,975)	(87,550)
DISASTER SERVICES (24)			
TOTAL REVENUES	-	-	-
TOTAL EXPENSES	17,969	18,286	18,481
NET DISASTER SERVICES	(17,969)	(18,286)	(18,481)
BYLAW ENFORCEMENT SERVICES (24)			
TOTAL REVENUES	74,975	74,975	74,975
TOTAL EXPENSES	132,560	134,414	136,293
NET BYLAW ENFORCEMENT SERVICES	(57,585)	(59,439)	(61,318)

138



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

3-YEAR OPERATING BUDGET (Cont.)

DEPARTMENT	2021 BUDGET	2022 BUDGET	2023 BUDGET
PROTECTIVE SERVICES (Con't)			
POLICE SERVICES (27)			
TOTAL REVENUES	-	-	-
TOTAL EXPENSES	23,064	34,620	46,127
<i>NET POLICE SERVICES</i>	(23,064)	(34,620)	(46,127)
NET PROTECTIVE SERVICES	(186,234)	(199,320)	(213,476)
PUBLIC TRANSIT (34)			
TOTAL REVENUES	73,480	75,193	76,917
TOTAL EXPENSES	107,059	109,371	111,699
NET PUBLIC TRANSIT	(33,579)	(34,178)	(34,782)
PUBLIC WORKS			
GENERAL PUBLIC WORKS (32)			
TOTAL REVENUES	135,971	136,642	137,220
TOTAL EXPENSES	720,592	732,324	743,731
<i>NET GENERAL PUBLIC WORKS</i>	(584,621)	(595,682)	(606,511)
STORM SEWER & DRAINAGE (37)			
TOTAL REVENUES	26,500	26,500	26,500
TOTAL EXPENSES	39,954	40,226	40,501
<i>NET STORM SEWER & DRAINAGE</i>	(13,454)	(13,726)	(14,001)
NET PUBLIC WORKS	(598,075)	(609,408)	(620,512)
UTILITIES			
WATER (41)			
TOTAL REVENUES	628,415	630,420	631,920
TOTAL EXPENSES	568,032	575,469	580,948
<i>NET WATER</i>	60,383	54,951	50,972

139



**TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT**

3-YEAR OPERATING BUDGET (Cont.)

DEPARTMENT	2021 BUDGET	2022 BUDGET	2023 BUDGET
UTILITIES (Con't)			
SANITARY SEWER (42)			
TOTAL REVENUES	300,852	301,602	302,352
TOTAL EXPENSES	216,795	218,335	219,899
<i>NET SANITARY SEWER</i>	84,057	83,267	82,453
SOLID WASTE (43)			
TOTAL REVENUES	140,250	140,551	140,792
TOTAL EXPENSES	140,250	140,551	140,792
<i>NET SOLID WASTE</i>	-	-	-
NET UTILITIES	144,440	138,218	133,425
FAMILY and COMMUNITY SOCIAL SERVICES (51)			
TOTAL REVENUES	82,435	82,435	82,435
TOTAL EXPENSES	82,435	82,435	82,435
NET FAMILY & COMMUNITY SUPPORT SERVICES	-	-	-
CEMETERY (56)			
TOTAL REVENUES	23,160	23,160	23,160
TOTAL EXPENDITURES	48,071	48,369	48,672
NET CEMETERY	(24,911)	(25,209)	(25,512)
PLANNING (61)			
TOTAL REVENUES	6,250	7,000	7,750
TOTAL EXPENSES	89,555	96,733	102,110
NET PLANNING	(83,305)	(89,733)	(94,360)

140



TOWN OF MAYERTHORPE
2021 BUDGET HIGHLIGHTS AND FINANCIAL REPORT

3-YEAR OPERATING BUDGET (Cont.)

DEPARTMENT	2021 BUDGET	2022 BUDGET	2023 BUDGET
ECONOMIC DEVELOPMENT (62)			
TOTAL REVENUES	14,250	14,250	14,250
TOTAL EXPENSES	174,879	177,163	184,487
NET ECONOMIC DEVELOPMENT	(160,629)	(162,913)	(170,237)
LAND AND ENVIRONMENTAL DEVELOPMENT (66)			
TOTAL REVENUES	20,000	20,000	20,000
TOTAL EXPENSES	30,474	30,475	30,484
NET LAND AND DEVELOPMENT	(10,474)	(10,475)	(10,484)
RECREATION (72)			
TOTAL REVENUE	227,653	229,947	232,947
TOTAL EXPENSES	516,039	518,174	520,340
NET RECREATION	(288,386)	(288,227)	(287,393)
CULTURE (74)			
TOTAL REVENUE	18,000	18,000	18,000
TOTAL EXPENSES	62,199	62,685	63,181
NET CULTURE	(44,199)	(44,685)	(45,181)
TOTAL OPERATING REVENUES	4,199,864	4,207,711	4,290,789
TOTAL OPERATING EXPENSES	4,199,865	4,207,711	4,290,789
NET OPERATIONS	0	0	0

141

Financial Report

September 30, 2021

142

BALANCE SHEET	Beg:000000000	End:30Sep2021	Type: A	C U	Name
ASSETS					
CASH ON HAND:					
CASH REGISTER FLOAT	100.00		1		A111
CASH ON HAND - PETTY CASH	100.00		1		A112
BANK	796,226.75		1		A121
INVESTED CASH - TERM DEPOSIT	0.00		1		A122
BANK T-BILL SAVINGS #25	972,838.25		1		A125
BANK CUSTOM PLAN #26 (1.3M)	0.00		1		A126
TOTAL CASH		1,769,265.00	2		TOTC
ACCOUNTS RECEIVABLE:					
TAXES & GRANTS-IN-LIEU REC	390,994.67		1		A210
RECEIVABLE FROM OTHER GOVTS:					
GST COLLECTED\PAID OUT-A230	30,099.32		1		A230
ITC	1,210.59		1		A231
GST SHARED SERVICES - A232	0.00		1		A232
CONDITIONAL PROV GRANTS	0.00		1		A248
RECEIVABLE OTHER LOCAL GOVT:	0.00		1		A250
ADMIN ACCOUNTS RECEIVABLE	30,030.50		1		A270
ADMIN RECEIVABLE - AFDA	4,162.73		1		A275
TRADE ACCOUNTS RECEIVABLE	0.00		1		A271
ALL OTHER RECEIVABLES	220,000.00		1		A290
TOTAL ACCOUNTS RECEIVABLE		665,751.17	2		TAR
PREPAID EXPENSES					
REQUISITION UNDER\OVER LEVY	11,856.62		1		A412
SUPPLIES INVENTORY	11,095.40		1		A413
TAX SALE SURPLUS (BANK ACCT.)	0.00		1		A164
LAND HELD FOR RESALE	0.00		1		A474
			1		A570
FIXED ASSETS:					
ENGINEERING STRUCTURES	6,004,669.04		1		A610
ACCUM.AMORTIZATION-ENG.STRUC	3,189,142.47		1		A615
BUILDINGS	2,935,650.15		1		A620
ACCUM.AMORTIZATION-BUILDINGS	872,742.12		1		A625
MACHINERY & EQUIPMENT	947,280.28		1		A630
ACCUM.AMORTIZATION-MACH&EQ	652,260.45		1		A635
LAND	1,349,990.57		1		A640
ACCUM.AMORTIZATION-LAND	0.00		1		A645
VEHICLES	321,795.29		1		A650
ACCUM.AMORTIZATION-VEHICLES	294,120.29		1		A655
LAND IMPROVEMENTS	652,757.05		1		A660
ACCUM.AMORTIZATION-LAND IMPR	496,541.94		1		A665
TOTAL FIXED ASSETS		6,707,335.11	2		TFA
TOTAL ASSETS			3		TA
					9,191,422.53
SHORT TERM LOANS					
	0.00		1		L121
ACCOUNTS PAYABLE					
FEDERAL - G.S.T.	0.00		1		L230
Description	Beg:000000000	End:30Sep2021	Type: A	C U	Name

143

BALANCE SHEET	Beg:000000000	End:30Sep2021	Type: A	C U	Name
FEDERAL - REC GEN	7,425.00		1		L231
PAYROLL - ACCRUED HOLIDAY PA	3,234.23		1		L235
PAYROLL - AMEBSWITH	105.58		1		AMEBSWITH
PAYROLL - R.R.S.P.	0.00		1		RRSPACC
PAYROLL - UNION	0.00		1		UNION
PAYROLL - EMPL RECEIVABLES	0.00		1		EMPLREC
PAYROLL - AHC PREMIUM	0.00		1		AHCWITH
PAYROLL - CANADA SAV BOND	0.00		1		CANSAV
PAYROLL - ADVANCES	0.00		1		ADV
PAYABLE TO OTHER LOC GOVT	0.00		1		L270
TRADE ACCOUNTS PAYABLE	119.00		1		L270TP
KIDS IN ACTION	0.00		1		KIDSIA
BIKES FOR KIDS	0.00		1		B4KIDS
VILLAGE MAP\BROCHURE	0.00		1		MAPAP
COMMUNITIES IN BLOOM	0.00		1		CIBLOOM
ALL OTHER PAYABLES	7,400.00		1		L290
DEPOSITS	19,491.50		1		L291
TOTAL ACCOUNTS PAYABLE		37,564.15	2		TAP
TAX SALE SURPLUS TRUST	0.00		1		L410
DEFERRED REVENUE	187,409.15		1		L411
DEFERRED REVENUE	0.00		1		L412
DEFERRED REVENUE	25,837.65		1		L413
RESERVES FOR OPERATING		0.00	2		L700
TAX RATE STABILIZATION		187,907.39	2		L701
ADMIN & P.W. INCOME-STAFF		0.00	2		L702
ADMIN & P.W. INCOME-VILLAGE		0.00	2		L703
INSURANCE PROCEEDS- HAYLAND		44,536.80	2		L704
DISASTER PREPAREDNESS		0.00	2		L705
STREET IMPROVEMENTS		0.00	2		L706
CAMPGROUND IMPROVEMENTS		0.00	2		L707
ECONOMIC DEVELOPMENT- 100 YR		2,018.98	2		L708
SALE OF PUBLIC LANDS		0.00	2		L709
SCHOOL PROJECTS		0.00	2		L710
DRAINAGE & WATER STUDY		0.00	2		L711
PROVINCIAL POLICE FUND		23,695.00	2		L712
REDEVELOPMENT PLAN		0.00	2		L713
TOTAL OPERATING RESERVES			3		L790
RESERVES FOR CAPITAL					
GENERAL CAPITAL		810,985.22	2		L750
ADMINISTRATIVE EQUIPMENT		6,803.01	2		L761
LAGOON RECONSTRUCTION		10,205.00	2		L762
PARK RESERVE SALE PROCEEDS		0.00	2		L763
PARKS AND RECREATION DEV		34,494.45	2		L764
PUBLIC WORKS EQUIPMENT		40,959.73	2		L765
CAMPGROUND DEVELOPMENT		0.00	2		L766
FIREHALL		0.00	2		L767
MSI GRANT RESERVES		0.00	2		L799
ADMINISTRATIVE BUILDING		28,622.92	2		L768
PATROL EQUIPMENT		25,164.00	2		L770
Description	Beg:000000000	End:30Sep2021	Type: A	C U	Name

144

Setup: BALANCE SHEET

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BALANCE SHEET	Beg:000000000	End:30Sep2021	Type: A	C/U	Name
AMIP GRANT RESERVES		0.00		2	L771
EAST END BUS		0.00		2	L772
TOTAL CAPITAL RESERVES			957,234.33	3	L760
TOTAL EQUITY IN FIXED ASSETS		6,707,335.11		2	L800
ACCUMULATED SURPLUS - 31\12\94	2,676,756.13			1	L900
ADJUSTED SURPLUS (PRIOR PERIOD)	551,829.92			1	L902
SURPLUS FROM 1\1\95	2,785,134.07			1	L901
APPROPRIATED SURPLUS	0.00			1	L905
CURRENT FUNDS USED FOR TCA	0.00			1	L910
CURRENT AMORTIZATON EXPENSE	1,225,399.57			1	L915
NET BOOK VALUE OF TCA DISPOSAL	235,936.38			1	L920
CONTRIBUTED TCA	0.00			1	L925
TOTAL SURPLUS		1,017,883.97		2	ACCUMSURP
TOTAL LIABILITIES			9,191,422.53	3	TL
PROOF			0.00	3	PROOF

DAY OF Sept 30, 2021

Description	Beg:000000000	End:30Sep2021	Type: A	C/U	Name
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145

Analysis: INCOME STATEMENT

INCOME STATEMENT		(1)	(2)
Period 1: -	--- Begin	01Jan2021	01Jan2021
	End	31Dec2021	30Sep2021
(less) Period 2: -	--- Type	8	A
	--- Begin	000000000	000000000
	End	000000000	000000000
	--- Type		
Ratios:	% of Account		
Graphs:	# of Columns,Scale	0 0	0 0

Description	2021 BUDGET	JAN-SEPT'21
REVENUE		
RESIDENTIAL TAXES (MUNICIPAL)	811,213.45	811,035.43
RESIDENTIAL TAXES (SCHOOL)	418,177.28	418,085.57
COMMERCIAL TAXES (MUNICIPAL)	93,095.23	93,095.22
COMMERCIAL TAXES (SCHOOL)	35,342.31	35,342.29
FARM TAXES (MUNICIPAL)	76.71	76.71
FARM TAXES (SCHOOL)	39.54	39.55
POWER & PIPELINE (MUNICIPAL)	16,814.95	16,814.95
POWER & PIPELINE (SCHOOL)	6,383.56	6,383.56
DIP \ MACH & EQUIP (MUNICIPAL)	1,652.84	1,652.84
DIP \ MACH & EQUIP (SCHOOL)	75.34	75.34
DESIGNATED INDUSTRIAL (DI)	141.52	141.53
MUNICIPAL SERVICES TAX	730,645.00	728,895.00
LIBRARY LEVY	0.00	0.00
MISC. OTHER LEVY	0.00	0.00
TOTAL TAXES	2,113,657.73	2,111,637.99
PENALTIES & COSTS ON TAXES	52,000.00	60,206.48
FRANCHISE - ATCO GAS	31,000.00	25,326.99
FRANCHISE - FORTIS	34,000.00	34,287.31
INVESTMENT INCOME	12,000.00	7,653.94
PROVINCIAL GRANTS		
RESTRUCTURING GRANT	0.00	0.00
CONDITIONAL FGTF	0.00	0.00
CONDITIONAL MUNICIPAL GRANTS	0.00	0.00
CONDITIONAL MSI GRANT	21,210.00	347,836.00
FROM RESERVE\DEF.REV.	0.00	0.00
OTHER	0.00	14,106.83
ADMIN		
ADMINISTRATIVE SERVICE	4,800.00	4,800.00
SALES OF GOODS & SERVICES	1,200.00	1,106.73
TAX CERTIFICATES	1,500.00	2,670.00
PHOTOCOPIES\FAXES\POSTAGE	300.00	0.00
PENALTIES\COSTS - N.S.F. FEES	400.00	175.00
HAWKER PEDDLER LICENSES	1,200.00	576.67
RENTAL AND LEASE	8,600.00	6,775.00
PROV\FED CONDITIONAL GRANT	2,000.00	2,036.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
PATROL		
SALES TO OTHER LOCAL GOV'T	34,200.00	17,569.00
SALES OF GOODS & SERVICES	0.00	1,300.00
Description	2021 BUDGET	JAN-SEPT'21

1416

Analysis: INCOME STATEMENT

Description	2021 BUDGET	JAN-SEPT'21
FINES	6,000.00	4,245.30
SALE OF FIXED ASSETS	0.00	2,857.15
PROV CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00
TRANSFER FROM RESERVES	0.00	0.00
FIRE DEPARTMENT - DONATIONS	0.00	0.00
FEES DUE TO COUNTY FROM UNPAID	0.00	0.00
RENTAL & LEASE	24,000.00	18,000.00
UTILITIES REIMBURSEMENT	3,500.00	0.00
PROVINCIAL CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	6,800.00	0.00
TRANSFER FROM RESERVES	0.00	0.00
DISASTER SERVICES	0.00	0.00
AMBULANCE GRANT	0.00	0.00
AMBULANCE STATION RENTAL	10,200.00	5,100.00
ANIMAL LICENSES	600.00	575.00
BY-LAW FINES	500.00	480.00
COMMON SERVICES		
PUBLIC WORKS SERVICES	0.00	0.00
SALES OF GOODS & SERVICES	500.00	268.20
RENTAL AND LEASE	66,000.00	44,989.62
CONDITIONAL GRANT	0.00	0.00
SALE OF FIXED ASSETS	54,800.00	61,633.33
TRANSFER FROM RESERVE	0.00	0.00
ROADS		
CONDITIONAL GRANT	0.00	0.00
SALE OF TCA	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
STORM SEWER & DRAINAGE		
CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00
SEWER		
LOCAL IMPROVEMENT CHGS	0.00	0.00
SEWER REVITALIZATION	245,700.00	245,700.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
SOLID WASTE		
CONTRACT WITH OTHER MUNICIPAL	0.00	0.00
SALE OF GOODS & SERVICES	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
ECONOMIC DEVELOPMENT	0.00	0.00
Description	2021 BUDGET	JAN-SEPT'21

147

Analysis: INCOME STATEMENT

Description	2021 BUDGET	JAN-SEPT'21
MUNICIPAL PLANNING	150.00	0.00
DEVELOPMENT PERMITS	6,000.00	7,450.00
COMPLIANCE CERTIFICATES	1,000.00	1,490.47
SUBDIVISION APPLICATIONS	0.00	0.00
ENCROACHMENT AGREEMENTS	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVES\DEF.REV	32,055.00	0.00
SALE OF PUBLIC LAND	0.00	0.00
BOAT LAUNCH	10,000.00	10,000.00
TRANSFER RESERVE\DEF.REV.	25,850.00	0.00
PARKS		
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00	0.00
CONDITIONAL GRANT	0.00	0.00
UNCONDITIONAL GRANT	0.00	0.00
GRANT FROM LOCAL AGENCIES	10,000.00	11,200.00
PARKING LOT REVENUE	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
RECREATION FACILITIES		
SALE OF SERVICE - FEES\CHARGES	0.00	0.00
REGIONAL RECREATION	24,058.00	16,032.00
GRANT FROM LOCAL AGENCIES	0.00	1,000.00
CONDITIONAL PROVINCIAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	3,000.00	0.00
CAMPGROUND		
USER FEES (SEASONAL)	200,000.00	195,000.00
WEEKEND SITES	10,000.00	36,580.48
CAMPGRD CABIN RENTAL	0.00	0.00
SALES OF GOODS & SERVICES	1,500.00	1,750.88
WINTER STORAGE	24,000.00	23,400.00
DEBIT MACHINE ADJUSTMENTS	0.00	75.60
RENTAL & LEASE	9,600.00	6,400.00
M.R.T.A. GRANT	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
CULTURE		
LIBRARIAN WAGE REIMBURSEMENT	0.00	0.00
GAIN ON SALE OF FIXED ASSET	0.00	0.00
TOTAL OPERATING REVENUE	3,093,880.73	3,332,291.97
CAPITAL:		
CAPITAL PURCHASES-ADMIN	0.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	0.00	0.00
Description	2021 BUDGET	JAN-SEPT'21

148

Analysis: INCOME STATEMENT

Description	2021 BUDGET	JAN-SEPT'21
CAPITAL PURCHASES-RECREATION	0.00	43,200.00
CAPITAL PURCHASES-PARKS	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00
TOTAL	0.00	43,200.00
CAPITAL PROJECTS:		
CAPITAL PROJECT-ROADS	432,000.00	0.00
CAPITAL PROJECT-SHOP	0.00	0.00
CAPITAL PROJECT-DRAINAGE	3,700.00	0.00
CAPITAL PROJECT-WALK PATHS	0.00	0.00
CAPITAL PROJECT-STORM OUTFALL	202,000.00	25,000.00
CAPITAL PROJECT-ADMIN BLDG	53,000.00	3,055.00
TOTAL	690,700.00	28,055.00
TOTAL CAPITAL REVENUE	690,700.00	71,255.00
REQUISITIONS:		
SCHOOL FOUNDATION	0.00	0.00
ASFF	471,874.71	347,450.80
OVER\UNDER LEVY UTILIZED	11,856.62	0.00
DESIGNATED INDUSTRIAL	141.53	0.00
TOTAL REQUISITIONS	460,159.62	347,450.80
BUSINESS INCOME PROFIT	0.00	0.00
TOTAL	3,324,421.11	3,056,096.17
Description	2021 BUDGET	JAN-SEPT'21

149

Analysis: EXPENSE STATEMENT

EXPENSE STATEMENT		(1)	(2)
Period 1: -	--- Begin	01Jan2021	01Jan2021
	--- End	31Dec2021	30Sep2021
	--- Type	B	A
(less)	--- Begin	000000000	000000000
Period 2: -	--- End	000000000	000000000
	--- Type		
Ratios:	% of Account		
Graphs:	# of Columns,Scale	0 0	0 0

Description	2021 BUDGET	JAN-SEPT'21
COUNCIL		
COUNCIL HONORARIUMS - MAYOR	9,784.00	7,308.40
COUNCIL HONORARIUMS	34,593.00	25,818.00
MEETING FEES	16,250.00	10,275.00
HONOURARIUM DEDUCTIONS	1,500.00	85.20
COUNCIL TRAVEL	2,000.00	478.44
CONFERENCES\CONVENTIONS	5,000.00	2,000.00
INTERNET & PHONE EXPENSE	6,000.00	5,000.00
COUNCIL PROMOTIONAL	6,000.00	2,979.73
MISC. SUPPLIES	1,000.00	64.95
TOTAL	82,127.00	54,009.72
ADMINISTRATION		
ADMINISTRATOR	113,375.00	84,801.89
SALARIES	175,372.00	131,404.75
PAYROLL TO\FROM BUS INC	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00
PAYROLL DEDUCTIONS	53,400.00	42,193.31
SCP PAYROLL	0.00	0.00
FROM\TO RESERVE	0.00	0.00
TRAINING	500.00	0.00
TRAVEL	200.00	52.20
FREIGHT, POSTAGE, DELIVERY	3,200.00	1,513.63
TELEPHONE\INTERNET\SATELLIT	4,000.00	2,363.89
ADVERTISING	1,200.00	493.00
SUBSCRIPTIONS\MEMBERSHIPS	2,750.00	2,361.38
PRINTING	1,300.00	262.50
LEGAL	3,000.00	4,591.00
AUDITOR	11,500.00	11,600.00
SERVICE CONTR-PHOTO,FAX,POS	4,500.00	2,943.12
SERVICE CONTR - ALARM	500.00	395.80
PURCHASED EQUIPMENT REPAIR	9,500.00	3,726.67
CONTRACT - JANITOR	6,000.00	4,500.00
INSURANCE	54,000.00	0.00
W.C.B.	12,600.00	10,089.04
STATIONERY & SUPPLIES	4,500.00	2,901.00
JANITORIAL SUPPLIES	1,500.00	1,169.62
MISCELLANEOUS SUPPLIES	2,000.00	781.99
VILLAGE PROMOTION	4,000.00	2,744.95
100 YEAR ANNIVERSARY	0.00	33,131.30
UTILITIES	6,200.00	3,760.31
DEBT REPAYMENT	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00
Description	2021 BUDGET	JAN-SEPT'21

150

Analysis: EXPENSE STATEMENT

Description	2021 BUDGET	JAN-SEPT'21
BANK CHARGES	1,000.00	804.97
TAX REBATES & CANCELLATIONS	0.00	0.00
OTHER & BLDG REPAIRS	10,000.00	1,638.83
BAD DEBT EXPENSE	0.00	0.00
CAPITAL PURCHASES	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	486,097.00	350,225.15
ELECTION \ CENSUS		
SALARIES & WAGES	3,000.00	0.00
ADVERTISING	800.00	182.00
GOODS & SUPPLIES	1,500.00	158.96
TOTAL	5,300.00	340.96
ASSESSMENT SERVICES		
ASSESSMENT SERVICES	25,570.00	17,850.40
TOTAL	25,570.00	17,850.40
PATROL		
ADMINISTRATION	0.00	0.00
SALARIES & WAGES	76,125.00	58,723.88
PROVINCIAL POLICE FUNDING	45,215.00	0.00
CITIZENS ON PATROL	0.00	0.00
PAYROLL DEDUCTIONS	14,675.00	8,010.96
TRAINING & DEVELOPMENT	1,000.00	132.99
MILEAGE & SUBSISTENCE	0.00	0.00
FREIGHT, POSTAGE, DELIVERY	0.00	503.25
TELEPHONE	5,500.00	4,287.25
ADVERTISING & PROMOTION	500.00	371.00
AUX PROG\CRIME PREVENTION	0.00	0.00
EQUIPMENT REPAIR	2,000.00	1,530.00
VEHICLE REPAIR	5,000.00	3,802.47
JANITOR EXPENSES	0.00	0.00
LICENSES & PERMITS	0.00	0.00
STATIONERY & OFFICE SUPPLIES	500.00	288.64
MISC. SUPPLIES	2,500.00	100.00
UNIFORMS & ACCOTREMENTS	1,000.00	446.13
FUEL & OIL	7,000.00	2,018.21
UTILITIES	4,000.00	2,506.86
CAPITAL PURCHASES	0.00	0.00
PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	165,015.00	83,375.92
BY-LAW ENFORCEMENT		
BYLAW\ANIMAL CONTROL	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00
POUND FEES	1,000.00	927.43
GENERAL GOODS AND SERVICES	500.00	0.00
SIGNS	0.00	0.00
TOTAL	1,500.00	927.43
Description	2021 BUDGET	JAN-SEPT'21

151

Analysis: EXPENSE STATEMENT

Description	2021 BUDGET	JAN-SEPT'21
FIREFIGHTING		
FIRE DEPARTMENT HONORAIUMS	0.00	0.00
TELEPHONE	0.00	0.00
FIRE CONTRACT	92,659.00	69,819.06
JANITOR EXPENSES	0.00	0.00
GOODS AND SUPPLIES	0.00	0.00
MISCELLANEOUS	2,100.00	0.00
BUILDING REPAIR	5,000.00	4,538.55
UTILITIES	7,200.00	2,476.83
CAPITAL	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	106,959.00	76,834.44
DISASTER SERVICES		
GENERAL GOODS AND SERVICES	7,500.00	3,766.00
TO RESERVE\DEF.REV.	0.00	0.00
AMBULANCE SERVICES		
AMBULANCE CONTRACT	0.00	0.00
BUILDING REPAIRS	3,000.00	381.41
UTILITIES	4,800.00	3,703.26
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	7,800.00	4,084.67
COMMON SERVICES		
PUBLIC WORKS MANAGER	0.00	0.00
PUBLIC WORKS WAGES	197,925.00	189,081.16
EXTRA PERSON	0.00	0.00
STEP\SCP\SUMMER PAYROLL	20,000.00	4,745.52
PAYROLL DEDUCTIONS - MGR	0.00	0.00
PAYROLL DEDUCTIONS	36,000.00	25,360.94
PAYROLL DEDUCTIONS - STEP	1,500.00	342.10
FROM\TO RESERVE	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00
PAYROLL TO BUSINESS INCOME	0.00	0.00
TRAINING & DEVELOPMENT	2,000.00	0.00
MILEAGE & SUBSISTENCE	200.00	184.18
POSTAGE, FREIGHT & DELIVERY	0.00	0.00
TELEPHONE	2,600.00	1,498.77
PURCHASED SERVICES	10,000.00	11,195.36
EQUIPMENT REPAIR	30,000.00	22,507.55
VEHICLE REPAIR	18,000.00	24,442.95
EQUIPMENT RENTAL	4,000.00	294.00
GENERAL GOODS	15,000.00	13,186.47
SIGNS	1,000.00	823.06
NON BUDGETED ITEMS	0.00	0.00
SAFETY SUPPLIES	2,500.00	889.10
FUEL & OIL	20,000.00	16,579.34
UTILITES - SHOP	14,000.00	10,413.20
BOAT LAUNCH MTCE	0.00	0.00
CAPITAL PURCHASES	0.00	0.00
Description	2021 BUDGET	JAN-SEPT'21

152

Analysis: EXPENSE STATEMENT

Description	2021 BUDGET	JAN-SEPT '21
CAPITAL PROJECTS	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	374,725.00	321,543.70
ROADS AND STREETS		
GRAVEL\SAND\ETC.	18,000.00	9,034.06
CRACK FILLING\LINE PAINTING	32,000.00	26,828.40
UTILITIES - STREET LIGHTS	94,000.00	65,516.35
ROAD PROJECTS	0.00	0.00
ROAD PROJECTS	0.00	0.00
STREET LIGHT PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	144,000.00	101,378.81
STORM SEWER AND DRAINAGE		
GENERAL SUPPLY-CULVERTS	8,000.00	5,419.88
DRAINAGE PROJECTS	0.00	0.00
DRAINAGE STUDY	5,600.00	0.00
TOTAL	13,600.00	5,419.88
WATER SYSTEM		
WATER COMM. OPERATING	18,174.22	18,174.22
WATER COMM. DEBENTURE	40,923.08	40,923.08
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	59,097.30	59,097.30
SANITARY SEWER		
TVRSS MAINTENANCE AGREE	242,157.00	181,617.00
TVRSS SEWER REVITALIZATION	245,700.00	122,850.00
TVRSS DEB. - LAGOON	85,826.00	85,826.00
TVRSS UPGRADE	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	573,683.00	390,293.00
GARBAGE COLLECTION		
GARBAGE WAGES	50,750.00	0.00
GARBAGE CONTRACT	0.00	0.00
REGIONAL LAND FILL	23,000.00	15,209.45
RECYCLING	7,000.00	4,059.62
ANNUAL WASTE ROUND-UP	0.00	0.00
FUEL & OIL	9,000.00	0.00
TRUCK REPAIRS & MAINTENANCE	10,000.00	8,881.63
CAPITAL PURCHASES	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	99,750.00	28,150.70
COMPOST FACILITY		
PURCHASED SERVICE - CLEANUP	5,500.00	5,580.00
GENERAL SUPPLIES	0.00	0.00
TOTAL	5,500.00	5,580.00
Description	2021 BUDGET	JAN-SEPT '21

153

Analysis: EXPENSE STATEMENT

Description	2021 BUDGET	JAN-SEPT'21
MUNICIPAL PLANNING		
CONTRACT - DEVELOPMENT OFF	21,600.00	16,200.00
MUNICIPAL PLANNING	2,800.00	2,465.54
GENERAL GOODS & SUPPLIES	500.00	540.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	24,900.00	19,205.54
ECONOMIC DEVELOPMENT		
ADVERTISING AND PROMOTION	500.00	200.00
TELEPHONE AND UTILITIES	0.00	0.00
REVENUE & COST SHARE STUDY	32,056.00	0.00
GENERAL GOODS & SUPPLIES	1,000.00	713.61
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	33,556.00	913.61
LAC STE. ANNE FOUNDATION	38,703.53	38,703.53
PIER\BOAT LAUNCH	25,850.00	11,201.52
PIER TO RESERVE\DEF.REV.	0.00	0.00
RECREATION & FACILITIES		
	30,073.00	30,073.00
GENERAL GOODS & SUPPLIES	21,000.00	8,282.02
EAST END BUS	9,000.00	9,000.00
LSA PHYSICIAN RECRUITMENT	0.00	0.00
UTILITIES	4,700.00	3,383.30
CAPITAL PURCHASES	0.00	0.00
PROJECTS	0.00	0.00
PROJECTS	0.00	0.00
PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	64,773.00	50,738.32
PARKS		
CONTRACT SERVICES	10,000.00	9,685.00
GENERAL GOODS & SUPPLIES	7,000.00	6,030.55
UTILITIES	4,700.00	3,419.51
PARKING LOT EXPENSES	3,425.00	3,425.28
PARK PROJECTS	0.00	0.00
PARK PROJECTS	0.00	0.00
CONTRIBUTED ASSETS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	25,125.00	22,560.34
CAMPGROUND:		
ADVERTISING & SIGNS	100.00	0.00
POSTAGE, FREIGHT, DELIVERY	0.00	0.00
PHONE\INTERNET\SATELLITE	2,200.00	1,664.17
PRINTING	500.00	0.00
CAMPGROUND MANAGER CONTRACT	44,400.00	8,000.00
CAMPGROUND SUMMER HELP	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00
EQUIPMENT REPAIR	1,000.00	71.94
Description	2021 BUDGET	JAN-SEPT'21

154

Analysis: EXPENSE STATEMENT

Description	2021 BUDGET	JAN-SEPT'21
GENERAL GOODS & SUPPLIES	3,000.00	1,352.24
JANITORIAL SUPPLIES	500.00	23.96
WASTE DISPOSAL	2,500.00	1,888.60
FUEL & OIL	1,000.00	605.34
REPAIR MATERIALS	5,000.00	9,029.49
CONSTRUCTION MATERIALS	10,000.00	5,699.65
UTILITIES	27,000.00	27,061.15
IMPROVEMENTS	20,000.00	0.00
DEBIT\VISA BANK FEES	500.00	401.51
CAMPGROUND PROJECTS	0.00	0.00
CAMPGROUND PROJECTS TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	117,700.00	55,798.05
CULTURE		
SALARIES & WAGES	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00
REINBURSE LIBR WAGE	0.00	0.00
UTILITIES	0.00	0.00
GRANT TO LIBRARY	12,050.00	12,050.00
YELLOWHEAD REGIONAL LIBRARY	4,540.28	4,540.28
TOTAL	16,590.28	16,590.28
LOSS ON SALE OF FIXED ASSET	0.00	0.00
AMORTIZATION OF TCA	65,000.00	0.00
CAPITAL:		
CAPITAL PURCHASES-ADMIN	0.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	45,000.00	55,417.10
CAPITAL PURCHASES-RECREATION	0.00	31,817.76
CAPITAL PURCHASES-PARKS	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00
TOTAL	45,000.00	87,234.86
CAPITAL PROJECTS:		
CAPITAL PROJECTS-ROADS	432,000.00	417,032.50
CAPITAL PROJECTS-SHOP	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	15,000.00	4,437.00
CAPITAL PROJECTS-WALKING PATHS	0.00	0.00
CAPITAL PROJECTS-STORM OUTFALL	212,000.00	230,189.90
CAPITAL PROJECTS-ADMIN BLDG	50,000.00	10,588.75
TOTAL	709,000.00	662,248.15
TOTAL CAPITAL EXPENSES	754,000.00	749,483.01
BUSINESS INCOME EXPENSES	0.00	0.00
TOTAL	3,324,421.11	2,468,072.28
Description	2021 BUDGET	JAN-SEPT'21

155



County Council

Title: APRIL 30, 2021 FINANCIAL REPORT

PREPARATION DETAILS

Department Of:	Finance
Proposed Actions:	Accept for Information
Severed in Accordance with FOIP:	Yes

RECOMMENDATION:

that County Council accept the April 30, 2021 Financial Report as presented.

SUMMARY/BACKGROUND:

For review and discussion

OPTIONS:

1. That County Council accept the April 30, 2021 Financial Report as presented.
2. That County Council do not accept the April 20, 2021 Financial Report as presented.

PREPARED BY: Carla Callihoo

ATTACHMENTS:

042021 LSAC Financial Report

156



2021 FINANCIAL REPORT

AS OF APRIL 30, 2021



157



TABLE OF CONTENTS

OPERATING BUDGET

Budget Summary	2
Municipal, Legislative and Corporate Services	
- General Municipal Services	3
- Legislative	4
- Administration	5
- Cemetery	6
- Economic Development	7
Community and Protective Services	
- Fire Services	8
- Disaster and Emergency Services	9
- Enforcement Services	10
- Safety	11
- Special Transportation	12
- Family and Community Support Services	13
- Agricultural Services	14
- Recreation Services	15
- Library Services	16
Infrastructure and Planning Services	
- Geographic Information System	17
- Road Transportation and Fleet	18
- Airport	19
- Lagoons	20
- Water	21
- Sewer Systems	22
- Solid Waste	23
- Facility Maintenance	24
- Development and Planning Services	25
- Towers	26
- Engineering	27
CAPITAL	
Capital Financial Report	28

158

LAC STE. ANNE COUNTY 
Operating Report Summary
As of April 30, 2021

Department	Actual vs. Budget				
	2020 Actual	2021 Budget	2021 Actual	2021 %	2021 \$
General Municipal Services					
General Municipal Services	\$ (16,706,854)	\$ (16,834,602)	\$ 1,143,791	-7%	\$ 17,978,393
Legislative and Administrative Services					
Administration	\$ 3,531,766	\$ 4,147,001	\$ 1,212,657	29%	\$ (2,934,344)
Cemetery	\$ 5,216	\$ 8,750	\$ (1,300)	-15%	\$ (10,050)
Economic Development	\$ 71,416	\$ 180,965	\$ 15,917	9%	\$ (165,048)
Legislative	\$ 507,775	\$ 606,052	\$ 176,081	29%	\$ (429,971)
Community and Protective Services					
Agricultural Service Board	\$ 724,067	\$ 870,863	\$ 185,736	21%	\$ (685,127)
Disaster and Emergency Services	\$ 61,799	\$ 48,580	\$ 10,310	21%	\$ (38,270)
Enforcement Services	\$ 313,978	\$ 361,784	\$ 113,534	31%	\$ (248,250)
Family & Community Support Services	\$ 76,888	\$ 70,484	\$ 991	1%	\$ (69,493)
Fire	\$ 798,941	\$ 829,408	\$ 269,377	32%	\$ (560,031)
Library Services	\$ 218,134	\$ 219,710	\$ 109,153	50%	\$ (110,557)
Recreation	\$ 154,434	\$ 217,244	\$ (28,648)	-13%	\$ (245,892)
Safety	\$ 119,109	\$ 157,686	\$ 40,770	26%	\$ (116,916)
Special Transportation	\$ 93,482	\$ 104,277	\$ 9,454	9%	\$ (94,823)
Infrastructure, Utilities and Planning					
Airport	\$ 20,117	\$ 26,875	\$ 6,506	24%	\$ (20,369)
Development & Planning Services	\$ 251,203	\$ 331,460	\$ 69,989	21%	\$ (261,471)
Engineering	\$ 11,864	\$ 250,000	\$ 730	0%	\$ (249,270)
Facility Maintenance	\$ -	\$ 75,200	\$ -	0%	\$ (75,200)
Geographic Information System (GIS)	\$ 101,358	\$ 202,757	\$ 31,624	16%	\$ (171,133)
Lagoons	\$ 50,877	\$ 52,000	\$ 58,556	113%	\$ 6,556
Road Transportation and Fleet	\$ 12,895,665	\$ 12,082,190	\$ 3,474,527	29%	\$ (8,607,663)
Sewer Systems	\$ 107,314	\$ 62,658	\$ (9,193)	-15%	\$ (71,851)
Solid Waste	\$ 63,294	\$ 98,000	\$ 74,629	76%	\$ (23,371)
Towers	\$ 75,690	\$ 131,181	\$ 10,583	8%	\$ (120,598)
Water	\$ 54,176	\$ 53,704	\$ 39,814	74%	\$ (13,890)
Net Cost of Departments	\$ 20,308,563	\$ 21,188,830	\$ 5,871,797	28%	\$ (15,317,033)
GRAND TOTAL (SURPLUS) DEFICIT: \$ 3,601,709 \$ 4,354,228 \$ 7,015,588 161% \$ 2,661,360					
- Less amortization on tangible capital assets \$ (4,112,850) \$ (4,354,228) \$ (1,451,409)					
- Plus transfers to fund capital investments \$ - \$ - \$ -					
Net (SURPLUS) DEFICIT: \$ (511,141) \$ (0) \$ 5,564,179					

159

Operating Budget Report - As of April 30, 2021
Municipal, Legislative and Corporate Services

Function: 00 - General Municipal Services

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
101. Net Taxation	22,645,419	0	(22,645,419)	0.00%
104. Sales and User Charges	12,000	8,646	(3,354)	72.05%
105. Penalties, Fines and Interest	707,000	449,721	(257,279)	63.61%
110. Other Revenue	14,000	7,125	(6,875)	50.89%
111. From Reserves, Surplus and Inventory	511,141	0	(511,141)	0.00%
Total Revenue	23,889,560	465,493	(23,424,067)	1.95%
Expense:				
204. Bank Charges, Insurance and Other	55,000	9,676	(45,324)	17.59%
205. Requisitions	6,387,662	1,581,000	(4,806,662)	24.75%
209. Grants to Organizations, Contributions and Donations	24,549	16,349	(8,201)	66.60%
210. Other Expenses	402,747	450	(402,297)	0.11%
211. To Reserves, Surplus and Inventory	185,000	1,808	(183,192)	0.98%
Total Expense	7,054,958	1,609,284	(5,445,674)	22.81%
Net Total	16,834,602	(1,143,791)	(17,978,393)	-6.79%

OVERVIEW

This is the County function where tax revenue and all requisitions, such as seniors' housing and provincial school tax, are collected. The municipal taxation collected here is used to support the operations of all tax funded activities in all departments with the County.

2021 VARIANCES

Revenue: 1.95%

101. Net Taxation (0.00%): Property Tax not showing due to timing of report

104. Sales and User Charges (72.05%): Higher due to land leases invoiced out earlier in the year.

Expenses: 22.81%

209. Grants to Organizations (66.60%): Relates to contribution to Stars completed in 1st quarter.

160

Operating Budget Report - As of April 30, 2021
Municipal, Legislative and Corporate Services

Function: 11 - Legislative

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	100	0	(100)	0.00%
110. Other Revenue	2,500	919	(1,581)	36.74%
Total Revenue	2,600	919	(1,681)	35.33%
Expense:				
201. Salaries, Wages and Benefits	455,152	151,452	(303,700)	33.28%
202. Materials, Goods and Supplies	4,000	0	(4,000)	0.00%
203. Contracted and General Services	149,500	25,548	(123,952)	17.09%
Total Expense	608,652	177,000	(431,652)	29.08%

OVERVIEW

This section of the Budget primarily reflects expenses to the support services of the seven (7) members of Council. These expenses include honourariums, employer benefits, registration fees, travel costs, elections, and general support to Council committees.

2021 VARIANCES

Revenue: 35.33%

No significant variances to report

Expenses: 29.08%

203. Contracted and General Services (17.09%): Lower due to the 2021 Election costs not being expended at the time of the report.

161

Operating Budget Report - As of April 30, 2021
Municipal, Legislative and Corporate Services

Function: 12 - Administration

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	136,400	23,509	(112,891)	17.24%
111. From Reserves, Surplus and Inventory	250,000	22,054	(227,946)	8.82%
122. Other Government Revenue	1,500	0	(1,500)	0.00%
Total Revenue	387,900	45,563	(342,337)	11.75%
Expense:				
201. Salaries, Wages and Benefits	2,088,177	643,254	(1,444,923)	30.80%
202. Materials, Goods and Supplies	442,650	131,884	(310,766)	29.79%
203. Contracted and General Services	1,403,310	333,789	(1,069,521)	23.79%
204. Bank Charges, Insurance and Other	112,850	25,660	(87,190)	22.74%
211. To Reserves, Surplus and Inventory	117,014	0	(117,014)	0.00%
220. Amortization on Assets	370,900	123,633	(247,267)	33.33%
Total Expense	4,534,901	1,258,220	(3,276,681)	27.75%
Net Total	(4,147,001)	(1,212,657)	2,934,344	29.24%

OVERVIEW

The Administration function provides corporate, information and administrative services which support the other departments in their daily management of Lac Ste. Anne County. Services provided within this department also include accounts payable, accounts receivable, insurance management, website development, reception, utility billing, taxation, assessment, information technology, payroll, purchasing, budgeting, records management and financial reporting.

2021 VARIANCES

Revenue: 11.75%

No significant variances to report

Expenses: 27.75%

No significant variances to report at this time.

162

Operating Budget Report - As of April 30, 2021
Municipal, Legislative and Corporate Services

Function: 56 - Cemetery

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	1,000	1,300	300	130.00%
105. Penalties, Fines and Interest	100	20	(80)	19.85%
Total Revenue	1,100	1,320	220	119.99%
Expense:				
202. Materials, Goods and Supplies	200	0	(200)	0.00%
203. Contracted and General Services	2,500	0	(2,500)	0.00%
209. Grants to Organizations, Contributions and Donations	6,000	0	(6,000)	0.00%
211. To Reserves, Surplus and Inventory	1,150	20	(1,130)	1.73%
Total Expense	9,850	20	(9,830)	0.20%
Net Total	(8,750)	1,300	10,050	-14.86%

OVERVIEW

The Cemetery function is where the County accounts for the operation of the five (5) cemeteries the County owns, as well as the administration of the grant program to assist with maintenance costs of the 29 other cemeteries within the County. The grant program provides \$250 per year to any cemetery which makes an application to the program. Though the grant is not large, the participating cemeteries appreciate the effort to address the needs of their groups.

2021 VARIANCES

Revenue: 119.99%

104. Sales and User Charges (130.0%): Higher due to a great number of plots purchased in 2021.

Expenses: 0.20%

209. Grants to Communities (0.00%): Grants to cemetery groups not reflected at time of report.

163

Operating Budget Report - As of April 30, 2021
Municipal, Legislative and Corporate Services

Function: 65 - Economic Development

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	69,944	6,083	(63,862)	8.70%
110. Other Revenue	60,000	0	(60,000)	0.00%
111. From Reserves, Surplus and Inventory	75,261	0	(75,261)	0.00%
Total Revenue	205,205	6,083	(199,123)	2.96%
Expense:				
201. Salaries, Wages and Benefits	75,791	8,667	(67,124)	11.44%
202. Materials, Goods and Supplies	2,250	0	(2,250)	0.00%
203. Contracted and General Services	115,900	13,519	(102,381)	11.66%
204. Bank Charges, Insurance and Other	5,030	(187)	(5,217)	-3.72%
209. Grants to Organizations, Contributions and Donations	75,399	0	(75,399)	0.00%
210. Other Expenses	60,800	0	(60,800)	0.00%
212. Debt Principal Payments	51,000	0	(51,000)	0.00%
Total Expense	386,170	21,999	(364,171)	5.70%
Net Total	(180,965)	(15,917)	165,048	8.80%

OVERVIEW

Economic Development at the municipal level is paramount to the promotion of growth, accessibility and stability, and to establishing strong, cohesive municipalities and regional partnerships in the realm of the global market economy. With the community's future in mind, long-term support for businesses and people creates an environment that is geared toward sustainable growth that is insulated from the volatility of global markets and related events. It is ultimately the goal of municipalities to attract people and retain viable businesses; a goal which requires extensive efforts to balance and maximize land, space, infrastructure and assets, all variables that collectively shape the form and function of the specific community.

2021 VARIANCES

Revenue: 2.96%

No significant variances to report.

Expenses: 5.70%

No significant variances to report.

164



Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 23 - Fire Services

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
103. Grant Revenue	0	0	0	0.00%
104. Sales and User Charges	348,513	80,510	(268,003)	23.10%
110. Other Revenue	84,176	4,915	(79,261)	5.84%
111. From Reserves, Surplus and Inventory	0	0	0	0.00%
122. Other Government Revenue	11,000	0	(11,000)	0.00%
Total Revenue	443,689	85,424	(358,265)	19.25%
Expense:				
201. Salaries, Wages and Benefits	529,096	161,350	(367,746)	30.50%
202. Materials, Goods and Supplies	92,850	21,833	(71,017)	23.51%
203. Contracted and General Services	362,187	83,274	(278,913)	22.99%
204. Bank Charges, Insurance and Other	53,698	17,344	(36,354)	32.30%
210. Other Expenses	17,778	0	(17,778)	0.00%
211. To Reserves, Surplus and Inventory	4,488	0	(4,488)	0.00%
220. Amortization on Assets	213,000	71,000	(142,000)	33.33%
Total Expense	1,273,097	354,801	(918,296)	27.87%
Net Total	(829,408)	(269,377)	560,031	32.48%

OVERVIEW

Lac Ste. Anne County Fire Services (LSACFS) proudly serves our growing and vibrant County with a composite fire suppression model made up of full-time, part-time, and volunteer members. Every member is a dedicated, highly-trained professional with an exceptional level of competency, whom places a high value on the services provided to our residents, friends, and municipal neighbours. LSACFS typically has 60 to 80 firefighters on our roster, and we are always looking to recruit firefighters to join one of our six (6) Fire Stations located throughout the County.

2021 VARIANCES

Revenue: 19.25%

No significant variances to report.

Expenses: 27.87%

No significant variances to report.

165

Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 24 - Disaster and Emergency Services

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
103. Grant Revenue	0	0	0	0.00%
111. From Reserves, Surplus and Inventory	15,000	0	(15,000)	0.00%
Total Revenue	15,000	0	(15,000)	0.00%
Expense:				
201. Salaries, Wages and Benefits	25,080	8,545	(16,535)	34.07%
202. Materials, Goods and Supplies	2,500	0	(2,500)	0.00%
203. Contracted and General Services	33,650	983	(32,667)	2.92%
204. Bank Charges, Insurance and Other	50	15	(35)	30.88%
211. To Reserves, Surplus and Inventory	0	0	0	0.00%
220. Amortization on Assets	2,300	767	(1,533)	33.33%
Total Expense	63,580	10,310	(53,270)	16.22%
Net Total	(48,580)	(10,310)	38,270	21.22%

OVERVIEW

The Alberta Emergency Management Act requires the County to maintain a Municipal Emergency Plan and participate in emergency preparedness, mitigation, response and recovery.

2021 VARIANCES

Revenue: 0.00%

No significant variances to report.

Expenses: 16.22%

No significant variances to report.

166



Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 26 - Enforcement Services
 Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
105. Penalties, Fines and Interest	45,000	8,526	(36,474)	18.95%
110. Other Revenue	30,000	2,540	(27,460)	8.47%
122. Other Government Revenue	190,960	46,890	(144,070)	24.55%
Total Revenue	265,960	57,956	(208,004)	21.79%
Expense:				
201. Salaries, Wages and Benefits	464,134	137,978	(326,155)	29.73%
202. Materials, Goods and Supplies	48,720	10,181	(38,539)	20.90%
203. Contracted and General Services	91,140	15,573	(75,567)	17.09%
204. Bank Charges, Insurance and Other	1,750	424	(1,326)	24.24%
209. Grants to Organizations, Contributions and Donations	0	0	0	0.00%
220. Amortization on Assets	22,000	7,333	(14,667)	33.33%
Total Expense	627,744	171,490	(456,253)	27.32%
Net Total	(361,784)	(113,534)	248,249	31.38%

OVERVIEW

Lac Ste. Anne County Enforcement Services Department is a “quality-of-life” service that provides County residents with animal control, bylaw and traffic enforcement resources. From stray dogs to unsightly properties, to slowing traffic on our roadways, this dynamic team is focused on community safety.

2021 VARIANCES

Revenues: 21.79%

No significant variances to report.

Expenses: 27.32%

No significant variances to report.

167



Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 27 - Safety

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
110. Other Revenue	0	0	0	0.00%
111. From Reserves, Surplus and Inventory	18,000	18,000	0	100.00%
Total Revenue	18,000	18,000	0	100.00%
Expense:				
201. Salaries, Wages and Benefits	80,053	27,434	(52,619)	34.27%
202. Materials, Goods and Supplies	33,500	24,862	(8,638)	74.21%
203. Contracted and General Services	62,133	6,474	(55,659)	10.42%
Total Expense	175,686	58,770	(116,916)	33.45%
Net Total	(157,686)	(40,770)	116,916	25.86%

OVERVIEW

The Safety department promotes knowledge of health and safety in the workplace by implementing an effective Occupational Health and Safety (OHS) Management System and educating employees through classroom and online training.

2021 VARIANCES

Revenues: 100.00%

111. From Reserves (100%): Purchase of safety jackets completed in beginning of year.

Expenses: 33.45%

202. Materials, Goods and Supplies (74.21%): Purchase of safety jackets for employees completed in the beginning of year and came in slightly over budget.

168



Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 34 - Special Transportation
 Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
103. Grant Revenue	15,223	0	(15,223)	0.00%
110. Other Revenue	1,000	0	(1,000)	0.00%
111. From Reserves, Surplus and Inventory	0	0	0	0.00%
122. Other Government Revenue	19,554	0	(19,554)	0.00%
Total Revenue	35,777	0	(35,777)	0.00%
Expense:				
203. Contracted and General Services	29,172	3,011	(26,161)	10.32%
204. Bank Charges, Insurance and Other	5,600	776	(4,824)	13.86%
209. Grants to Organizations, Contributions and Donations	78,445	0	(78,445)	0.00%
210. Other Expenses	0	0	0	0.00%
211. To Reserves, Surplus and Inventory	9,837	0	(9,837)	0.00%
220. Amortization on Assets	17,000	5,667	(11,333)	33.33%
Total Expense	140,054	9,454	(130,601)	6.75%
Net Total	(104,277)	(9,454)	94,823	9.07%

OVERVIEW

The West End Bus and East End Bus Excursion Programs provide subsidized recreational trips available for those over 50 years of age. The West End Bus program is a partnership between Lac Ste. Anne County, the Town of Mayerthorpe and Woodlands County. The East End Bus Society is the cooperative effort of Lac Ste. Anne County, the Town of Onoway and the Village of Alberta Beach to provide affordable and accessible transportation for seniors and those in need. Additional financial support comes from ten Summer Villages - Yellowstone, South View, Silver Sands, Val Quentin, Sunset Point, Sunrise Beach, Birch Cove, West Cove, Nakamun Park and Ross Haven.

2021 VARIANCES

Revenue: 0.00 %

Total revenue low due to timing of report.

Expenses: 6.75%

Overall expenses low due to the timing of report.

169

Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 51 - Family & Community Support Services
 Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
103. Grant Revenue	288,338	77,368	(210,970)	26.83%
104. Sales and User Charges	55,960	7,707	(48,253)	13.77%
122. Other Government Revenue	0	0	0	0.00%
Total Revenue	344,298	85,075	(259,223)	24.71%
Expense:				
201. Salaries, Wages and Benefits	233,815	68,506	(165,308)	29.30%
202. Materials, Goods and Supplies	7,450	997	(6,453)	13.39%
203. Contracted and General Services	168,467	16,195	(152,272)	9.61%
204. Bank Charges, Insurance and Other	5,050	368	(4,682)	7.28%
Total Expense	414,782	86,066	(328,716)	20.75%
Net Total	(70,484)	(991)	69,493	1.41%

OVERVIEW

Family and Community Support Services (FCSS) is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities. FCSS programs provide the following: aid people to develop independence; strengthen coping skills and become more resistant to crisis; develop awareness of social needs; develop interpersonal and group skills which enhance constructive relationships among people; help people and communities to assume responsibility for decisions and actions which affect them; and provide supports that sustain people as active participants in the community.

2021 VARIANCES

Revenue: 24.71%

No significant variances to report.

Expenses: 20.75%

No significant variances to report.

170



Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 62 - Agricultural Services
 Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
103. Grant Revenue	327,775	20,000	(307,775)	6.10%
104. Sales and User Charges	3,735	880	(2,855)	23.55%
110. Other Revenue	0	0	0	0.00%
111. From Reserves, Surplus and Inventory	20,509	0	(20,509)	0.00%
Total Revenue	352,019	20,880	(331,139)	5.93%
Expense:				
201. Salaries, Wages and Benefits	833,390	180,993	(652,396)	21.72%
202. Materials, Goods and Supplies	105,315	3,564	(101,751)	3.38%
203. Contracted and General Services	206,009	10,615	(195,394)	5.15%
204. Bank Charges, Insurance and Other	7,590	2,777	(4,813)	36.59%
209. Grants to Organizations, Contributions and Donations	16,070	0	(16,070)	0.00%
210. Other Expenses	3,000	0	(3,000)	0.00%
211. To Reserves, Surplus and Inventory	25,509	0	(25,509)	0.00%
220. Amortization on Assets	26,000	8,667	(17,333)	33.33%
Total Expense	1,222,883	206,615	(1,016,267)	16.90%
Net Total	(870,863)	(185,736)	685,128	21.33%

OVERVIEW

Lac Ste. Anne County Agricultural Services encourages production, profitability and sustainability of the agriculture industry in Lac Ste. Anne County through information and program support. Agricultural Services supports the development of diversified, competitive and profitable agriculture and agri-business industries that contribute to the economic, environmental and social prosperity of the Lac Ste. Anne County region.

2021 VARIANCES

Revenue: 6.10%

103. Grant Revenue (5.10%): This relates to the operating grant for Agricultural Services not being received from the Province at the time of this report.

Expenses: 16.90%

Overall expenses low due to timing of report.

Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 72 - Recreation

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
101. Net Taxation	584,000	0	(584,000)	0.00%
104. Sales and User Charges	257,680	101,667	(156,013)	39.45%
105. Penalties, Fines and Interest	1,000	553	(447)	55.35%
110. Other Revenue	0	0	0	0.00%
111. From Reserves, Surplus and Inventory	34,550	0	(34,550)	0.00%
122. Other Government Revenue	4,000	0	(4,000)	0.00%
Total Revenue	881,230	102,221	(779,009)	11.60%
Expense:				
201. Salaries, Wages and Benefits	128,224	34,322	(93,901)	26.77%
202. Materials, Goods and Supplies	23,240	2,801	(20,439)	12.05%
203. Contracted and General Services	288,780	13,096	(275,684)	4.53%
204. Bank Charges, Insurance and Other	10,130	2,059	(8,071)	20.32%
209. Grants to Organizations, Contributions and Donations	585,100	75	(585,025)	0.01%
211. To Reserves, Surplus and Inventory	1,000	553	(447)	55.35%
220. Amortization on Assets	62,000	20,667	(41,333)	33.33%
Total Expense	1,098,474	73,573	(1,024,900)	6.70%
Net Total	(217,244)	28,648	245,891	-13.19%

OVERVIEW

The Recreation function supports a comprehensive collection of recreation, parks and sports programming in the County. This is primarily accomplished with the Special Tax Levy for Recreation. The levy collects \$75 from each residential property in the County to support a grant program for everything from ice arenas, ball diamonds, curling rinks, community halls, seniors clubs to minor sports clubs. This function also operates the Paddle Dam, Sangudo Riverside and Lessard Lake Campgrounds, along with the Lessard Lake Outdoor Education Centre.

2021 VARIANCES

Revenue: 11.6%

- 101. Net Taxation (0.00%): Low due to timing of report as the Special Recreation Tax Levy not billed until May.
- 104. Sales and User Charges (39.45%): A bit higher than normal at timing of report due to increase in campground revenue.

Expenses: 6.70%

Overall expenses low due to timing of report.

172



Operating Budget Report - As of April 30, 2021
Community and Protective Services

Function: 74 - Library Services

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Expense:				
203. Contracted and General Services	1,400	0	(1,400)	0.00%
209. Grants to Organizations, Contributions and Donations	218,310	109,153	(109,157)	50.00%
Total Expense	219,710	109,153	(110,557)	49.68%
Net Total	(219,710)	(109,153)	110,557	49.68%

OVERVIEW

The Library function provides support to all six (6) libraries located within the boundaries of the County. The County also financially contributes to the Yellowhead Regional Library Board who, in turn, supports all of our local libraries.

2021 VARIANCES

No significant variances to report.

173

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 31 - Geographic Information System (GIS)

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	4,000	3,993	(7)	99.84%
- 1401 - Sale of Maps	2,000	3,546	1,546	177.31%
- 1405 - Aerial Photo Sales	500	50	(450)	10.09%
- 1406 - Sign Sales	1,500	397	(1,103)	26.45%
111. From Reserves, Surplus and Inventory	0	0	0	0.00%
122. Other Government Revenue	600	0	(600)	0.00%
Total Revenue	4,600	3,993	(607)	86.81%
Expense:				
201. Salaries, Wages and Benefits	176,473	32,720	(143,753)	18.54%
202. Materials, Goods and Supplies	19,561	2,292	(17,268)	11.72%
203. Contracted and General Services	10,563	351	(10,212)	3.32%
204. Bank Charges, Insurance and Other	760	254	(506)	33.36%
Total Expense	207,357	35,617	(171,740)	17.18%
Net Total	(202,757)	(31,624)	171,133	15.60%

OVERVIEW

Geographic Information System (GIS) technology offers municipal organizations a method of quickly accessing and producing maps, leveraging database information, and automating work processes for a number of County departments.

2021 VARIANCES

Revenue: 86.81%

104. Sales and User Charges (99.84%): Higher than budget due to royalty sales of maps for 2020 received after year end close.

Expenses: 17.18%

No significant variances to report.

174



Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 32 - Road Transportation and Fleet

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
103. Grant Revenue	1,499,526	80,536	(1,418,990)	5.37%
104. Sales and User Charges	196,700	27,493	(169,207)	13.98%
105. Penalties, Fines and Interest	13,500	3,124	(10,376)	23.14%
111. From Reserves, Surplus and Inventory	180,000	0	(180,000)	0.00%
120. Disposal on Capital Assets/Contributed Assets	118,307	133,687	15,380	113.00%
122. Other Government Revenue	5,000	712	(4,288)	14.24%
Total Revenue	2,013,033	245,552	(1,767,481)	12.20%
Expense:				
201. Salaries, Wages and Benefits	3,287,383	1,009,273	(2,278,110)	30.70%
202. Materials, Goods and Supplies	3,491,734	947,038	(2,544,696)	27.12%
203. Contracted and General Services	2,995,210	378,908	(2,616,302)	12.65%
204. Bank Charges, Insurance and Other	254,406	94,992	(159,414)	37.34%
211. To Reserves, Surplus and Inventory	103,500	3,124	(100,376)	3.02%
212. Debt Principal Payments	622,990	173,411	(449,579)	27.84%
220. Amortization on Assets	3,340,000	1,113,333	(2,226,667)	33.33%
Total Expense	14,095,223	3,720,079	(10,375,144)	26.39%
Net Total	(12,082,190)	(3,474,527)	8,607,663	28.76%

OVERVIEW

The role of the Road Transportation and Fleet function is to provide the day-to-day administration, supervision and maintenance of County roads, bridges, our fleet of equipment and the Municipal Shop. Road services include the road maintenance program (grading), snow removal, bridge inspection and maintenance, and a series of other services including the dust control, shoulder pull, crack seal, pothole/patching, brushing, line painting and mowing programs.

2021 VARIANCES

Revenue: 12.20%

120. Disposal of Assets (113.0%): Sale of equipment through Gov't Deals higher than anticipated.

Expenses: 26.39%

Overall expenses low due to timing of report.

175

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 33 - Airport

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Expense:				
202. Materials, Goods and Supplies	2,500	0	(2,500)	0.00%
203. Contracted and General Services	7,750	1,506	(6,244)	19.43%
204. Bank Charges, Insurance and Other	1,625	0	(1,625)	0.00%
220. Amortization on Assets	15,000	5,000	(10,000)	33.33%
Total Expense	26,875	6,506	(20,369)	24.21%
Net Total	(26,875)	(6,506)	20,369	24.21%

OVERVIEW

The Airport located south-west of the Town of Mayerthorpe is owned and operated by Lac Ste. Anne County. The costs for this function represent standard annual maintenance of this facility.

2021 VARIANCES

No significant variances to report.

+76

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 37 - Lagoons

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
101. Net Taxation	275,000	0	(275,000)	0.00%
104. Sales and User Charges	75,100	12,229	(62,871)	16.28%
110. Other Revenue	28,374	0	(28,374)	0.00%
111. From Reserves, Surplus and Inventory	533,480	0	(533,480)	0.00%
Total Revenue	911,954	12,229	(899,725)	1.34%
Expense:				
201. Salaries, Wages and Benefits	138,506	47,321	(91,185)	34.17%
202. Materials, Goods and Supplies	5,400	178	(5,222)	3.30%
203. Contracted and General Services	627,200	5,953	(621,247)	0.95%
204. Bank Charges, Insurance and Other	5,574	0	(5,574)	0.00%
210. Other Expenses	24,374	0	(24,374)	0.00%
211. To Reserves, Surplus and Inventory	100,100	0	(100,100)	0.00%
212. Debt Principal Payments	10,800	0	(10,800)	0.00%
220. Amortization on Assets	52,000	17,333	(34,667)	33.33%
Total Expense	963,954	70,786	(893,169)	7.34%
Net Total	(52,000)	(58,556)	(6,556)	112.61%

OVERVIEW

The Wastewater Lagoon function is related to the eight (8) sewage lagoons in our region. The County owns and operates six (6) of these lagoons. The County is also a member, along with other local municipalities, of the Darwell Lagoon Commission and the North 43 Lagoon Commission

2021 VARIANCES

Revenue: 1.34%

101. Net Taxation (0.00%): Lower due to timing of report and Property taxes not levied.

Expenses: 7.34%

Overall expenses low due to timing of report.

177

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 41 - Water

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	96,500	29,983	(66,517)	31.07%
Total Revenue	96,500	29,983	(66,517)	31.07%
Expense:				
201. Salaries, Wages and Benefits	30,089	10,297	(19,792)	34.22%
202. Materials, Goods and Supplies	15,000	14,628	(372)	97.52%
- 2400 - Materials and Supplies	15,000	14,628	(372)	97.52%
203. Contracted and General Services	54,339	25,584	(28,755)	47.08%
204. Bank Charges, Insurance and Other	27,501	13,278	(14,223)	48.28%
211. To Reserves, Surplus and Inventory	5,247	0	(5,247)	0.00%
220. Amortization on Assets	18,028	6,009	(12,019)	33.33%
Total Expense	150,204	69,797	(80,407)	46.47%
Net Total	(53,704)	(39,814)	13,890	74.14%

OVERVIEW

The Water function is composed of two (2) distinct parts, the Sangudo Water Utility and the West Inter-Lake District (WILD) Commission. The Sangudo Water Utility is operated as a utility, with the exception of amortization (which is not a funded expense), and has no net total effect on municipal taxes.

2021 VARIANCES

Revenue: 31.07%

No significant variances to report.

Expenses: 46.47%

202. Materials, Good and Supplies (97.52%): Higher due to some tools and a pump that was purchased for the water function.

178

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 42 - Sewer Systems

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
101. Net Taxation	4,940	0	(4,940)	0.00%
104. Sales and User Charges	135,925	38,101	(97,824)	28.03%
111. From Reserves, Surplus and Inventory	68,171	0	(68,171)	0.00%
Total Revenue	209,036	38,101	(170,935)	18.23%
Expense:				
201. Salaries, Wages and Benefits	16,334	5,590	(10,744)	34.22%
202. Materials, Goods and Supplies	9,749	1,885	(7,864)	19.33%
203. Contracted and General Services	134,974	6,592	(128,382)	4.88%
204. Bank Charges, Insurance and Other	25,703	508	(25,195)	1.98%
210. Other Expenses	4,000	0	(4,000)	0.00%
211. To Reserves, Surplus and Inventory	10,666	0	(10,666)	0.00%
212. Debt Principal Payments	27,268	0	(27,268)	0.00%
220. Amortization on Assets	43,000	14,333	(28,667)	33.33%
Total Expense	271,694	28,908	(242,786)	10.64%
Net Total	(62,658)	9,193	71,851	-14.67%

OVERVIEW

The eight (8) sewer systems within Lac Ste. Anne County are operated as utilities with no net effect on municipal taxation. In 2019, the North 43 Forcemain system will continue to be operational and managed as a utility. The cost of oversizing the North 43 Forcemain will be recovered from future development and is not netted against the function.

2021 VARIANCES

Revenue: 18.23%

No significant variances to report.

Expenses: 10.64%

No significant variances to report.

179

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 43 - Solid Waste

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	972,548	237,791	(734,757)	24.45%
111. From Reserves, Surplus and Inventory	0	0	0	0.00%
Total Revenue	972,548	237,791	(734,757)	24.45%
Expense:				
201. Salaries, Wages and Benefits	477,714	117,839	(359,875)	24.67%
202. Materials, Goods and Supplies	63,378	7,900	(55,478)	12.46%
203. Contracted and General Services	378,260	153,040	(225,220)	40.46%
204. Bank Charges, Insurance and Other	1,665	975	(690)	58.53%
209. Grants to Organizations, Contributions and Donations	2,000	0	(2,000)	0.00%
211. To Reserves, Surplus and Inventory	49,531	0	(49,531)	0.00%
220. Amortization on Assets	98,000	32,667	(65,333)	33.33%
Total Expense	1,070,548	312,420	(758,128)	29.18%
Net Total	(98,000)	(74,629)	23,371	76.15%

OVERVIEW

The Solid Waste function is comprised of two (2) distinct services, the Sangudo Solid Waste Service and the County Solid Waste Utility. Both services are operated as utilities and have no net effect on municipal taxation.

2021 VARIANCES

Revenue: 24.45%

No significant variances to report.

Expenses: 29.18%

No significant variances to report.

180

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 48 - Facility Maintenance

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
110. Other Revenue	50,000	0	(50,000)	0.00%
Total Revenue	50,000	0	(50,000)	0.00%
Expense:				
201. Salaries, Wages and Benefits	115,200	0	(115,200)	0.00%
202. Materials, Goods and Supplies	4,000	0	(4,000)	0.00%
203. Contracted and General Services	1,500	0	(1,500)	0.00%
210. Other Expenses	4,500	0	(4,500)	0.00%
Total Expense	125,200	0	(125,200)	0.00%
Net Total	(75,200)	0	75,200	0.00%

OVERVIEW

The Facility Maintenance function is new to 2021. The purpose of this function is to ensure our several facilities are maintained and assist with their life span. It is also required to have a dedicated department maintaining these facilities as opposed to various staff members which took away from their responsibilities within their departments. This function will also provide cost savings with an internal position with not only labour but equipment and supply purchases.

2021 VARIANCES

Revenue: 0.00%

No significant variances to report.

Expenses: 0.00%

At the time of this report the position for the facility maintenance position was not hired. Building maintenance costs will be reallocated from other departments as we transition to this new function.

181

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 61 - Development & Planning Services

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	360,000	135,335	(224,665)	37.59%
105. Penalties, Fines and Interest	6,000	0	(6,000)	0.00%
110. Other Revenue	5,100	5,590	490	109.61%
122. Other Government Revenue	4,500	0	(4,500)	0.00%
Total Revenue	375,600	140,925	(234,675)	37.52%
Expense:				
201. Salaries, Wages and Benefits	602,110	198,545	(403,565)	32.97%
202. Materials, Goods and Supplies	10,450	1,409	(9,041)	13.48%
203. Contracted and General Services	74,500	10,961	(63,539)	14.71%
211. To Reserves, Surplus and Inventory	20,000	0	(20,000)	0.00%
Total Expense	707,060	210,915	(496,145)	29.83%
Net Total	(331,460)	(69,989)	261,471	21.12%

OVERVIEW

The County has roles and responsibilities under the Municipal Government Act (MGA) to manage the use of land to achieve orderly, economical and beneficial development, and to maintain and improve the quality of the physical environment. The overarching objective is to find the right balance between land preservation, and responsible and sustainable economic development.

2021 VARIANCES

Revenue: 37.52%

104. Sales and User Charges (37.59%): Higher than normal due to increase in development permits, compared to 2020 at this time it was only 15.0% due to Covid, a definite increase here.

Expenses: 29.83%

No significant variances to report.

182

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 94 - Towers
 Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
104. Sales and User Charges	75,000	24,272	(50,728)	32.36%
111. From Reserves, Surplus and Inventory	120,000	0	(120,000)	0.00%
Total Revenue	195,000	24,272	(170,728)	12.45%
Expense:				
202. Materials, Goods and Supplies	35,000	0	(35,000)	0.00%
203. Contracted and General Services	211,551	8,312	(203,239)	3.93%
204. Bank Charges, Insurance and Other	4,630	1,542	(3,088)	33.31%
220. Amortization on Assets	75,000	25,000	(50,000)	33.33%
Total Expense	326,181	34,854	(291,326)	10.69%
Net Total	(131,181)	(10,583)	120,598	8.07%

OVERVIEW

The Tower function is the operation and maintenance of County-owned communication towers. These towers were constructed to allow internet service and communication providers the opportunity to co-locate on these towers, improving communication services for residents of the County.

2021 VARIANCES

No significant variances to report.

183

Operating Budget Report - As of April 30, 2021
Infrastructure and Planning Services

Function: 36 - Engineering

Reporting Period: January, 2021 To April, 2021 (4 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Expense:				
203. Contracted and General Services	250,000	730	(249,270)	0.29%
Total Expense	250,000	730	(249,270)	0.29%
Net Total	(250,000)	(730)	249,270	0.29%

OVERVIEW

The Engineering Function is created to track a project for the capital infrastructure plans according to our strategic plan. The total project cost is estimated at \$350,000 over the next few years.

2021 VARIANCES

Contracted and General Services - 0.29%

Expenditures low due to timing of report.

184

INFRASTRUCTURE, UTILITY AND PLANNING SERVICES

Year	Project ID	Dept	Project	Original Budget	Status	2021 Budget	2021 Actual	Variance
				Dollar		Dollar	Dollar	Dollar
2019	CP2019-09	PW	COUNTY ENTRANCE SIGNS (2)	\$ 50,000	Not Started	\$ 50,000	\$ -	\$ (50,000)
2019	RC69902	PW	TWP 590, RR72 to RR84	\$ 2,500,000	In Progress	\$ 592,942	\$ -	\$ (592,942)
2020	CP2020-01	PW	ANNUAL GRADER PURCHASE (3)	\$ 1,350,000	In Progress	\$ 1,424,550	\$ 463,000	\$ (961,550)
2020	CP2020-23	PW	Range Road 22 - Road Construction MSP	\$ 50,000	Not Started	\$ 50,000	\$ -	\$ (50,000)
2020	CP2020-06	PW	Corsair Cove Emergency Road Access	\$ 60,000	In Progress	\$ 57,745	\$ 9,054	\$ (57,745)
2020	CP2020-04	PW	Bridge 76539 - Replacement - NW 15-56-6-WF	\$ 155,000	In Progress	\$ 149,252	\$ 9,054	\$ (140,198)
2020	CP2020-05	PW	Bridge 78882 - Culvert Replacement - NE 18-55-5-WF	\$ 215,000	In Progress	\$ 198,334	\$ 9,375	\$ (188,959)
2020	CP2020-27	PW	CORSAIR COVE - ROAD OILING (MAP115)	\$ 200,000	Not Started	\$ 200,000	\$ -	\$ (200,000)
2020	CP2020-03	PW	Bridge 71772 - Culvert Replacement - NW 27-56-3-WF	\$ 215,000	In Progress	\$ 208,767	\$ 10,681	\$ (198,086)
2020	CP2020-02	PW	Bridge 13367 - Culvert Replacement - SE 18-57-7-WF	\$ 280,000	Not Started	\$ 280,000	\$ -	\$ (280,000)
2020	CP2020-07	PW	Range Road R33, A/Beach to TWP 535 - 2021 budget to \$50,000	\$ 480,000	Not Started	\$ 50,000	\$ -	\$ (480,000)
2020	CP2020-20	PW	Range Road 72 - Road Rehabilitation	\$ 485,690	In Progress	\$ 485,690	\$ -	\$ (485,690)
2020	CP2020-14	PW	Bridge 9350 - Bridge Collapse	\$ 498,433	In Progress	\$ 498,433	\$ -	\$ (498,433)
2020	CP2020-13	PW	SANGUDO SLIDE	\$ 650,000	In Progress	\$ 620,243	\$ 18,978.68	\$ (601,264)
2021	CP2021-02	PW	BRIDGE FILE 305	\$ 67,500	Not Started	\$ 67,500	\$ -	\$ (67,500)
2021	CP2021-03	PW	BRIDGE FILE 9314	\$ 115,000	Not Started	\$ 115,000	\$ -	\$ (115,000)
2021	CP2021-06	PW	BRIDGE FILE 7485	\$ 67,500	Not Started	\$ 67,500	\$ -	\$ (67,500)
2021	CP2021-07	PW	BRIDGE FILE 8228	\$ 67,500	Not Started	\$ 67,500	\$ -	\$ (67,500)
2021	CP2021-08	PW	BRIDGE FILE 13731	\$ 115,000	Not Started	\$ 115,000	\$ -	\$ (115,000)
2021	CP2021-09	PW	RANGE ROAD 51 - ROAD OIL (MAP951)	\$ 200,000	Not Started	\$ 200,000	\$ -	\$ (200,000)
2021	CP2021-10	PW	STONY RIDGE ESTATES (MAP111)	\$ 120,000	Not Started	\$ 120,000	\$ -	\$ (120,000)
2021	CP2021-14	PW	ASPHALT REPAIR TRAILER AND DUMP BOX TRAILER	\$ 100,000	Not Started	\$ 100,000	\$ -	\$ (100,000)
2021	CP2021-15	PW	RR30, HWY 633 TO TWP 535 - ROAD OIL REHAB	\$ 360,000	Not Started	\$ 360,000	\$ -	\$ (360,000)
2016	CP2016-01	WAT	WILD TRUCK FILL	\$ 335,999	Not Started	\$ 335,999	\$ -	\$ (335,999)
2021	CP2021-23	UT	SRS UNIT - ROCHFORD LAGOON	\$ 1,000,000	Not Started	\$ 1,000,000	\$ -	\$ (1,000,000)
2021	CP2021-24	UT	SRS UNIT - NORTHEAST LAGOON	\$ 350,000	Not Started	\$ 350,000	\$ -	\$ (350,000)
2021	CP2021-25	UT	SRS UNIT - CHERHILL LAGOON	\$ 350,000	Not Started	\$ 350,000	\$ -	\$ (350,000)
2021	CP2021-17	PW	SHOP ATCO TRAILER	\$ 25,000	Not Started	\$ 25,000	\$ -	\$ (25,000)
2021	RC69902	PW	TR590 - ADDITIONAL 2 MILES	\$ 1,000,000	Not Started	\$ 1,000,000	\$ -	\$ (1,000,000)
Infrastructure and Planning Capital Project Totals:				\$ 11,922,622		\$ 9,629,456	\$ 511,088	\$ (9,116,369)

COMMUNITY AND PROTECTIVE SERVICES

Year	Project ID	Dept	Project	Budget	Status	2021 Budget	2021 Actual	Variance
				Dollar		Dollar	Dollar	Dollar
2017	CP2017-01	FIRE	ERC Front Pad Replacement	\$ 100,000	Not Started	\$ 100,000	\$ -	\$ (100,000)
2020	CP2020-21	REC	Outdoor Education Centre Renovations	\$ 55,000	In Progress	\$ 17,409	\$ -	\$ (17,409)
2020	CP2020-10	FIRE	Fire Education Inflatable House	\$ 15,000	In Progress	\$ 8,850	\$ -	\$ (6,850)
2020	CP2020-11	FIRE	Rehabilitation Warming and Decon Room	\$ 15,000	Not Started	\$ 15,000	\$ -	\$ (15,000)
2021	CP2021-11	REC	MOWER FOR PADDLE CAMPGROUND EXPANSION PHASE III	\$ 27,000	Not Started	\$ 27,000	\$ -	\$ (27,000)
2021	CP2021-12	REC	MOWER FOR PADDLE CAMPGROUND	\$ 27,000	Not Started	\$ 27,000	\$ -	\$ (27,000)
2021	CP2021-13	REC	MOWER FOR LESSARD LAKE CAMPGROUND	\$ 27,000	Not Started	\$ 27,000	\$ -	\$ (27,000)
2021	CP2021-16	REC	WASHROOM FACILITY - PADDLE CAMPGROUND PHASE II (ATCO TR)	\$ 50,000	Not Started	\$ 50,000	\$ -	\$ (50,000)
2021	CP2021-18	ASB	ASB ATCO TRAILER	\$ 25,000	Not Started	\$ 25,000	\$ -	\$ (25,000)
2021	CP2021-19	REC	PADDLE DAM OFFICE - ATCO TRAILER	\$ 25,000	Not Started	\$ 25,000	\$ -	\$ (25,000)
2021	CP2021-20	REC	PADDLE DAM PHASE III CAMPGROUND SANI-DUMP	\$ 25,000	Not Started	\$ 25,000	\$ -	\$ (25,000)
2021	CP2021-21	REC	PLAYGROUND - PADDLE PHASE III CAMPGROUND	\$ 60,000	Not Started	\$ 60,000	\$ -	\$ (60,000)
2021	CP2021-22	REC	PLAYGROUND - LESSARD CAMPGROUND	\$ 60,000	Not Started	\$ 60,000	\$ -	\$ (60,000)
Community and Protective Services Capital Project Totals:				\$ 511,000		\$ 467,259	\$ -	\$ (467,259)

ADMINISTRATION AND CORPORATE SERVICES

Year	Project ID	Dept	Project	Budget	Status	2021 Budget	2021 Actual	Variance
				Dollar		Dollar	Dollar	Dollar
Utility Services Capital Project Totals:				\$ -		\$ 0	\$ -	\$ (0)
2021 CAPITAL PROJECT TOTALS:				\$ 12,433,622		\$ 10,995,715	\$ 511,088	\$ (9,585,628)
								5.06%

185

Council CAO Comparison 2020

	A	B	C	D	E	F	G	H	I	
	Town	# Councillors	Population	Equalized Assessment	Education Tax	2019 Council Hon./Ben	CAO Salary/Benefits	Other Benefits	Additional Info	
2	Onoway	5	1029	113,723,746	329,820	\$66,619	\$135,883	ipad-(Town owns) \$20/mo data; Comm-\$400 & \$250/mo;		
3								Travel Exp reimbursed; Mtgs \$25/hr to \$175/day		
4	Alberta Beach	5	1018	180,611,829	476,631	\$61,229	\$120,428	Travel Exp reimbursed; Mtgs \$75 for 1/2 day; \$125/day		
5								\$50/mo cell phone; \$50/mo internet exp		
6	Bashaw	5	830	75,969,923	212,021	\$22,843	\$121,853	Travel Exp reimbursed; Monthly remun includes all mtgs	Paid semi-annually	
7	Bruderheim	7	1395	157,712,463	410,480	\$60,977	\$126,646	Mtgs in town \$25; Mtgs out of town 1/2 day \$75; \$150/day	Strathcona County provides CAO	
8	Killam	5	989	97,974,979	278,550	\$48,456	\$130,926	Laptop/tablet (Town owned); Tuition for training/dev;		
9	Thorsby	5	1015	97,589,208	266,335	\$73,922 (2018)	\$103,741 (2018)			
10	Swan Hills	7	1301	123,543,605	356,103	\$132,535 (2014)	\$139,124 (2014)	Travel Exp reimb; Mtgs \$92 for 1/2 day; \$160/day		
11	Mayerthorpe	7	1320	108,274,344	306,163	\$71,564	\$204,289	Trav Ex reimb; Mtgs \$142 und 5hrs; \$228 over 5 hr; \$85/cte		
12	Legal	5	1345	130,864,064	345,039	\$59,599	\$151,177	Laptop/tablet (Town owns); \$100 for 1/2 day; \$200 day	Rotate AUMA attendance	
13	Lamont	7	1774	179,180,595	492,563	\$75,000	\$158,392	Travel Exp and Conferences reimbursed		
14	Wabamun	5	682	87,143,139	247,992	\$46,447	\$152,187	Trav Exp Reimb; \$300&\$400/mo honorarium; Mtgs \$25/hr		
15								\$30/cell phone		
16										
17	Athabasca	7	2965	382,121,627	1,098,133	\$129,960	\$200,071	Trav Ex reimb; Mtgs\$120 1/2 day; \$240/8 hours; Comm \$75		
18	Barrhead	7	4579	515,026,334	1,460,676	\$187,872	\$200,548	Trav Exp reimb; Mtgs \$143 1/2 day; \$280/day		
19	Calmar	5	2228	264,370,163	724,935	\$72,990	\$156,539	Trav Exp reimb; Mtgs \$75/hr 1/2 day; \$175/day over 5 hrs		
20	Fairview	7	2998	301,314,089	859,668	\$84,507	\$160,990	Travel Exp; Cell calls w receipts; Mtgs \$25/h; 225/full day		
21	High Prairie	7	2564	301,312,870	801,608	\$78,942	\$154,433	Travel Exp; Mtgs \$100 for 1/2 day; \$200/day		
22	Hinton	7	9882	1,785,174,567	4,350,768	\$292,561	\$450,687	Travel Exp reimb; Mtgs \$125 for 1/2 day; \$250/day	FCM Mayor only; one time \$1500	
23								Prof Devel \$3,000/yr/Councillor(self-dir wkshops)	to buy or pay bills for technology	
24	Morinville	7	9893	1,334,491,347	3,599,882	\$295,679	\$244,055	Travel Exp reimb; One time Tablet or \$2000; \$500/yr for internet and cell; Mtgs \$50(2hrs); \$100/1/2 day; \$200/day		
25										
26	Gibbons (FOM)	7	3159	383,101,606	1,012,199	\$149,453	\$207,956	Trav Exp reimb; Mtgs \$40/2 hrs; \$90 1/2 day; \$180/day		
27	Rimbey	5	2567	316,094,425	902,389	\$133,895	\$178,968	Travel Exp reimb; Cell \$92.30/mo; group accident insur;	\$300/mo health spending acct	
28								Mtgs \$41/hr; \$418/day max	Rotate FCM attendance	
29	Westlock	7	5101	633,600,444	1,837,697	\$234,385	\$258,733	Travel Exp; \$151.80 for 1/2 day; \$202.40 for full day;	Rotate FCM attendance	
30										
31	Others to check as per policy (added to list Nov. 1'21):									
32	Bon Accord	5	1529	151,045,136	392,268	\$68,754	\$138,869			
33	Millet	7	1945	223,564,237	602,596	\$88,190 (2018)	\$158,759 (2018)			
34	Mundare	5	852	99,850,090	266,168	\$39,729	\$89,472			
35	Red Water	7	2053	327,459,944	905,488	\$191,036	\$159,601			
36	Smoky Lake	5	964	92,386,018	259,812	\$96,496	\$141,683			
37	Tofield	5	2081	249,765,389	699,470	\$61,985	\$169,739			
38	Two Hills	5	1443	82,145,031	225,577	\$81,915	\$170,482			
39	Vegreville	7	5708	752,037,505	2,163,457	\$262,406	\$190,145 plus 3 Managers at \$154,771 each			

186

TOWN OF ONOWAY
General Election 2021
Returning Officer Summary



October 25th, 2021

Town of Onoway
c/o Wendy Wildman, CAO
P.O. Box 540
Onoway, AB. T0E 1V0
email: cao@onoway.ca

(Sent by Email)

CAO Wildman,

Re: TOWN OF ONOWAY GENERAL ELECTION 2021 SUMMARY REPORT

In reference to the above matter, please accept this report as confirmation that substantial completion of those obligations assigned to my office are now complete. In submitting this letter, I also release to your office all official records and elections materials that must be retained (or destroyed at a future date) in accordance with the provisions of the Local Authorities Election Act. The contents of this letter offer a formal summary of relevant activities and notable observations regarding General Election 2021 and I encourage you to incorporate consideration of same when preparing for future elections. At your discretion, you may also wish to provide this material to your council, and you have my endorsement to do so.

Summary of Events:

This election cycle was unique in some significant ways. Election 2021 was the first general election cycle to be held under the revised Local Authorities Election Act which added new provisions for local authorities, requirements of election staff and obligations of nominees and candidates. This election cycle was also held in conjunction with Alberta senate elections and voting on two referendum questions, a unique experience which added a different level of energy at the polls and complexity in our reporting, advertising and voting procedure. Of course, addressing current health considerations during the election cycle added a further layer of intricacy, but at the same time I am happy to report those provisions introduced, in part, to address these challenges – including the strengthening of the online reporting platform (MA Connect) and modified polling station set-up guidelines were extremely successful.

By way of summary, the following specific undertakings were completed as part of Election 2021 for the Town of Onoway:

- i. Pre-Election Planning Considerations – including appointment of election officials (Returning Officer and the new required position of Substitute Returning Officer), training of election staff, preparation of ballot and supply orders and facility rental considerations as required, preparation of Candidate's Information Package (December 15th, 2020 edition).

187

TOWN OF ONOWAY
General Election 2021
Returning Officer Summary



- ii. Nomination Period – which ran from January 1st, 2021 and ended at 12:00noon on September 20th, 2021 (As per the Act, a new provision, and including a mailout and several auxiliary notifications to promote awareness)
 - a. 10 Nomination Papers and Candidate Acceptance Forms were received, reviewed and accepted by my office during this time.
- iii. Nomination Day – which was preceded by a mailout (notification) as per the Act and ended the Nomination Period, concluding on September 20th, 2021 at 12:00noon.
 - a. The results of the nomination process were issued unofficially, and then officially by mailout and auxiliary notifications, as per requirements under the Act.
- iv. Notice of Election – which was issued under the provisions of the Act and mailed out to all property owners in the municipality, as well as posted through various other platforms.
 - a. This process was completed in conjunction with the update and finalization of nomination day results on the MA Connect portal.
- v. Community Election Activities:
 - a. Facilitated meetings with community stakeholders (principally the Chamber of Commerce) regarding options for, and regulation/format of, a Candidate Forum – as well as offering advice in terms of virtual attendance and keeping elections and town agents outside of arm’s length to maintain independence in the election process.
- vi. Pre-Election Clarifications:
 - a. Addressing several questions from candidates and the general public regarding Election Day activities and voting criteria/processes.
 - b. Attendance at the June 19th, 2021 Council meeting to provide a report, and follow-up with advisory opinion on matters related to alternative voting options ahead on the August 15th, 2021 Council Meeting for final decisions.
 - c. Review of campaign sign regulations, financial considerations, and follow-up to candidates on same, as per their specific requests on same.
 - d. Preparation of an advisory document regarding scrutineers at polling stations, and circulation of same to candidates.
 - e. Several questions from the general public, mostly regarding voting opportunities.
- vii. Polling Station Activities:
 - a. October 13th, 2021 Advance Poll set-up, presiding officer and election staff services, retention and security of ballot boxes, location clean-up.
 - b. October 18th, 2021 Election Day set-up, presiding officer and election staff services, facilitated the count and unofficial results reporting, location clean-up post election.
- viii. Post-Election Activities:
 - a. October 19th, 2021 preliminary reporting for municipal, senate and referendum vote results on MA Connect, et al.
 - b. Reminder notice of election certification timeframes (when results become official), as requested.
 - c. Response to post-election candidate questions, including garnering legal advice on challenging validity of election on certain grounds and remedy for same.

188

TOWN OF ONOWAY
General Election 2021
Returning Officer Summary



- d. October 22nd, 2021 final reporting of election and vote results for municipal, senate and referendum votes 2021 for the Town of Onoway.

This is certainly not a comprehensive list of activities but does serve as a reminder of the core function of the Returning Officer and the general activities undertaken by my office during this election cycle. There are some critical final steps to be taken in the election cycle; these do not necessarily require a retention of my office to complete, but I will list later in the report so they are not overlooked.

Notable Observations:

During the election cycle my office has taken note of several matters which we feel may be useful to disclose at this time, and which you may want to make record of as you plan future elections. Of course, these opinions are anecdotal and by no means qualify as anything other than interesting observations on the subject case:

Observation 1 – Staffing:

Considering the unique nature of the election cycle (multiple elections and health considerations), staffing was a bit of a guessing game. We have traditionally relied on the 3 - 4 election officer guidelines for elections, but conceded the need for additional hands during this election. Our station was staffed by a team of one presiding officer, three deputy returning officers and two clerks. This arrangement worked well; it allowed a senior officer to address matters as they arose, ensured that the election process was efficient, allowed a separation of duties, and ensuring we had additional coverage for reception/questions and cleaning of booths (a COVID consideration). We derived our staff from local community groups in exchange for a donation to their facility/organization and this method was an agreeable solution to the often-difficult task of finding election workers.

Observation 2 – Resource Material:

In past elections it was standard practice for municipalities to prepare and issue to interested parties various resources and materials to potential candidates. In one rendition or another, they were generally referred to as "Candidate Handbooks." Certainly there is still merit in having such a resource, however what we observed during this election cycle was that the provincial government, through the associated ministry of municipal affairs, did a great job of standardizing the relevant material and making it easier than ever to access and navigate in an online public forum. Going forward, I would encourage municipalities to limit their preparation of materials to any specific policies or bylaws or local reference material as requested, and not be bothered with trying to reinvent the wheel on a Candidate's Handbook. This is also worth considering given the additional of campaign finance rules and various related reporting requirements; a candidate's failure to understand these measures can have serious consequences and the risk of misreporting same to a candidate in an internally created document is not worth taking for a local authority.

Observation 3 – Electoral Engagement:

189

TOWN OF ONOWAY
General Election 2021
Returning Officer Summary



This is another example of an unknown variable with major planning implication for elections staff. Everything from the number of ballots to print, to the number of polling stations to facilitate and number and methods of voting opportunities a municipality authorizes is, in one form or another, dependent on the number of voters anticipated to engage in the process. As an estimate, our office has traditionally used the following guideline:

Total Population x 70%=Number of Eligible Electors

Number of Eligible Electors x 30% = Number of Likely/Anticipated Voters

Number of Likely/Anticipated Voters x 120% = Number of Voters to Plan For*

*This takes into account traditionally low voter engagement in local elections but allows for a reasonable buffer to ensure ample supplies are procured and available on Election Day.

Under this formula we estimated the number of eligible electors to be 720, the number of likely or anticipated voters to total 216 and the number of voters we would plan to receive as 260. We received 239 electors. Considering the relevant factors, including the political climate of the municipality at the time of election, I believe the rationale behind the calculation held true.

Observation 4 – Alternative Voting Methods:

My office received several inquiries on this specific matter. It is by far the most common question received from the electorate in any election I have participated in from the staff perspective. An elector's right to participate is the cornerstone to democracy, and the Act provides that a local authority may consider various voting options during elections. The integrity of the election process is also critical, and the Act provides that – for those alternative methods allowed – strict process considerations are observed. In finding the optimal blend, a municipality must balance the character and needs of its community with the realities of budget and time.

Early in the process, my office was asked to comment on the options available and the pros and cons of these methods. This was, in part, to be thorough in considering options that would maximize voter participation and in part to be proactive in addressing an election during a health pandemic. It was ultimately decided that the municipality would continue with only the single additional voting opportunity besides Election Day, this being the Advance Vote on October 13th, 2021.

The only other consideration seriously mused was the use of special (commonly called mail-in) ballots. At the time it was first reviewed, there was not a consensus (provincially) on if special ballots could be requested because of pandemic related voter concerns (health issues certainly, but voter discomfort for public spaces was a bit of a grey area still). Council also advised that they wanted to wait until after another local municipality (Ross Haven, where I was also the Returning Officer and which was allowing special ballots) finished their election before deciding on if they wanted to include special ballots in their own election. It is not traditional for smaller communities to use the special ballot provision, and after the Ross Haven election we realized why; the uptake was minimal (13 ballots requests of 400+ possible electors) but the time and resources to prepare, and method for facilitating the ballot collection, was cost prohibitive, not to

190

mention the headache of addressing ballot packages/returned ballots lost in the mail (1 of 13 in Ross Haven), the risk of needing to reject ballots returned late, and the perception issue of how returned ballots were being stored/protected in the pre-count timeframe in what we expected to be a sensitive campaign cycle here in Onoway. Ultimately the recommendation was to proceed with just an advance vote and not the special ballots and this was largely based on the observations from other jurisdictions.

On review, I maintain that the shift away from special ballots was the right decisions. However, I do concede that the options provided did not meet the needs of all electors. While this is almost always the case in an election – we cannot host 24/7 or on-demand polling stations – it never feels good when an elector cannot make it to the polls because of a scheduling conflict. One very fair comment that I heard several times during my discussions with electors was that a weekend advance poll would have been a good alternative, or both a weekend and alternative weekday poll each with shorter hours. Smaller municipalities traditionally tend to shy away from weekend voting as it is harder to find staff (more expensive), but it may be a consideration needed in the future to match demographic and community needs – and compared to special ballots the cost of an extra poll on the weekends is an more reasonable alternative.

Observation 5 – Voter Identification Requirements:

The issue of voter identification is another example of an issue that arises in every election cycle, results in some irritation for both the electorate and elections staff, and yet we have very little remedy in terms of a practical solution. I can confirm the as part of the Notice of Election mailout sent to all properties in the municipality and posted to the website, a complete guideline of acceptable voter identification was provided, and we followed the provisions of this guideline to the letter. In doing so, we encountered some concerns:

a) Lack of Physical Address – on 5 occasions that I counted, our staff had to turn away an individual because they did not have the require identification, specifically ID with a physical address. They had assumed their Driver’s Licence had one (where same almost always seems to have just a postal address). This obviously resulted in some frustration. The good news it that 4 of these cases I personally saw return later and did end up casting a ballot, the 1 other case was – in questioning their credential - found to be ineligible (a business property owner and not a resident). Several other cases were resolved with alternative forms of identification; this took some extra time and was perhaps unnerving for some electors to scramble for other cards, etc. while in the queue, but ultimately it all worked out.

b) Assumption of a Voter Registry (List) – likely exacerbated by the recent federal election cycle (where a voter registration list was used to cross-reference electors), many of the individuals who came to vote at both the advance poll and on Election Day questioned why we were not using a voter list, or commented on how it would be more convenient for them if we did. While an option to use an List of Electors does exist (beginning at Section 50), the process to create such a list requires enumeration of the municipality (door-to-door visits and recording of residents) which is traditionally not viewed as a cost effective alternative to confirm physical address when at the polls. There may exist options to rely on existing lists or census data (if same was to be released), but ultimately would still require staff to know and use the elector registration system, and is no

191

TOWN OF ONOWAY
General Election 2021
Returning Officer Summary



less prone to some polling station confusion. Considering less than 4% (2% by my count) where inconvenienced and ultimately 0% of eligible electors wanting to vote were in the end turned away, I would argue the process worked well and no want of an elector list need be considered. If councils do wish to investigate using an elector list in the future, the municipality will need to start that process by passing a bylaw on the matter.

Post-Election Follow-Up:

As promised, my office has detailed some final steps to be considered in the 2021 General Election Cycle in Onoway. Generally focusing on the storage and disposal regulations of election material and final reporting of candidate financial information, the list includes (but is not limited to):

- a) Transfer of election material to the Secretary, being the Chief Administrative Officer or designate for the municipality (Section 100).
- b) Retention of each candidates Nomination Paper's and Candidate Acceptance and the ballot account (until end of term, Section 100.1.1). The Secretary must also retain the ballot account sheet.
- c) Destruction of other Election Material at a point between 6 and 12 weeks from the end of the election, unless that time frame is so altered by a judge (Section 101). This includes elector registers, ballots and ballot boxes.
- d) Reminder to all candidates to prepare and submit their campaign disclosure statements as required in Section 147.4 on or before March 1st, 2022 (commonly called Form 26) as well as address any campaign surplus therein recorded; if a surplus is recorded the candidate must dispose of same in a manner consistent with Section 147.5 and advise the municipality of same via an amended Form 26. To help ensure compliance with this section, it may be advantageous to mailout a Form 26 to all candidates, and I can remain generally available to assist in questions on completing same if needed.
- e) As comment on same has been mentioned to my office, I confirm that I will also remain available for assistance regarding any challenge regarding the validity of certain candidates, or should the need arise, follow-up on any election related discussions required to address this or related matters.
- f) Finally, the Onoway Heritage Centre has requested that any election material that is, or can be made to be, open for public display be provided to them for use in a "COVID-19 Election display they would like to prepare at their museum. Certainly, there are unused ballot boxes, screens, a host of election day posters and materials that are no issue to provide; and with modification (i.e. "sample" stamp) we could prepare and provide copies of the ballot template used.

192

TOWN OF ONOWAY
General Election 2021
Returning Officer Summary



Summary:

General Election 2021 for the Town of Onoway was very successful. Our provincial counterparts improved on past training and resource guidance and made the process for facilitating the election and reporting election data more streamlined than previous years, which helped – especially in the pandemic environment. Staff and volunteers performed commendably, and the electorate was both engaged and respectful of the process. The candidates were also proactive in addressing matters and engaging with the process, which was appreciated and made for a generally smooth election cycle.

I hope you will find this report useful in addressing any questions regarding the election process in 2021, final steps that are required and planning considerations that should be reviewed prior to the next election cycle.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Moskalyk", with a horizontal line above it.

Dwight Darren Moskalyk
President and CEO
Kronprinz Business Consulting Inc.

Appointed Returning Officer
Town of Onoway
General Election 2021

193

October 28, 2021

TOWN OF ONOWAY
PO Box 540
ONOWAY, AB T0E 1V0
Canada



Re: 2022 Software Support Agreement and Software License Agreement

To our trusted clients, we understand these past 18 months or so, have presented all of us with ongoing challenges as we continue to adapt to a Covid environment while more and more people are staying home, many essential and local government employees are still on the job, working around the clock to help keep their municipalities running. On behalf of all of us at MuniWare, thank you for continuing to provide your much-needed services.

Here at MuniWare, we continue to work on program and service enhancements, to provide assist with your operational needs.

We know some of our partners, as well as many ratepayers, may be experiencing financial challenges due to the impacts of COVID-19. It is our intention to work with you to get through this challenging time, and that is why again, for this year we have chosen not to increase our fees for the Software Support Agreements.

Please find enclosed with this letter the following attached documents reflecting important updates on our partnership for the upcoming year:

1. Two (2) copies of your 2022 Software Support Agreement (based on licensed modules currently installed with your organization). Note that there is no increase to the agreement from the previous year.
2. Two (2) copies of your 2022 Software License Agreement.

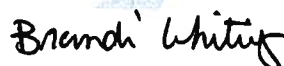
Please return one signed copy of both the Software Support Agreement and the Software License Agreement to our office by January 1, 2022.

On behalf of myself and all my MuniWare colleagues, I would like to thank you for your continued partnership with us—

Should you have any questions or concerns regarding these agreements, or wish to connect at any point, please feel free to contact me directly.

We wish you all the best as we head into another year of partnership and thank you again for your continued efforts.

Sincere regards,



Brandi Whiting
CEO, Director of Operations
Municipal Information Systems Inc. (MuniWare)





MUNIWARE

Serving Our Clients Since 1978
Fueled by Clients... Driven by Passion

MUNICIPAL INFORMATION SYSTEMS INC.

2022 SOFTWARE SUPPORT AGREEMENT

This Agreement is made effective as of the _____ day of _____ 20____

BETWEEN:

TOWN OF ONOWAY

PO Box 540
ONOWAY, AB T0E 1V0
Canada

(Hereinafter referred to as "CUSTOMER")

AND

MUNICIPAL INFORMATION SYSTEMS INC.

Box 3021, 10013 – 100 Avenue
MORINVILLE, Alberta T8R 1R9
Canada

(Hereinafter referred to as "MUNIWARE")

WHEREAS the parties have entered into a Software Licence Agreement.

NOW THEREFORE in consideration of the mutual terms, covenants and conditions contained herein, the parties agree as follows:

1. DEFINITIONS

- 1.1 "END USER" shall mean any person, organization or other entity that uses the SOFTWARE.
- 1.2 "SOFTWARE" shall mean MUNIWARE'S computer software in either executable or source code format as provided herein and all such other documentation accompanying such software for the purposes contemplated hereunder. SOFTWARE also means the computer software regardless of the form in which CUSTOMER subsequently uses it.
- 1.3 "SOFTWARE SUPPORT AGREEMENT" shall mean the software support agreement to be executed by MUNIWARE and CUSTOMER on an annual basis with respect to the support of the SOFTWARE.

195

CURRENT TERM

This agreement will commence on the first day of each calendar year (January 1) and continue until the last day of each calendar year (December 31), unless otherwise terminated in accordance with the provisions of this agreement (the "Current Term").

SOFTWARE SUPPORT COSTS

Software Support costs will be calculated for the entire Current Term, (based on the Software licensed to the CUSTOMER) divided into twelve (12) equal payments and billed monthly for the remainder of the Current Term.

Support costs for subsequent (additional) modules licensed during the Current Term will be calculated for the entire Current Term, divided into twelve (12) equal payments, and billed monthly for the remainder of the Current Term.

SOFTWARE SUPPORT SERVICES

MUNIWARE shall provide the following software support services to CUSTOMER during the Current Term for the Software licensed by the CUSTOMER.

1. Software maintenance and support between the hours of 7:30 A.M. and 5:30 P.M. Mountain Standard Time Monday through Friday except Statutory Holidays. Maintenance and support will be provided only for the Software licensed by the CUSTOMER and only for the current release versions supported by MUNIWARE.
2. Minor releases or minor updates to the Software including the provision of error corrections and/or updates from time to time at no additional charge provided such releases or updates occur during the Term. Minor releases and minor updates are reflected by a change in the second digit of the rev number (right of the decimal), in most cases. Notwithstanding the foregoing, the decision as to whether a software release or update is of a minor nature shall be made in the sole discretion of MUNIWARE.
3. Modem/Internet support for MUNIWARE Software.
4. Requests for custom enhancements will be considered and evaluated with the development of additional upgrades and/or additions to the Software for CUSTOMER'S specific use. MUNIWARE will respond to CUSTOMER'S reasonable requests for additional services pertaining to the software, including, data conversion, additional functionality, additional reports, and report-formatting assistance (such services referred to as the "additional services"). MUNIWARE reserves the right to charge additional fees for custom enhancements and the additional services. MUNIWARE will not undertake custom enhancements or any additional services without first providing CUSTOMER with a cost estimate of the work and receiving a work order for the custom enhancements, or the additional services signed by CUSTOMER. CUSTOMER acknowledges and agrees that MUNIWARE retains exclusive ownership of all customizations and reserves the right to include customizations in future releases of the Software.

196

5. At MUNIWARE'S discretion (acting reasonably), and in consultation with, and with approval by CUSTOMER, MUNIWARE may provide maintenance and support services at the CUSTOMER'S office. MUNIWARE reserves the right to charge additional fees for this service and CUSTOMER agrees to reimburse MUNIWARE for all related traveling expenses including, without limitation, all costs for board and lodging provided that such additional fees and such related traveling expenses are firstly approved by CUSTOMER.

BILLABLE (SUPPORT) SERVICES NOT INCLUDED

This Agreement pertains only to software that was licensed by MUNIWARE to the CUSTOMER pursuant to the Software Licence Agreement referenced above. Items not covered under this Agreement include, but are not limited to the following billable services:

1. Accounting procedures including reconciliation and account balancing;
2. Database manipulations including the retrieval of lost or deleted database items except where such loss or deletion was caused by MUNIWARE or its employees, subcontractors, agents or representatives;
3. Correcting errors resulting from improper use of the Software;
4. Training of new employees or re-training of existing employees outside of the mandatory training requirements detailed in the Software Licence Agreement; or training existing client personnel for new roles that they perform within the client organization; (i.e. promotions to new role, staff cover-off etc.)
5. Any work that requires MUNIWARE personnel to attend the CUSTOMER'S office(s);
6. Data file conversions;
7. Emergency Support (support initiated outside of normal MUNIWARE business hours);
8. Custom design / development work or process consultations;
9. Installation of the licensed Software on computers that do not meet MUNIWARE'S minimum requirements;
10. Improper installation by CUSTOMER or use of the licensed Software and related products that deviates from any operating procedures established by MUNIWARE in the applicable documentation or training processes;
11. Modification, alteration, addition, or attempted modification, of the licensed Software undertaken by persons other than MUNIWARE or MUNIWARE'S authorized representatives;
12. Installation, configuration or integration of new hardware, software, or consultations with third parties (i.e., computers, servers, printers, and other non-MUNIWARE software or technology. Further to this, work requiring more technical attention should be scheduled in a timely manner with MUNIWARE staff).

197

Billable Services (as listed above)	\$100.00 per hour plus GST
Travel Time	\$ 50.00 per hour plus GST
Mileage	\$ 0.58 per km plus GST
Emergency Services (high priority / last minute requests)	\$150.00 per hour plus GST
Custom design work or process consultations	\$150.00 per hour plus GST
Shipping Charges (i.e., Purolator)	At Cost plus GST
Subsistence (lodging, meals, car rentals, etc.)	At Cost plus GST
User Group	As designated by event topics and registration
Regional Training Groups	As designated by event topics and registration
Webinars	As designated by event topics and registration

If any of the above work is requested by the CUSTOMER, MUNIWARE will issue a separate billing detailing work performed and billed in ¼ hour segments at the listed rates.

ADDITIONAL COSTS NOT INCLUDED IN SUPPORT

Additional licence limits for all modules (except payroll)	Minimum of 50 @ \$2.00 each plus GST
Payroll Licence Limits	Minimum of 10 @ \$5.00 each plus GST
Software Licence Key Extensions	As quoted plus GST
New Module Licence	As quoted plus GST
11" Paper (Blue, Yellow, Grey, Brown, Green and Violet)	\$79.99 per case/1000 sheets plus, shipping and GST
14" Paper (Yellow)	\$89.99 per case/1000 sheets plus shipping and GST

198

RESPONSIBILITIES OF CUSTOMER

MUNIWARE'S provision of the SOFTWARE SUPPORT SERVICES set out above shall be subject to compliance with the following during the Current Term:

1. CUSTOMER will, during normal business hours, provide MUNIWARE with access to CUSTOMER's premises, personnel and equipment as reasonably required by MUNIWARE. This access must include the ability to dial-in to the equipment on which the software is operating and to obtain the level of access necessary to support the software.
2. CUSTOMER will provide supervision, control, and management of the use of the software in accordance with the provisions of the SOFTWARE LICENCE AGREEMENT.
3. CUSTOMER will implement procedures for the protection of information and implement backup processes in the event of errors or malfunction of the software.
4. CUSTOMER will document and promptly report all errors or malfunctions of the software to MUNIWARE using MUNIWARE'S Helpdesk ticketing system. Failure to promptly report errors or malfunctions shall entitle MUNIWARE, in its discretion (acting reasonably), to charge additional fees for MUNIWARE services arising as a result of the delay in such reporting. MUNIWARE will carry out procedures for the rectification of errors or malfunctions within a reasonable time, as part of its release planning processes, after notification of such errors or malfunctions have been received from CUSTOMER. Any such fee's will be documented and discussed with the CUSTOMER prior to the remediation or charge for any such services.
5. CUSTOMER will maintain regular scheduled current backup copies of all programs and data. (i.e., at a minimum, databases should be backed up once a day).
6. CUSTOMER agrees not to use or transfer prior versions of the software and will destroy or archive in the manner directed by MUNIWARE, acting reasonably.
7. CUSTOMER will notify MUNIWARE of any personnel changes so that access to software or communication, and training can be properly maintained.
8. CUSTOMER ensures that its personnel are properly trained in the use of the software by MUNIWARE staff as set out in the 'Mandatory Training' section (10.0) of the Software Licence Agreement, noting that mandatory training from MUNIWARE shall be quoted and detailed for all new modules licensed or for new personnel employed by the CUSTOMER within the Current Term.
9. CUSTOMER acknowledges and agrees that the software is only for use by employees, contracted administrative staff, or contracted accounting staff of CUSTOMER, and CUSTOMER will not allow or permit anyone who is not an employee, contracted administrative staff, or contracted accounting staff of CUSTOMER to use the software without express written consent of MUNIWARE, such consent not to be unreasonably withheld or delayed.

109

10. CUSTOMER agrees to indemnify, hold harmless and defend MUNIWARE, its directors, officers, employees, contractors, subcontractors and agents; against any and all claims arising out of the exercise of any rights under this agreement and CUSTOMER's and END USER's (which in this Agreement shall mean any person, organization or other entity that uses the SOFTWARE) use, possession or operation of the SOFTWARE, including, without limiting the generality of the foregoing, against any damages, losses, costs, claims, expenses or liabilities whatsoever with respect to death, injury, loss, cost or damage to any END USER, person or property arising from or out of the possession, use or operation of the SOFTWARE by CUSTOMER or an END USER.
11. CUSTOMER agrees to pay a support/maintenance fee in the amount of **\$588.07** per month during the Current Term. The support/maintenance fee is due and payable in full within 30 days after the date of being invoiced. Any amounts not paid when due are subject to interest at a rate of 1.0% per month (12% per annum) until paid in full.
12. This agreement will apply to any additional software licensed to CUSTOMER by MUNIWARE during the Current Term subsequent to the signing of this agreement, and all costs and charges relating to the software support services provided by MUNIWARE hereunder in relation to such additional software shall be invoiced at the monthly rate set out above. Such payments are due and payable by CUSTOMER as set out above and subject to late payment interest at the rate set out above. CUSTOMER acknowledges and agrees that additional support services must be paid for all additional MUNIWARE software licensed to CUSTOMER.

TERMINATION

Unless terminated earlier as set out in the "Termination" section of the Software Licence Agreement, this agreement will remain in effect until the expiration of the Current Term.

Termination of this agreement shall be deemed to be a termination of all SOFTWARE LICENCE AGREEMENTS between CUSTOMER and MUNIWARE.

GENERAL

All notices in connection with this agreement shall be in writing and may be given by certified, registered, or first-class mail or personally delivered at the address set forth on the front page. For the purposes of this agreement, a notice shall be deemed effective upon personal delivery to the party or if by mail (barring postal service disruption) five days after proper deposit in a mailbox.

This agreement shall be governed by and construed the laws of the Province of Alberta, Canada. Each of the parties hereto irrevocably attorns to the jurisdiction of the courts of the Province of Alberta.



Each party acknowledges that they have read this agreement, understand it, and agree to be bound by its terms.

FOR THE CUSTOMER

Authorized Signature

Name

Title

Date

FOR MUNIWARE

Brandi Whiting

Authorized Signature

Brandi Whiting

Name

CEO, Director of Operations

Title

October 22, 2021

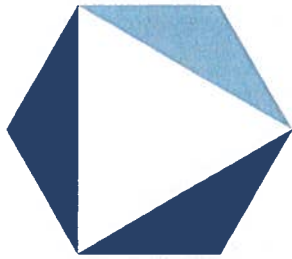
Date

Notice of Confidentiality

Please note that the information contained within this document is confidential and proprietary in nature.

This information (in whole or in part), cannot be duplicated, released, or reproduced (in any form print or digital), posted publicly on any websites, or shared with any outside third-party person(s) or agents that are not under the direct employ of the CUSTOMER named on the first page of this agreement without the express consent of Municipal Information Systems Inc. (MuniWare).

201



MUNNWARE

Serving Our Clients Since 1978
Fueled by Clients... Driven by Passion

MUNICIPAL INFORMATION SYSTEMS INC.

SOFTWARE LICENSE AGREEMENT

This Agreement is made effective as of the _____ day of _____ 20____

BETWEEN:

TOWN OF ONOWAY

PO Box 540
ONOWAY, AB T0E 1V0
Canada

(Hereinafter referred to as "CUSTOMER")

AND

MUNICIPAL INFORMATION SYSTEMS INC.

Box 3021, 10013 – 100 Avenue
MORINVILLE, Alberta T8R 1R9
Canada

(Hereinafter referred to as "MUNIWARE")

WHEREAS MUNIWARE has developed SOFTWARE for use by its customers and;

WHEREAS CUSTOMER wishes to obtain a licence to use the Software for these purposes; and

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree as follows:

1. DEFINITIONS

- 1.1 "END USER" shall mean any person, organization or other entity that uses the SOFTWARE.
- 1.2 "SOFTWARE" shall mean MUNIWARE'S computer software in either executable or source code format as provided herein and all such other documentation accompanying such software for the purposes contemplated hereunder. SOFTWARE also means the computer software regardless of the form in which CUSTOMER subsequently uses it.
- 1.3 "SOFTWARE SUPPORT AGREEMENT" shall mean the software support agreement to be executed by MUNIWARE and CUSTOMER on an annual basis with respect to the support of the SOFTWARE.

(Handwritten signature/initials)

2. LICENCE

MUNIWARE hereby grants to CUSTOMER a non-exclusive licence to use the SOFTWARE as long as CUSTOMER complies with the terms of this agreement and the Annual Software Support Agreement to be entered annually by CUSTOMER and MUNIWARE. Legal and beneficial title to all intellectual property of any nature related to the SOFTWARE shall remain with MUNIWARE.

3. CONFIDENTIALITY and COPYRIGHT

- 3.1 CUSTOMER acknowledges and agrees that MUNIWARE owns all copyright, trade secret, patent, and other proprietary rights in and to the SOFTWARE, and the SOFTWARE is protected by all applicable national and international copyright laws. CUSTOMER shall treat the SOFTWARE as it would treat any other copyrighted material. CUSTOMER shall prevent all unauthorized copying of the SOFTWARE by its employees, contractors, and other persons for whom it is responsible at law.
- 3.2. MUNIWARE represents and warrants to CUSTOMER that MUNIWARE owns all copyright, trade secret, patent, and other proprietary rights in and to the SOFTWARE and that the SOFTWARE is protected by all applicable national and international copyright laws. MUNIWARE agrees to indemnify CUSTOMER from and against any and all claims, losses or damages suffered or incurred by CUSTOMER (including its employees, contractors, agents, councilors, and representatives) as licensee of the SOFTWARE under this agreement by reason of such representation and warranty being inaccurate or otherwise misleading.

4. USE

CUSTOMER may:

- 4.1. Use the SOFTWARE on all devices owned by CUSTOMER.
- 4.2. Make copies of the SOFTWARE for archival and back up purposes only, provided CUSTOMER places a label on the outside of the backup media (diskette, compact disc, or any other applicable media) showing all trademark and copyright notices that appear on the original SOFTWARE media.
- 4.3. Assign its rights under this agreement to another party but only if the assignee agrees in writing to accept the terms and conditions of this agreement and only with the prior **written** consent of MUNIWARE which consent shall not be unreasonably withheld or delayed by MUNIWARE. No assignment shall serve to release or relieve CUSTOMER from its obligations hereunder up to the date of the assignment. If MUNIWARE consents to an assignment of this agreement, then CUSTOMER shall transfer the production copy of the SOFTWARE to the assignee and destroy the backup copy of the SOFTWARE not transferred.

203

5. RESTRICTIONS

In no way does this SOFTWARE licence confer any right upon CUSTOMER to license, sublicense, sell, or otherwise authorize the use of SOFTWARE, whether in executable form, source code or any other form, by any third parties. Unless express **written** permission is granted by MUNIWARE, CUSTOMER may not:

- 5.1. Copy, distribute, rent, lease, transfer, assign or sublicense all or any portion of the SOFTWARE or the accompanying documentation and the SOFTWARE manual, or assign CUSTOMER'S rights hereunder except in accordance with section 4.3 of this agreement;
- 5.2. Develop products for sale based on the SOFTWARE;
- 5.3. Use the SOFTWARE to provide services to third parties (other than the sharing of data or information derived from CUSTOMER's data);
- 5.4. Share, disseminate or circulate either by print or electronic media any part of the SOFTWARE or any of its proprietary features with anyone other than employees, contracted administrative personnel and contracted accounting personnel of CUSTOMER;
- 5.5. Reverse engineer, decompile or disassemble the SOFTWARE;
- 5.6. Use the SOFTWARE for security or military purposes.
- 5.7. Request a refund or exchange of any licenced software, unless explicitly agreed to by MuniWare.

6. COMPLIANCE AUDIT

- 6.1. CUSTOMER shall provide information, in formats and intervals specified by MUNIWARE, relating to usage of the SOFTWARE for the purposes of verifying compliance with the terms of this agreement by the CUSTOMER as reasonably specified by MUNIWARE from time to time.
- 6.2. MUNIWARE reserves the right to conduct audits (through collaboration with, and by giving advance notice to the CUSTOMER) to verify CUSTOMER'S compliance with this agreement based on table usage for modules licensed.
- 6.3. MUNIWARE shall have the right, at its sole cost, to conduct annual and periodic reviews (through collaboration with, and by giving reasonable advance notice to the CUSTOMER) with CUSTOMER to ensure that MUNIWARE has an updated list of current authorized employees and contractors in order to control / manage access to the SOFTWARE.
- 6.4. MUNIWARE acknowledges and agrees that any specific municipal or personal information obtained from any such audits will be kept in the strictest confidence by MUNIWARE in accordance with applicable provincial and federal privacy legislation.

204

7. TERMINATION:

- 7.1. This agreement is effective until terminated.
- 7.2. MUNIWARE shall have the right to terminate this agreement in the event that:
- (a) CUSTOMER breaches any material term of this agreement and CUSTOMER fails to remedy such breach within 60 days following receipt of written notice of such breach by CUSTOMER from MUNIWARE; or
 - (b) CUSTOMER misuses or abuses the SOFTWARE and MUNIWARE gives to CUSTOMER written notice that such misuse or abuse is, at the sole discretion of MUNIWARE, incapable of remediation by CUSTOMER; or
 - (c) MUNIWARE terminates the SOFTWARE SUPPORT AGREEMENT in accordance with terms set out therein. Such termination shall be in addition to and not in lieu of any legal remedies available to MUNIWARE.
- 7.3 CUSTOMER shall have the right to terminate this agreement at any time and for any reason upon giving to MUNIWARE not less than 30 days prior written notice of CUSTOMER'S decision to terminate this agreement. When MUNIWARE receives the CUSTOMER'S written notice of termination, MUNIWARE will provide the CUSTOMER with a new License Key with an expiry date of 180 days from the date of termination notice. This new License Key must be entered by the CUSTOMER immediately after it has been provided by MUNIWARE.
- 7.4 CUSTOMER acknowledges and agrees that the license granted hereunder shall be automatically terminated without liability to MUNIWARE in the event of termination of any Annual Software Support Agreement between MUNIWARE and CUSTOMER.
- 7.5 Upon termination of this agreement, CUSTOMER shall, within 180 days following such termination,
- (a) Discontinue use of the SOFTWARE;
 - (b) Erase the SOFTWARE from CUSTOMER'S computer(s), server(s), and virtual storage device(s) (including its employees, contractors, agents, councilors, and representatives' devices);
 - (c) Return the SOFTWARE and accompanying documentation including all back up and archived copies to MUNIWARE, and;
 - (d) Furnish to MUNIWARE a certificate signed by an authorized signing officer who certifies that, through its best effort and to the best of its knowledge, the original and all copies, in whole or in part and in any form, of the SOFTWARE have been destroyed.
- 7.6 The provisions of Sections 3, 5, 6, 7, and 8 hereof shall survive any termination of this agreement.

205

8. LIABILITY, WARRANTY DISCLAIMER, INDEMNIFICATION:

- 8.1. The SOFTWARE is furnished "AS-IS" and MUNIWARE shall not be liable for any monetary damages whatsoever with respect to CUSTOMER'S use of the SOFTWARE hereunder, nor shall MUNIWARE be liable for any special indirect, incidental, or consequential damages arising out of the licensed rights granted in this agreement, even if MUNIWARE is advised of such damages. The entire risk as to the results and performance of the SOFTWARE is assumed by CUSTOMER.
- 8.2. The SOFTWARE is licensed to CUSTOMER without any warranties whatsoever whether express, implied, or statutory, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE except as expressly stated herein. No representative of MUNIWARE has been authorized to make any representation, warranty, or promise not contained herein.
- 8.3. MUNIWARE warrants that the media on which the SOFTWARE is furnished will be free from defects in materials and workmanship under normal use for a period of 30 days from the date hereof. MUNIWARE'S liability and CUSTOMER'S exclusive remedy shall be the replacement of the SOFTWARE if the media on which the SOFTWARE is furnished proves to be defective. This warranty is void if the media defect has resulted from accident, abuse, or misapplication. Any replacement of the SOFTWARE will be warranted for the remainder of the original 30-day warranty period.
- 8.4. CUSTOMER agrees to indemnify, hold harmless and defend MUNIWARE, its directors, officers, employees, contractors, subcontractors and agents; against any and all claims arising out of the exercise of any rights under this agreement and CUSTOMER'S and END USER'S use, possession or operation of the SOFTWARE, including, without limiting the generality of the foregoing, against any damages, losses, costs, claims, expenses or liabilities whatsoever with respect to death, injury, loss, cost or damage to any END USER, person or property arising from or out of the possession, use or operation of the SOFTWARE by CUSTOMER or an END USER.

9.0 NOTICES

All notices in connection with this agreement shall be in writing and may be given by certified, registered, or first-class mail or personally delivered at the address set forth on the front page. For the purposes of this agreement, a notice shall be deemed effective upon personal delivery to the party or if by mail (barring postal service disruption) five days after proper deposit in a mailbox.

206

10.0 MANDATORY TRAINING

- 10.1 In order to ensure the integrity and proper use of the SOFTWARE, CUSTOMER acknowledges and agrees that the license granted hereunder for the SOFTWARE shall include mandatory training for each module licensed as DETAILED by MUNIWARE in the accepted quotation, or for subsequent modules licensed in the future that form part of the SOFTWARE.
- 10.2 Notwithstanding the foregoing, at the request of the CUSTOMER, MUNIWARE may, at its sole and unfettered discretion, waive the requirement for mandatory training for personnel, or subsequent licensed modules, on a case-by-case basis, and provided that such waiver must be expressly granted by MUNIWARE in writing.
- 10.3 In the event that the requirement for mandatory training is waived by MUNIWARE for client personnel, all forthcoming support tickets from that employee that are not related to a software issue and are further deemed to be of a training nature, will be regarded as billable incidents and billed to the nearest fifteen (15) minutes at MUNIWARE'S current support rates.
- 10.4 CUSTOMER acknowledges and agrees that all required training shall be performed by MUNIWARE except where MUNIWARE has expressly consented, in writing, to the training by and of third parties.

11.0 ENTIRE AGREEMENT

Other than as set out in the SOFTWARE SUPPORT AGREEMENT, this agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof.

12.0 GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta, Canada. Each of the parties hereto irrevocably attorns to the jurisdiction of the courts of the Province of Alberta, Canada.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

207

FOR THE CUSTOMER

Authorized Signature

Name

Title

Date

FOR MUNIWARE

Brandi Whiting

Authorized Signature

Brandi Whiting

Name

CEO, Director of Operations

Title

October 21, 2021

Date

Notice of Confidentiality

Please note that the information contained within this document is confidential and proprietary in nature. This information (in whole or in part), cannot be duplicated, released, or reproduced (in any form print or digital), posted publicly on any websites, or shared with any outside third-party person(s) or agents that are not under the direct employ of the CUSTOMER or associated with the operations of the CUSTOMER named on the first page of this agreement without the express consent of Municipal Information Systems Inc. (MuniWare).

208

Onoway

2022 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description	Amount	
2022	MSI-Capital Allocation	\$	143,026
2022	MSI-Operating Allocation	\$	45,214
2022	Total	\$	188,240

2023 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description	Amount	
2023	MSI-Capital Allocation	\$	143,026
2023	MSI-Operating Allocation	\$	45,214
2023	Total	\$	188,240

209

debbie@onoway.ca

From: cao@onoway.ca
Sent: October 29, 2021 8:57 AM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: MSI Estimated Funding for 2022 and 2023 - Onoway
Attachments: 2022 2023 Onoway Proposed MSI Allocations.pdf

Deb information for our next 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: administration@wildwillowenterprises.com <administration@wildwillowenterprises.com>
Sent: October 29, 2021 7:00 AM
To: finance@onoway.ca; Wendy Wildman <cao@onoway.ca>
Cc: Debbie Giroux <debbie@onoway.ca>
Subject: MSI Estimated Funding for 2022 and 2023 - Onoway

Attached are the estimated grant funding numbers for MSI for 2022 and 2023 for Onoway.

MSI-Capital is estimated to be funded at 40.6% of the 2021 allocation (*Onoway's 2021 allocation - \$352,698*). **This is quite a decrease to the capital funding.**

MSI-Operating will be funded at the same level as 2021 year over the next two years. (*Onoway's 2021 allocation - \$45,214*).

Municipal Affairs has stated that the numbers provided will not be adjusted from one year to the next, however, are still subject to legislative and ministerial approval.

Thanks,

Heather Luhtala,
Asst. CAO
S.V. of South View ([Sign Up for South View Connect Today!](#))
S.V. of Silver Sands ([Sign Up for Silver Sands Connect Today!](#))
S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))
Phone: 587-873-5765



Municipal Sustainability Initiative Allocation Estimates, 2022 and 2023

The allocations below indicate allocation estimates based on Budget 2021 targets. These estimates will be confirmed upon legislative approval of provincial Budget 2022 and Budget 2023. For additional information on the estimates, please see the notes provided on the last page.

Municipality	2022 Allocation Estimates			2023 Allocation Estimates		
	MSI Capital Component	MSI Operating Component	Total MSI Funding	MSI Capital Component	MSI Operating Component	Total MSI Funding
Total	\$485,000,000	\$30,000,000	\$515,000,000	\$485,000,000	\$30,000,000	\$515,000,000
Cities						
AIRDRIE	\$7,490,765	\$489,487	\$7,980,252	\$7,490,765	\$489,487	\$7,980,252
BEAUMONT	\$2,016,399	\$139,417	\$2,155,816	\$2,016,399	\$139,417	\$2,155,816
BROOKS	\$1,405,625	\$95,693	\$1,501,318	\$1,405,625	\$95,693	\$1,501,318
CALGARY	\$128,088,752	\$0	\$128,088,752	\$128,088,752	\$0	\$128,088,752
CAMROSE	\$2,039,756	\$137,293	\$2,177,049	\$2,039,756	\$137,293	\$2,177,049
CHESTERMERE	\$2,262,223	\$156,876	\$2,419,099	\$2,262,223	\$156,876	\$2,419,099
COLD LAKE	\$1,646,201	\$114,287	\$1,760,488	\$1,646,201	\$114,287	\$1,760,488
EDMONTON	\$95,318,204	\$0	\$95,318,204	\$95,318,204	\$0	\$95,318,204
FORT SASKATCHEWAN	\$3,103,291	\$210,497	\$3,313,788	\$3,103,291	\$210,497	\$3,313,788
GRANDE PRAIRIE	\$7,244,531	\$472,476	\$7,717,007	\$7,244,531	\$472,476	\$7,717,007
LACOMBE	\$1,451,330	\$100,683	\$1,552,013	\$1,451,330	\$100,683	\$1,552,013
LEDUC	\$3,815,262	\$260,071	\$4,075,333	\$3,815,262	\$260,071	\$4,075,333
LETHBRIDGE	\$10,200,842	\$651,590	\$10,852,432	\$10,200,842	\$651,590	\$10,852,432
LLOYDMINSTER	\$2,172,375	\$149,365	\$2,321,740	\$2,172,375	\$149,365	\$2,321,740
MEDICINE HAT	\$6,437,648	\$417,168	\$6,854,816	\$6,437,648	\$417,168	\$6,854,816
RED DEER	\$10,780,196	\$694,956	\$11,475,152	\$10,780,196	\$694,956	\$11,475,152
SPRUCE GROVE	\$3,893,722	\$259,530	\$4,153,252	\$3,893,722	\$259,530	\$4,153,252
ST. ALBERT	\$7,435,440	\$492,131	\$7,927,571	\$7,435,440	\$492,131	\$7,927,571
WETASKIWIN	\$1,277,057	\$88,780	\$1,365,837	\$1,277,057	\$88,780	\$1,365,837
Towns						
ATHABASCA	\$339,047	\$32,588	\$371,635	\$339,047	\$32,588	\$371,635
BANFF	\$1,402,845	\$109,284	\$1,512,129	\$1,402,845	\$109,284	\$1,512,129
BARRHEAD	\$485,146	\$152,920	\$638,066	\$485,146	\$152,920	\$638,066
BASHAW	\$120,510	\$59,095	\$179,605	\$120,510	\$59,095	\$179,605
BASSANO	\$155,583	\$50,209	\$205,792	\$155,583	\$50,209	\$205,792
BEAVERLODGE	\$283,701	\$28,988	\$312,689	\$283,701	\$28,988	\$312,689
BENTLEY	\$142,469	\$46,261	\$188,730	\$142,469	\$46,261	\$188,730
BLACK DIAMOND	\$317,305	\$31,314	\$348,619	\$317,305	\$31,314	\$348,619
BLACKFALDS	\$1,038,543	\$76,379	\$1,114,922	\$1,038,543	\$76,379	\$1,114,922
BON ACCORD	\$182,309	\$59,642	\$241,951	\$182,309	\$59,642	\$241,951
BONNYVILLE	\$732,420	\$58,370	\$790,790	\$732,420	\$58,370	\$790,790
BOW ISLAND	\$228,098	\$124,638	\$352,736	\$228,098	\$124,638	\$352,736
BOWDEN	\$154,133	\$81,021	\$235,154	\$154,133	\$81,021	\$235,154
BRUDERHEIM	\$174,569	\$56,007	\$230,576	\$174,569	\$56,007	\$230,576
CALMAR	\$258,176	\$27,342	\$285,518	\$258,176	\$27,342	\$285,518
CANMORE	\$2,622,876	\$200,613	\$2,823,489	\$2,622,876	\$200,613	\$2,823,489
CARDSTON	\$392,944	\$225,411	\$618,355	\$392,944	\$225,411	\$618,355
CARSTAIRS	\$464,223	\$40,768	\$504,991	\$464,223	\$40,768	\$504,991
CASTOR	\$126,101	\$64,179	\$190,280	\$126,101	\$64,179	\$190,280
CLARESHOLM	\$404,602	\$36,400	\$441,002	\$404,602	\$36,400	\$441,002
COALDALE	\$867,856	\$65,058	\$932,914	\$867,856	\$65,058	\$932,914
COALHURST	\$294,269	\$96,969	\$391,238	\$294,269	\$96,969	\$391,238
COCHRANE	\$3,295,030	\$225,644	\$3,520,674	\$3,295,030	\$225,644	\$3,520,674
CORONATION	\$128,288	\$64,874	\$193,162	\$128,288	\$64,874	\$193,162
CROSSFIELD	\$421,164	\$38,599	\$459,763	\$421,164	\$38,599	\$459,763
DAYSLAND	\$117,148	\$58,535	\$175,683	\$117,148	\$58,535	\$175,683
DEVON	\$697,278	\$55,124	\$752,402	\$697,278	\$55,124	\$752,402
DIDSBURY	\$540,506	\$172,904	\$713,410	\$540,506	\$172,904	\$713,410
DRAYTON VALLEY	\$851,583	\$66,655	\$918,238	\$851,583	\$66,655	\$918,238
DRUMHELLER	\$824,841	\$257,145	\$1,081,986	\$824,841	\$257,145	\$1,081,986
ECKVILLE	\$150,434	\$77,121	\$227,555	\$150,434	\$77,121	\$227,555
EDSON	\$939,479	\$71,591	\$1,011,070	\$939,479	\$71,591	\$1,011,070
ELK POINT	\$186,729	\$58,293	\$245,022	\$186,729	\$58,293	\$245,022
FAIRVIEW	\$322,012	\$104,055	\$426,067	\$322,012	\$104,055	\$426,067

Onoway 2021 allocations:
 - operating same
 - capital was \$352,698 w

Alberta

Municipality	2022 Allocation Estimates			2023 Allocation Estimates		
	MSI Capital Component	MSI Operating Component	Total MSI Funding	MSI Capital Component	MSI Operating Component	Total MSI Funding
FALHER	\$139,274	\$70,781	\$210,055	\$139,274	\$70,781	\$210,055
FORT MACLEOD	\$335,241	\$32,267	\$367,508	\$335,241	\$32,267	\$367,508
FOX CREEK	\$314,725	\$31,324	\$346,049	\$314,725	\$31,324	\$346,049
GIBBONS	\$344,103	\$32,617	\$376,720	\$344,103	\$32,617	\$376,720
GRIMSHAW	\$292,874	\$161,521	\$454,395	\$292,874	\$161,521	\$454,395
HANNA	\$277,616	\$152,833	\$430,449	\$277,616	\$152,833	\$430,449
HARDISTY	\$107,234	\$18,154	\$125,388	\$107,234	\$18,154	\$125,388
HIGH LEVEL	\$422,038	\$134,566	\$556,604	\$422,038	\$134,566	\$556,604
HIGH PRAIRIE	\$291,086	\$29,404	\$320,490	\$291,086	\$29,404	\$320,490
HIGH RIVER	\$1,480,481	\$105,256	\$1,585,737	\$1,480,481	\$105,256	\$1,585,737
HINTON	\$1,100,330	\$82,023	\$1,182,353	\$1,100,330	\$82,023	\$1,182,353
INNISFAIL	\$847,106	\$65,040	\$912,146	\$847,106	\$65,040	\$912,146
IRRICANA	\$157,154	\$50,563	\$207,717	\$157,154	\$50,563	\$207,717
KILLAM	\$136,534	\$43,781	\$180,315	\$136,534	\$43,781	\$180,315
LAMONT	\$206,782	\$110,315	\$317,097	\$206,782	\$110,315	\$317,097
LEGAL	\$165,968	\$54,175	\$220,143	\$165,968	\$54,175	\$220,143
MAGRATH	\$258,895	\$145,489	\$404,384	\$258,895	\$145,489	\$404,384
MANNING	\$153,802	\$78,335	\$232,137	\$153,802	\$78,335	\$232,137
MAYERTHORPE	\$160,372	\$85,272	\$245,644	\$160,372	\$85,272	\$245,644
MCLENNAN	\$110,324	\$94,924	\$205,248	\$110,324	\$94,924	\$205,248
MILK RIVER	\$117,621	\$58,715	\$176,336	\$117,621	\$58,715	\$176,336
MILLET	\$229,783	\$72,879	\$302,662	\$229,783	\$72,879	\$302,662
MORINVILLE	\$1,024,400	\$75,671	\$1,100,071	\$1,024,400	\$75,671	\$1,100,071
MUNDARE	\$125,226	\$39,782	\$165,008	\$125,226	\$39,782	\$165,008
NANTON	\$259,595	\$27,555	\$287,150	\$259,595	\$27,555	\$287,150
NOBLEFORD	\$164,641	\$21,471	\$186,112	\$164,641	\$21,471	\$186,112
OKOTOKS	\$3,209,241	\$219,050	\$3,428,291	\$3,209,241	\$219,050	\$3,428,291
OLDS	\$1,016,622	\$76,460	\$1,093,082	\$1,016,622	\$76,460	\$1,093,082
ONOWAY	\$143,026	\$45,214	\$188,240	\$143,026	\$45,214	\$188,240
OYEN	\$135,964	\$69,339	\$205,303	\$135,964	\$69,339	\$205,303
PEACE RIVER	\$750,604	\$59,034	\$809,638	\$750,604	\$59,034	\$809,638
PENHOLD	\$374,473	\$121,031	\$495,504	\$374,473	\$121,031	\$495,504
PICTURE BUTTE	\$210,683	\$68,275	\$278,958	\$210,683	\$68,275	\$278,958
PINCHER CREEK	\$404,037	\$36,633	\$440,670	\$404,037	\$36,633	\$440,670
PONOKA	\$738,705	\$233,168	\$971,873	\$738,705	\$233,168	\$971,873
PROVOST	\$239,119	\$74,839	\$313,958	\$239,119	\$74,839	\$313,958
RAINBOW LAKE	\$116,921	\$95,855	\$212,776	\$116,921	\$95,855	\$212,776
RAYMOND	\$415,051	\$242,738	\$657,789	\$415,051	\$242,738	\$657,789
REDCLIFF	\$603,421	\$49,283	\$652,704	\$603,421	\$49,283	\$652,704
REDWATER	\$263,368	\$28,129	\$291,497	\$263,368	\$28,129	\$291,497
RIMBEY	\$296,423	\$29,843	\$326,266	\$296,423	\$29,843	\$326,266
ROCKY MOUNTAIN HOUSE	\$720,423	\$56,938	\$777,361	\$720,423	\$56,938	\$777,361
SEDGEWICK	\$120,718	\$38,492	\$159,210	\$120,718	\$38,492	\$159,210
SEXSMITH	\$298,037	\$29,870	\$327,907	\$298,037	\$29,870	\$327,907
SLAVE LAKE	\$708,995	\$55,953	\$764,948	\$708,995	\$55,953	\$764,948
SMOKY LAKE	\$133,199	\$66,403	\$199,602	\$133,199	\$66,403	\$199,602
SPIRIT RIVER	\$133,984	\$67,914	\$201,898	\$133,984	\$67,914	\$201,898
ST. PAUL	\$621,506	\$195,159	\$816,665	\$621,506	\$195,159	\$816,665
STAVELY	\$97,377	\$17,359	\$114,736	\$97,377	\$17,359	\$114,736
STETTLER	\$649,945	\$52,448	\$702,393	\$649,945	\$52,448	\$702,393
STONY PLAIN	\$1,890,824	\$131,776	\$2,022,600	\$1,890,824	\$131,776	\$2,022,600
STRATHMORE	\$1,432,830	\$102,346	\$1,535,176	\$1,432,830	\$102,346	\$1,535,176
SUNDRE	\$320,075	\$31,486	\$351,561	\$320,075	\$31,486	\$351,561
SWAN HILLS	\$161,920	\$147,832	\$309,752	\$161,920	\$147,832	\$309,752
SYLVAN LAKE	\$1,615,280	\$114,944	\$1,730,224	\$1,615,280	\$114,944	\$1,730,224
TABER	\$851,145	\$64,199	\$915,344	\$851,145	\$64,199	\$915,344
THORSBY	\$138,024	\$44,485	\$182,509	\$138,024	\$44,485	\$182,509
THREE HILLS	\$342,057	\$110,500	\$452,557	\$342,057	\$110,500	\$452,557
TOFIELD	\$245,728	\$77,241	\$322,969	\$245,728	\$77,241	\$322,969
TROCHU	\$137,657	\$71,159	\$208,816	\$137,657	\$71,159	\$208,816
TURNER VALLEY	\$307,217	\$30,759	\$337,976	\$307,217	\$30,759	\$337,976
TWO HILLS	\$163,454	\$161,494	\$324,948	\$163,454	\$161,494	\$324,948
VALLEYVIEW	\$227,594	\$70,867	\$298,461	\$227,594	\$70,867	\$298,461
VAUXHALL	\$148,502	\$139,184	\$287,686	\$148,502	\$139,184	\$287,686

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Municipality	2022 Allocation Estimates			2023 Allocation Estimates		
	MSI Capital Component	MSI Operating Component	Total MSI Funding	MSI Capital Component	MSI Operating Component	Total MSI Funding
VEGREVILLE	\$621,277	\$50,553	\$671,830	\$621,277	\$50,553	\$671,830
VERMILION	\$472,300	\$41,294	\$513,594	\$472,300	\$41,294	\$513,594
VIKING	\$141,533	\$72,648	\$214,181	\$141,533	\$72,648	\$214,181
VULCAN	\$225,978	\$71,937	\$297,915	\$225,978	\$71,937	\$297,915
WAINWRIGHT	\$681,539	\$54,437	\$735,976	\$681,539	\$54,437	\$735,976
WEMBLEY	\$190,969	\$23,183	\$214,152	\$190,969	\$23,183	\$214,152
WESTLOCK	\$541,202	\$45,109	\$586,311	\$541,202	\$45,109	\$586,311
WHITECOURT	\$1,175,591	\$87,644	\$1,263,235	\$1,175,591	\$87,644	\$1,263,235
Villages						
ACME	\$102,499	\$49,339	\$151,838	\$102,499	\$49,339	\$151,838
ALBERTA BEACH	\$155,178	\$21,210	\$176,388	\$155,178	\$21,210	\$176,388
ALIX	\$112,563	\$18,233	\$130,796	\$112,563	\$18,233	\$130,796
ALLIANCE	\$57,932	\$29,713	\$87,645	\$57,932	\$29,713	\$87,645
AMISK	\$61,612	\$34,831	\$96,443	\$61,612	\$34,831	\$96,443
ANDREW	\$82,311	\$37,022	\$119,333	\$82,311	\$37,022	\$119,333
ARROWWOOD	\$62,306	\$35,177	\$97,483	\$62,306	\$35,177	\$97,483
BARNWELL	\$128,224	\$42,151	\$170,375	\$128,224	\$42,151	\$170,375
BARONS	\$71,576	\$48,805	\$120,381	\$71,576	\$48,805	\$120,381
BAWLF	\$80,263	\$36,711	\$116,974	\$80,263	\$36,711	\$116,974
BEISEKER	\$123,770	\$18,995	\$142,765	\$123,770	\$18,995	\$142,765
BERWYN	\$88,776	\$69,015	\$157,791	\$88,776	\$69,015	\$157,791
BIG VALLEY	\$74,454	\$49,807	\$124,261	\$74,454	\$49,807	\$124,261
BITTERN LAKE	\$65,194	\$20,608	\$85,802	\$65,194	\$20,608	\$85,802
BOYLE	\$130,380	\$64,349	\$194,729	\$130,380	\$64,349	\$194,729
BRETON	\$96,985	\$31,227	\$128,212	\$96,985	\$31,227	\$128,212
CARBON	\$87,115	\$65,254	\$152,369	\$87,115	\$65,254	\$152,369
CARMANGAY	\$66,152	\$27,468	\$93,620	\$66,152	\$27,468	\$93,620
CAROLINE	\$87,600	\$66,439	\$154,039	\$87,600	\$66,439	\$154,039
CHAMPION	\$71,477	\$46,509	\$117,986	\$71,477	\$46,509	\$117,986
CHAUVIN	\$73,160	\$49,318	\$122,478	\$73,160	\$49,318	\$122,478
CHIPMAN	\$71,431	\$29,049	\$100,480	\$71,431	\$29,049	\$100,480
CLIVE	\$109,775	\$35,438	\$145,213	\$109,775	\$35,438	\$145,213
CLYDE	\$80,860	\$37,134	\$117,994	\$80,860	\$37,134	\$117,994
CONSORT	\$109,311	\$53,451	\$162,762	\$109,311	\$53,451	\$162,762
COUTTS	\$67,114	\$27,310	\$94,424	\$67,114	\$27,310	\$94,424
COWLEY	\$63,244	\$25,276	\$88,520	\$63,244	\$25,276	\$88,520
CREMONA	\$84,281	\$27,268	\$111,549	\$84,281	\$27,268	\$111,549
CZAR	\$61,327	\$34,614	\$95,941	\$61,327	\$34,614	\$95,941
DELBURNE	\$125,232	\$62,381	\$187,613	\$125,232	\$62,381	\$187,613
DELIA	\$63,783	\$25,654	\$89,437	\$63,783	\$25,654	\$89,437
DONALDA	\$62,604	\$36,356	\$98,960	\$62,604	\$36,356	\$98,960
DONNELLY	\$72,215	\$48,954	\$121,169	\$72,215	\$48,954	\$121,169
DUCHESS	\$140,119	\$72,623	\$212,742	\$140,119	\$72,623	\$212,742
EDBERG	\$57,157	\$29,360	\$86,517	\$57,157	\$29,360	\$86,517
EDGERTON	\$79,733	\$57,491	\$137,224	\$79,733	\$57,491	\$137,224
ELNORA	\$69,868	\$44,563	\$114,431	\$69,868	\$44,563	\$114,431
EMPRESS	\$59,633	\$29,951	\$89,584	\$59,633	\$29,951	\$89,584
FOREMOST	\$92,938	\$43,318	\$136,256	\$92,938	\$43,318	\$136,256
FORESTBURG	\$119,992	\$103,736	\$223,728	\$119,992	\$103,736	\$223,728
GIROUXVILLE	\$87,039	\$43,461	\$130,500	\$87,039	\$43,461	\$130,500
GLENDON	\$89,257	\$40,772	\$130,029	\$89,257	\$40,772	\$130,029
GLENWOOD	\$71,810	\$31,063	\$102,873	\$71,810	\$31,063	\$102,873
HALKIRK	\$54,888	\$25,419	\$80,307	\$54,888	\$25,419	\$80,307
HAY LAKES	\$87,914	\$40,754	\$128,668	\$87,914	\$40,754	\$128,668
HEISLER	\$58,001	\$30,296	\$88,297	\$58,001	\$30,296	\$88,297
HILL SPRING	\$59,331	\$22,716	\$82,047	\$59,331	\$22,716	\$82,047
HINES CREEK	\$72,536	\$49,362	\$121,898	\$72,536	\$49,362	\$121,898
HOLDEN	\$74,985	\$49,947	\$124,932	\$74,985	\$49,947	\$124,932
HUGHENDEN	\$63,997	\$38,782	\$102,779	\$63,997	\$38,782	\$102,779
HUSSAR	\$61,205	\$24,203	\$85,408	\$61,205	\$24,203	\$85,408
INNISFREE	\$62,920	\$36,768	\$99,688	\$62,920	\$36,768	\$99,688
IRMA	\$89,862	\$42,129	\$131,991	\$89,862	\$42,129	\$131,991
KITSCOTY	\$132,333	\$66,891	\$199,224	\$132,333	\$66,891	\$199,224
LINDEN	\$119,527	\$38,772	\$158,299	\$119,527	\$38,772	\$158,299

213

Municipality	2022 Allocation Estimates			2023 Allocation Estimates		
	MSI Capital Component	MSI Operating Component	Total MSI Funding	MSI Capital Component	MSI Operating Component	Total MSI Funding
LOMOND	\$58,816	\$30,942	\$89,758	\$58,816	\$30,942	\$89,758
LONGVIEW	\$75,211	\$15,985	\$91,196	\$75,211	\$15,985	\$91,196
LOUGHEED	\$66,409	\$40,233	\$106,642	\$66,409	\$40,233	\$106,642
MANNVILLE	\$114,066	\$98,762	\$212,828	\$114,066	\$98,762	\$212,828
MARWAYNE	\$96,804	\$76,165	\$172,969	\$96,804	\$76,165	\$172,969
MILO	\$54,910	\$13,612	\$68,522	\$54,910	\$13,612	\$68,522
MORRIN	\$64,125	\$38,504	\$102,629	\$64,125	\$38,504	\$102,629
MUNSON	\$62,406	\$24,398	\$86,804	\$62,406	\$24,398	\$86,804
MYRNAM	\$71,642	\$48,620	\$120,262	\$71,642	\$48,620	\$120,262
NAMPA	\$79,633	\$16,238	\$95,871	\$79,633	\$16,238	\$95,871
PARADISE VALLEY	\$59,515	\$32,251	\$91,766	\$59,515	\$32,251	\$91,766
ROCKYFORD	\$72,488	\$31,119	\$103,607	\$72,488	\$31,119	\$103,607
ROSALIND	\$61,201	\$33,257	\$94,458	\$61,201	\$33,257	\$94,458
ROSEMARY	\$76,385	\$54,448	\$130,833	\$76,385	\$54,448	\$130,833
RYCROFT	\$101,768	\$32,473	\$134,241	\$101,768	\$32,473	\$134,241
RYLEY	\$86,425	\$63,577	\$150,002	\$86,425	\$63,577	\$150,002
SPRING LAKE	\$119,970	\$18,921	\$138,891	\$119,970	\$18,921	\$138,891
STANDARD	\$78,416	\$16,159	\$94,575	\$78,416	\$16,159	\$94,575
STIRLING	\$152,735	\$144,017	\$296,752	\$152,735	\$144,017	\$296,752
VETERAN	\$63,410	\$38,252	\$101,662	\$63,410	\$38,252	\$101,662
VILNA	\$67,233	\$43,573	\$110,806	\$67,233	\$43,573	\$110,806
WARBURG	\$110,814	\$92,582	\$203,396	\$110,814	\$92,582	\$203,396
WARNER	\$75,919	\$52,217	\$128,136	\$75,919	\$52,217	\$128,136
WASKATENAU	\$64,150	\$26,207	\$90,357	\$64,150	\$26,207	\$90,357
YOUNGSTOWN	\$57,940	\$29,714	\$87,654	\$57,940	\$29,714	\$87,654
Summer Villages						
ARGENTIA BEACH	\$43,509	\$4,722	\$48,231	\$43,509	\$4,722	\$48,231
BETULA BEACH	\$32,044	\$3,210	\$35,254	\$32,044	\$3,210	\$35,254
BIRCH COVE	\$31,309	\$4,615	\$35,924	\$31,309	\$4,615	\$35,924
BIRCHCLIFF	\$67,798	\$10,419	\$78,217	\$67,798	\$10,419	\$78,217
BONDISS	\$43,317	\$8,386	\$51,703	\$43,317	\$8,386	\$51,703
BONNYVILLE BEACH	\$36,239	\$6,998	\$43,237	\$36,239	\$6,998	\$43,237
BURNSTICK LAKE	\$31,861	\$3,144	\$35,005	\$31,861	\$3,144	\$35,005
CASTLE ISLAND	\$29,895	\$2,727	\$32,622	\$29,895	\$2,727	\$32,622
CRYSTAL SPRINGS	\$43,468	\$5,932	\$49,400	\$43,468	\$5,932	\$49,400
GHOST LAKE	\$39,541	\$7,172	\$46,713	\$39,541	\$7,172	\$46,713
GOLDEN DAYS	\$57,031	\$9,473	\$66,504	\$57,031	\$9,473	\$66,504
GRANDVIEW	\$48,552	\$8,818	\$57,370	\$48,552	\$8,818	\$57,370
GULL LAKE	\$54,232	\$9,221	\$63,453	\$54,232	\$9,221	\$63,453
HALF MOON BAY	\$36,773	\$4,919	\$41,692	\$36,773	\$4,919	\$41,692
HORSESHOE BAY	\$33,469	\$6,211	\$39,680	\$33,469	\$6,211	\$39,680
ISLAND LAKE	\$59,174	\$9,575	\$68,749	\$59,174	\$9,575	\$68,749
ISLAND LAKE SOUTH	\$33,889	\$5,639	\$39,528	\$33,889	\$5,639	\$39,528
ITASKA BEACH	\$34,640	\$3,780	\$38,420	\$34,640	\$3,780	\$38,420
JARVIS BAY	\$71,705	\$10,636	\$82,341	\$71,705	\$10,636	\$82,341
KAPASWIN	\$33,130	\$2,997	\$36,127	\$33,130	\$2,997	\$36,127
LAKEVIEW	\$31,324	\$3,858	\$35,182	\$31,324	\$3,858	\$35,182
LARKSPUR	\$35,042	\$4,878	\$39,918	\$35,042	\$4,878	\$39,918
MA-ME-O BEACH	\$49,994	\$8,942	\$58,936	\$49,994	\$8,942	\$58,936
MEWATHA BEACH	\$41,127	\$7,709	\$48,836	\$41,127	\$7,709	\$48,836
NAKAMUN PARK	\$37,557	\$7,715	\$45,272	\$37,557	\$7,715	\$45,272
NORGLNWOLD	\$81,902	\$11,419	\$93,321	\$81,902	\$11,419	\$93,321
NORRIS BEACH	\$34,911	\$4,561	\$39,472	\$34,911	\$4,561	\$39,472
PARKLAND BEACH	\$50,004	\$8,895	\$58,899	\$50,004	\$8,895	\$58,899
PELICAN NARROWS	\$45,764	\$8,544	\$54,308	\$45,764	\$8,544	\$54,308
POINT ALISON	\$31,850	\$2,890	\$34,740	\$31,850	\$2,890	\$34,740
POPLAR BAY	\$49,107	\$8,876	\$57,983	\$49,107	\$8,876	\$57,983
ROCHON SANDS	\$43,400	\$7,696	\$51,096	\$43,400	\$7,696	\$51,096
ROSS HAVEN	\$45,834	\$8,539	\$54,373	\$45,834	\$8,539	\$54,373
SANDY BEACH	\$49,927	\$8,747	\$58,674	\$49,927	\$8,747	\$58,674
SEBA BEACH	\$69,534	\$10,505	\$80,039	\$69,534	\$10,505	\$80,039
SILVER BEACH	\$44,370	\$6,715	\$51,085	\$44,370	\$6,715	\$51,085
SILVER SANDS	\$46,098	\$8,561	\$54,659	\$46,098	\$8,561	\$54,659
SOUTH BAPTISTE	\$33,344	\$5,846	\$39,190	\$33,344	\$5,846	\$39,190

214

Municipality	2022 Allocation Estimates			2023 Allocation Estimates		
	MSI Capital Component	MSI Operating Component	Total MSI Funding	MSI Capital Component	MSI Operating Component	Total MSI Funding
SOUTH VIEW	\$33,285	\$5,892	\$39,177	\$33,285	\$5,892	\$39,177
SUNBREAKER COVE	\$56,099	\$8,502	\$64,601	\$56,099	\$8,502	\$64,601
SUNDANCE BEACH	\$40,421	\$6,790	\$47,211	\$40,421	\$6,790	\$47,211
SUNRISE BEACH	\$38,282	\$7,936	\$46,198	\$38,282	\$7,936	\$46,198
SUNSET BEACH	\$35,110	\$5,134	\$40,244	\$35,110	\$5,134	\$40,244
SUNSET POINT	\$47,811	\$8,694	\$56,505	\$47,811	\$8,694	\$56,505
VAL QUENTIN	\$49,326	\$8,727	\$58,053	\$49,326	\$8,727	\$58,053
WAIPAROUS	\$35,021	\$5,127	\$40,148	\$35,021	\$5,127	\$40,148
WEST BAPTISTE	\$35,416	\$4,603	\$40,019	\$35,416	\$4,603	\$40,019
WEST COVE	\$44,688	\$8,454	\$53,122	\$44,688	\$8,454	\$53,122
WHISPERING HILLS	\$42,845	\$8,310	\$51,155	\$42,845	\$8,310	\$51,155
WHITE SANDS	\$55,258	\$9,370	\$64,628	\$55,258	\$9,370	\$64,628
YELLOWSTONE	\$39,916	\$8,072	\$47,988	\$39,916	\$8,072	\$47,988
Municipal Districts and Counties						
ACADIA NO. 34, M.D. OF	\$202,577	\$39,517	\$242,094	\$202,577	\$39,517	\$242,094
ATHABASCA COUNTY	\$1,390,220	\$172,038	\$1,562,258	\$1,390,220	\$172,038	\$1,562,258
BARRHEAD NO. 11, COUNTY OF	\$897,269	\$172,738	\$1,070,007	\$897,269	\$172,738	\$1,070,007
BEAVER COUNTY	\$1,085,155	\$205,329	\$1,290,484	\$1,085,155	\$205,329	\$1,290,484
BIG LAKES COUNTY	\$911,633	\$73,654	\$985,287	\$911,633	\$73,654	\$985,287
BIGHORN NO. 8, M.D. OF	\$350,286	\$36,908	\$387,194	\$350,286	\$36,908	\$387,194
BIRCH HILLS COUNTY	\$485,473	\$84,025	\$569,498	\$485,473	\$84,025	\$569,498
BONNYVILLE NO. 87, M.D. OF	\$2,486,232	\$198,812	\$2,685,044	\$2,486,232	\$198,812	\$2,685,044
BRAZEAU COUNTY	\$1,376,840	\$115,319	\$1,492,159	\$1,376,840	\$115,319	\$1,492,159
CAMROSE COUNTY	\$1,454,771	\$214,124	\$1,668,895	\$1,454,771	\$214,124	\$1,668,895
CARDSTON COUNTY	\$679,160	\$134,371	\$813,531	\$679,160	\$134,371	\$813,531
CLEAR HILLS COUNTY	\$781,704	\$137,004	\$918,708	\$781,704	\$137,004	\$918,708
CLEARWATER COUNTY	\$2,428,477	\$193,180	\$2,621,657	\$2,428,477	\$193,180	\$2,621,657
CYPRESS COUNTY	\$2,039,853	\$158,034	\$2,197,887	\$2,039,853	\$158,034	\$2,197,887
FAIRVIEW NO. 136, M.D. OF	\$390,605	\$70,888	\$461,493	\$390,605	\$70,888	\$461,493
FLAGSTAFF COUNTY	\$1,144,021	\$236,254	\$1,380,275	\$1,144,021	\$236,254	\$1,380,275
FOOTHILLS COUNTY	\$3,210,754	\$257,409	\$3,468,163	\$3,210,754	\$257,409	\$3,468,163
FORTY MILE NO. 8, COUNTY OF	\$1,088,265	\$171,214	\$1,259,479	\$1,088,265	\$171,214	\$1,259,479
GRANDE PRAIRIE NO. 1, COUNTY OF	\$3,809,000	\$342,269	\$4,151,269	\$3,809,000	\$342,269	\$4,151,269
GREENVIEW NO. 16, M.D. OF	\$3,184,939	\$281,767	\$3,466,706	\$3,184,939	\$281,767	\$3,466,706
KNEEHILL COUNTY	\$1,176,683	\$145,213	\$1,321,896	\$1,176,683	\$145,213	\$1,321,896
LACOMBE COUNTY	\$1,881,530	\$149,492	\$2,031,022	\$1,881,530	\$149,492	\$2,031,022
LAC STE. ANNE COUNTY	\$1,450,152	\$107,918	\$1,558,070	\$1,450,152	\$107,918	\$1,558,070
LAMONT COUNTY	\$909,040	\$159,816	\$1,068,856	\$909,040	\$159,816	\$1,068,856
LEDUC COUNTY	\$3,073,816	\$248,704	\$3,322,520	\$3,073,816	\$248,704	\$3,322,520
LESSER SLAVE RIVER NO. 124, M.D. OF	\$630,108	\$55,200	\$685,308	\$630,108	\$55,200	\$685,308
LETHBRIDGE COUNTY	\$1,388,843	\$105,390	\$1,494,233	\$1,388,843	\$105,390	\$1,494,233
MINBURN NO. 27, COUNTY OF	\$838,363	\$151,355	\$989,718	\$838,363	\$151,355	\$989,718
MOUNTAIN VIEW COUNTY	\$2,106,304	\$168,326	\$2,274,630	\$2,106,304	\$168,326	\$2,274,630
NEWELL, COUNTY OF	\$1,754,334	\$138,951	\$1,893,285	\$1,754,334	\$138,951	\$1,893,285
NORTHERN LIGHTS, COUNTY OF	\$857,042	\$149,801	\$1,006,843	\$857,042	\$149,801	\$1,006,843
NORTHERN SUNRISE COUNTY	\$790,509	\$66,356	\$856,865	\$790,509	\$66,356	\$856,865
OPPORTUNITY NO. 17, M.D. OF	\$1,030,682	\$84,466	\$1,115,148	\$1,030,682	\$84,466	\$1,115,148
PAINTEARTH NO. 18, COUNTY OF	\$693,251	\$130,502	\$823,753	\$693,251	\$130,502	\$823,753
PARKLAND COUNTY	\$4,196,170	\$343,726	\$4,539,896	\$4,196,170	\$343,726	\$4,539,896
PEACE NO. 135, M.D. OF	\$308,696	\$63,141	\$371,837	\$308,696	\$63,141	\$371,837
PINCHER CREEK NO. 9, M.D. OF	\$620,076	\$53,528	\$673,604	\$620,076	\$53,528	\$673,604
PONOKA COUNTY	\$1,512,631	\$118,802	\$1,631,433	\$1,512,631	\$118,802	\$1,631,433
PROVOST NO. 52, M.D. OF	\$952,435	\$73,827	\$1,026,262	\$952,435	\$73,827	\$1,026,262
RANGLAND NO. 66, M.D. OF	\$140,774	\$21,684	\$162,458	\$140,774	\$21,684	\$162,458
RED DEER COUNTY	\$3,015,450	\$234,884	\$3,250,334	\$3,015,450	\$234,884	\$3,250,334
ROCKY VIEW COUNTY	\$6,483,565	\$513,975	\$6,977,540	\$6,483,565	\$513,975	\$6,977,540
SADDLE HILLS COUNTY	\$979,556	\$79,205	\$1,058,761	\$979,556	\$79,205	\$1,058,761
SMOKY LAKE COUNTY	\$640,324	\$107,802	\$748,126	\$640,324	\$107,802	\$748,126
SMOKY RIVER NO. 130, M.D. OF	\$734,616	\$107,491	\$842,107	\$734,616	\$107,491	\$842,107
SPIRIT RIVER NO. 133, M.D. OF	\$253,141	\$46,764	\$299,905	\$253,141	\$46,764	\$299,905
ST. PAUL NO. 19, COUNTY OF	\$1,126,608	\$113,336	\$1,239,944	\$1,126,608	\$113,336	\$1,239,944
STARLAND COUNTY	\$651,812	\$111,814	\$763,626	\$651,812	\$111,814	\$763,626
STETTLER NO. 6, COUNTY OF	\$1,254,433	\$252,422	\$1,506,855	\$1,254,433	\$252,422	\$1,506,855
STURGEON COUNTY	\$2,773,977	\$219,385	\$2,993,362	\$2,773,977	\$219,385	\$2,993,362

215

Municipality	2022 Allocation Estimates			2023 Allocation Estimates		
	MSI Capital Component	MSI Operating Component	Total MSI Funding	MSI Capital Component	MSI Operating Component	Total MSI Funding
TABER, M.D. OF	\$1,300,755	\$165,632	\$1,466,387	\$1,300,755	\$165,632	\$1,466,387
THORHILD COUNTY	\$718,094	\$119,850	\$837,944	\$718,094	\$119,850	\$837,944
TWO HILLS NO. 21, COUNTY OF	\$889,638	\$198,065	\$1,087,703	\$889,638	\$198,065	\$1,087,703
VERMILION RIVER, COUNTY OF	\$1,805,977	\$337,634	\$2,143,611	\$1,805,977	\$337,634	\$2,143,611
VULCAN COUNTY	\$1,058,930	\$177,958	\$1,236,888	\$1,058,930	\$177,958	\$1,236,888
WAINWRIGHT NO. 61, M.D. OF	\$1,145,920	\$141,160	\$1,287,080	\$1,145,920	\$141,160	\$1,287,080
WARNER NO. 5, COUNTY OF	\$888,552	\$156,102	\$1,044,654	\$888,552	\$156,102	\$1,044,654
WESTLOCK COUNTY	\$1,119,183	\$209,341	\$1,328,524	\$1,119,183	\$209,341	\$1,328,524
WETASKIWIN NO. 10, COUNTY OF	\$1,580,295	\$123,203	\$1,703,498	\$1,580,295	\$123,203	\$1,703,498
WHEATLAND COUNTY	\$1,785,214	\$138,859	\$1,924,073	\$1,785,214	\$138,859	\$1,924,073
WILLOW CREEK NO. 26, M.D. OF	\$1,123,845	\$218,856	\$1,342,701	\$1,123,845	\$218,856	\$1,342,701
WOODLANDS COUNTY	\$845,390	\$72,599	\$917,989	\$845,390	\$72,599	\$917,989
YELLOWHEAD COUNTY	\$2,898,904	\$228,893	\$3,127,797	\$2,898,904	\$228,893	\$3,127,797
I.D. NO. 04 (WATERTON)	\$117,409	\$19,085	\$136,494	\$117,409	\$19,085	\$136,494
I.D. NO. 09 (BANFF)	\$362,178	\$38,446	\$400,624	\$362,178	\$38,446	\$400,624
I.D. NO. 12 (JASPER NATIONAL PARK)	\$66,541	\$10,696	\$77,237	\$66,541	\$10,696	\$77,237
I.D. NO. 13 (ELK ISLAND)	\$52,185	\$4,080	\$56,265	\$52,185	\$4,080	\$56,265
I.D. NO. 24 (WOOD BUFFALO)	\$89,426	\$16,479	\$105,905	\$89,426	\$16,479	\$105,905
I.D. NO. 25 (WILLMORE WILDERNESS)	\$50,417	\$3,954	\$54,371	\$50,417	\$3,954	\$54,371
KANANASKIS IMPROVEMENT DISTRICT	\$101,903	\$18,314	\$120,217	\$101,903	\$18,314	\$120,217
SPECIAL AREAS (2, 3 AND 4)	\$2,490,477	\$368,088	\$2,858,565	\$2,490,477	\$368,088	\$2,858,565
Specialized Municipalities						
CROWSNEST PASS, MUNICIPALITY OF	\$874,152	\$121,821	\$995,973	\$874,152	\$121,821	\$995,973
JASPER, MUNICIPALITY OF	\$728,701	\$61,776	\$790,477	\$728,701	\$61,776	\$790,477
LAC LA BICHE COUNTY	\$1,592,717	\$123,824	\$1,716,541	\$1,592,717	\$123,824	\$1,716,541
MACKENZIE COUNTY	\$1,577,420	\$121,262	\$1,698,682	\$1,577,420	\$121,262	\$1,698,682
STRATHCONA COUNTY	\$12,016,869	\$842,809	\$12,859,678	\$12,016,869	\$842,809	\$12,859,678
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	\$12,820,301	\$916,924	\$13,737,225	\$12,820,301	\$916,924	\$13,737,225
Metis Settlements						
BUFFALO LAKE	\$109,914	\$16,654	\$126,568	\$109,914	\$16,654	\$126,568
EAST PRAIRIE	\$106,805	\$16,162	\$122,967	\$106,805	\$16,162	\$122,967
ELIZABETH	\$99,239	\$16,383	\$115,622	\$99,239	\$16,383	\$115,622
FISHING LAKE	\$103,145	\$16,196	\$119,341	\$103,145	\$16,196	\$119,341
GIFT LAKE	\$118,965	\$17,330	\$136,295	\$118,965	\$17,330	\$136,295
KIKINO	\$134,807	\$17,811	\$152,618	\$134,807	\$17,811	\$152,618
PADDLE PRAIRIE	\$100,364	\$16,127	\$116,491	\$100,364	\$16,127	\$116,491
PEAVINE	\$105,436	\$16,234	\$121,670	\$105,436	\$16,234	\$121,670
Redwood Meadows						
REDWOOD MEADOWS	\$153,955	\$20,982	\$174,937	\$153,955	\$20,982	\$174,937

Notes:

- a) The estimates are based on annual MSI program targets of \$515 million announced in Budget 2021, and are subject to legislative approval of subsequent provincial budgets and the Minister's authorization in accordance with the expressed guidelines of the program.
- b) For each local government, MSI capital funding for both 2022 and 2023 is estimated at 40.6% of the 2021 allocation. This reduction is equivalent to the year over year change in the MSI capital budget from \$1.196 billion to \$485 million.
- c) For each local government, MSI operating funding for both 2022 and 2023 is estimated to remain at the 2021 level.
- d) Allocations for former municipalities that have been restructured are reflected in the allocation of the receiving municipality in accordance with the MSI program guidelines.

2/16

November 10th, 2021 Council Meeting – CAO Report

- a) MOST funding – in 2020 the Town received \$109,195.00 in funding from the Provincial government to assist with pandemic response. After discussions with Council the Town direction for allocating these funds was included in the approved budgets for 2020 and 2021: replacement of lost or reduced revenues (interest, penalties, business licenses), ppe, emergency management, contributions to other entities (arena, curling rink, hall)
- b) Council participation in:
 - Town Light Up November 26
 - Judging Christmas decorating house/business date 3rd week Dec
- c) ICS 200 training: attached are certificates for Penny Frizzell and Wendy Wildman having successfully completed this course. This was a 2 day course that we took at Parkland County's fire hall in Acheson and was put on by Alberta Emergency Management Agency, and is a requirement as per the Town's Emergency Management Plan.
- d) Council meeting advertising: as per our Organizational meeting, costs for advertising weekly are:
 - \$38.50/week for business card size (\$2,002.00 annually)
 - \$63.00/week for 1/8 page +\$15.00 additional if requesting colour (\$3,276.00 or \$4,045.00 annually)
- e) Animal Bylaw: attached is our current bylaw, the Town has received concerns over the number of cats running at large in the Town. Our current CPO service with the County, they will not pick up and transport cats. And at this time we have no facility which will take stray cats (we continue to work on this). This matter was a concern expressed by residents in the spring, and recently was brought forward on a concern specific to one location. In an attempt to try to address to some degree this specific location of cats running at large I have asked our CPO's to do a door to door campaign along this block asking residents to keep the number of cats to 2 and to not leave food outside for stray cats. CPO Roxburgh completed this on the afternoon of Friday, November 5th. This really is a band aid fix, and we will need to figure out a long term strategy.
- f) Lac Ste. Anne County Recreation Funding – I have requested a copy of the County's recreation funding report to share with Council, this is really interesting information to have.

217

- g) Cleanup Order – an unsightly order was issued for 4755-47 Street, and as a result of non-compliance clean-up will commence early new week lead by County Peace Officers.

- h) Organizational Meeting Results – board/committee appointment listing is attached

218

Certificate of Completion

This is to certify that

Penny Frizzell

Has successfully completed ICS Course #AB2021-0159

**ICS Canada I-200
Basic Incident Command System**

3-4 November 2021
Parkland County



Mark Pickford and John Swist
Alberta Emergency Management Agency

219

Certificate of Completion

This is to certify that

Wendy Wildman

Has successfully completed ICS Course #AB2021-0159

**ICS Canada I-200
Basic Incident Command System**

3-4 November 2021
Parkland County



Mark Pickford and John Swist
Alberta Emergency Management Agency



A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF LICENSING, REGULATING AND CONTROLLING DOGS, CATS, WILD AND DOMESTIC ANIMALS WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF ONOWAY

WHEREAS, Section 7 and 8 of the Municipal Government Act, Chapter M-26, 2000 with amendments in force as of April 1, 2018, provides that a Council of a Municipality may pass a bylaw for the safety, health and welfare of people and the protection of people and property, nuisances, and the licensing of animals and the licensing and activities in relation to wild and domestic animals;

AND WHEREAS, the Council of the Town of Onoway deems it in the best interest and the protection of the animal owners and the public in general for the Town of Onoway to regulate control of animal with it boundaries and to provide for the enforcement of the Dangerous Dogs Act;

AND WHEREAS, the Council of the Town of Onoway deems it expedient to license dogs and cats in the Town of Onoway and to hold an Animal List of all other animal that are held on property within the municipal boundary of Onoway;

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

SECTION 1 TITLE

1. This Bylaw may be cited as "The Town of Onoway Animal Control Bylaw".

SECTION 2 PURPOSES

2. The purposes of this Bylaw shall be:
 - 2.1 To prevent wild and domestic animals from becoming a nuisance in the Town of Onoway;
 - 2.2 To prevent wild and domestic animals from endangering any person, other animal or property within the Town of Onoway;
 - 2.3 To prevent wild and domestic animals from creating a health hazard in the Town of Onoway;
 - 2.4 To permit responsible individuals to own a reasonable number of wild and domestic animals in their homes;



- 2.5 To permit responsible business people to raise, harbor, and breed wild and domestic animals under appropriate conditions;
- 2.6 To permit handicapped persons to keep trained dogs to assist them in their daily living; and
- 2.7 To permit responsible business people and homeowners to keep trained animals as part of business or personal security programs.

SECTION 3 DEFINITIONS

- 3. For the purpose of this Bylaw:
 - 3.1 **"Animal"** means a vertebrate other than a human (any wild and domestic animals, including but not limited to pigs, sheep, cattle, horses, fowl, goats, fishes, amphians or reptiles);
 - 3.2 **"Animal Control Officer"** means a Bylaw Enforcement Officer, Community Peace Officer, Public Works Employee of the Town of Onoway or any person or persons appointed by Council or the Municipal Manager to the position of Animal Control Officer whose duties entail carrying out the provision of this Bylaw, and to inspect licenses as required by the Town Council of Onoway and its administrative supervisors; and dealing with complaints, verbal and written, documenting same and providing reports as required by the Town Council of Onoway and its administrative supervisors;
 - 3.3 **"At Large"** means off the premises of the owner or harbourer, not on a leash and/or not under the immediate, continuous and effective control of a competent person. Without limiting the generality of the foregoing, a wild or domestic animal shall be deemed to be at large within the Town of Onoway if it is on any public street, land or park, or if it is on any private property or premises within the Town of Onoway without the permission of the owner or occupant, thereof;
 - 3.4 **"Abused"** means any wild or domestic animal which is:
 - 3.4.1 Mistreated, beaten, tormented or teased; or
 - 3.4.2 Teased, tormented or annoyed by any animal; or
 - 3.4.3 Deprived of water, food or shelter; or
 - 3.4.4 Left unattended in a motor vehicle without adequate ventilation or temperature control; or
 - 3.4.5 Kept under unsanitary conditions; or
 - 3.4.6 Ignored, abandoned, or distressed; or

- 3.4.7 Trained for fighting other animals;
- 3.5 **"Cat"** means any male or female member of the species *Felis catus* or *Felis domesticus* (Felidae Family);
- 3.6 **"Collar"** means any device made of leather, chain or other matter, capable of having metal tags securely fastened to it and designed and solely intended to be worn around the neck or leg of wild or domestic animals;
- 3.7 **"Communicable Disease"** means any disease due to an infectious agent, illness or toxic product which is transmitted directly or indirectly to a well person or animal from an infected animal and shall include, but is not limited to: distemper, rabies, canine parvo and/or parainfluenza; as per the Animal Protection Act;
- 3.8 **"Control"** means the animal is:
 - 3.8.1 Under immediate effective control of some person and restrained by a leash not exceeding six (6) feet in length; or
 - 3.8.2 Kept in a container, an enclosure or a motor vehicle;
- 3.9 **"Council"** means the duly elected Town Council for the Municipal Corporation of the Town of Onoway;
- 3.10 **"Day"** means a continuous period of twenty four (24) hours or part thereof;
- 3.11 **"Dog"** means any male or female species of the Canidae family;
- 3.12 **"Domestic Animal"** means animals of a species of vertebrates or invertebrates that have been domesticated by humankind so as to live and breed in a tame condition or which depend on humankind for survival, or for agricultural use or for resale and shall include, but not be limited to pigs, horses, sheep and poultry. It shall include such animals that have been domesticated for and kept as pets and shall include but not be limited to cats, pigeons, fishes, amphians, reptiles and rabbits;
- 3.13 **"Guide Dog"** means a specially trained dog kept by any handicapped person for the express purpose of compensating for or ameliorating the effects of that person's handicap;
- 3.14 **"Identification Tag"** means a tag issued by the Town of Onoway to an owner who paid the prescribed license fee and upon registration of a dog or cat as defined by this Bylaw. Such identification tag, together with a dated receipt for the fees constitutes a license to keep the animal described on the receipt;
- 3.15 **"Keep"** means to own, possess, harbor, maintain or have control or custody of an animal;

- 3.16 **"Keeper"** means a person who owns, possesses, harbors, maintains or has control or custody of an animal;
- 3.17 **"Kennel"** means any one location, shelter, room, dwelling or place where three (3) or more of the same animals (exception are fishes) are harboured at any time, except for premises used for the care and treatment of animals operated by a qualified veterinarian nor does it include premises known as the pound as defined by this Bylaw;
- 3.18 **"Leash"** means a lead not harmful to the animals and shall not be more than six (6) feet long;
- 3.19 **"License Fees"** means the license issued under the provisions of this Bylaw for the Keeping of an animal in the Town of Onoway, the amount is prescribed in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 3.20 **"Municipal Manager"** means the Chief Administrative Officer, who is duly appointed to that position for the Town of Onoway at any given time and includes any person authorized to act for and in the name of that individual;
- 3.21 **"Municipality"** means the Town of Onoway in the Province of Alberta;
- 3.22 **"Offence Tag"** means a ticket, tag or similar document issued for any bylaw offence as an alternative to the issuance of a Summons;
- 3.23 **"Owner"** means and includes any keeper, person, partnership, associate or corporation, owning, possessing or having charge of or control over any animals or harbouring or having charge of any animal, or suffering or permitting any animal to remain about his or her house, property or premises either temporarily or permanently and where the owner is a minor, the person responsible for the custody of the minor;
- 3.24 **"Peace Officer"** means each and every member employed and duly sworn in as a Bylaw Enforcement Officer or Special Constable Community Peace Officer in the Town of Onoway. It shall also mean any R.C.M.P. officer;
- 3.25 **"Police Dog"** means a dog of any breed owned by the Royal Canadian Mounted Police for the purpose of aiding in law enforcement and trained or in training for that purpose;
- 3.26 **"Pound"** means the premises designated by the Municipal Manager for the Town of Onoway for the purpose of impounding all animals found to be at large in violation of this Bylaw and caring for tagged animals whose owners are not available for the immediate return of the animal;
- 3.27 **"Pound Keeper"** means the person or persons owning and/or operating a place designated by the Municipal Manager of the Town of Onoway to be operated as a Pound;

- 3.28 **"Public Nuisance"** with respect to the activities of any animals includes but is not limited to:
- 3.28.1 Biting a person or persons;
 - 3.28.2 Chasing people, bicycles, automobiles or other vehicles;
 - 3.28.3 Excess noise such as but not limited to barking, snarling, howling or otherwise disturbing any person or animal;
 - 3.28.4 Causing damage to property, other animals or person;
 - 3.28.5 Upsetting waste receptacles or scattering the contents thereof; or
 - 3.28.6 Being left unattended in any motor vehicle unless the dog is restricted so as to prevent access to persons as long as such restraint provides for suitable ventilation.
- 3.29 **"R.C.M.P."** means the Royal Canadian Mounted Police;
- 3.30 **"Register"** means a listing held by the Town of Onoway, which is acknowledgement of animals other than dogs and cats, and which is kept for the purpose of public safety and to facilitate return of registered animals to owner of same; and
- 3.31 **"Seeing Eye Dog"** means a specially trained dog kept by any handicapped person for the express purpose of compensating for or ameliorating the effects of that person's handicap;
- 3.32 **"S.P.C.A."** means the Society for the Prevention of Cruelty to Animals in the Province of Alberta;
- 3.33 **"Stray"** means an animal without an owner who is responsible for the housing, feeding and health of such animal;
- 3.34 **"Vicious Animal"** means an animal of any age, breed or gender which:
- 3.34.1 Shows or demonstrates a propensity, disposition or potential to attack or bite or injure, without provocation, humans or other animals; or
 - 3.34.2 Without provocation, chases, bites or attacks humans or other animals; or
 - 3.34.3 Poses a continuing threat of serious harm to other animals or humans; or
 - 3.34.4 Is bred or trained for the activity of "fighting"; or
 - 3.34.5 Has been used by any person in the activity of "fighting"; or

- 3.34.6 Has been declared a Vicious Animal under this Bylaw or a Dangerous Animal under the Dangerous Dogs Act;
- 3.35 **"Violation Ticket"** means a violation ticket as defined by this Bylaw;
- 3.36 **"Wild Animal"** mean animals that have not been domesticated for agricultural use.

SECTION 4 LICENSING AND REGISTER

- 4. Provisions of licensing and register shall be:
 - 4.1 All persons bringing any wild or domestic animal or animals (this section does not deal with Dogs or Vicious Animal or Animals) within the boundaries of the Town of Onoway to keep within the boundaries of the Town of Onoway shall license their dog or cat and register them with the Town of Onoway. The owner of a dog or cat who doesn't license and registered them shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; unless:
 - 4.1.1 The dog is a puppy no more than six (6) months; (except if it is a vicious animal)
 - 4.1.2 The cat is a kitten no more than twelve (12) weeks;
 - 4.1.3 A license has been issued by the Town of Onoway with respect to that dog or cat and the dog or cat is wearing a collar to which a "tag" evidencing the currency of the license is firmly attached;
 - 4.1.4 A Register form has been completed by the owner of an animal other than dog or cat at the Town of Onoway;
 - 4.2 A person who is a visitor to the Town of Onoway or is temporarily in the Town of Onoway on business and keeps any animal in the Town of Onoway **no more** than fourteen (14) days in any six (6) calendar months, or such further period as may be authorized by written permission from the Town of Onoway Municipal Manager, must register the animal with the Town of Onoway. The owner of an animal who doesn't register the animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
 - 4.3 Every person who resides in the Town of Onoway and who is the owner or becomes an owner of a wild and/or domestic animal and every person who takes up residence in the Town of Onoway who is the owner of a wild and/or domestic animal shall register such



animals at the Office of the Town of Onoway on the first day when the Town of Onoway Office is open for business;

- 4.4 Dog and Cat licenses must be obtained on the first day on which the Town of Onoway Office is open for business after a:
 - 4.4.1 Dog reaches the age of six (6) months;
 - 4.4.2 Cat reaches the age of twelve (12) weeks;
- 4.5 All animals other than dogs and cats can be voluntarily registered at the Town of Onoway Office (this section does not apply to Dogs or Vicious Animal or Animals);
- 4.6 All licenses and registrations are valid for the duration of the animal's life while in the Town of Onoway boundary;
- 4.7 Dog and cat identification tags must be securely fastened to the dog or cat at all times. The said dog or cat shall be deemed licensed. The identification tag shall be worn at all times when the animal is in public; the license shall be deemed invalid if not worn by the animal;
- 4.8 If a dog or cat is not wearing a collar with a valid identification tag, the owner of the said dog or cat shall be subject to a fine for allowing an un-licensed dog or cat to be at large, as per "Schedule B" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.9 Each dog and cat is required to be licensed separately;
- 4.10 Animals other than dogs and cats can be registered in bulk for each type of animal;
- 4.11 Every Owner shall provide the Municipal Manager or Designate for the Town of Onoway with the following information when registering any animals in accordance with this Bylaw and the Town of Onoway Office shall maintain this information in a master registration book:
 - 4.11.1 Name, address and telephone number of the Owner;
 - 4.11.2 Name, breed, colour and sex of the animal to be registered;
 - 4.11.3 Any identifying marks, microchip numbers or tattoos that may be distinctive for identification purposes;
 - 4.11.4 Proof, from a duly qualified veterinary surgeon, that the animal is spayed or neutered;
 - 4.11.5 Proof of a valid and subsisting policy of liability insurance in the coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's restricted dog or vicious animal. (if applicable)

- 4.11.6 Date of license purchase;
- 4.11.7 The number stamped on each identification tag or number issued to the owner;
- 4.11.8 The amount of fee paid by the owner; and
- 4.11.9 Such other relevant and necessary information as may be required by the Town of Onoway in respect to the registration.
- 4.12 A registration fee shall be paid to the Town of Onoway for the registration of each dog and cat,, such fee as set out in "Schedule A", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.13 Upon application by a person requiring the services of a Guide or Seeing-eye or Police Dog, a license and identification tag shall be issued in respect of a bona fide Guide or Seeing-eye or Police Dog without payment of fee to the owners of the dog;
- 4.14 Upon payment of the license fee, the Town of Onoway shall issue to the owner an identification tag for each dog or cat registered. The identification tag shall be marked with an identification number, corresponding to the identification number contained in the master registration book of the Town of Onoway;
- 4.15 Should an identification tag be lost or destroyed the owner shall apply to the Town of Onoway Office for a new identification tag which will be issued to the said owner at a cost as established in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.16 Non-Town residents who wish to purchase an identification tag for their dog or cat, to ensure its identification should it be at large within the Town of Onoway boundary, may do so in the same manner and at a cost as established in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.17 Every Owner shall provide his/her dog and/or cat with a collar to which the owner shall affix the identification tag for such dog and/or cat and the Owner shall ensure that the collar and identification tag are worn by the dog and/or cat at all times when the dog and/or cat is at any place other than the property of the Owner;
- 4.18 In no case shall an Identification tags issued under this Bylaw be transferable from one animal to another. The owner of a dog or cat, that transfers the Identification Tag shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

228

- 4.19 A licensing fee paid to the Town of Onoway under this Bylaw shall not be refunded, in whole or in part, because of the death, sale or disposition of the animal in respect of which the licensing fee was paid or because the owner ceases to reside in the Town of Onoway;
- 4.20 Upon application by a new owner of an animal in respect to which a license and identification tag has been issued under this Bylaw, the Town of Onoway shall transfer the license/identification tag to the new owner without payment of any further fee. Such application shall include presentation to the Town of Onoway of a current tag and receipt and proof of purchase of the animal;
- 4.21 A Vicious Animal owner shall:
- 4.21.1 Obtain a vicious animal license, regardless of the age of the vicious animal. The owner of the vicious animal who doesn't license and registered it shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.2 Keep in force the Vicious Animal license; and
- 4.21.3 When application for a Vicious Animal license is made by an owner, the owner shall provide proof of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's vicious dog. The owner of a vicious animal who doesn't obtain and hold a valid and subsisting insurance policy shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.4 The registration fee shall be paid to the Town of Onoway for the registration of each Vicious Animal, the fee to be the amount set out in "Schedule A", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.5 Upon expiry or termination of the said liability policy the license issued for a Vicious Animal shall automatically become null and void; and
- 4.21.6 No Vicious Animal is permitted to be "at large" in the municipal boundaries of the Town of Onoway. The Owner of any animal found "at large" within the municipal boundaries of the Town of Onoway shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.22 The Town of Onoway shall cause to be created a series of tags made of durable material and stamped or embossed with the name "Onoway", together with a serial number, which tags shall be issued to owners of dogs and cats who pay the prescribed license fees and are granted a license to keep a dog or cat within the Town of Onoway. A tag, with its unique serial number, together with a dated receipt for fees paid, shall constitute the license required under this Bylaw to keep a dog or cat.

SECTION 5 RESTRICTIONS AND RESPONSIBILITIES

5. It shall be the responsibility the owners of all wild and domestic animals to ensure that:
- 5.1 No person shall keep or harbor more than two (2) animals of the same kind whatever sex or age at the same time in any residential area or on properties smaller than one-half (1/2) acre in size within the Town of Onoway boundaries nor shall they be allowed on the Town of Onoway streets or parks, unless a Development Permit for operating a kennel has been sought and obtained from the Town of Onoway as per their Land Use Bylaw. (Specifically, a person may have two dogs, two cats, two hamsters and two rabbits at the same time but no more than two of each kind of animal at one time.) Fish in an Aquarian or pond are an exception to this regulation. The owner that keeps or harbors more than two (2) animals of the same kind shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.1.1 Any person who wishes to keep or harbor more than two (2) animals of the same kind whatever sex or age at the same time in a non residential area or on a property larger than one-half (1/2) acre in size within the Town of Onoway boundaries, are required to obtain written permission from the Municipal Manager or Council, unless a Development Permit for operating a kennel has been sought and obtained from the Town of Onoway as per their Land Use Bylaw. The person that keeps or harbors more than two (2) animals of the same kind who doesn't have written permission from the Municipal Manager or Council or a valid Development Permit shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.1.2 No animals, other than cats and dogs and other small pets, may be harboured on any property smaller than one-half acre in size within the municipal boundaries, nor shall they be allowed on municipal streets or parks, except by permission of the Municipal Manager.
- 5.2 No owner of any animal shall leave the animal's excrement/defecation (waste matter) on public or private property other than the property of its owner. The excrement/defecation shall be removed immediately. The owner of the animal who leaves and does not remove immediately the animal excrement/defecation (waste matter) on public or private property shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council:
- 5.2.1 A handicapped owner of a registered guide dog or seeing eye dog is not subject to the obligation imposed in paragraph 5.2;
- 5.2.2 Every person who keeps an animal on the animal owner private property within the Town of Onoway shall regularly remove all exposed excrement/defecation (waste matter)

matter from the area and dispose of it in a sanitary manner and shall at all times maintain the property in a sanitary condition satisfactory to the Bylaw Enforcement Officer or Community Peace Officer of the Town of Onoway and Public Health Authorities, or be subject to a fine as per "Schedule B";

- 5.3 No animal is permitted to be "at large" in the municipal boundaries of the Town of Onoway. The Owner of any animal found "at large" within the municipal boundaries of the Town of Onoway shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.4 No animal shall bark or snarl or howl or in any other manner excessively disturb the quiet of any person. The owner of any animal found to be barking or snarling or howling or in any other manner excessively disturbing the quiet of any person shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.5 No animal that is suffering from or is suspected to be suffering from a communicable disease shall not be allowed to be at large or to come into contact with other animals or humans. The owner of said diseased animal shall ensure that the said diseased animal is kept locked up securely and shall take such steps and precautions as are required by a veterinary surgeon to prevent the transmission of the disease. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.6 No animals shall be permitted to be a public nuisance by:
- 5.6.1 No Owner shall cause, allow, or permit another person to cause his/her Dog while on any property to:
- a) Bark at any person; or
 - b) Chase any person or vehicle; or
 - c) Attack any person; or
 - d) Chase, challenge, or attack any animal owned or being kept by another person; or
 - e) Cause any damage or nuisance therein
 - f) the provisions of this section shall not apply to a blind person who is being guided by a bona fide "Seeing Eye" or Guide Dog.
- 5.6.2 The Owner of any animals found doing any of the actions described in the preceding clauses (5.6.1 a to f) shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

- 5.7 The Owner of a female animal "in heat" shall not have such animal located where it is a source of attraction to other male animals. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.8 When a Vicious Animal is on the premises of its Owner, it shall be kept confined indoors under the effective control of person of the age of eighteen (18) years or older, or shall be confined in a securely enclosed and locked pen, or other structure constructed and secured in such a fashion as to prevent the escape of the Vicious Animal, and to prevent the entry of persons or animals unauthorized by the Owner. The pen shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of one (1) foot. Furthermore, the owner shall take all the necessary step to ensure that is does not bite, chase, or attack any human or other animal whether the person or animal is on the property of the owner or not. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.9 When a Vicious Animal is off the premises of the Owner, it shall be under the effective control of a person of the age of eighteen (18) years or older, securely muzzled, and shall be either harnessed or leashed securely to effectively maintain immediate Physical Control and prevent it from attacking or biting humans or other animals. This requirement shall not apply when the Vicious Animal is in a building or enclosure in attendance at a bona fide animal show, or confined in a pen or approved kennel. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 5.10 No person shall lead, ride or drive livestock on any parkland or street in the Town of Onoway other than in a parade or if authorized by the Municipal Manager. Owners of livestock not so authorized by the Municipal Manager shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

SECTION 6 ANIMAL CONTROL OFFICER / POUND KEEPER

- 6.0 Empowerment and regulations for an Animal Control Officer and/or Pound Keeper are as follows:
- 6.1 The Animal Control Officer and Pound Keeper shall be appointed by Council or the Municipal Manager to the position of Animal Control Officer or Pound Keeper whose duties entail carrying out the provision of this Bylaw;

- 6.2 Each Animal Control Officer and Pound Keeper shall be responsible to the Council and the Municipal Manager for the ongoing administration, maintenance and operation of animal control service within the Town of Onoway as contemplated by this Bylaw;
- 6.3 Where any animal is seen to be at large and it is apparent that no responsible person is exercising control over the animal, the Animal Control Officers or Pound Keeper are authorized to capture, trap, pen up, tether or impound any animals within the Town of Onoway:
 - 6.3.1 In respect of which he or she believes an offense under this Bylaw is being or has been committed;
 - 6.3.2 Any animals, regardless of breed, that are at large;
 - 6.3.3 That which is named or described or otherwise designated in a complaint by any person as creating a public nuisance;
 - 6.3.4 That which is named or described or otherwise designated in a complaint made pursuant to the Dangerous Dogs Act;
 - 6.3.5 That which is actually or apparently affected with a Communicable Disease and the owner refuses or fails to take adequate precautions to avoid danger to other persons or animals; or
 - 6.3.6 No person shall attempt such capturing, penning or tethering unless it appears to be possible without exposing any person to probable injury, and without undue injure to the animal;
- 6.4 The Animal Control Officer and Pound Keeper are authorized to enter any private property or premises within the Town of Onoway without the permission of the owner or occupant, in respect of which he or she believes an offense under this Bylaw is being or has been committed;
- 6.5 The Animal Control Officer and Pound Keeper are authorized to take reasonable measures to subdue and capture animals found to be in contravention of this Bylaw; and
- 6.6 No action shall be taken against any person acting under the authority of this Bylaw for damages or destruction or other disposal of any animal.
- 6.7 An Enforcement Officer shall:
 - a) receive and impound any Dog seized under the provisions of the Bylaw; and
 - b) keep a record of such Dog on a form approved by the Municipal Manager; and
 - c) ensure that any Dog so impounded is provided with sufficient food and potable water to maintain the health and comfort of Dog; and
 - d) provide the services of a veterinarian, as soon as practical, for any Dog that appears to be ill or injured; and
 - e) ensure that no Dog while impounded, is unnecessarily

- mistreated;
- f) charge a fee for impoundment as specified in Schedule "A" of this Bylaw.
- 6.8 It shall be the duty of the Enforcement Officer, and such other person or persons as may be authorized by Council, to confine all Dogs captured for violation of this Bylaw in the pound subject to the Owner's right to redeem the Dog within seventy-two (72) hours from the time of the impounding upon payment of any fee owed as outlined in Schedule "B" of this Bylaw to the Enforcement Officer or to the Pound Representative.
- a) Notwithstanding Section 6.8 and pursuant to Section 7(2) of the Animal Protection Act as amended from time to time, if, in the opinion of an Enforcement Officer, the animal appears to be a purebred animal or if it bears an obvious identification device, tattoo, brand mark, tag or license, the applicable time limit under Section 7(2) of the Animal Protection Act shall be ten (10) days after the date on which the animal was impounded.
- 6.9 The Enforcement Officer shall, if the Dog being impounded is wearing a Dog tag or any other identification, make a conscientious effort to notify the Owner that the Dog has been impounded and give said Owner a reasonable period of time to claim the Dog. An Owner may redeem an impounded Dog upon payment to the Enforcement Officer or Pound Representative of all fines, fees and costs prescribed in this Bylaw prior to release to the Owner of any Dog.
- 6.10 In any case, where a Dog is found to be ill, has been injured or deemed unsuitable for adoption and it has been determined by a veterinarian or Enforcement Officer that the Dog should be euthanized, the Dog may be euthanized as soon as practical by a veterinarian or Animal Control Officer.
- 6.11 Any Dog that has been impounded for longer than the period prescribed in this Bylaw may, at the discretion of the Enforcement Officer, be adopted, placed with an Animal Rescue organization, or euthanized.

SECTION 7 OBSTRUCTION OF THE ANIMAL CONTROL OFFICER OR POUND KEEPER

7. No person, whether or not he or she is the owner of the animal which is being or has been pursued or captured, shall:
- 7.1 Interfere, hinder, delay attempt or obstruct an Animal Control Officer or Pound Keeper who is attempting to capture or who has captured any animal in accordance with the provisions of this Bylaw. The person who interferes, hinders, delays attempt or obstructs an Animal

234

Control Officer or Pound Keeper who is attempting to capture or who has captured any animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

- 7.2 Negligently or willfully tamper with or unlock or unlatch or otherwise open any vehicle or pen or enclosure in which an animal captured for impoundment has been placed so as to allow or attempt to allow such animal to escape there from. The person who negligently or willfully tampers with or unlocks or unlatches or otherwise opens any vehicle or pen or enclosure in which an animal captured for impoundment have been placed so as to allow or attempt to allow such animals to escape shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.3 Remove, or attempt to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his/her duties under this Bylaw. The person who removes, or attempts to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his / her duties shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.4 Induce or persuade any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assist any animal escape capture. The person who induces or persuades any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assists any animal escape capture shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 7.5 Negligently or willfully, open any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstruct any animal's confinement, thereby allowing the said animal to be at large within the Town of Onoway. The person who negligently or willfully opens any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstructs any animal's confinement, thereby allowing the said animal to be at large within the Town of Onoway, shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

SECTION 8 CONTROLS AND CARE OF ANIMALS

8. The control and care of animals is everyone's responsibility;

- 8.1 No person, being the owner or a person in charge of an animal or Animal Control Officer or Pound Keeper, shall be permitted to abuse an animal. The person who abuses any animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 8.2 No person, being the owner or a person in charge of an animal, shall permit it to be at large within the Town of Onoway;
- 8.3 No person, being the owner or a person in charge of an animal, shall permit it to be a public nuisance;
- 8.4 No person, being the owner or a person in charge of an animal, shall permit the animals to attack, threaten, bite, chase or otherwise injure or intimidate any other person or animal;
- 8.5 If a complaint is received that an animal has attacked, threatened, bitten, chases or otherwise injured or intimidated any person, animal or transportation unit, the Animal Control Officer or R.C.M.P. shall investigate the complaint and if the complaint appears to be justified and such action warranted, may:
 - 8.5.1 Issue to the owner a Violation Ticket or a Notice to Appear before a judge of the Provincial Court or Alberta according to the provision of this Bylaw;
 - 8.5.2 Seize and impound the animal, and may:
 - 8.5.2.1 Release the animal to the owner upon being satisfied that all requirements of this Bylaw have been met and that adequate precautions have been taken to prevent any reoccurrence of the offence, or
 - 8.5.2.2 Impound that animal or apply to a court for an order that the animal be removed from the Town of Onoway limits or that it be destroyed;
- 8.6 If a complaint is received that an animal is being a public nuisance, the Animal Control Officer shall investigate the complaint and if the complaint appears justified, shall notify the owner of the animal of the complaint, and shall direct the owner to prevent the animal from doing those things that created a public nuisance; and
- 8.7 If, after having received such notification, the owner fails to prevent his animals from again being a public nuisance, the Animal Control Officer shall issue to the owner a Violation Ticket.

SECTION 9 VICIOUS ANIMALS

- 9. Any person who harbors within the Town of Onoway limits a Vicious Animal shall:

- 9.1 Immediately bring this to the attention of the Town of Onoway Office; and
- 9.2 Prominently display at the front and rear entrances to his or her property, a sign stating "Beware of Dog" or "Beware of Vicious Animal". Failure to display proper signs at the front and rear entrance of the property shall be considered to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 9.3 The owner of an Animal, which the owner has any reason to believe may be a Vicious Animal, shall keep such animal in accordance with all provision of this Bylaw which apply to a Vicious Animal unless and until the Animal Control Officer has determined that the animal is not a Vicious Animal and has so advised the owner in writing;
- 9.4 If the Pound Keeper, Police Constable, Municipal Manager or a Bylaw Enforcement Officer determines or believes on reasonable grounds that an animal is a Vicious Animal, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he or she shall:
 - 9.4.1 Have the Bylaw Enforcement Officer issue the owner with a written notice that the animal has been determined to be a Vicious Animal; and
 - 9.4.2 Require the Owner comply with all the provisions of this Bylaw with respect to a Vicious Animals; and
 - 9.4.3 Inform the Owner that if the Vicious Animal is not kept in accordance with this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to this Bylaw;
- 9.5 Where the owner of an animal that has been determined to be a Vicious Animal produces information to the Municipal Manager of the Town of Onoway that may alter a determination made under Section 9.4 the Municipal Manager shall, as soon as is reasonably possible, cause the matter to be reviewed and make a final determination; and
- 9.6 In addition to the remedies set forth in this bylaw, if the Municipal Manager of the Town of Onoway, Bylaw Enforcement Officer or Police Constable determines that a Vicious Animal is not being kept in accordance with this Bylaw, he or she may:
 - 9.6.1 Make application to the court for an order directing that such Vicious Animal be controlled in accordance with this Bylaw; be destroyed or be removed from the Town of Onoway; or
 - 9.6.2 Make a complaint pursuant to the Dangerous Dogs Act, for an order directing the Vicious Animal be controlled or destroyed.

SECTION 10 KENNEL

- 10. Kennel restrictions and regulations:
 - 10.1 No person shall operate a kennel within the boundaries of the Town of Onoway without first obtaining a development permit and a Kennel License. Failure to obtain a development permit and a Kennel License shall be deemed to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
 - 10.2 All Kennel Licenses shall be valid only for the period January 1st to December 31st in the year for which the license is issued. A person holding an expired license shall be deemed to have no license;
 - 10.3 The fees for a Kennel License within the Town of Onoway shall be in accordance with "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
 - 10.4 Any person harboring or keeping more than two animals (as per 5.1) in a single place shall be deemed to operating a kennel;
 - 10.5 The Town may issue a Kennel License upon the application of any person provided that the proposed kennel otherwise meets the requirements of all other applicable municipal legislation and, in particular, the Land Use Bylaw and any conditions imposed thereunder;
 - 10.6 The Town of Onoway will shall not issue a Kennel License for any person to operate a kennel when, in the opinion of the Town of Onoway, operation of the kennel would interfere with the use and enjoyment of any property located within 100 meters of the proposed site of the kennel.
 - 10.6.1 In forming such opinion the Town of Onoway may advise property owners within the 100 meters of the proposed kennel of the application and may seek advice from any person;
 - 10.7 The Town of Onoway, shall within 60 days of any application for a Kennel License either:
 - 10.7.1 Grant the Kennel License; or
 - 10.7.2 Advise the applicant in writing that the license is refused and the reason or reasons for such refusal;
 - 10.8 After issuance of a Kennel License, should the Town of Onoway receive bona fide complaints from two (2) or more neighbors living within 100 meters of a kennel, it shall conduct an inquiry to determine if the kennel is being operated according to the provisions of all applicable legislation and if it is not being so operated, shall advise the operator of any infractions or deficiencies and the operator shall have 14 days within which to correct such infractions or deficiencies;

238

- 10.8.1 When the operator of a kennel has been advised of the infractions of legislation or deficiencies with respect to the operation of his or her kennel, and has been given time to correct such infractions or deficiencies and has failed to correct the same, then the Town of Onoway may revoke or refuse to renew the Kennel License of the operator and may impose other penalties provided under this Bylaw;
- 10.9 When a Kennel License has been issued to a person who operates the kennel according to all applicable legislation or who, on notice corrected any infractions or deficiencies, then the Town of Onoway shall not revoke or refuse to renew the Kennel License of that person without first giving that person one year written notice of the intention of the Town of Onoway to revoke or refuse to renew the Kennel License;
- 10.10 Any enclosure or pen shall:
 - 10.10.1 Have a secure top attached to all sides;
 - 10.10.2 Have a secure bottom effectively attached to the sides;
 - 10.10.3 The sides shall be buried in the ground to a minimum depth of thirty (30) centimeters or imbedded in a concrete pad;
 - 10.10.4 Be of sufficient height, strength and stability to contain the animal;
 - 10.10.5 Form a confined area with no side in common with a perimeter fence;
 - 10.10.6 Have a gate which is self-closing and has a lock;
 - 10.10.7 Be capable of containing an animal in a secure and humane manner;
 - 10.10.8 Be approved by the Bylaw Enforcement Officer of the Town of Onoway; and
- 10.11 Owners who fail to comply with paragraph 10.10 shall be deemed to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

SECTION 11 IMPOUNDMENT

- 11. Provision of Impoundment:
 - 11.1 It shall be the responsibility of the Municipal Manager to establish one or more pounds for the impounding or keeping of animals captured. The said Municipal Manager is hereby authorized and empowered to make all such rules and regulations, not inconsistent with this

Bylaw and the rules and regulations of the S.P.C.A. as he/she shall consider necessary for the conduct or regulation of such pound or pounds. The Town of Onoway shall enter into an agreement and appoint a pound keeper and such other person as it shall deem necessary for the carrying into effect of the provisions of this Bylaw and make such rules and regulations, for their conduct as it deems necessary;

- 11.2 It shall be the duty of the Animal Control Officer, and such person or persons as shall be authorized and appointed by Council or the Municipal Manager to capture or place traps for animals found at large within the limits of the Town of Onoway contrary to the provisions of this Bylaw or found upon any street or in any public place in the Town of Onoway and to impound same in said pound, and the said animal impounded shall be kept there confined subject to the owner's or possessor's right to redeem same within seventy two (72) hours from the time of their capture, excluding Weekend and Statutory holidays;
- 11.3 The impounded animal shall not be released from said pound unless the owner or possessor can present to the satisfaction of the pound keeper that he/she has paid all fines and pound fees, as set out in "Schedule B" and has obtained the necessary clearance from the Animal Control Officer or the Municipal Manager and that a license has been obtained with respect to such animal;
- 11.4 Any person authorized by this Bylaw to enforce the provisions contained herein may enter into the land surrounding any building in pursuit of any animals which been at large;
- 11.5 The Animal Control Officer or any other person or persons duly qualified to handle a tranquilizer gun is hereby authorized, when all normal attempts to capture an animal have failed and the animal poses a serious and imminent threat to the public, to use a tranquilizer gun in order to effect the animal's capture;
- 11.6 Each animal impounded under the provisions of this Bylaw shall be subject to an impounding fee as set down by the Pound Keeper. The above mentioned fees shall apply for each and every day of confinement to a maximum of seventy two (72) hours as is fore-stated;
- 11.7 After seventy two (72) hours of confinement if no owner or the municipality shall appear at the pound to claim the animal, the said animal shall be destroyed or otherwise disposed of, by sale;
- 11.8 Immediately after the seventy two (72) hours pursuant to Section 11.7 of this Bylaw, the property interest of any owner of the impounded animal shall be deemed to have been extinguished, and full ownership to have been vested to the Veterinary Clinic;
- 11.9 The purchaser of an animal from the Pound pursuant to the provisions of this section of the Bylaw shall obtain full right and title to it and the right and title of the former owner of the animal shall cease thereupon;
- 11.10 It shall be the duty of the Animal Control Officer to attempt, to the best of his/her abilities, to ascertain the name of the owner of any impounded animal. Upon obtaining the name of the said owner, the Animal Control Officer or Pound Keeper shall serve the said owner with

a Notice of Impoundment, either by serving said notice personally or by sending said notice by mail to the last known address of said owner;

- 11.11 If the said notice is mailed to the owner, the said owner will have been deemed to have received the said notice within forty eight (48) hours from the time of mailing;
- 11.12 The Animal Control Officer shall report any apparent communicable disease, illness, injury, unhealthy conditions or other signs of distress of any dog or domestic animals impounded to a veterinary surgeon or the S.P.C.A. and act upon their recommendations. The Owner shall be responsible for all charges resulting from any veterinary examinations and reaction to the Owner's dog or animal;
- 11.13 The Animal Control Officer, with the Municipal Manager's authorization, may retain or order the retention of any animal for a longer period of impoundment if in his/her opinion; the circumstances warrant the expense of extending the impoundment;
- 11.14 The Animal Control Officer and such person or persons as shall be authorized and appointment by Council or the Municipal Manager may place humane trap or traps for the capture of animal, in areas where there are serious health and safety concerns about the number of stray or wild animals;
- 11.15 The property owner where the humane trap or traps been placed will be asked to check on the trap for any animal that been caught, and to inform the Animal Control Officer of such;
- 11.16 The Animal Control Officer and such person or persons authorized to set the traps are to deliver all trapped animals to:
 - 11.16.1 The owner, if there is an Identification Tag on the animal. If the owner is not immediately available or at home the animal shall be taken to the pound;
 - 11.16.2 The lagoon site, if the animal is a skunk or porcupine or any species of wild animals that normally live in a treed area;
 - 11.16.3 The designated pound, if the animal has not been stated above.

SECTION 12 RECLAIMING OF IMPOUNDED ANIMALS

- 12. Provision of Reclaiming of Impounded animals:
 - 12.1 The owner of any licensed impounded animals may reclaim the animals from the pound, provided:
 - 12.1.1 The owner does so within seventy two (72) hours from the time of impoundment excluding Weekends and Statutory Holidays, or before the animal has been sold or disposed of; and

041

- 12.1.2 The owner has paid for the impoundment fees and veterinary fees as set out in "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
- 12.1.3 The owner also must show proof of having obtained a license for the animals as required by this Bylaw;
- 12.2 The owner of any unlicensed impounded animal may reclaim the animal from the pound provided:
 - 12.2.1 The owner does so within seventy two (72) hours from the time of impoundment excluding Weekends and Statutory Holidays, or before the animal has been sold or disposed of; and
 - 12.2.2 The owner has paid for the impoundment fees and veterinary fees as set out in "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
 - 12.2.3 The owner has paid for the penalty or penalties set out in "Schedule B", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
 - 12.2.4 The owner obtains a license for the animal as required by this Bylaw;
- 12.3 Notwithstanding the foregoing, the owner of an animal may not redeem such animals if the Animal Control Officer has reasonable grounds to believe and does believe that the animal is a Vicious Animal and that the owner has failed to comply with the provision of this Bylaw respecting Vicious Animal. Where the Animal Control Officer believes that any animal is a Vicious Animal, he/she may make application for an order directing that the animal be controlled or destroyed;
- 12.4 No Vicious Animals may be resold by the Animal Control Officer to any person who intends to keep the Vicious Animal within the Town of Onoway boundaries; and
- 12.5 An owner surrendering an animal shall sign a release form and pay the fees as per "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution by Council.

SECTION 13 ENFORCEMENT ON CERTAIN PRIVATE PROPERTIES

- 13. Provision of Enforcement on Certain Private Properties:

242

- 13.1 The Town of Onoway may agree to patrol and enforce provisions of this Bylaw on private property including condominium sites, mobile home parks and commercial site, etc upon the following conditions:
 - 13.1.1 The Owner of the private property shall make a written request to the Municipal Manager that this bylaw be enforced on its property; and
 - 13.1.2 The Owner of the private property shall agree to relieve the Town of Onoway or its employees from any liability claim and save the Town of Onoway or its employees harmless from any and all legal actions which may arise as a result of the Town of Onoway or its employees enforcing this Bylaw on its property, excepting when such legal actions arise due to the negligence of the Town of Onoway or it employees; and
 - 13.1.3 The Private Property Owner shall delivery a "site plan" of the property in question to the Municipal Manager;
- 13.2 Notwithstanding this section, for the purpose of enforcement of this Bylaw, but not for the purpose of investigation only, the Animal Control Officer is authorized to enter into any premises, including privately owned premises, at any time, provided however, that the word "premises" does not include that part of a interior building used as a dwelling house or business.

SECTION 14 OFFENCE TAG

14. Provision of Offence Tag:
 - 14.1 The Animal Control Officer, Pound Keeper, Police Officer, Bylaw Enforcement Officer or Community Peace Officer may enforce the provisions of the Bylaw and is hereby authorized and empowered to issue an Offence Tag to any Person who contravenes any provisions of this Bylaw.
 - 14.2 Any Offence Tag shall be in a form approved by the Municipal Manager and shall state:
 - 14.2.1 The Name of the offender; and
 - 14.2.2 The offence; and
 - 14.2.3 The appropriate fine for the offence as specified in "Schedule B" of this Bylaw; and
 - 14.2.4 That the fine shall be paid within seven (7) days of the issuance of the Offence Tag;
 - 14.3 Where a contravention of this Bylaw is of a continuing nature, further Offence Tags for the same offence may be issued by the Animal Control Officer, provided however, that no more than one Offence Tag (for the same offence) shall be issued for each day that the contravention continues;

- 14.4 Where an Offence Tag is issued pursuant to this Bylaw the person to whom the Offence Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Onoway the amount specified on the Offence Tag;
- 14.5 The Offence Tag may be issued by personally serving it upon the alleged offender, or by leaving it at the residence of the alleged offender with any adult member of the family of the owner or harbinger who is at least sixteen (16) years of age, or by sending the Offence Tag to the alleged offender by mail to his/her last known address;
- 14.6 If the owner or harbinger of any animals fails to pay the amount mentioned on the Offence Tag, within the time limited, the provisions of the foregoing shall no longer apply and the alleged offender shall be liable for payment.
- 14.7 If the owner or harbinger of the said animal that is liable for payment and has not done so by the time limited and is a property owner shall have the payment (fine) place on his/her tax notice;
- 14.8 If the owner or harbinger of the said animal that is liable for payment and has not done so by the time limited and is not a property owner shall be liable to prosecution in accordance with Canada and Alberta Laws and Justice;
- 14.9 Any person to whom an Offence Tag has been issued may exercise his/her rights to defend any charge of committing a contravention of any of the provisions of this Bylaw;
- 14.10 Any person may lay an information and complaint against any person for committing a breach of any section of the Bylaw; and
- 14.11 Any proper officer or official of the Town of Onoway or Crown Prosecutor may lay an information or complaint in response of any breach by any person of any of the provisions of this Bylaw, if such Officers or Officials deems such procedure to be in the interest of Justice.

SECTION 15 VIOLATIONS TICKET

15. Provision of Violation Ticket:
 - 15.1 Violation Ticket – instead of the procedure specified in the Criminal Code of Canada for the laying of an Information and the issuing of a summons, the procedure as set out in the Provincial Offenses Procedures Act revised statutes of Alberta and amendments thereto, Part 2, Summary Violation Tickets, or Part 3, Offense Notice Violation Tickets, as the case may be, may be followed with respect to violations occurring under this Bylaw;

- 15.2 If the fine specified on an Offence Tag is not paid within the prescribed time period then an Animal Control Officer is hereby authorized and empowered to lay a complaint and issue a Summons by means of a Violation Ticket;

SECTION 16 **SUMMARY CONVICTION**

16. Provision of Summary Conviction:
- 16.1 A person is a party to and guilty of an offence who:
- 16.1.1 Actually commits the offence; or
- 16.1.2 Does or omits an act for the purpose of aiding a person to commit an offence; or
- 16.1.3 Abets a person in the commission of the offence; or
- 16.1.4 Counsils or procures a person to commit an offence;
- 16.2 Any person who contravenes any provision of this Bylaw is guilty of an offence. Except as otherwise provided by this Bylaw for which a penalty is not otherwise provided, a person is liable on summary conviction to a fine of not more than \$2,500.00 and in default of payment is liable to imprisonment for a term not exceeding six months or to both such fine and imprisonment;
- 16.3 All licenses, fines and fees are to be paid before any animal is released from the Pound; and
- 16.4 Nothing in this Bylaw shall be read or construed as:
- 16.4.1 Preventing any person from exercising his/her right to defend an allegation that he/she has committed an offence under this Bylaw;
- 16.4.2 Preventing an Animal Control Officer from issuing a violation ticket or otherwise initiating Court process in any other manner permitted by law, in respect of an alleged offence.

SECTION 17 **SEVERABILITY**

17. In the event any provision of this Bylaw shall be declared or deemed to be invalid, then such invalid provision shall be severed and the remaining Bylaw shall remain in full force and effect.

SECTION 18 ORDERS

- 18.1 Every Order written with respect to this Bylaw must:
- a) Indicate the person to whom it is directed;
 - b) Identify the person to whom the Order relates by municipal address or legal description;
 - c) Identify the date it was issued;
 - d) Identify how the property fails to comply with this or other Municipal Bylaws;
 - e) Identify the specific provisions of the Bylaw the person contravenes;
 - f) Identify the nature of the action required to be taken to be compliant;
 - g) Identify the time within which the action must be completed;
 - h) Indicate that if the required action is not completed within the time specified, the Town of Onoway may take whatever action or measures necessary to remedy the contravention;
 - i) Indicate expenses and costs of any action or measures taken by the Town of Onoway under this Section area an amount owing to the Town of Onoway by the person to whom the Order is directed.
- 18.2 Every Order written in respect to provisions of another Bylaw must contain the same information as set out in Section 18.1, modified as necessary in the context of that Bylaw.
- 18.3 An Order pursuant to this Bylaw will be deemed to have been served on the Owner or Occupant when the Order has been:
- a) personally delivered to the Owner or Occupant;
 - b) left for the Owner or Occupant at his or her residence with a person on the premises who appears to be at least eighteen (18) years old;
 - c) sent via registered mail addressed to the last known postal address of the Owner or Occupant; or
 - d) Posted in a conspicuous place on the property referred to on the Order when the Enforcement Officer has reason to believe:
 - i) that the owner or occupant to whom the Order is addressed is evading service or;
 - ii) No other means of service is available;
 - e) if an order is sent via registered mail as referred to in Section 18.3(c) then it is deemed to be received by the Owner or Occupant five (5) business days after the Order was mailed.
- 18.4 A person who fails to comply with an Order under Section 18 of this Bylaw is guilty of an offence and liable on summary conviction before a Provincial Court Judge, to fines as listed in Schedule "B" of this Bylaw.
- 18.5 If the Enforcement Order determines that a Vicious Dog or Guard Dog is not being kept in accordance with this Bylaw, the Enforcement Officer may:
- a) Make an application pursuant to Section 545 of the Municipal Government Act, for an Order directing that the Owner keep such Dog in accordance with this Bylaw or that the Dog be removed from the Town of Onoway; or

b) Make a complaint pursuant to the Dangerous Dogs Act (Alberta) for an Order directing that the Dog be Controlled, destroyed or removed from the Town of Onoway.

SECTION 19 RESCINDS AND EFFECTIVE DATE OF BYLAWS

19. That Bylaws 615-04 and 634-05 shall be repealed on date of final passing.

19.1 That this bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 3rd day of June, 2021.

Read a second time on this 3rd day of June, 2021.

Unanimous Consent to proceed to third reading on this 3rd day of June, 2021.

Read a third and final time on this 3rd day of June, 2021.

Signed this 3rd day of June, 2021.

Mayor Judy Tracy

Wendy Wildman
Chief Administrative Officer

247

SCHEDULE "A"
LICENSE FEES

Items	Amount
Each un-spayed Female Dog	\$100.00 (Lifetime Fee per Owner)
Each un-neutered Male Dog	\$100.00 (Lifetime Fee per Owner)
Each spayed Female Dog Upon production of a certificate from a duly qualified veterinary surgeon	\$50.00 (Lifetime Fee per Owner)
Each neutered Male Dog Upon production of a certificate from a duly qualified veterinary surgeon	\$50.00 (Lifetime Fee per Owner)
Dog Guides / Seeing Eye Dogs / Police Dogs	No Charge
Replacement Dog Tag Except for Dog Guides or Seeing Eye Dogs	\$10.00 (Each Occurrence)
Each un-spayed Female Cat	\$100.00 (Lifetime Fee per Owner)
Each un-neutered Male Cat	\$100.00 (Lifetime Fee per Owner)
Each spayed Female Cat Upon production of a certificate from a duly qualified veterinary surgeon	\$50.00 (Lifetime Fee per Owner)
Each neutered Male Cat Upon production of a certificate from a duly qualified veterinary surgeon	\$50.00 (Lifetime Fee per Owner)
Replacement Cat Tag	\$10.00 (Each Occurrence)
Surrendering of Animal	\$50.00 (Each Animal)
Vicious Animal Upon production of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's vicious animal	\$500.00 (Lifetime Fee per Owner)
Pound or Kennel Operation Veterinary do not require a license	\$100.00 (per year)
Pound or Kennel	As set by pound keeper for every twenty four (24) hours period or fraction thereof the animal been impounded

248

Bylaw #782-21
Animal Control Bylaw
Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

Veterinary	As set by the Veterinary Clinic
Animal List	No Charge

249

SCHEDULE "B"

OFFENCE TAGS

FINES AND PENALTIES

Section	Offence	1 st Offence	2 nd Offence	3 rd Offence And Subsequent Offence
4.1	Failure to register or license their cat or cats or dog or dogs within the boundaries of the Town of Onoway (Does not included Vicious Dogs)	100.00	200.00	400.00
4.2	Failure to register their animal while on a temporary stay in the Town of Onoway	100.00	150.00	200.00
4.8	Failure of a dog or cat to be wearing a collar with a valid tag while not on the property of the owner	100.00	150.00	200.00
4.18	Transfer of Identification tag from one animal to another	100.00	150.00	200.00
4.21.1	Failure to obtain a vicious animal license, regardless of the age of the vicious animal	500.00	750.00	1,000.00
4.21.3	Failure to obtain a valid and subsisting insurance for a vicious animal	500.00	750.00	1,000.00
4.21.6	Allowing/Permitting vicious animal to be "at large"	500.00	750.00	1,000.00
5.1	Keeping or harboring more than two (2) animals of the same kind in a residential area or on a property that is less than 1/2 acres	100.00	150.00	200.00
5.1.1	Keeping or harboring more than two (2) animals of the same kind in a non residential area or on a property that is more than 1/2 acres without permission	100.00	150.00	200.00
5.2	Failure to removed immediately any animal excrement/defecation (waste matter) on public or private property	100.00	150.00	200.00

250

Bylaw #782-21
Animal Control Bylaw

Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

5.3	Allowing/Permitting an animal to be "at large" (not vicious animals)	250.00	500.00	750.00
5.4	Barking or snarling or howling or disturbing the quiet or peace of any person	100.00	150.00	200.00
5.5	Communicable diseased animal at large or in contact with other animals or humans or not taken all precautions that a veterinary surgeon prescribed	100.00	150.00	200.00
5.6.1	Bite, attempt to bite, bark at, chase livestock or other domestic animal or person, chase vehicle, or cause any damage or nuisance thereon	500.00	750.00	1000.00
5.7	Animal "in heat" improperly confined	100.00	150.00	200.00
5.8	Vicious animal not confined properly on owner's property	500.00	750.00	1,000.00
5.9	Vicious animal not confined properly while off owner's property	500.00	750.00	1,000.00
5.10	No authorization received by Municipal Manager	100.00	150.00	200.00
6.8/ 6.9	Impound Fees	Fees subject to pound rates	Fees subject to pound rates	Fees subject to animal pound rates
7.1	Interfere, hinder, delay attempt or obstruct an Animal Control Officer or Pound Keeper	100.00	150.00	200.00
7.2	Negligently or willfully tamper with or unlock or unlatch or otherwise open any vehicle or pen or enclosure in which an animal been impoundment to allow or attempt to allow such animals to escape	100.00	150.00	200.00
7.3	Remove, or attempt to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his/her duties	100.00	150.00	200.00

251

Bylaw #782-21
Animal Control Bylaw

Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

7.4	Induce or persuade any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assist any animal escape capture	100.00	150.00	200.00
7.5	Negligently or willfully open any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstruct any animal's confinement, thereby allowing the said animals to be at large within the Town of Onoway	100.00	150.00	200.00
8.1	Abuse of an animal	500.00	750.00	1000.00
9.2	Failure to display at front and rear entrance "Beware of Dog" or "Beware of Vicious Animal" signs	100.00	150.00	200.00
10.1	Failure to obtain a kennel license or development permit to operate a kennel	100.00	200.00	500.00
10.10	Non conforming enclosure or pen	100.00	150.00	200.00
18.4	Failure to Comply with Order	500.00	750.00	1000.00
	APPLICABLE VETERINARIAN EXPENSES WILL BE ADDED TO ANY FINE OR FEE SPECIFIED ABOVE, WHERE APPLICABLE			

252

Councillors' Committee Appointments for 2021-2022

Mayor	L. Kwasny
Deputy Mayor	L. Johnson
Appointments to Quasi-judicial Boards	
Assessment Review Board	Contracted to Capital Region Assessment Services Corp.
Subdivision & Development Appeal Board	Contracted to Milestone Municipal Services
Appointments to Statutory Committees	
Municipal Planning Committee - Councillors	All Councillors
Subdivision Authority	All Councillors
Appointments to Regional Service Commissions	
Capital Regional Assessment Services Commission	R. Murray (Alternate R. Winterford)
Highway 43 East Solid Waste Commission	L. Kwasny (Alternate B. Coninx)
WILD Regional Water Commission	B. Coninx (Alternate L. Kwasny)
Appointments to Regional Boards	
East End Bus Society	R. Winterford (Alternate R. Murray)
Yellowhead East Community Futures	R. Murray (Alternate L. Johnson)
Lac Ste. Ann Foundation	L. Kwasny
Yellowhead Regional Library Board	R. Winterford
Economic Development Committee/ Partnership Committee	R. Winterford & B. Coninx (Alt. R. Murray)
Community Policing Advisory Committee (CPAC)	R. Murray (Alternate L. Kwasny)
Onoway Regional Medical Clinic/Physician Recruitment Retention Committee	L. Johnson (Alternate R. Winterford)
North Saskatchewan Watershed Alliance	L. Kwasny (Tech Committee J. Madge)
Regional Emergency Services Committee/ Fire Services	L. Kwasny (Alternate B. Coninx) & CAO
Emergency Management & Disaster Services Committee	L. Johnson & B. Coninx

(253)

Councillors' Committee Appointments for 2021-2022

Revenue & Cost Sharing Study Committee	R. Winterford(Alt B. Coninx) & CAO
Appointments to Local Boards	
Onoway and District Chamber of Commerce	R. Winterford (Alternate L. Johnson)
Onoway Public Library Board	L. Johnson & R. Winterford
Region 1 Recreation and FCSS Board	Council as a Whole
Onoway Facility Enhancement Association (OFEA/Community Hall)	R. Winterford (Alternate L. Johnson)
Onoway & District Agricultural Society(ODAS/Arena)	B. Coninx (Alternate L. Johnson)
Onoway Beautification Committee	R. Winterford (Alternate B. Coninx)
Onoway & District Historical Guild	L. Johnson (Alternate R. Murray)
Regional Wastewater Line Committee	L. Kwasny (Alt. L. Johnson)
Onoway Ball Diamonds Committee	B. Coninx, R. Winterford & W. Wildman (J. Magee alt for W. Wildman)
Miscellaneous Council Appointments	
Inter-municipal Development Plan Negotiating Committee	R. Winterford (Alternate B. Coninx)
Highway 43 Functional Planning Study - Technical Review Committee	L. Kwasny (Alternate L. Johnson)
Onoway Interagency Committee	R. Winterford (Alternate R. Murray)

254



Development Services
for
Town of Onoway

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

October 28, 2021

File: 21DP13-24

**Re: Development Permit Application No. 21DP13-24
Plan 002 4195, Block 4, Lot 23 : 4327 Industrial Avenue (the "Lands")
M – Industrial District : Town of Onoway**

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit regarding the following:

**OPERATION OF A RETAIL AUTO PARTS SALES
AND AUTO REPAIR BUSINESS
(KING AUTO PARTS AND REPAIR LTD.).**

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

- 1- All municipal taxes must be paid.
- 2- The applicant shall enter into a servicing agreement with the Town of Onoway for water supply and septic disposal service with tie-in to the property line. The Applicant shall contact the Town of Onoway Public Works Supervisor, or his designate, at (780) 967-5338 prior to any works being undertaken.
- 3- That the applicant display for no less than TWENTY-ONE (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 4- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 5- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 6- The development shall be connected to piped municipal services (sewer and water).

255



Development Services
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Town of Onoway

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- 7- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 8- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 9- The applicants shall prevent excess soil or debris from being spilled on public streets and lanes, and they shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 10- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 11- The improvements take place in accordance with the plans and sketches submitted as part of the permit application.
- 12- The exterior of a building must be completed within 1 year of the date of issuance of a building permit
- 13- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 14- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.
- 15- Applicant is responsible for grading the site of the proposed development to the design lot grades and direction(s) of drainage and for ensuring that surface runoff water does not discharge from the site to an adjacent property.
- 16- Applicant is responsible for adjusting the final building elevation to match the design lot swale grades.
- 17- The applicant is responsible for designing and constructing a building foundation drainage system adequate for the existing soil conditions.
- 18- The applicant is responsible for determining if there are any special considerations required for building foundation construction.

256



Development Services
for
Town of Onoway


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

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

Date Application Deemed Complete **October 28, 2021**

Date of Decision **October 28, 2021**

Effective Date of Permit **November 26, 2021**

Signature of Development Officer 

Tony Sonleitner, Development Officer for the Town of Onoway

cc Wendy Wildman, CAO, Town of Onoway

cc Jason Madge, Public Works

cc Inspections Group Inc.

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

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

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$150.00.

257



Development Services
for

Town of Onoway

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

NOTE:

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

IMPORTANT NOTES

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

258



Development Services
for
Town of Onoway

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

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

Edmonton:

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

Phone: (780) 454-5048

Fax: (780) 454-5222

Toll-Free: (866) 554-5048

Toll-Free Fax: (866) 454-5222

Email: questions@inspectionsgroup.com

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

259



Development Services
for
Town of Onoway

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

Public Notice

DEVELOPMENT APPLICATION NUMBER: 21DP13-24

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property, Plan 002 4195, Block 4, Lot 23 : 4327
Industrial Avenue, with regard to the following:

**OPERATION OF A RETAIL AUTO PARTS SALES AND AUTO REPAIR BUSINESS
(KING AUTO PARTS AND REPAIR LTD.).**

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

Any person who objects to the proposed use of the parcel may deliver to the Development Officer a written statement of his objection to such use indicating the following:


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

The statement must be received by the Development Officer **no later than November 18, 2021.**

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

Town of Onoway
Box 540
Onoway, Alberta T0E 1V0 Attention: Tony Sonnleitner, Development Officer

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

Date Application Deemed Complete	October 28, 2021
Date of Decision	October 28, 2021
Effective Date of Permit	November 26, 2021
Signature of Development Officer	

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office (780) 718-5479 and should include a statement of the grounds for the appeal.

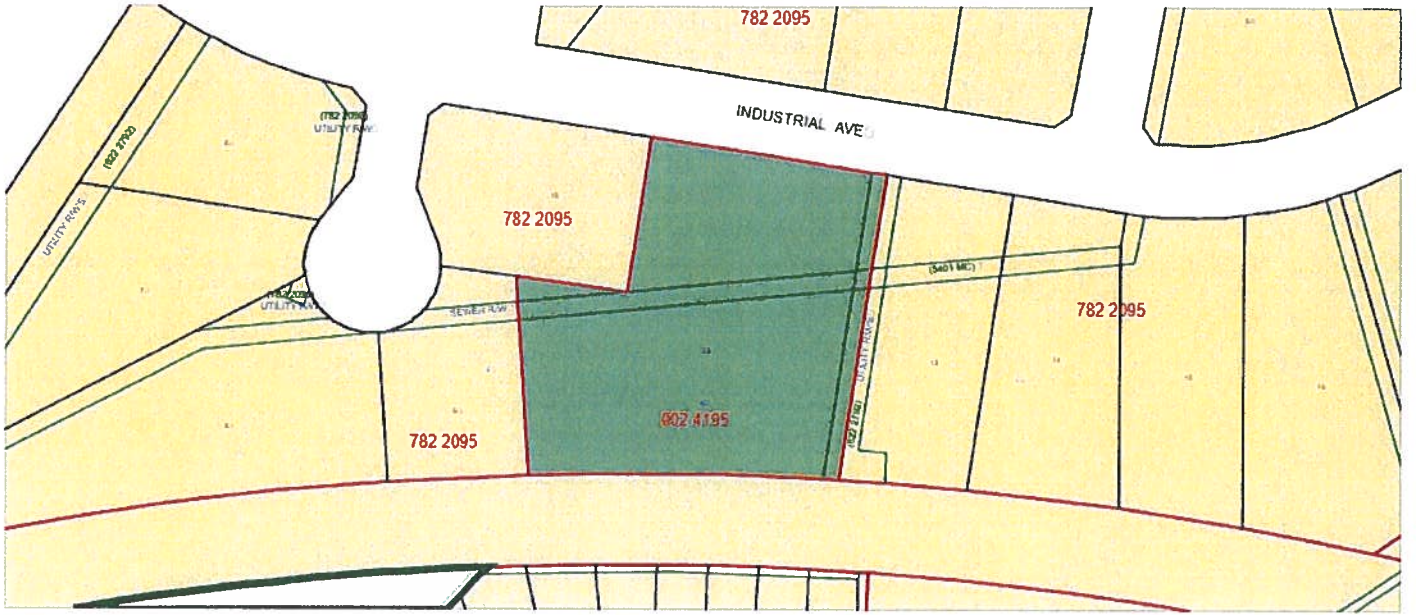
Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT

21DP13-24



261



Alberta Beach

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

October 20, 2021

Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 19th, 2021. The results of their Organizational Meeting are as follows;

Mayor.....	Bud Love
Deputy Mayor.....	Angela Duncan
Councillor.....	Debbie Durocher
Councillor.....	Tara Elwood
Councillor.....	Daryl Weber

Committee Appointments:

Alberta Beach Ag Society Agliplex Operations - Deputy Mayor Duncan and Councillor Elwood as alternate
Alberta Beach Campground Advisory Committee - Mayor Love and Councillor Weber
Alberta Beach Inter-municipal Development Plan Steering Committee - Mayor Love and Deputy Mayor Duncan
Alberta Beach Library Board - Councillor Elwood
Alberta Beach Museum & Archives - Councillor Durocher
Alberta Beach Public Works Advisory Committee - Mayor Love and Councillor Weber
Beachwave Park Stakeholders Committee - Councillor Durocher
Community Futures Yellowhead East - Councillor Weber and Councillor Elwood as alternate
Darwell Regional Wastewater Transmission Line Steering Committee – Deputy Mayor Duncan
Emergency Advisory Committee – All Council members
FCSS Trivillage Committee - Deputy Mayor Duncan
Highway 43 East Waste Commission – Mayor Love and Councillor Weber as alternate
Inter-municipal Collaboration Framework (ICF) Committee - Mayor Love and Deputy Mayor Duncan and Councillor Elwood as alternate
Lac Ste. Anne East End Bus - Councillor Weber
Lac Ste. Anne Foundation - Councillor Weber and Councillor Elwood as alternate
Lake Isle and Lac Ste. Anne Water Quality Management Society - Deputy Mayor Duncan
Land Use Bylaw Review Committee - Deputy Mayor Duncan and Councillor Durocher
Municipal Planning Commission - All Council members
Partners In Progress Committee - Councillor Durocher
Regional Fire Services Steering Committee - Councillor Elwood
Regional Recreation Board Steering Committee - Councillor Durocher
Regional Revenue and Cost Sharing Steering Committee – Deputy Mayor Duncan
Ste. Anne Recreational Lake Use Committee (SARLUC) - Mayor Love and Councillor Weber
Ste. Anne Regional Municipalities (SARM) Committee - Mayor Love and Deputy Mayor Duncan and Councillor Elwood as alternate
Sturgeon River Watershed Alliance - Deputy Mayor Duncan
Trivillage Regional Sewage Service Commission - Deputy Mayor Duncan and Councillor Weber
1WAG (Watershed Action Group) - Councillor Durocher
West Inter Lake District (WILD) Water Commission - Deputy Mayor Duncan and Mayor Love as alternate
Yellowhead Regional Library Board - Councillor Elwood and Deputy Mayor Duncan as alternate

262

From: Ellen MacCormac <emaccormac@albertacf.com>
Sent: November 5, 2021 3:57 PM
Subject: Regional Business Events & News *Please Share With Your Network*
Attachments: Which-Business-Structure-11.16.21.jpg; CWEDWhitecourt-events-11.19.21.jpg; Jobs-and-Growth-Fund-.jpg

Hello, from Community Futures Yellowhead East (CFYE).

Today I'd like to share some current events that aim to enhance the business communities in our region. *Please share these items digitally or in-print with your professional network, community, friends, or family members.*

The start of CFYE's fall and winter training workshop series begins with '**Which Business Structure Is Best For Me?**', co-presented by CFYE and Metrix Group LLP on **November 16 & 17**. Great for beginning entrepreneurs and expanding business owners. Topics of this two-day workshop, from 11:30 - 1 PM, include:

- Pros, cons, costs, and benefits of factors to consider
- Proprietorship, Partnership, Limited Liability Company, Corporations, Cooperatives, and Franchise
- When you need a CRA account, GST account and more

<https://www.eventbrite.ca/e/188633958247> TO REGISTER.

Celebrate **Women's Entrepreneurship Day** this **November 19** with Project Gazelle and CFYE. A full day of in-person or virtual sessions that begin with:

- Morning Coffee with Amanda St. Pierre
- Project Gazelle Power Hour
- Celebrating Women Entrepreneurs Luncheon
- Technology Power Hour
- Funding Power Hour
- Business Support Power Hour

www.facebook.com/events/889252381715229 TO REGISTER.

For business owners, non-profit organizations, cooperatives, municipalities and indigenous organizations looking to expand - *have you heard of the **Jobs & Growth Fund (JGF)**?* Aimed at projects that will support, foster, preserve, and strengthen our economy by creating jobs and inclusion, clean tech, clean economic growth, or green regional clusters. Review the applicant guide (<https://www.wd-deo.gc.ca/eng/20185.asp>) and apply to access up to 50% of total project expenses for for-profit businesses, and up to 90% of total project expenses for non-profits. Interest-free loan repayments begin 1 year after project completion. See more details on the Jobs and Growth Fund, and the events mentioned today, in the attachments of this email.

To learn more about CFYE coaching, training, loans, tools, resources, and events check out our fresh new website - www.yellowheadeast.albertacf.com.

In gratitude,
Ellen
Community Economic Development (CED) Coordinator



Community Futures Yellowhead East

www.yellowheadeast.albertacf.com

C 780.779.8722

"To help communities thrive economically, by supporting an entrepreneurial culture through training, coaching and lending best practices."

If you no longer wish to receive these periodic regional business news updates, thank you for your time and please reply with Unsubscribe.

264