



THE TOWN OF ONOWAY  
REGULAR MEETING OF COUNCIL  
AGENDA

Thursday, March 27, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

---

Pages

1. CALL TO ORDER
2. ADOPTION OF THE AGENDA

**Recommendation:**

THAT the March 27, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the March 27, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

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

**Recommendation:**

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

- a. March 13, 2025 Regular Council Meeting Minutes

8 - 12

(Staff have corrected FOIP section 17, not 16, in Motion #083-25 as CAO noted verbally during the meeting).

- b. 11. Information Items

- a. Education Property Tax Requisitions - March 14, 2025 letter from Minister McIver

- b. Alberta Policing Legislation Information Sessions - Summary of Questions - March 17, 2025 email from Alberta Police Governance GOA

- c. Towns West Zone Meeting - April 2, 2025 - March 18, 2025 email from Krista Gardner, Calmar, AB Municipalities Director

**5. PUBLIC HEARINGS**

**6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS**

**7. FINANCIAL REPORTS**

**8. POLICIES & BYLAWS**

- a. Bylaw 827-25 Classification of Assessment and Establishment of Assessment Sub-Classes - A Request for Decision is attached

13 - 17

**Recommendation:**

THAT Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given First reading.

**Recommendation:**

THAT Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given Second reading.

**Recommendation:**

THAT Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be considered for third reading at this meeting.

**Recommendation:**

THAT Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given third and final reading and be adopted.

**9. ACTION ITEMS**

- a. Town of Onoway Library Manager's Report to Government of Alberta - A Request for Decision is attached

18 - 36

**Recommendation:**

THAT Council acknowledge and accept for information the Library Manager's Annual Report 2024.

or

Direction provided after Council deliberations.

- b. Town of Onoway Library Board Appointment of New Member - A Request for Decision is attached 37 - 40

**Recommendation:**

THAT the Town of Onoway appoint Lorinda McCool as a member at large to the Town of Onoway Library Board for a 3 year term (from April 1, 2025 to March 30, 2028).

- c. Northwest of 16 Regional Tourism Association - Recommendation from Committee of the Whole Meeting on March 13, 2025 - A Request for Decision is attached 41 - 42

**Recommendation:**

THAT Council accept the recommendation from the Committee of the Whole and 1) approve a one-year municipal membership with the Northwest of 16 Regional Tourism Association at a cost of \$500.00; 2) Collaborative Promotion and Resource Allocation – sharing marketing materials on our digital assets, brochures or other promotional materials; and 3) Economic Development Support – backing their tourism efforts as a key driver of local growth.

Or

Direction provided after Council deliberations.

- d. Circular Materials Agreement - A Request for Decision is attached 43 - 98

**Recommendation:**

THAT Council approves the signing of the Circular Materials Master Services Agreement and Schedule A - Statement of Work for Community Curbside Collection.

or

Direction provided after Council deliberations.

- e. Economic Development and Tourism Committee - A Request for Decision is attached 99 - 102

**Recommendation:**

1) THAT Hazel Bourke be appointed to serve on the Economic Development and Tourism Committee of the Town of Onoway for a one year term, ending March 31, 2026.

2) THAT the Economic Development & Tourism Committee recommendation regarding the Business Networking Breakfast be approved to:

- expand to regional participation
- guest speakers, early morning – mid week
- valid Onoway business license or \$10 charge to attend

3) THAT Council approve the minutes from the March 12, 2025 Economic Development & Tourism Committee meeting as presented.

- f. 2024 Assessment Summary - A Request for Information is attached. 103 - 106

**Recommendation:**

THAT Council accept the 2024 & 2023 Assessment Summary comparison for information.

- g. Council Volunteer Opportunity 107 - 108

**Recommendation:**

THAT Council volunteer time for the Onoway Farmer's Market Mother's Day Spring Fling Market and pancake breakfast held on May 10<sup>th</sup>, 2025.

or

Direction provided after Council deliberations.

10. COUNCIL, COMMITTEE & STAFF REPORTS

109 - 114

- a. Mayor's Report
- b. Deputy Mayor's Report
- c. Councillor's Reports (x 3)
- d. Chief Administrative Officer Report and CAO Action List (Motion Tracking) - attached
- e. Corporate and Community Services Director's Report - attached
- f. Public Works Report - attached

**Recommendation:**

THAT the Council and staff reports be accepted as presented.

- a. Committee of the Whole

- 1. Financial Reporting Process - A Request for Information is attached 115 - 137

**Recommendation:**

THAT the Committee action staff to create a policy that will include ... for financial reporting.

or

Direction provided after Committee of the Whole deliberations.

11. INFORMATION ITEMS

**Recommendation:**

THAT the Information Items be accepted as presented.

- a. Education Property Tax Requisitions - March 14, 2025 letter from Minister McIver 138 - 149
- b. Alberta Policing Legislation Information Sessions - Summary of Questions - March 17, 2025 email from Alberta Police Governance GOA 150 - 159

- c. Towns West Zone Meeting - April 2, 2025 - March 18, 2025 email from Krista Gardner, Calmar, AB Municipalities Director 160 - 161

**12. CLOSED MEETING**

Pursuant to Section 197(2) of the Municipal Government Act and Section 16 FOIP: Disclosure harmful to business interests of a third party-Contracts

**13. ADJOURNMENT**

**14. UPCOMING EVENTS**

April 10, 2025	Regular Council Meeting	9:30 a.m.
April 18/21, 2025	Good Friday/Easter Monday	
April 24, 2025	Regular Council Meeting	9:30 a.m.
May 8, 2025	Regular Council Meeting	9:30 a.m.
May 22, 2025	Regular Council Meeting	9:30 a.m.
June 12, 2025	Regular Council Meeting	9:30 a.m.
June 13-15, 2025	Heritage Days Weekend	



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

March 13, 2025  
9:30 a.m.  
Council Chambers  
Onoway Civic Centre (and Virtually Via Zoom)

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

Administration: Jennifer Thompson, Chief Administrative Officer  
Gino Damo, Director of Corporate and Community Services  
Debbie Giroux, Recording Secretary

3 members of the public attended the meeting via Zoom.

---

**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

**Motion # 073-25**

MOVED by: Councillor Sheila Pockett

THAT the March 13, 2025 Regular Council Meeting agenda be approved as presented.

**CARRIED UNANIMOUSLY**

**3. PUBLIC INPUT SESSION**

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



**Motion # 074-25**

MOVED by: Councillor Robin Murray

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

**CARRIED UNANIMOUSLY**

- a. February 27, 2025 Regular Council Meeting Minutes
- b. 11. Information Items
  - a. WILD Water Commission - 2025 Annual General Meeting - April 29, 2025 - February 12, 2025 Letter from Chairman Olsvik
  - b. Provincial Priorities Act - Agreements between provincial entities and the Federal Government - February 26, 2025 letter from Minister Ric McIver
  - c. Rail Safety Ambassador Certificate - January 22, 2025 letter from CN
  - d. Onoway Facility Enhancement Association (OFEA) - Thank you letter for projection screen donation
  - e. Onoway Facility Enhancement Association (OFEA) - Thank you letter for FCSS Funding in 2024
  - f. East End Bus (EEB) - 2025 AGM - March 24, 2025
  - g. AB Munis Preliminary Analysis on Alberta's 2025 Budget
  - h. Budget 2025 - letter from Minister Ric McIver regarding the Local Government Fiscal Framework (LGFF)
  - i. Lac Ste. Anne Foundation - September 24 and December 10, 2024 Board meeting minutes
  - j. Onoway Facility Enhancement Association (OFEA) AGM - March 31, 2025 at 6:30 p.m.
- 5. **PUBLIC HEARINGS**
- 6. **APPOINTMENTS/PRESENTATIONS/DESIGNATIONS - n/a**
- 7. **FINANCIAL REPORTS - n/a**
- 8. **POLICIES & BYLAWS - n/a**
- 9. **ACTION ITEMS**
  - a. Family and Community Support Services (FCSS) Committee Appointments  
  
Council deferred discussion on this item to Closed Meeting as per Section 197(2) of the MGA and 17 FOIP "Disclosure harmful to personal privacy."

- b. Purchase of a Used Truck for Public Works

**Motion # 075-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council amend the 2025-2030 capital plan by increasing fleet replacement in 2025 to \$40,000.

**CARRIED UNANIMOUSLY**

- c. Intermunicipal Collaboration Framework (ICF) with Lac Ste. Anne County

**Motion # 076-25**

MOVED by: Councillor Robin Murray

THAT Council agree to extend negotiations of the Intermunicipal Collaboration Framework (ICF) as requested by Lac Ste Anne County for completion by March 31, 2027.

**CARRIED UNANIMOUSLY**

**Motion # 077-25**

MOVED by: Deputy Mayor Lisa Johnson

THAT Council members be appointed to the Inter Municipal Development Plan Negotiating Committee at the next organizational meeting.

**CARRIED UNANIMOUSLY**

- d. Non-Residential Tax Incentive Program

**Motion # 078-25**

MOVED by: Councillor Robin Murray

THAT Council **CONDITIONALLY APPROVE** the non-residential development incentive for Phase 2 of the development at Lot 5 & 6, Block 2, Plan 7822095 pending all terms and conditions of Bylaw 823/25 Non-Residential Development Incentive Bylaw are met.

**CARRIED UNANIMOUSLY**

- e. Asset Retirement Obligations Report

**Motion # 079-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council accept the 2024 Asset Retirement Obligation Memo from Associated Engineering as presented AND THAT the Town of Onoway recognize the financial liability to be in compliance with PSAB3280 Asset Retirement Obligations (ARO's).

**CARRIED UNANIMOUSLY**

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

**Motion # 080-25**

MOVED by: Councillor Bridgitte Coninx

THAT the Committee action staff to bring back additional information as discussed regarding Elk's Park.

**CARRIED UNANIMOUSLY**

**Motion # 081-25**

MOVED by: Councillor Bridgitte Coninx

THAT the Committee recommend to Council a one-year municipal membership with the Northwest of 16 Regional Tourism Association at a cost of \$500.00.

**CARRIED UNANIMOUSLY**

**Motion # 082-25**

MOVED by: Councillor Sheila Pockett

THAT the Council and staff reports be accepted as presented.

**CARRIED UNANIMOUSLY**

**11. INFORMATION ITEMS**

Approved under the Consent Agenda Motion 074-24

- a. WILD Water Commission - 2025 Annual General Meeting - April 29, 2025 - February 12, 2025 Letter from Chairman Olsvik
- b. Provincial Priorities Act - Agreements between provincial entities and the Federal Government - February 26, 2025 letter from Minister Ric McIver
- c. Rail Safety Ambassador Certificate - January 22, 2025 letter from CN
- d. Onoway Facility Enhancement Association (OFEA) - Thank you letter for projection screen donation
- e. Onoway Facility Enhancement Association (OFEA) - Thank you letter for FCSS Funding in 2024

- f. East End Bus (EEB) - 2025 AGM - March 24, 2025
- g. AB Munis Preliminary Analysis on Alberta's 2025 Budget
- h. Budget 2025 - letter from Minister Ric McIver regarding the Local Government Fiscal Framework (LGFF)
- i. Lac Ste. Anne Foundation - September 24 and December 10, 2024 Board meeting minutes
- j. Onoway Facility Enhancement Association (OFEA) AGM - March 31, 2025 at 6:30 p.m.

**12. CLOSED MEETING**

**Motion # 083-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council move into Closed Meeting at 10:36 a.m. as per Section 197(2) of the Municipal Government Action and:  
 Section 28(1)(a) FOIP – Privileged information (solicitor/client privilege)  
 Section 17 FOIP – Disclosure harmful to personal privacy

**CARRIED UNANIMOUSLY**

Council recessed from 10:36 a.m. until 10:48 a.m.

**Motion # 084-25**

MOVED by: Councillor Bridgitte Coninx

THAT Council moved out of Closed Meeting at 11:50 a.m.

**CARRIED UNANIMOUSLY**

**Motion # 085-25**

MOVED by: Councillor Bridgitte Coninx

THAT David Kenney and Juliette Moore be appointed to the Town of Onoway FCSS Committee for a one year term, ending March 31, 2026.

**CARRIED UNANIMOUSLY**

**13. ADJOURNMENT**

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 11:55 a.m.

---

Mayor Lenard Kwasny

---

Jennifer Thompson  
 Chief Administrative Officer



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Bylaw 827-25 Assessment Classification and Sub-Classes

### BACKGROUND / PROPOSAL

During the January 9, 2025, Council meeting, Council made the following motions regarding Municipal Accountability Program (MAP) Report:

#### **Motion # 066-25**

MOVED by: Councillor Sheila Pockett

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

**CARRIED UNANIMOUSLY**

Within Section 4. Property Tax Bylaw in the comments/observations section of the MAP report, it states that “*Bylaw 800-23 uses sub-class descriptions that are inconsistent with the descriptions set out in Assessment Class Bylaw 786-21.*”

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES.

To comply with the above observation from the MAP report, Administration is bringing forward an update to the Assessment Classification and Sub-Classes Bylaw Administration is remedying the bylaw passed in 2021. The update is as follows:

- Inclusion of a new class description and sub-class description titled Class 2 Non-Residential Linear – Cable TV. This sub class was included in the Bylaw 800-23 Property Tax Bylaw as shown below:

<b>Class 2:</b>	
Non-Residential	
Commercial Improved Site	\$9,823,950
Commercial Vacant	\$871,800
Industrial Improved Site	\$22,035,600
Industrial Vacant	\$500,000
Non-residential Federal Land	\$0
Non-residential Industrial Improved	\$0
Non-residential Industrial Vacant	\$0
Railway	\$52,060
DIP – Non-Residential	\$620,790
Linear – Electric Power Systems	\$693,690
Linear– Telecommunication Systems	\$516,860
<b>Linear – Cable TV</b>	<b>\$ 41,740</b>
Linear – Gas Distribution Systems	\$219,220

1  
BYLAW NO. 800 - 23  
TOWN OF ONOWAY

- Inclusion of a “Linear” behind the Railway Sub-Class Description. Although this amendment is not indicated in the MAP report observation, it aligns with the description under Code 507 in the assessment summary.

## **STRATEGIC ALIGNMENT**

- Good Governance

## **COSTS / SOURCE OF FUNDING**

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

## **RECOMMENDED ACTION**

- That Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given First reading.
- That Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given Second reading.
- That Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be considered for third reading at this meeting.
- That Bylaw # 827-25 the Assessment Classification and Sub-Classes Bylaw be given third and final reading and adopted.

## **ATTACHMENTS**

- Proposed Bylaw # 827-25, the Assessment Classification and Sub-Classes Bylaw.

**TOWN OF ONOWAY  
BY-LAW 827-25**

---

**BEING A BYLAW IN THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH CLASSIFICATION OF ASSESSMENT AND ESTABLISHMENT OF ASSESSMENT SUB-CLASSES**

---

**WHEREAS, PURSUANT to Part 2 of** the Municipal Government Act, being Chapter M-26.1 of the R.S.A. 2000 and amendments thereto, Council may enact a Bylaw;

**AND WHEREAS PURSUANT TO** Part 9 of the Municipal Government Act, being Chapter M26 R.S.A. 2000, and amendments thereto, which details the rights, duties and obligations of the municipality in appointing and authorizing an assessor and procuring property assessment for the purpose of taxation;

**AND WHEREAS PURSUANT TO** Section 297 of the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a municipality may pass a bylaw setting the assessment sub-classes for residential and non-residential property authorizing the assessor to assign these sub-classes in preparing the assessment and supplementary assessment of property, and;

**AND WHEREAS,** the Council of the Town of Onoway deems it proper and expedient to pass such a Bylaw;

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

1. TITLE
  - 1.1 This bylaw may be cited as "Assessment Classification and Sub-Classes Bylaw"
2. DEFINITIONS
  - 2.1 "Act" means the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto;
  - 2.2 "Assessed Property" means assessed property as defined in Section 284 of the Act;
  - 2.3 "Assessment Roll" means assessment roll as defined in Section 303 of the Act;

25

Municipal Government Act, Chapter M-26, RSA 2000, Section

297

- 2.4 "Non-Residential Assessment Class Property" means non-residential property as defined in Section 297(4)(b);
- 2.5 "Residential Assessment Class Property" means residential property as defined in Section 297(4)(c);
- 2.6 "Supplementary Assessment" means an assessment made pursuant to Section 314 of the Act;
- 2.7 "Supplementary Assessment Roll" means a supplementary assessment roll as defined by Section 315 of the Act;
- 2.8 "Vacant" means a parcel of land districted in the municipal Land use Bylaw, as amended, for development.
- 3. CLASSIFICATION OF ASSESSMENT AND ESTABLISHMENT OF SUB-CLASSES
  - 3.1 For the purpose of the Assessment Role, prepared annually for taxation, all Assessment Class Property within the Town of Onoway is hereby divided into the following assessment sub-classes:

Assessment Classes as per Section 297 of the Municipal Government Act

<b>Class Description</b>	<b>Sub-Class Description</b>
Class 1 Residential	Country Residential
Class 1 Residential	Improved Site
Class 1 Residential	Vacant
Class 1 Residential	Multi-Family
Class 2 Non-Residential	Commercial Improved Site
Class 2 Non-Residential	Commercial Vacant
Class 2 Non-Residential	Industrial Improved Site
Class 2 Non-Residential	Industrial Vacant
Class 2 Non-Residential	Non-residential Federal land
Class 2 Non-Residential	Non-residential Industrial Improved
Class 2 Non-Residential	Non-residential Industrial Vacant
Class 2 Non-Residential	Linear – Railway
Class 2 Non-Residential	DIP – Non-Residential
Class 2 Non-Residential	Linear – Electric Power Systems
Class 2 Non-Residential	Linear– Telecommunication Systems
Class 2 Non-Residential	Linear – Gas Distribution Systems
Class 2 Non-Residential	Linear – Cable TV
Class 2 Non-Residential	Linear – Pipeline
Class 3 – Farm Land	Farm Land
Class 4 – Machinery and Equipment	Machinery and Equipment
Class 4 – Machinery and Equipment	DIP Machinery and Equipment
Exempt	School
Exempt	Provincial



25

Municipal Government Act, Chapter M-26, RSA 2000, Section

297

Exempt	Religious
Exempt	Miscellaneous
Exempt	Municipal

3.2 That the Municipal Assessor is hereby authorized to compile assessments and present the annual assessment tax roll for the Town of Onoway with the prescribed assessment classifications established in this Bylaw.

4. This Bylaw shall come into force when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

5. Bylaw #786-21 is hereby rescinded.

READ A FIRST TIME THIS .... day ... of, 2025

READ A SECOND TIME THIS ... day ... of, 2025

UNANIMOUS CONSENT to proceed to third reading THIS ... day ... of, 2025

READ A THIRD AND FINAL TIME THIS ... day ... of, 2025.

\_\_\_\_\_  
Mayor Lenard Kwasny

\_\_\_\_\_  
Jennifer Thompson  
Chief Administrative Officer



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Library Manager's Annual Report

### **BACKGROUND / PROPOSAL**

Pursuant to the Alberta Libraries Regulation, an Annual Report is submitted to Alberta Municipal Affairs, Public Libraries Branch.

At the March 11, 2025 Library Board Meeting the following motion was passed:

*MOVED by Sheila Pockett that the Library Manager's 2024 Year End Report, required to be submitted to the Municipal Affairs Public Library Services Branch, be approved, and recommended to the Town of Onoway for Council's information.*

The Board manages, regulates and controls the municipal library as per Bylaw No 751-18.

### **STRATEGIC ALIGNMENT**

Service excellence

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

N/a

### **RECOMMENDED ACTION**

- That Council acknowledge and accept for information the Library Manager's Annual Report 2024.
- (or direction provided after Council deliberations)

### **ATTACHMENTS**

- 2024 Library Manager's Annual Report.

# TOWN OF ONOWAY PUBLIC LIBRARY

May 1973



May 2023

## • 2024 at a Glance •



17,723

VISITORS TO THE LIBRARY



463

ACTIVE CARDHOLDERS



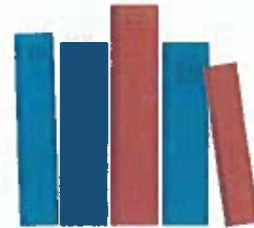
22,435

ITEMS CHECKED OUT  
(PRINT, MEDIA, AUDIO)



32,411

COMPUTER & WIFI HOURS



8,389

ITEMS WERE SENT OUT OR  
REQUESTED IN



3,031

PEOPLE ATTENDED BY  
PROGRAMS OR AN  
EVENT



12,700

PEOPLE REACHED ON  
SOCIAL MEDIA AND  
2,931 on our WEBSITE



We had 79  
volunteer helping  
hands for  
135 hours



23

Community groups booked  
our program rooms



### Onoway Public Library

4708 Lac Ste. Anne Trail North Box 484  
Onoway, AB, Alberta T0E 1V0 | (780) 967-2445  
<http://www.onowaylibrary.ab.ca/>

**AB Library Statistics**

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

**Survey Report**

The Alberta Public Library Survey captures current year information.

This information is used in the *Alberta Public Library Directory*, which is produced by the Public Library Services Branch and is available at <https://open.alberta.ca/publications/6656702>.

**Approval**

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board

**Onoway Library Board, Town of - Onoway 2024**

**Library Board**

The legal name of the library board.

	Name of library board
	Town of Onoway Library Board

**Name of Library**

Provide the name of the library operated by the library board.

	Name of library
	Onoway Public Library

**Library Phone, Email, Website**

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Library website
	780-967-2445	onowaylibrary@yrl.ab.ca	www.onowaylibrary.ab.ca

**Library Address**

Report the current address of the library.

	Street address	P.O. box	City/town, etc.	Province	Postal code
	4708 Lac Ste. Anne Trail N	Box 484	Onoway	AB	T0E 1V0

**Contacts**

**Library Manager:** Provide the name and work email of the person charged with the management of the daily operations of the library.

**Respondent:** If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Kelly Huxley	onowaylibrary@yrl.ab.ca
Respondent (if different than above)		

**Onoway Library Board, Town of - Onoway 2024**

---

**Board Governance - Board Members**

Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and must be provided for all board members, including those members who are also councillors. The board term expiry date should not reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board* or *Appointments to the Intermunicipal Library Board* fact sheets (<https://www.alberta.ca/public-library-board-development.aspx>) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or 780-427-4871 for support.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair	Lorne Olsvik	780-967-5242	lolsvik@lsac.ca	2026-01-01	
Board Member 1	Shirley Boissonnault	780-967-5856	buzzno1@telus.net	2027-02-01	
Board Member 2	Heather Breikreuz	780-965-2440	heatherlitebreit@gmail.com	2027-02-01	
Board Member 3	Bridgitte Conix	780-340-3071	bconinx@onoway.ca	2025-11-01	Yes
Board Member 4	Jean Moses	780-967-2433	mosesjr2@outlook.com	2028-01-01	
Board Member 5	Sheila Pockett	780-902-5755	spockett@onoway.ca	2025-11-01	Yes
Board Member 6	George Vaughan	780-967-3469	GVaughan@lsac.ca	2028-01-01	
Board Member 7	Jennifer Corkum	780-239-9583	cjcorkum@hotmail.com	2027-05-01	
Board Member 8					
Board Member 9					

**Annual Report**

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

**Board Governance**

Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

	Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
	Jan 9, Mar 5, May 14, Jun 25, Sep 24, Dec 3	99

**Library Hours**

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.

2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	1,400

**Personnel**

Paid and unpaid staff that worked in the library during the reporting year.

**Onoway Library Board, Town of - Onoway 2024**

---

**Staff**

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	0	0.00
Library technician	0	0.00
All other credentials (e.g. high school, Library Operations Certificate, diploma, other university degree)	2	2,171.80
<b>Total</b>	<b>2</b>	<b>2,171.80</b>

**Volunteers**

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	70	135.00

**Collections**

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.



**Collection management**

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	675	1,971
Non-print items	52	155
Total	727	2,126

**Print and non-print items**

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	10,055	1,664	11,719

**Electronic equipment for loan**

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	2	8	10

**Onoway Library Board, Town of - Onoway 2024**

---

**E-content**

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. **Do not** count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.		0

**Total collections**

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	11,729	0	11,729

**Library board contributions**

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	n.a.

**Circulation**

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

**Circulation**

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	10,055	1,664	63	4,375	368	0	16,525

**Interlibrary loan**

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	5,798	2,589
Outside of Alberta	2	0
Total	5,800	2,589

**In library use**

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	17,482

**Library Access**

This section will cover the ways that library users access the library and the range of services available to them.

**Cardholders**

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	463

**Visits**

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	17,723	2,718

**Information Services**

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	845	702

**Examination Services**

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	1

**Meeting space**

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	23

**Public Workstations**

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	5	5	10

**Public workstation and wi-fi sessions**

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	660	8,301

**Facility**

Provide Information on the building the library was housed in during the reporting year.

**Facility ownership**

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- Band or Settlement
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If your library board operates multiple service points in various facilities, please select all that apply.

If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Society

**Facility size**

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	209.7

**Facility status**

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

**Programs**

**A library program (in-person or virtual) is a pre-planned, coordinated event that:**

- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

**For hybrid programs** (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.



**Onoway Library Board, Town of - Onoway 2024**

---

**In-person programs**

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

**Participants should also be counted on a per session basis.** If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	27	867
Young adult	19	338
Adult	7	94
Multigenerational	2	1,475
<b>Total</b>	<b>55</b>	<b>2,774</b>

**Digital literacy programs**

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	5	22

**Outreach programs**

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An outreach program is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	2	25

**Virtual programs**

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

**Synchronous virtual programs**

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

**Sessions:** Count the total number of synchronous virtual program sessions offered across all platforms.

**Participants:** For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

**Asynchronous virtual programs**

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

**Sessions:** Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

**Participants:** Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	n.a.	0

**Take-home programs**

Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

**Take-home program sessions:** count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

**Take-home program participants:** count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	7	210

**Total programs**

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	69	3,031

**Library Trends**

Each year this question will change to capture current trends in Alberta's public libraries.

**Does your current plan of service focus on any service responses specifically for seniors?** The Plan of Service is a strategic plan that allows a board to connect with the community it serves and give direction to library service so that it aligns with local needs. The most important part of the planning process is the needs assessment—where the board engages with library users and non-users to find out what the most pressing needs are in the community and determines what role the library can play in addressing those needs. The final Plan of Service document includes goals and objectives the library will work to achieve over a set period of time.

Select the answer from the choices below. If you wish to provide additional information please use the notes field.

	Does your current Plan of Service focus on any service responses specifically for seniors?
	Yes, programming and/or services for seniors was identified as important during the needs assessment

**Accomplishments & Comments**

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	<p>In October the Onoway Public Library and the Friends of the Onoway Public Library Society held a rib dinner and silent auction fundraiser. The event was sold out. We had 100 guests and the community donated over 100 items to the silent auction. The event raised over \$13,000! We are extremely grateful to our community for its massive support. These funds will be used to support the library's programs and services. In November 2024, the library received a donation from the SANG Community Enhancement Foundation, an entity of Ste. Anne Natural Gas Co-op. The donation was used to purchase a Sphero Indi Class Pack. The Sphero Indi Class pack (8 robots), is designed to introduce early learners Pre-K and up, to computational thinking, STEAM, and computer science principles in a fun and exciting way. We look forward to being able to offer this program in the near future.</p>



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Town of Onoway Library Board Appointments

### **BACKGROUND / PROPOSAL**

Town of Onoway Library Board – Board Member Appointments

The Libraries Act states that a municipal library board must have a minimum of 5 and maximum of 10 board members. The Board currently has 8 members and recently recruited for additional members (two maximum).

The members of the Town of Onoway Library Board passed a motion at their March 11, 2025 meeting recommending that the Town appoint Lorinda McCool as a Board member at large, to a 3-year term (from April 1, 2025 and expiring March 30, 2028).

The pertinent information from the Libraries Act and the list of current Board members is attached.

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

Under the Libraries Act, Council appoints municipal library board members. Ms. McCool has indicated interest in the Board position and Library Board members recommend the appointment.

### **STRATEGIC ALIGNMENT**

Good governance

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

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

### **RECOMMENDED ACTION**

That the Town of Onoway appoint Lorinda McCool as a member at large to the Town of Onoway Library Board for a 3 year term (from April 1, 2025 to March 30, 2028).

### **ATTACHMENTS:**

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

**TOWN OF ONOWAY LIBRARY BOARD**

**2025 BOARD MEMBER LIST**

NAME	TERM EXPIRY
Lorne Olsvik, Chair Board Member at Large	Jan. 1, 2026 3 year term (3 year reappointment in Nov 2022) (2 year reappointment in Jan 2021)
Shirley Boissonnault, Board Member at Large	Feb. 1, 2027 3 year term (reappointed in Feb 2024)
Heather Breitreuz Board Member at Large	Feb. 1, 2027 3 year term (reappointed in Feb 2024)
Bridgitte Coninx Town Elected Board Member	Nov. 1, 2025 1 year term (reappointed Oct 2023 and Oct 2024)
Jennifer Corkum Board Member at Large	May 1, 2027 3 year term
Jean Moses Board Member at Large	Jan. 1, 2028 3 year term (reappointed in Dec. 2024)
Sheila Pockett Town Elected Board Member	Nov 1, 2025 1 year term (reappointed in Oct 2024)
George Vaughan Board Member at Large	Jan. 1, 2028 (3 year reappointment in Dec. 2024) (3 year reappointment in Jan. 2022)



# Appointments to the Municipal Library Board

## A Fact Sheet for Alberta Public Library Boards and Councils

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

### Appointment Basics

#### Board Members

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

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

#### Term Limits

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

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

#### Selecting Board Members

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

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

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

#### Board Turnover

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

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



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

### **Municipal vs. System Appointments**

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

### **The Importance of Ensuring ALL Board Members are Appointed**

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

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

### **Board Member Responsibilities**

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

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

### **Support and Resources**

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





## Town of Onoway Request for Information

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Northwest of 16 Regional Tourism Association

### **BACKGROUND / PROPOSAL**

At the March 13, 2025 Committee of the Whole meeting, members discussed the presentation from the Northwest of 16 Regional Tourism Association at the February 27, 2025 Council meeting. The request was for the Town to become a member of a regional tourism association.

The request for support from the Town of Onoway was as follows:

1. Membership – Municipal membership cost of \$1,000.00. (\$500 → 50% for first year)
2. Collaborative Promotion and Resource Allocation – sharing marketing materials on our digital assets, brochures or other promotional materials
3. Economic Development Support – Backing their tourism efforts as a key driver of local growth.

The March 13, 2025 Committee of the Whole motion #081-25 is: *“THAT the Committee recommend to Council a one-year municipal membership with the Northwest of 16 Regional Tourism Association at a cost of \$500.00/year.”*

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

Promoting local tourism related businesses brings economic development to the area. This is a collaboration with 12 already-committed tourism operators, Lac Ste. Anne County and Barrhead County.

### **STRATEGIC ALIGNMENT**

Economic and Business Growth  
Good Governance

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

\$500.00/ year

## **RECOMMENDED ACTION**

THAT Council accept the recommendation from the Committee of the Whole and 1) approve a one-year municipal membership with the Northwest of 16 Regional Tourism Association at a cost of \$500.00; 2) Collaborative Promotion and Resource Allocation – sharing marketing materials on our digital assets, brochures or other promotional materials; and 3) Economic Development Support – backing their tourism efforts as a key driver of local growth.

Or

Direction provided after Council deliberations.

## **ATTACHMENTS**

None



# Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Circular Materials Master Services Agreement (MSA) & Statement of Work for Community Curbside Collection

## **BACKGROUND / PROPOSAL**

### Background

On October 3, 2022, the Alberta Extended Producer Responsibility Regulation was approved for single-use products, packaging, and paper products. Regulation and associated bylaws outline program requirements, targets and timeline. Circular Materials is operating as the not-for-profit producer responsibility organization (PRO) in Alberta that supports producers in meeting their obligations under the Regulation.

### Who is Circular Materials?

Circular Materials is a national not-for-profit organization that builds efficient and effective recycling systems where materials are collected, recycled and returned to producers to use as recycled content in new packaging and paper. As the producer responsibility organization (PRO) in Alberta, Circular Materials is responsible for operating the new recycling system for paper and packaging materials. We are committed to increasing recycling rates across Alberta and ensuring more materials are looped into the circular economy, benefiting both people and the environment.

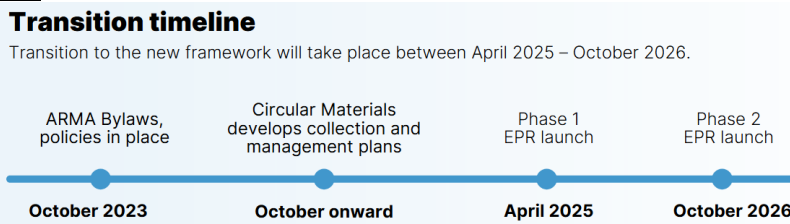
### Why the transition is important?

Historically, Alberta’s recycling programs were operated by municipalities who shared the costs with producers. Now, under the Extended Producer Regulation, Alberta is transitioning to a new model where producers are fully responsible for operating and funding the entire recycling program.

In 2025, Albertans can expect a convenient, consistent, and effective recycling system in place that will improve recycling rates. This includes a consistent list of recyclable materials across the province.

This new system operated by Circular Materials represents the evolution from product stewardship to a more circular economy where materials are collected, recycled and used again as recycled content in new packaging and products.

### Transition Timeline



The above transition impacts only residential recycling services and not garbage or organics.

### Transition Options

To ensure a seamless transition in Alberta, Circular Materials is working with registered communities to transition their collection services to EPR via two different models:

- If a community **opts-in**, they continue to manage their current recycling collection contract through a service agreement with Circular Materials.
- If a community **opts-out**, Circular Materials will contract with the incumbent or an alternative collection Service Provider directly.

Currently the Town initially opted-in since a community who chooses to opt-in can change their service model to opt-out later however a community that initially chooses to opt-out cannot change their service model to opt-in later.

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

Administration has been working with Circular Materials and is currently at the point of the transition timeline where a Master Services Agreement (MSA) has been drafted between Circular Materials and the Town of Onoway. The agreement was forwarded to the Town Solicitor for review and below are the Solicitor's comments regarding the MSA:

*The master services agreement (MSA) is designed to be the foundational contract for other specific service agreements, eliminating the need to renegotiate standard terms for each scope of work. The Schedule A is the scope of work specific to the Town's particular.*

*The MSA and Schedule A reflect a well drafted agreement. I am not sure if there is anything specific that the Town has concerns about. There are some areas that I will highlight as areas where the municipality needs to understand its obligations. The most significant areas relate to ensuring subcontractor compliance with the Circular Materials requirements and understanding the comprehensive record keeping and reporting requirements.*

Although the attached agreement start date is April 1, 2025, due to the timing of this presentation to the Council, Circular Materials recommends a start date of July 1, 2025, and will continue until June 30, 2026 as this is the end of the Waste Collection Services agreement between Standstone Waste & Water Services Ltd. and the Town of Onoway.

Circular Materials has established several communication materials that Administration can post on the Town website and Facebook during this summer to provide notification to Town residents.

The rate per stop within Schedule A- Statement of Work for Community Curbside Collection Exhibit 5: Compensation (Page 18) of \$3.54 per stop per month is based on the total 2023 Year End actual amount of \$15,600.47/367 stops=\$42.51 per stop per year/12 months= \$3.54 per stop per month.

Additionally, a \$1.50 per eligible stop per year for resident education top up is expected to be collected; this equates to an approximate additional \$550.50 per year or \$45.89 per month if all 367 stops are eligible.

Once the contract is in effect the intent is for the Town to receive compensation from Circular Materials for recycling services. This will mean the Fees and Charges Bylaw will be amended to remove recycling fees from utility bills.

### **STRATEGIC ALIGNMENT**

Financial Sustainability  
Good Governance  
Service Excellence

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

As per the 2025 Fees and Charges Bylaw # 825-25 the current 2025 Recycling fee per stop per month is \$3.57 per month x 367 stops = \$1,310.19/month or \$15,722.28/year approximately.

In comparison the proposed rate of \$3.54 per stop per month + \$0.125 per month (resident education top up) = \$3.67 per stop per month x 367 stops = \$1,345.06/month or \$16,140.66/year approximately.

The above proposed rate equates to an approximate increase of \$34.87/month or \$418.44/year for the time the contract is in place.

Once the contract is in effect the intent is for the Town to receive compensation from Circular Materials for recycling services. This will mean the Fees and Charges Bylaw will be amended to remove recycling fees from utility bills.

### **RECOMMENDED ACTION**

- That Council approves the signing of the Circular Materials Master Services Agreement and Schedule A - Statement of Work for Community Curbside Collection.
- Or direction provided after Council deliberations.

### **ATTACHMENTS**

- Proposed Master Services Agreement with Circular Materials.
- Proposed Schedule A - Statement of Work for Community Curbside Collection.

**MASTER SERVICES AGREEMENT**

**for**

**SERVICES RELATED TO SINGLE-USE PRODUCTS, PACKAGING AND PAPER PRODUCTS  
(PPP)**

**Number 2024-00-36**



Table of Contents

**RECITALS..... 3**

**ARTICLE 1 INTERPRETATION ..... 3**

1.1 DEFINITIONS..... 3

1.2 INTERPRETATION ..... 6

**ARTICLE 2 TERM ..... 7**

2.1 TERM ..... 7

**ARTICLE 3 SCOPE OF WORK..... 8**

3.1 SERVICE PROVISION ..... 8

3.2 ENVIRONMENTAL ATTRIBUTES ..... 8

3.3 LABOUR DISRUPTION ..... 9

**ARTICLE 4 REPRESENTATIONS AND WARRANTIES ..... 9**

4.1 REPRESENTATIONS AND WARRANTIES ..... 9

**ARTICLE 5 CONTRACTOR MANAGEMENT .....10**

5.1 RECORD KEEPING AND REPORTING REQUIREMENTS ..... 10

5.2 SUBCONTRACTORS ..... 10

5.3 ACCESS TO THE WORK ..... 11

5.4 CONTINGENCY PLAN ..... 11

**ARTICLE 6 COMPENSATION .....12**

6.1 CANADIAN FUNDS ..... 12

6.2 DOCUMENTATION AND PAYMENT ..... 12

6.3 TAXES..... 12

6.4 PRICE ADJUSTMENT..... 13

6.5 MONIES DUE TO CM ..... 13

6.6 OTHER REQUIREMENTS..... 13

6.7 INTEREST ..... 13

6.8 LIMITED LIABILITIES ..... 13

**ARTICLE 7 FAILURE TO PERFORM, REMEDIES AND TERMINATION.....14**

7.1 TIME OF THE ESSENCE..... 14

7.2 RESPONSIBILITY FOR DAMAGES/INDEMNIFICATION..... 14

7.3 FORCE MAJEURE ..... 15

7.4 MSA TERMINATION ..... 17

7.5 REMEDIES ..... 18

7.6 DISPUTES ..... 19

7.7 ARBITRATION ..... 19

7.8 CHOICE OF FORUM..... 20

**ARTICLE 8 STANDARD CONDITIONS .....20**

8.1 GOVERNING LAW ..... 20

8.2 COMPLIANCE WITH LAWS AND PERMITS ..... 20

8.3 ASSIGNMENT ..... 20

8.4	CONTRACTOR TO MAKE EXAMINATIONS.....	20
8.5	ACCESS TO RECORDS .....	21
8.6	INSURANCE .....	21
8.7	CHANGES TO MSA .....	23
8.8	CHANGE MANAGEMENT .....	23
8.9	CONFLICTS AND OMISSIONS .....	25
8.10	DUTY TO NOTIFY .....	25
8.11	INTELLECTUAL PROPERTY .....	26
8.12	CONFIDENTIALITY COVENANT .....	27
8.13	SEVERABILITY .....	29
8.14	SURVIVAL .....	29
8.15	FURTHER ASSURANCES.....	29
8.16	REVISIONS TO THIS MSA .....	29
8.17	COUNTERPARTS.....	29
8.18	NOTICE.....	30
<b>ARTICLE 9 MSA SCHEDULE .....</b>		<b>30</b>
9.1	MSA SCHEDULE.....	30

DRAFT



This Master Services Agreement (this “**MSA**”) is entered into as of \_\_\_\_\_.  
 (“**Effective Date**”)

Between

Town of Onoway, a Registered Community, having a place of business at 4812-51 Street,  
Onoway, AB, T0E 1V0 (“**Contractor**”)

And

Circular Materials, a federal not-for-profit corporation, having a place of business at 1 St.  
Clair Avenue West, Suite 700, Toronto, ON, M4V 1K6 (“**CM**”)

### RECITALS

**WHEREAS**, CM is the Producer Responsibility Organization registered with Alberta Recycling  
Management Authority (the “**Authority**”) for PPP; and

**WHEREAS**, CM issued an offer to the Contractor in connection with the collection of PPP  
and related services; and

**WHEREAS**, Contractor and CM (each a “**Party**”, and collectively the “**Parties**”) jointly desire  
to enter into this MSA respecting the collection of PPP and related services for the applicable  
Registered Community as set out in one or more Statements of Work which, once such  
Statements of Work are duly executed, shall form part of, and be subject to and governed  
by, this MSA; and

**WHEREAS** the Contractor agrees to provide the Work in accordance with the terms and  
conditions of this MSA;

**NOW, THEREFORE**, in consideration of the promises, mutual covenants, and agreements  
contained herein, and other good and valuable consideration, the receipt and sufficiency of  
which is hereby acknowledged, the Parties acknowledge and agree to all covenants, terms  
and conditions as stipulated in this MSA, as follows:

### **ARTICLE 1** **INTERPRETATION**

#### 1.1 Definitions

“**Applicable Law**” means any federal, provincial, municipal, local, domestic or foreign law,  
rule, statute, subordinate legislation, regulation, by-law, order, ordinance, protocol, code,  
guideline, treaty, policy, notice, direction or judicial, arbitral, administrative, ministerial or  
departmental judgment, award, decree, treaty, directive, or other requirement or guideline  
published or in force at any time which applies to or is otherwise intended to govern or  
regulate any Person (including any Party), property, transaction, activity, event or other  
matter, which in any way applies to the Work under this MSA or any Party, including any rule,  
order, judgment, guideline, directive or other requirement or guideline issued by any  
governmental or regulatory authority. Without limiting the foregoing, Applicable Law shall  
include the *Freedom of Information and Protection of Privacy Act* (Alberta).

**“Business Day”** means any day from Monday to Friday inclusive, excluding statutory holidays in the province of Alberta.

**“Bylaws”** means the Single-use Products, Packaging and Paper Products Bylaws developed by the Authority under the Regulation, as amended or replaced from time to time.

**“Change Notice”** has the meaning set in Section 8.8(a) of this MSA.

**“Change Order”** has the meaning set in Section 8.8(f) of this MSA.

**“Collection Data”** means all data or information pertaining to Equipment or PPP or other aspects of the Work or activities involving any of the foregoing that is collected, generated or observed pursuant to this MSA, including any Statement of Work, or otherwise in the course of the Work. The Collection Data includes data and information expressly required to be delivered by the Contractor to CM pursuant to this MSA.

**“Collection Vehicle”** means a vehicle used to perform collection services.

**“Contract Price”** means the total price payable under this MSA, as set forth in the Statements of Work.

**“Contractor Default”** means a failure of the Contractor to comply with the requirements of this MSA or unsatisfactory performance of the Contractor’s obligations under this MSA, other than a Material Contractor Default.

**“Cost Estimate”** has the meaning set out in Section 8.8(b) of this MSA.

**“Effective Date”** has the meaning set out above in this MSA.

**“Equipment”** means all vehicles, including Collection Vehicles and Hauling Vehicles, machinery, apparatus and other items used in completing the Work.

**“Hauling Vehicle”** means a vehicle used to perform hauling services.

**“Intellectual Property Rights”** means all intellectual property rights as recognized under any Applicable Law, including rights in and to patents, trade secrets, proprietary information, copyright, trademarks, industrial designs, and design patents whether or not registered or registrable and other rights in intellectual property of the same or similar effect or nature relating to the foregoing and any component thereof throughout the world.

**“Legislative Change”** means changes in Applicable Law, including repeal, replacement or amendment of an Applicable Law, including the Regulation, that give rise to the Work (or any part thereof) no longer being required or necessary, as determined by CM in its sole and absolute discretion.

**“Losses and Claims”** means liabilities, claims, demands, losses, costs, expenses, damages, orders, penalties, actions, suits and other proceedings (including legal fees and disbursements).

**“Material Contractor Default”** means the Contractor has committed any of the following acts or omissions:

- (a) disposing of any PPP that was collected as part of this MSA at any alternate fuel facility, landfill, energy from waste facility or other disposal location or with a Person not expressly permitted by this MSA;
- (b) deliberately falsifying data, or exhibiting a pattern of providing false or misleading data, in relation to any documentation provided to CM;
- (c) failing to comply with the MSA, including any Statements of Work, in a manner that results in CM or producers becoming non-compliant with the Regulation, Bylaws or any applicable policy of the Authority; or
- (d) abandoning the Work.

**“Pandemic Conditions”** means advice, guidelines, recommendations, instructions, requirements, restrictions, and laws of governmental authorities (including the Alberta Ministry of Jobs, Economy and Trade, and the Chief Medical Officer of Health) and industry associations relating to an epidemic or a pandemic which are or may come into effect, including by way of example restrictions that may delay, reduce productivity, or increase the cost of performance of the Work, such as physical distancing, wearing task-appropriate levels of personal protective equipment and cleaning or disinfecting.

**“Person”** means any individual, partnership, limited partnership, joint venture, syndicate, company or corporation with or without share capital, trust, trustee, executor, administrator or other legal personal representative, and any federal, provincial, territorial or municipal government, regulatory authority, agency, tribunal, commission, board or department of any such government or entity however designated or constituted.

**“PPP”** means single-use products, packaging, packaging-like products and paper products as designated materials for the purposes of sections 1 to 11 and Part 1 of the Regulation pursuant to section 13 of the Regulation, except in the context of a Statement of Work it has the meaning set out in such Statement of Work to the extent expressly set out otherwise in such Statement of Work.

**“Prime”** means the Bank of Canada’s target for the overnight (interest) rate, as posted from time to time.

**“Producer”** has the meaning set out in the Regulation.

**“Registered Community”** means a community which has registered with the Authority in accordance with the Bylaws.

**“Regulation”** means the *Extended Producer Responsibility Regulation*, AR 194/2022 under the *Environmental Protection and Enhancement Act* (Alberta), as amended or replaced from time to time.

**“Residential Premises”** has the meaning set out in the Regulation.

**“Statement of Work”** means a statement of work entered into between CM and the Contractor attached as Schedule A.

**“Statement of Work Effective Date”** means the applicable date on which the Work commences in a Registered Community.

**“Subcontractor”** means a subcontractor employed by the Contractor pursuant to Section 5.2.

**“Unusually Severe Adverse Weather Conditions”** means unusually severe adverse weather conditions at the place of the Work which:

- (a) are different from those normally and customarily experienced at the place of the Work (as documented by weather data from Environment Canada) over the past twenty (20) years taking into consideration severity, duration and time of year conditions; and
- (b) preclude the safe performance of the Work.

**“Work”** means the performance of services including the supply of all materials, Equipment, labour, facilities, supervision, services, permits, licenses, or approvals required to complete the Contractor’s obligations under this MSA, including the Statements of Work and any Change Orders agreed to by the Parties.

## 1.2 Interpretation

- (a) Whenever inconsistent in the context, words used in the present tense include the future tense, words in the plural include the singular, words in the singular include the plural, and the use of any gender shall be applicable to all genders whenever the sense requires. Words not defined in Section 1.1 or elsewhere in this MSA shall be given their common and ordinary meaning.
- (b) The words authorized, directed, required, requested, approved, ordered, sanctioned, and satisfactory, unless some other meaning is obvious from the context, shall mean respectively authorized, directed, required, required, approved, or sanctioned by or satisfactory to CM or its appointed representative.
- (c) Where the word “including” or “includes” is used, it means “including (or includes) without limitation”.
- (d) The word may in this MSA denotes permissive.
- (e) The words shall and will in this MSA denote imperative.
- (f) Any capitalized term used in this MSA that is not defined in Section 1.1 or elsewhere in this MSA will, if applicable, have the meaning set out in the Regulation or otherwise will have the generally accepted industry or technical meaning given to such term.

- (g) Words importing the singular number will include the plural and vice versa, and words importing the use of any gender will include the masculine, feminine and neuter genders.
- (h) The headings in this MSA are solely for convenience of reference and will not be used for purposes of interpreting or construing the provisions hereof.
- (i) Unless otherwise provided for herein, all monetary amounts referred to herein will refer to the lawful money of Canada.
- (j) When calculating the period of time within which or following which any act is to be done or step taken pursuant to this MSA, the date which is the reference date in calculating such period will be excluded. If the last day of such period is not a Business Day, then the time period in question will end on the first Business Day following such non-Business Day.
- (k) Any references in this MSA to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body, including any Applicable Law, will be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.
- (l) Attached to and forming an integral part of this MSA is Schedule A – Statement(s) of Work.
- (m) This MSA shall constitute the entire agreement between the Parties and shall supersede all prior agreements, understandings, negotiations, and discussions, oral or written, between the Parties. In the event of any inconsistency between any of the provisions of this MSA, the inconsistency will be resolved by reference to the following in descending order of priority:
  - (i) Amendments to the Statements of Work;
  - (ii) Statements of Work;
  - (iii) Amendment to the other portions of this MSA made in accordance with the requirements of this MSA, including Change Orders; and
  - (iv) Other portions of this MSA.

**ARTICLE 2**  
**TERM**

2.1 Term

- (a) This MSA shall remain in effect from the Effective Date until all Statements of Work have expired or been terminated, unless this MSA is terminated as described in Sections 7.3 and 7.4, or as otherwise provided for in this MSA.

- (b) CM and the Contractor may, by Change Order, extend a Statement of Work. Any such extension shall be under the terms and conditions of this MSA and the Statement of Work, as amended by CM and Contractor from time to time.
- (c) CM and the Contractor each reserve the right to terminate this MSA or a Statement of Work in accordance with Section 7.4, or as otherwise provided for in this MSA. Termination shall not affect either party's rights to make a claim against the other party for the damages on account for such a breach.

### **ARTICLE 3 SCOPE OF WORK**

#### **3.1 Service Provision**

- (a) The Contractor shall provide all materials, personnel, and Equipment as required to provide the Work.
- (b) All Applicable Law shall be complied with by the Contractor in the performance of all portions of the Work. The Contractor is familiar with all Applicable Law, which in any manner affect the Work, those engaged or employed in the Work, or in the facilities or Equipment used in the Work, and no plea of misunderstanding will be considered on account of ignorance.
- (c) If, during the term of this MSA, there is a change in Applicable Law which is in effect as of a Statement of Work Effective Date that results in a material impact on the performance of any act required by the Statement of Work applicable to such Statement of Work Effective Date, the Parties shall renegotiate the provisions of this MSA, including the Statement of Work, using a Change Order pursuant to Section 8.8. If the Parties are unable to agree on the revised terms and conditions either Party may submit the dispute to arbitration in accordance with the provisions of this MSA.
- (d) CM is committed to diverting PPP from disposal and achieving efficiencies in the Work. To this end CM will continue to explore new methods and technologies and, as a proposed change in the Work, CM may issue a Change Notice to the Contractor in respect of such new methods and technologies. If CM chooses to proceed with such new methods and technologies CM will issue a Change Order to the Contractor in accordance with Section 8.8.

#### **3.2 Environmental Attributes**

- (a) **"Environmental Attributes"** means the interests or rights arising out of attributes or characteristics relating to the environmental impacts associated with the performance of the Work under this MSA. Any Environmental Attributes resulting from the Work performed under this MSA shall be and remain the sole property of CM for its exclusive use. The Contractor hereby transfers and assigns to, or to the extent transfer or assignment is not permitted, holds in trust for, CM who thereafter shall retain, all rights, title, and interest in all Environmental Attributes associated with the Work during the term of this MSA, and Contractor shall do all acts necessary to effect the foregoing.

- (b) For greater certainty, Section 3.2(a) does not include or apply to any Environmental Attributes arising from activities and operations facilitated by the Contractor's investment prior to the Effective Date or not associated with the Work. Ownership of such Environmental Attributes shall belong solely to the Contractor.

### 3.3 Labour Disruption

- (a) If there is a lawful or legal strike, lockout, or work slowdown or other lawful or legal labour disruption or job action during the term of this MSA (the "**Lawful LD Period**"), the Contractor shall, during the Lawful LD Period, conditional on the municipal council's approval of the Contractor's overall labour disruption contingency plan if council approval is required, make best efforts to:
  - (i) Encourage Residential Premises who do not receive collection services because of the Lawful LD Period, to separate and retain their PPP and not place such PPP out for collection during the Lawful LD Period.
  - (ii) Provide continued collection of PPP from Residential Premises that currently receive collection from Subcontractors contracted by the Contractor and to have those Subcontractors deliver PPP collected from those Residential Premises to third party receivers designated by CM where the provision of such continued services will not, in the Contractor's sole discretion, adversely affect the Contractor's labour negotiations.
- (b) If the Contractor's employees engage in an unlawful or illegal strike, lockout, or work slowdown or other unlawful or illegal labour disruption or job action during the term of this MSA (the "**Unlawful LD Period**") that remains unresolved for a period of 30 calendar days, CM may deem a Material Contractor Default to have occurred.
- (c) Notwithstanding any provision in the MSA to the contrary, during the Lawful LD Period or Unlawful LD Period, as applicable, the Contractor will not invoice CM for the cost of collecting the PPP from Registered Communities that do not receive collection services pursuant to this MSA.
- (d) In the event of a conflict or inconsistency between this Section 3.3 and the *Labour Relations Code* (Alberta), the *Labour Relations Code* (Alberta) shall govern and the Contractor shall immediately inform CM.

## **ARTICLE 4 REPRESENTATIONS AND WARRANTIES**

### 4.1 Representations and Warranties

Contractor represents and warrants to and covenants with CM that:

- (a) it is duly incorporated, validly existing, and in good standing under the laws of its jurisdiction of incorporation, and is duly qualified to do business in all jurisdictions in which qualification is necessary in order to transact its business and perform its obligations set out in this MSA;

- (b) it has full power, authority, and right to execute and deliver this MSA, to make the representations, warranties, and covenants set out herein, and to perform its obligations under this MSA in accordance with its terms. This MSA has been validly executed by an authorized representative of Contractor, and constitutes a valid and legally binding and enforceable obligation of Contractor and the execution and delivery of this MSA and the consummation of the matters contemplated by this MSA have been duly authorized by all necessary corporate and other actions on the part of the Contractor;
- (c) if applicable, it has consulted with any communities in which the Work will be delivered or members of the Contractor, as the case may be, and obtained any necessary authorization from such communities or members of the Contractor, as the case may be;
- (d) it has and will, at its own expense, procure all permits, certificates and licenses required by Applicable Law for the performance of the Work;
- (e) as of the Effective Date, and throughout the term of this MSA, the Contractor has no exclusivity arrangements with any Subcontractor that obligates the Contractor to utilize that Subcontractor in the performance of the Work except for those disclosed in writing to CM; and
- (f) in performing its obligations under this MSA, the Contractor shall exercise the standard of care, skill, judgment, and diligence that would normally be provided by an experienced and prudent contractor supplying similar services and work.

## **ARTICLE 5 CONTRACTOR MANAGEMENT**

### **5.1 Record Keeping and Reporting Requirements**

- (a) Through the performance of the Work the Contractor shall prepare, maintain, and deliver records generated in accordance with the provisions of this MSA, including any Statement of Work, which shall include an annual fuel usage report. Such obligations shall apply to all Work, unless otherwise specified in this MSA.
- (b) CM may at any time, and from time to time, waive the requirement to include any particular item in any report in connection with the Work or may reduce the frequency of any report, but in such event shall have the right to reinstate any item and increase the frequency of reporting to the times provided in this MSA.
- (c) For clarity, nothing in this Section 5.1 shall relieve the Contractor from its obligation to execute the Work to completion in accordance with the requirements of this MSA.

### **5.2 Subcontractors**

- (a) The Contractor may, subject to this Section 5.2, subcontract portions of the Work to Subcontractors. The Contractor shall, and shall cause the Subcontractors to, perform the Work in accordance with the provisions of this MSA.



- (b) The Contractor shall, with respect to subcontracts between the Contractor and its Subcontractors, provide CM, upon request, with a copy of subcontracts entered into between the Contractor and its Subcontractors, and all applicable amendments and changes, redacted to prevent disclosure of commercial information.
- (c) The Contractor shall in all cases be fully responsible to CM for all of its obligations under this MSA that are subcontracted to a Subcontractor and for all acts and omissions of all Subcontractors even if such Subcontractor was preselected or approved by CM.

### 5.3 Access to the Work

- (a) Without limiting the generality of any other provision in this MSA, at all times requested by CM during operating hours upon at least 2 Business Day's notice, the Contractor shall, at no expense to CM, provide CM and its professional advisors, auditors and consultants, and any Person authorized by CM with access to the Work (including the staff performing the Work and the Equipment being used to perform the Work) to monitor, observe and review any Work (including the staff performing the Work and the Equipment being used to perform the Work) being performed, provided that such access is not a health and safety risk to the Contractor's staff, or to CM's personnel, and the Contractor shall, and shall cause the Subcontractors to, provide, and cooperate with CM in providing, such access. The Contractor shall provide access to such Work (including the staff performing the Work and the Equipment being used to perform the Work) whenever and wherever it is in progress and the Contractor shall provide sufficient, safe and proper facilities in respect of such access. Without limiting the generality of the foregoing, during such access, CM may monitor the Work (including the staff performing the Work and the Equipment being used to perform the Work) provided that such monitoring, observing or reviewing of the Contractor's Work or Equipment shall not cause unreasonable delays to the Contractor's performance of the Work.
- (b) If any Work is found by CM, acting reasonably, not to be in accordance with the requirements of this MSA, the Contractor shall, at no expense to CM, make good such defective Work.
- (c) CM, and other parties identified by CM, shall be entitled to use information obtained pursuant to this Section 5.3 for the administration of this MSA and any internal purposes.

### 5.4 Contingency Plan

In the event of a Contractor Default or a Material Contractor Default, CM may direct the Contractor, at the Contractor's expense, to:

- (a) prepare and present to CM, for review and approval, a contingency plan ("**Contingency Plan**") as soon as practical, but not later than five (5) Business Days after the earlier of the Contractor becoming aware of, or CM notifying the Contractor of, Work that is not compliant with the terms of this MSA. Such Contingency Plan shall demonstrate how the Contractor shall address the non-compliant Work and prevent similar non-compliant Work in the future; and

- (b) commence the implementation of the Contingency Plan approved by CM as soon as practical, but not later than within two (2) Business Days of CM approving the Contingency Plan; and
- (c) otherwise take all measures necessary to address the Work that is not compliant with the terms of this MSA.

## **ARTICLE 6 COMPENSATION**

### 6.1 Canadian Funds

All amounts in this MSA are in Canadian funds.

### 6.2 Documentation and Payment

- (a) CM may issue a purchase order in respect of each Statement of Work. Any such purchase order shall be solely for the convenience of CM and, notwithstanding any of the provisions set out in such purchase order, shall not create any binding obligations of either CM or the Contractor or in any way be deemed to supersede or amend this MSA or any Statement of Work or be considered to form part of this MSA or any Statement of Work.
- (b) CM shall pay the Contract Price for the Work performed, in accordance with the requirements of the MSA and each applicable Statement of Work within thirty (30) calendar days of the last day of the previous calendar month.
- (c) For clarity, CM shall have no obligation to make any payments in respect of a calendar month until CM has received all items required from the Contractor in respect of such calendar month pursuant to the provisions of this MSA, including the applicable Statements of Work, and the items are deemed acceptable to CM, acting reasonably.
- (d) Where the Contractor disputes the amount of a payment, the Contractor shall issue a written notice to CM describing the reasons for the disputed amount.
- (e) Price adjustments may be made pursuant to Section 6.4.
- (f) The Contractor shall inform CM of any payment errors that result in overpayment by CM in a timely manner by issuing a written notice informing CM of the credit necessary to correct such error in the next payment or, if the overpayment is in respect of the last payment, by issuing a refund to CM within thirty (30) calendar days.

### 6.3 Taxes

- (a) Except for applicable taxes payable by CM pursuant to any Statements of Work, all taxes, including any sales, use, excise and similar value added taxes, however denominated or measured, imposed upon the price or compensation under this MSA or any Statements of Work, or upon the Work provided hereunder or thereunder, or

based on or measured by gross receipts or net income, or measured by wages, salaries or other remuneration of the Contractor's employees, will be solely the responsibility of the Contractor. The Contractor will deposit, or cause to be deposited, in a timely manner with the appropriate taxing authorities all amounts required to be withheld.

#### 6.4 Price Adjustment

- (a) Price adjustments may be specified in a Statement of Work.

#### 6.5 Monies Due to CM

- (a) In the event there are any monies payable to CM by the Contractor under the terms of this MSA, CM shall invoice the Contractor for such amounts and the Contractor shall pay such amounts to CM in accordance with such invoice.

#### 6.6 Other Requirements

- (a) The Contractor is not eligible for any payment until after the performance of Work under a Statement of Work.

#### 6.7 Interest

- (a) The Contractor shall be entitled to interest upon any amounts owing for more than thirty (30) calendar days following the date on which payment is due on account of delay in payment by CM, until payment of the unpaid amount. The interest shall be simple interest payable monthly at a rate of one percent (1%) per annum plus Prime.

#### 6.8 Limited Liabilities

- (a) Subject to Section 6.8(b), the total cumulative liability of the Contractor to CM for all Losses and Claims of any kind with respect to this MSA, whether based on tort, negligence, contract, warranty, strict liability or otherwise shall be the total amount of the Contract Price paid to the Contractor for the Work, provided that in the first twelve (12) months after the Effective Date, such total cumulative liability shall be the greater of (i) the total amount of the Contract Price paid to the Contractor for the Work and (ii) CM's reasonable estimate of the Contract Price expected to be paid to the Contractor for the Work during the first twelve (12) months after the Effective Date (the "**Contractor Liability Threshold**").
- (b) The Contractor Liability Threshold and Section 6.8(a) shall not apply to any Losses and Claims arising out of, or in consequence of, any one or more of the following for which there shall be no limit of liability:
  - (i) all costs to complete the Work, in accordance with this MSA, including the applicable Statements of Work, that are in excess of Contract Price; and
  - (ii) indemnification by the Contractor as set out in Section 7.2(a).

- (c) The total cumulative liability of CM to the Contractor for all Losses and Claims of any kind with respect to this MSA, whether based on tort, negligence, contract, warranty, strict liability or otherwise shall be the total amount of the Contract Price paid to the Contractor for the Work, provided that in the first twelve (12) months after the Effective Date, such total cumulative liability shall be the greater of (i) the total amount of the Contract Price paid to the Contractor for the Work and (ii) CM's reasonable estimate of the Contract Price expected to be paid to the Contractor for the Work during the first twelve (12) months after the Effective Date (the "**CM Liability Threshold**").

## ARTICLE 7 FAILURE TO PERFORM, REMEDIES AND TERMINATION

### 7.1 Time of the Essence

- (a) Time shall be of the essence for the performance of the Contractor's obligations under this MSA, including the performance and completion of the Work. The Work shall be delivered within the time promised, failing which CM reserves the right to terminate this MSA, or portion thereof including one or more Statements of Work, in accordance with Section 7.4 without penalty or prejudice to any other right to remedy available to CM.
- (b) In a case that the Contractor fails to perform the Work in accordance with the terms, conditions and specifications of this MSA, including any Statements of Work, CM may give the Contractor notice as a written warning detailing the performance failure.

### 7.2 Responsibility for Damages/Indemnification

- (a) Contractor Indemnity:
- (i) The Contractor shall indemnify and hold harmless CM and its officers, directors, employees, agents and representatives (collectively, the "**CM Indemnitees**") from and against any and all Losses and Claims brought against, suffered, sustained or incurred by the CM Indemnitees, directly or indirectly arising out of this MSA attributable, wholly or in part, to:
- (A) bodily injury, sickness, disease or death or to damage to or destruction of tangible property occurring in or on the premises or any part thereof and as a result of activities under this MSA;
- (B) any negligent acts or omissions by, or willful misconduct of, the Contractor, its officers, agents, servants, employees, licensees or subcontractors, including failing to exercise the standard of care, skill judgment and diligence required pursuant to Section 4.1(f);
- (C) failure to comply with, or breach of, any of the Contractor's obligations under this MSA;

- (D) damages caused by the Contractor, its officers, agents, servants, employees, licensees or subcontractors, or arising from the execution of the Work, or by reason of the existence or location or condition of Work or any materials, plan or Equipment used thereof or therein, or which may happen by reason of the failure of the Contractor, its officers, agents, servants, employees, licensees or subcontractors to do or perform any or all of the several acts or things required to be done by them under this MSA; or
  - (E) any breaches, assessments, fines, penalties, orders or allegations of non-compliance under Applicable Law, including the Regulation, Bylaws or any applicable policy of the Authority directly attributable, in whole or in part, to the acts or omissions of the Contractor, its officers, agents, servants, employees, licensees or subcontractors, except to the extent such assessment is attributable to the negligence, willful misconduct or breach of this MSA by CM.
- (ii) Without limiting the generality of any other provision in this MSA, the Contractor shall indemnify and hold the CM Indemnitees harmless from and against any and all Losses and Claims brought against, suffered, sustained or incurred by the CM Indemnitees attributable to, wholly or in part, any acts or omissions either in negligence or nuisance whether wilful or otherwise by the Contractor, its officers, agents, servants, employees, licensees or subcontractors.
  - (iii) Notwithstanding any other provision in this MSA, indemnification by the Contractor pursuant to this Section 7.2(a) shall include claims, demands, actions, suits and other proceeding by Persons against the CM Indemnitees for consequential, indirect, incidental, special, exemplary, punitive or aggravated damages, loss profits or revenues or diminution in value.
  - (iv) The Contractor acknowledges that CM holds the benefit of any provision in this MSA, including under this Section 7.2(a).
- (b) CM Indemnity
    - (i) CM shall indemnify and hold harmless the Contractor, and its respective elected officials, officers, directors, employees, agents and representatives (the "**Contractor Indemnitees**") from and against any and all Losses and Claims brought against, suffered, sustained or incurred by the Contractor Indemnitees, directly or indirectly arising out of this MSA attributable, wholly or in part, to any grossly negligent acts or omissions by, or willful misconduct of, CM, its officers, agents, servants, employees, licensees or contractors (other than the Contractor).

### 7.3 Force Majeure

- (a) Subject to Section 7.3(b), "Force Majeure Event" means any event or circumstance beyond the reasonable control of either CM or the Contractor (other than a lack of funds or other financial reason) including the following:

- (i) Unusually Severe Adverse Weather Conditions; and
  - (ii) riots, war, rebellion, sabotage and atomic or nuclear incidents.
- (b) A Force Majeure Event shall not include the following events or circumstances:
- (i) weather conditions that are not Unusually Severe Adverse Weather Conditions;
  - (ii) an electricity system outage, unless the electricity system outage affects an entire Registered Community and persists for at least forty-eight (48) hours and is caused by a Force Majeure Event;
  - (iii) unavailability of, or delays in delivery or breakage of, or shortage of, Equipment or materials, unless such unavailability, delays, breakage or shortage are caused by a Force Majeure Event;
  - (iv) the quantity of PPP collected or received differs from the Contractor's expectations;
  - (v) delay or other failure arising out of the nature of the Work to be done, or from any normal difficulties that may be encountered in the performance of the Work, having regard to the nature thereof;
  - (vi) if and to the extent the Party seeking to invoke the Force Majeure Event has caused the applicable Force Majeure Event by its (and, in the case of the Contractor, Subcontractor's) fault or negligence; or
  - (vii) if and to the extent the Party seeking to invoke the Force Majeure Event has failed to use reasonable efforts to prevent or remedy the Force Majeure Event, so far as possible and within a reasonable time period.
- (c) Circumstances relating to Pandemic Conditions shall not be regarded as a Force Majeure Event.
- (d) A Party that experiences a Force Majeure Event shall use all commercially reasonable efforts to end the Force Majeure Event, ensure the effects of the Force Majeure Event are minimized and resume full performance under this MSA.
- (e) In the event that either CM or the Contractor shall be unable to fulfil, or shall be delayed, or shall be prevented from the fulfilment of, its obligation under this MSA by reason of a Force Majeure Event, then either Party shall forthwith notify the other in writing and CM shall:
- (i) terminate this MSA or any affected Statements of Work as soon as reasonably practicable in writing and without any further payments being made;
  - (ii) perform, or engage others to perform, the obligations under this MSA that are impacted by the Force Majeure Event; and/or

- (iii) authorize the Contractor to continue the performance of this MSA in writing with such adjustments and/or amendments as required by the existence of the Force Majeure Event and as agreed upon by both Parties acting reasonably. If the Parties cannot agree upon the adjustments and/or amendments, it is agreed by the Parties that this MSA shall be immediately terminated with no further obligations by either Party.
- (f) For clarity, the Contractor shall not be entitled to be paid for obligations under this MSA that it does not perform as a result of a Force Majeure Event.
- (g) For the purposes of clarification and notwithstanding any other provision in this MSA, the Contractor shall be solely responsible for maintaining all Work, including collection services, as applicable, in all circumstances that are not Force Majeure Events, in compliance with the requirements of this MSA.

#### 7.4 MSA Termination

- (a) Any termination of this MSA or termination of the Contractor's right to perform the Work (or any part thereof) by CM shall be without prejudice to any other rights or remedies CM may have.
- (b) Without prejudice to any other right or remedy CM may have under this MSA, CM may terminate this MSA, or any Statements of Work, or terminate the Contractor's right to perform the Work (or any part thereof) as follows:
  - (i) notwithstanding any other section of this MSA, if there is a Legislative Change, immediately, upon written notice being provided to the Contractor;
  - (ii) if there is a Material Contractor Default, immediately, upon written notice being provided to the Contractor;
  - (iii) if there is a Contractor Default and the Contractor has failed to cure such Contractor Default within fifteen (15) Business Days after receipt of notice of such Contractor Default, or within the time specified in a Contingency Plan approved by CM in accordance with Section 5.4, or within such other time as mutually agreed between the Parties, immediately, upon written notice being provided to the Contractor; and
  - (iv) if the Parties cannot agree upon a Change Order, immediately, upon written notice being provided to the Contractor. Without limiting the generality of the foregoing, CM may exercise the right of termination provided for in this Section 7.4(b)(iv), if the Parties cannot agree upon a Change Order in respect of a Communications pursuant to Section 8.16.
- (c) If CM terminates this MSA or any Statement of Work as noted above, CM is entitled to:
  - (i) Take possession immediately of all the PPP;

- (ii) Withhold any further payments to the Contractor until the completion of the Work; and
  - (iii) Recover from the Contractor, any loss, damage, and expense incurred by CM by reason of the Contractor's default under Sections 7.4(b)(ii) or 7.4(b)(iii), which may be deducted from any monies due, or becoming due, to the Contractor.
- (d) For clarity, if CM terminates this MSA or any Statement of Work because of a Legislative Change or pursuant to Section 7.4(b)(iv), then, subject to the other provisions of this MSA, CM shall only be required to pay the Contractor for the Work performed prior to the date of termination, less any amounts already paid for Work performed, and not for lost profits.
- (e) The Contractor may terminate this MSA, or any Statements of Work, as follows:
- (i) without cause at any time, upon eighteen (18) months' written notice being provided to CM;
  - (ii) for non-payment of undisputed amounts due and payable under this MSA, if CM has failed to cure such non-payment within sixty (60) days after receipt of a notice of non-payment, the Contractor may terminate this MSA with thirty (30) days' notice; and
  - (iii) for breach of CM's confidentiality obligations under Section 8.12 of this MSA, if CM has failed to cure such breach of confidentiality within sixty (60) days after receipt of a notice of such breach, the Contractor may terminate this MSA with thirty (30) days' notice.

## 7.5 Remedies

- (a) The rights and remedies of CM as set forth in any provision of this MSA, including Section 7.4, shall not be exclusive and are in addition to any other rights or remedies provided by law or in equity or otherwise.
- (b) The exercise of any remedy provided by this MSA does not relieve the Contractor from any liability remaining under this MSA.
- (c) CM may take such steps as it considers necessary to remedy any breach of contract and any damages or expenditures thereby incurred by CM plus a reasonable allowance for overhead may be collected by deduction or set-off pursuant to Section 7.4(c).
- (d) No waiver of any right or obligation of either Party hereto shall be effective unless in writing, specifying such waiver, and executed by the Party against whom such waiver is sought to be enforced. Except as otherwise set forth in this MSA, no failure to exercise, or delay in exercising, any rights, remedy, power or privilege arising from this MSA shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power,



or privilege. A waiver by either Party of any of its rights under this MSA on any occasion shall not be a bar to the exercise of the same right on any subsequent occasion or of any other right at any time.

## 7.6 Disputes

- (a) If there is a dispute between CM and the Contractor as to their respective rights and obligations, the Parties shall use the following dispute resolution procedures to resolve such dispute:
  - (i) The Parties shall attempt to resolve the dispute through informal discussions;
  - (ii) If, after a period of ten (10) Business Days, either Party believes the dispute will not be resolved through informal discussion, the dispute shall be referred by the Parties to non-binding mediation whereby the fees and expenses of the mediator will be divided equally (i.e., 50/50) between CM and the Contractor. The mediator will be appointed jointly by the Parties; and
  - (iii) If the Parties are unable to resolve the dispute within a period of thirty (30) calendar days after the first mediation session, the dispute shall be resolved through binding arbitration in accordance with Section 7.7.

## 7.7 Arbitration

- (a) As provided for in Section 7.6(a)(iii), disputes shall be resolved through binding arbitration in accordance with the Arbitration Act, RSA 2000, C A-43 ("**Arbitration Act**"), as amended from time to time.
- (b) CM and the Contractor shall agree on an arbitrator within ten (10) Business Days after either Party receives notice from the other Party. If the Parties fail to agree, either Party may apply to a court of competent jurisdiction for the appointment of an arbitrator in accordance with the Arbitration Act, as amended.
- (c) No one shall be named or act as an arbitrator who is interested in any way financially in this MSA or in the business affairs of either Party or has been directly or indirectly involved to settle the matter.
- (d) The arbitrator is not authorized to make any decision inconsistent with this MSA or any Statement of Work, nor shall the arbitrator modify or amend any of this MSA terms.
- (e) The Parties agree that the award made by the Arbitrator shall be final and binding and shall in all respect be kept and observed.
- (f) The arbitrator, or arbitral tribunal, will apportion the costs of the arbitration to the Parties.
- (g) The Contractor shall be deemed to abandon the matter if no arbitrator has been appointed within six (6) months of CM's receipt of the notice specified in Section 7.7(b).

- (h) No matter may be submitted to arbitration except in accordance with the above provisions.

#### 7.8 Choice of Forum

Any legal suit, action, litigation, or proceeding of any kind whatsoever in any way arising out of, from or relating to this MSA shall be instituted in the courts of the City of Calgary, Alberta, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, litigation or proceeding. Service of process, summons, notice, or other document by mail or personal service to such Party's address set forth herein shall be effective service of process for any suit, action, litigation or other proceeding brought in any such court. Each Party agrees that a final judgment in any such suit, action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law. The Parties irrevocably and unconditionally waive any objection to the venue of any action or proceeding in such courts and irrevocably waive and agree not to plead or claim in any such court that any such action or proceeding brought in any such court has been brought in an inconvenient forum.

### **ARTICLE 8 STANDARD CONDITIONS**

#### 8.1 Governing Law

This MSA will be interpreted and governed by the laws of the Province of Alberta.

#### 8.2 Compliance with Laws and Permits

- (a) The Contractor shall comply in all material respects with Applicable Law and shall perform and complete the Work, and cause the Work to be performed and completed, in accordance with and in compliance with all Applicable Law, including all Applicable Law related to the environment and health and safety. If there is a conflict between the standards required by Applicable Law, then Contractor shall perform and complete the Work in compliance with the higher or more rigorous standard.
- (b) The Contractor shall obtain, and shall ensure Subcontractors obtain, all permits, permissions, licences, and approvals required to perform the Work.

#### 8.3 Assignment

This MSA enures to the benefit of and is binding upon the Contractor and CM and their successors and permitted assigns. The Contractor shall not assign, transfer (including a change in control of Contractor), convey or otherwise dispose of this MSA, including any rights or obligations under this MSA, or its power to execute such MSA, without the prior written consent of CM.

#### 8.4 Contractor to Make Examinations

The Contractor has made its own examination, investigation, and research regarding proper methods of providing the Work and all conditions affecting the Work under this MSA, and

the labour, equipment and materials needed thereon, and the quantity of the work to be performed. The Contractor agrees that it has satisfied itself based on its own investigation and research regarding all such conditions, that its conclusion to enter into this MSA was based upon such investigation and research, and that it shall make no claim against CM because of any of the estimates, statements or interpretations made by any officer or agent of CM that may be erroneous.

#### 8.5 Access to Records

- (a) The Contractor shall maintain in its designated local office full and complete operations, customer, financial and service accounts, books and records, as applicable to the Work, including records related to arranging, establishing or operating a collection system and records related to arranging, establishing or operating a promotion and education program, in each case in accordance with the Regulation, Bylaws and any applicable policy of the Authority (collectively, the "**Records**") that at any reasonable time shall be open for inspection and copying for any reasonable purpose by CM. In addition, the Contractor shall maintain in its head office reporting records and billing records pertaining to this MSA that are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Records shall include such reporting records and billing records and all records and payments under this MSA, as adjusted for additional and deleted services provided under this MSA. CM shall be allowed access to the Records for audit (including, as applicable to the Work, for an audit implemented in accordance with the Regulation, Bylaws or any applicable policy of the Authority) and review purposes.
- (b) The Contractor shall make available copies of certified weigh scale records for PPP collected under this MSA on request within two (2) Business Days of the request by CM. The weigh scale records may be requested for any period during the term of this MSA.
- (c) All records related to this MSA, including the Records, shall be maintained, and access granted pursuant to this Section 8.5, throughout the term of this MSA and for at least five (5) years thereafter.

#### 8.6 Insurance

- (a) The Contractor shall at its own expense obtain and maintain for the term of this MSA:
  - (i) Commercial general liability insurance on an occurrence basis for an amount not less than five million (\$5,000,000) dollars per each occurrence, five million (\$5,000,000) dollars general aggregate and a two million (\$2,000,000) dollars products-completed operations aggregate limit. The policy shall include CM as an additional insured with respect to the Contractor's operations, acts and omissions relating to its obligations under this MSA, such policy to include non-owned automobile liability, bodily injury, property damage, contractual liability, owners and contractors protective, products and completed operations, contingent employers' liability, cross liability and severability of interest clauses;

- (ii) Automobile liability insurance for an amount not less than five million (\$5,000,000) dollars per occurrence on forms meeting statutory requirements covering all owned, non-owned, operated, hired, and leased vehicles used in the execution of this MSA. The policy shall be endorsed to provide contractual liability coverage;
  - (iii) Environmental impairment liability insurance (on a claim made or occurrence made basis), covering the Work and services described in this MSA including coverage for loss or claims arising from contamination to third party property damage, bodily injury, cleanup costs and legal defence during the execution of this MSA. Such policy shall provide coverage for an amount not less than two million (\$2,000,000) dollars and shall remain in force for twelve (12) months following completion of Work; and
  - (iv) For all Statements of Work involving depots, "all risks" property insurance in amounts sufficient to fully cover, on a replacement cost basis without deduction for depreciation, any building in which the Work is being performed (including all depots applicable to such Statement of Work) and the Equipment contained therein and all other property owned by the Contractor or by others located therein including equipment, furniture and fixtures.
- (b) The Contractor shall not commence Work until documentation evidencing the insurance requirements of the Contractor, has been filed and accepted by CM. The documentation shall be certificates of insurance if purchased from a third party or evidence of self-insurance if applicable.
- (c) The commercial general liability policy is to contain, or be endorsed to contain, the following provisions:
- (i) The Contractor's insurance coverage shall be the primary insurance with respect to CM and its officers, directors, employees, agents and representatives. Any insurance, self-insurance, or insurance pool coverage maintained by CM shall be more than the Contractor's insurance and shall not contribute with it;
  - (ii) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; and
  - (iii) Policies for the above must be kept continuous throughout the term of this MSA. If any of the above policies are being cancelled, the Contractor shall notify CM in writing at least thirty (30) calendar days prior to the effective date of cancellation. The Contractor shall provide proof of renewal or replacement of any other policies of insurance, on or before the expiry date, at the request of CM. CM reserves the right to request such higher limits of insurance or other types of policies appropriate to the Work as CM may reasonably require.
- (d) All coverages for Subcontractors shall be subject to the same insurance requirements as stated herein for the Contractor.

## 8.7 Changes to MSA

- (a) Changes to this MSA, including any Statement of Work, may only be made in writing signed by duly authorized representatives of both Parties.
- (b) No Party shall have any obligation with respect to the implementation of a Change Order unless or until the Parties have reached agreement in writing and the Parties have entered into a Statement of Work in respect of such change.

## 8.8 Change Management

- (a) CM shall be entitled to propose changes, alterations and/or amendments to the Work including removing all or a portion of the Work under any Statements of Work. If CM deems it prudent to require a change in the Work, CM shall notify the Contractor of the proposed change in the Work in writing ("**Change Notice**").
- (b) A Change Notice shall describe the change in the Work in sufficient detail to enable the Contractor to calculate and provide a change in cost estimate (the "**Cost Estimate**"), if any. The Contractor agrees that the Cost Estimate shall be provided in writing to CM within a period of fifteen (15) Business Days or other timeline agreed to with CM in writing from the date of receipt of the Change Notice.
- (c) The Cost Estimate shall include but is not limited to the following as it relates to the change in Work:
  - (i) A comment on whether relief from compliance with Contractor's obligations under this MSA is required;
  - (ii) Any impact on Contractor's ability to meet its obligations and the terms and conditions set out in this MSA;
  - (iii) Any amendment that may be required to be made to the terms and/or conditions of this MSA; and
  - (iv) Any change in the Contractor's costs.
- (d) As soon as practicable after CM receives the Cost Estimate, the Parties shall act in good faith to resolve the issues set out in the Cost Estimate and Change Notice, including providing evidence that the Contractor has used best efforts, such as (where practicable) the use of competitive quotes with its subcontractors to minimize any increase in costs and maximize any reduction in costs, demonstrating that any expenditure to be incurred or avoided has been determined in a cost effective manner, and any other evidence deemed appropriate by the Contractor and CM, acting reasonably.
- (e) If the Contractor does not intend to use its own resources to implement any change in the Work, subject to prior written approval of CM, the Contractor may subcontract the required resources with the objective of ensuring that it obtains best value for money when procuring any Work, services, supplies, materials, or equipment required in relation to the change in the Work.

- (f) If the Parties agree to the Cost Estimate and Change Notice, as may be modified, amended or altered by the Parties, the Parties shall document the applicable changes to the Statement of Work (“**Change Order**”) in respect of such modified, amended or altered Cost Estimate and Change Notice within five (5) Business Days after the Contractor receives confirmation from CM that such Cost Estimate and Change Notice are accepted. For clarity, the Cost Estimate and Change Notice shall not be implemented, unless and until, the Parties have entered into a Change Order in respect of such Cost Estimate and Change Notice.
- (g) Any change in the Work that causes, or is expected to cause, the Contractor’s costs or any subcontractor’s costs to decrease shall be treated as a benefit to the Contractor with the expectation and understanding that CM will also realize a proportional financial benefit in an amount to be negotiated in good faith between the Parties. If such an understanding cannot be reached, the Parties agree to resolve the difference through the dispute resolution provisions set out in this MSA.
- (h) Contractor’s Proposed Change in the Work:
- (i) If the Contractor seeks to propose a change in the Work in accordance with an express entitlement in this MSA, it must notify CM in writing. The Contractor, in proposing a change in the Work, agrees to provide CM with the following information and details in writing:
- (A) A description of the proposed change in the Work in sufficient detail, to enable CM to evaluate it in full;
  - (B) Reasons in support of the Contractor’s proposed change in Work;
  - (C) Set out the details and implications of the change in the Work, including any anticipated change in the costs of providing the Work by the Contractor;
  - (D) Indicate whether a variation to the Contract Price is proposed (and, if so, provide a detailed Cost Estimate of such proposed change); and
  - (E) Identify an appropriate timeframe for the implementation of the change in Work.
- (ii) CM agrees that it shall, in a timely manner, and in any event no later than fifteen (15) Business Days, evaluate the Contractor’s proposed change in the Work, considering all relevant issues, including whether:
- (A) A change in the Contract Price will occur;
  - (B) The change affects the quality of the Work or the likelihood of successful delivery of the amended Work;
  - (C) The change will interfere with any relationship of CM with third parties;

- (D) The financial strength of the Contractor is sufficient to perform the change; and
  - (E) The change materially affects the risks or costs to which CM is exposed.
- (iii) If CM accepts the Contractor's proposed change in the Work, the change in the Work shall be set out in a Change Order documenting all changes to the scope of Work and/or terms and conditions of this MSA. Where CM accepts the Contractor's change proposal CM shall notify the Contractor in a timely manner.
  - (iv) If CM rejects the Contractor's change proposal, CM shall provide written reasons outlining the basis upon which the change in Work is not accepted by CM.
  - (v) Unless CM specifically agrees to an increase in the Contract Price in writing, there shall be no increase in price because of a change in the Work proposed by the Contractor.
  - (vi) Any change in the Work proposed by the Contractor that causes or that is expected to cause the Contractor's costs or any subcontractor's costs to decrease shall be treated as a benefit with expectation that CM will also realize a proportional financial benefit in an amount to be negotiated in good faith between the Parties. The Parties agree to take all reasonable steps to negotiate the proportional financial benefit in good faith, failing which the Parties agree to resolve the difference through the dispute resolution provisions set out in this MSA.
- (i) Except as specifically confirmed in writing by the Parties in accordance with this Section 8.8, all Work shall remain unaltered and shall be performed in accordance with the terms and conditions of this MSA.

#### 8.9 Conflicts and Omissions

- (a) Neither Party to this MSA shall take advantage of any apparent error or omission in this MSA or any Statement of Work. Any Work not herein specified which is necessary for the proper performance and completion of any Work contemplated, which may be implied as included in this MSA, shall be done by the Contractor as if such Work had been specified and shall not be construed as a variation of the Work.
- (b) If the Contractor discovers any provision in this MSA which is contrary to, or inconsistent with any Applicable Law, the Contractor shall forthwith report the inconsistency or conflict to CM in writing and shall not perform the Work impacted by such inconsistency or conflict until it receives instructions from CM.

#### 8.10 Duty to Notify

- (a) As may be further specified in a Statement of Work, if the Contractor becomes aware of any problem and/or condition which may adversely affect the performance of the

Work, or the ability of the Contractor to conform with any requirements for the term of this MSA, then the Contractor shall immediately after becoming aware of same, notify CM, in writing, of such occurrence and of the nature of the relevant problem or condition in sufficient detail to permit CM to understand the nature and scope thereof. In any event, the Contractor will provide such written progress reports to CM as reasonably requested by CM but not less frequently than monthly unless otherwise agreed to in writing by CM.

- (b) The Contractor shall have the appropriate crisis management protocols and procedures in place to manage an operational, reputational, or other crisis related incident and share these plans with CM upon the execution of this MSA. CM will review such plans and may request modification to ensure alignment within its crisis management protocols and procedures.

#### 8.11 Intellectual Property

- (a) Subject to Sections 8.11(b) or 8.11(c) of this MSA, all Collection Data (including any Intellectual Property Rights residing therein) obtained by or made available to the Contractor in connection with this MSA (collectively, "**Documentation**") are the property of CM or such other entity as identified by CM, and the Contractor shall use such Documentation only as is necessary to perform the Work in accordance with this MSA or as necessary for internal operational, planning, or policy purposes and abiding by any regulatory requirements.
- (b) Notwithstanding any other provisions in Section 8.11, the Documentation that is subject to disclosure obligations or requirements to safeguard personal information for privacy purposes under the *Freedom of Information and Protection of Privacy Act* (Alberta), an administrative or court order, and Documentation the content of which was ordinarily disclosed by the Contractor to the public in the normal course of its operations before the Effective Date, does not become part of the property of CM pursuant to Section 8.11. Where the Contractor is complying with any of the Applicable Law indicated in this Section 8.11(b), the Contractor shall not be considered to be breaching this MSA.
- (c) CM acknowledges and agrees that any Documentation, regardless of whether the property of CM pursuant to Section 8.11(a), may be a record for which the Contractor may have record retention and record destruction obligations pursuant to Applicable Law. Where such requirements imposed on the Contractor conflict with requirements that CM may have with respect to the same Documentation, the Contractor shall not be considered to be breaching this MSA, and the Parties will cooperate fully in resolving the matter.
- (d) Title to and all property right, title and interest in the Documentation and all Intellectual Property Rights in the Work, including all Intellectual Property Rights and personal property rights in or to the foregoing, shall transfer and are hereby assigned to CM free and clear of all encumbrances upon CM making any payment in accordance with this MSA which is attributable, either in whole or in part, to the relevant Work.



- (e) The Contractor acknowledges and agrees that CM shall have full ownership of all personal property rights and Intellectual Property Rights in any and all Documentation and all Intellectual Property Rights in the Work in accordance with the terms of this MSA.
- (f) The Contractor hereby waives all rights, including any and all moral rights, in and to the Work and Documentation and shall obtain such waivers from all applicable personnel of the Contractor. Where applicable, the Contractor shall endeavor to obtain from all of the subcontractors and personnel of the Contractor the rights and waivers necessary to transfer the ownership of the Work and Documentation (including any Intellectual Property Rights therein or related thereto) to CM.
- (g) Subject to the terms and conditions of this MSA, the Contractor acknowledges and agrees that CM shall be entitled to fully exploit the Work and Documentation without restriction, and CM acknowledges and agrees that the Contractor shall be entitled to use the Documentation in accordance with the Contractor's obligations under Applicable Law as set out in Section 8.11(b) and 8.11(c). To the extent the Contractor owns or possesses any Intellectual Property Rights required for full exploitation of the Work or Documentation, the Contractor hereby grants to CM a worldwide, exclusive, royalty-free, fully paid-up, transferable (to successors and assigns, including as a result of the acquisition of all or substantially all of the shares or assets of CM, or if required by law), license under such Intellectual Property Rights to fully exploit the Work and Documentation. The Contractor shall enable CM to fully exploit the Work and Documentation and any component thereof and to enjoy the full exercise of the rights conferred under this Section 8.11, including by, at CM's request, making available or delivering to CM where feasible as determined by the Contractor such technology (including software and data) in the Contractor's possession, custody or control as is required for CM to exploit the Work and Documentation.

#### 8.12 Confidentiality Covenant

- (a) Confidential Information means information of or relating to a Party (the "**Disclosing Party**") that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure and has or will come into the possession or knowledge of the other Party (the "**Receiving Party**") whether such information is or has been conveyed verbally or in written or other tangible form, and whether such information is acquired directly or indirectly such as in the course of discussions or other investigations by the Receiving Party. Without limiting the foregoing, Confidential Information includes all technical, financial and business information, ideas, concepts or know-how, or relating to Work performance and Work delivery and the terms of this MSA. Confidential Information does not include information that: (i) was already known to the Receiving Party, without obligation to keep it confidential, at the time of its receipt from the Disclosing Party; or (ii) is or becomes available to the public other than as a result of a breach hereof by the Receiving Party; provided that the foregoing exceptions will not apply with respect to any personal information that is subject to privacy laws ("**Confidential Information**").
- (b) The Receiving Party shall:

- (i) take all measures reasonably required to maintain the confidentiality and security of the Confidential Information of the Disclosing Party;
  - (ii) not use or reproduce Confidential Information for any purpose, other than as reasonably required to exercise or perform its rights or obligations under this MSA;
  - (iii) not disclose any Confidential Information other than to employees, agents or subcontractors of the Receiving Party ("**Representatives**") to the extent, and only to the extent, they have a need to know the Confidential Information in order for Receiving Party to exercise its rights or perform its obligations under this MSA and who are bound by a legal obligation to protect the received Confidential Information from unauthorized use or disclosure; and
  - (iv) be responsible for any breach of this MSA by any of its Representatives.
- (c) Notwithstanding the above, the Receiving Party may disclose Confidential Information of the Disclosing Party to the extent required by a court of competent jurisdiction or other governmental authority or otherwise as required by Applicable Law, provided that, unless prohibited by Applicable Law, the Receiving Party gives the Disclosing Party an opportunity to oppose the disclosure or to seek a protective order protecting such Confidential Information prior to any such disclosure.
- (d) Upon expiry or termination of this MSA, or upon request by the Disclosing Party, the Receiving Party will return to the Disclosing Party, or irrecoverably destroy, any Confidential Information of the Disclosing Party.
- (e) Contractor will not access, collect, use, disclose, dispose of or otherwise handle information of or about individuals that is subject to Applicable Law relating to privacy ("**Privacy Laws**") in the performance of its obligations under this MSA, except: (i) to the extent necessary to perform the Work; (ii) in accordance with all Privacy Laws; and (iii) in a manner that enables CM to comply with all Privacy Laws, including that the Contractor will obtain appropriate consents from the applicable individuals to allow Contractor and CM to exercise their rights and to perform their obligations under this MSA as they relate to such information. Unless prohibited by Applicable Law, Contractor will immediately notify CM of any demand, or request by a third party (including any government or a regulatory authority) for the disclosure of any information of CM which is subject to Privacy Laws, and, to the maximum extent permitted by Applicable Law, will oppose, seek judicial relief of and appeal any such demand or request. Contractor will immediately notify CM if Contractor becomes aware that Contractor has failed to comply with Privacy Laws in connection with of this MSA.
- (f) Each Party agrees and acknowledges that any violation of this Section 8.12 may cause irreparable injury to the other Party and that, in addition to any other remedies that may be available (in law, in equity or otherwise), the injured Party shall be entitled to seek an injunction, specific performance or other equitable relief against the threatened breach of this Section 8.12 or the continuation of any such breach, without the necessity of proving actual damages or posting any bond or other security.

### 8.13 Severability

- (a) If, for any reason, any part, term, or provision of this MSA is held by a court of the Province of Alberta to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this MSA did not contain the particular provision held to be invalid.
- (b) If it should appear that any provision hereof conflicts with any statutory provision of the Province of Alberta or federal law, said provision, which may conflict therewith, shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

### 8.14 Survival

All provisions of this MSA which expressly or by their nature survive the expiry or termination of this MSA shall survive the expiry or termination of this MSA, including the following: Section 6.8 (Limited Liabilities), Section 7.2 (Responsibility for Damages/Indemnification), Section 7.4 (MSA Termination), Section 8.11 (Intellectual Property) and Section 8.12 (Confidentiality Covenant).

### 8.15 Further Assurances

Each Party shall, at its expense, do, execute and deliver, or cause to be done, executed and delivered, such further acts and documents as the other Party may reasonably request from time to time for the purpose of giving effect to this MSA or carrying out the intention or facilitating the performance of the terms of this MSA.

### 8.16 Revisions to this MSA

Except as otherwise expressly stated in this MSA, no amendment, supplement, modification or waiver or termination of this MSA and, unless otherwise specified, no consent or approval by any Party, is binding unless executed in writing and signed by an authorized representative of each Party. Notwithstanding the foregoing, CM may propose any revisions to this MSA necessary to comply with amendments to the Regulation or other notices, interpretations, rulings, directives or other communications issued pursuant to the Regulation (collectively, "**Communications**"), and CM will provide the Contractor with written notice of such proposed revisions as soon as reasonably practicable. Such revision shall automatically have effect from the date of the Change Order, if any, related to such Communications. CM shall make commercially reasonable efforts to consider and respond to reasonable written feedback related to such revisions received from the Contractor within thirty (30) calendar days of receiving such feedback.

### 8.17 Counterparts

This MSA may be executed in counterparts, each of which shall be deemed an original and which, taken together, shall constitute one and the same instrument. Each counterpart of this MSA may be executed by electronic signature. CM and the Contractor shall execute and deliver such further and other documents and do and perform such further and other acts or things as may be necessary or desirable to give full effect to this MSA.

8.18 Notice

Unless expressly stated otherwise, any notice, request, consent, claim, demand, waiver or other communication required or permitted to be given in connection with this MSA must be given in writing and will be given by hand or sent by courier or emailed, in each case addressed as follows, and will be deemed to have been received on the day of receipt if by hand or courier, or if given by email three (3) Business Days after confirmation of email transmission.

**To CM:**

Circular Materials  
1 St. Clair Avenue West, Suite 700  
Toronto, ON M4V 1K6  
Attention: Managing Director – Alberta  
Email: [procurement@circularmaterials.ca](mailto:procurement@circularmaterials.ca)

**To Contractor:**

Town of Onoway  
4812-51 Street  
Onoway, AB T0E 1V0  
Attention: Director of Corporate & Community Services  
Email: [gino@onoway.ca](mailto:gino@onoway.ca)

**ARTICLE 9  
MSA SCHEDULE**

9.1 MSA Schedule

Attached to and forming an integral part of this MSA is Schedule A – Statement of Work for Community Curbside Collection.

**IN WITNESS WHEREOF**, the terms and conditions of this MSA are acknowledged and agreed to by the Parties as of the date first listed above.

**Town of Onoway**

\_\_\_\_\_  
Name: Jennifer Thompson  
Title: CAO

\_\_\_\_\_  
Name:  
Title:

We have authority to bind the Contractor.

**Circular Materials**

\_\_\_\_\_  
Name: Allen Langdon  
Title: CEO

I have authority to bind CM.

**SCHEDULE A**  
**STATEMENT OF WORK FOR COMMUNITY CURBSIDE COLLECTION**  
**for**  
**MASTER SERVICES AGREEMENT**  
**Number 2024-00-36**



**STATEMENT OF WORK..... 1**

**EXHIBIT 1: SCOPE OF WORK AND OTHER PROVISIONS ..... 4**

**Article 1 Definitions..... 4**

    1.1 Definitions..... 4

**Article 2 Scope of Collection Services ..... 6**

    2.1 Scope of Collection Services ..... 6

**Article 3 Service Provision..... 7**

    3.1 Set-Out Location..... 7

    3.2 Addition or Removal of Residential Premises ..... 7

    3.3 PPP to be Collected ..... 7

    3.4 Collection Containers ..... 8

    3.5 Non-Compliance ..... 8

    3.6 Unloading PPP..... 8

    3.7 Working Days and Hours of Operation for the Collection Services ..... 9

    3.8 Missed Collections ..... 9

    3.9 Customer Service and Management ..... 10

    3.10 Promotion and Education ..... 11

**Article 4 Record Keeping and Reporting Requirements ..... 12**

    4.1 Record Keeping and Reporting Requirements ..... 12

**Article 5 Documentation and Payment ..... 14**

    5.1 Documentation and Payment..... 14

**EXHIBIT 2: SINGLE-FAMILY DWELLINGS and MULTIPLE-FAMILY DWELLING STOPS ..... 15**

**EXHIBIT 3: MULTIPLE-FAMILY DWELLINGS..... 16**

**EXHIBIT 4: PPP TO BE COLLECTED..... 17**

**EXHIBIT 5: COMPENSATION..... 18**

## STATEMENT OF WORK

STATEMENT OF WORK NUMBER: 01

This statement of work ("**Statement of Work**") is incorporated into and forms part of the Master Services Agreement ("**MSA**"), made as of \_\_\_\_\_ between Town of Onoway a Registered Community having a place of business at 4812-51 Street, Onoway, AB, T0E 1V0 ("**Contractor**") and Circular Materials, a federal not-for-profit corporation, having a place of business at 1 St. Clair Avenue West, Suite 700, Toronto, ON, M4V 1K6 ("**CM**", and with the Contractor, each a "Party" and collectively the "**Parties**"), with an effective date of \_\_\_\_\_ (the "**Statement of Work Effective Date**").

NOW, THEREFORE, in consideration of the promises, mutual covenants, and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties acknowledge and agree to all covenants, terms, and conditions as stipulated in the MSA, as follows:

1. Beginning on the Service Commencement Date, the Contractor shall perform the Work required by this Statement of Work, including collecting PPP, and delivering the PPP to a Receiving Facility, for all Residential Premises located within the applicable Registered Community(ies) listed in Exhibit 2 and Exhibit 3. For clarity, the Contractor shall perform the Work required by this Statement of Work for all Residential Premises located within a Registered Community listed in Exhibit 2 and Exhibit 3 on the applicable Service Commencement Date, even if such Residential Premises is not included in the number of Single-Family Dwellings or Multiple-Family Dwellings listed in Exhibit 2 or Exhibit 3 respectively.
2. The Work under this Statement of Work shall include all the Contractor's other obligations under the MSA.
3. The period during which the Work required by this Statement of Work is to be performed is from the Service Commencement Date, until June 30<sup>th</sup>, 2026. Pursuant to Section 2.1(b) of the MSA, CM and the Contractor may, by Change Order, extend this Statement of Work. The initial term and any such additional term or terms are herein referred to as the "**SOW Term**".
4. The full compensation for the Work under this Statement of Work shall be as set forth in Exhibit 5, which excludes applicable taxes. Applicable taxes are payable by CM to the Contractor on the price of the Statement of Work.
5. In the event of the termination of the MSA in accordance with Section 7.4 of the MSA, CM shall only pay for the Work authorized by this Statement of Work which is performed prior to the termination date. For the purposes of clarity, CM shall not be liable to make any other payments in connection with this Statement of Work resulting from such termination of the MSA.
6. Capitalized terms not defined in this Statement of Work shall have the meaning set out in the MSA.
7. Attached and forming an integral part of this Statement of Work are the following exhibits:
  - i. Exhibit 1 – Scope of Work and Other Provisions;
  - ii. Exhibit 2 – Single-Family Dwelling and Multiple-Family Dwelling Stops;
  - iii. Exhibit 3 – Multiple-Family Dwellings;
  - iv. Exhibit 4 – PPP to be Collected; and



v. Exhibit 5 – Compensation.

**[Remainder of Page Intentionally Left Blank]**

DRAFT

**IN WITNESS WHEREOF**, the terms and conditions of this Statement of Work are acknowledged and agreed to by the Parties as of the date first listed above.

**Town of Onoway**

By: \_\_\_\_\_  
Name: Jennifer Thompson  
Title: CAO

By: \_\_\_\_\_  
Name:  
Title:

We have authority to bind the Contractor.

**Circular Materials**

By: \_\_\_\_\_  
Name: Allen Langdon  
Title: CEO

I have authority to bind CM.

DRAFT

**EXHIBIT 1: SCOPE OF WORK AND OTHER PROVISIONS**

**ARTICLE 1  
DEFINITIONS**

**1.1 Definitions**

**“Collection Services”** means the Work required by this Statement of Work, which is the collection of PPP from Residential Premises listed in Exhibit 2 and Exhibit 3 located within a Registered Community and delivery of the collected PPP to a Receiving Facility.

**“Container Stream”** has the meaning set out in Section 3.3(f)(ii) of Exhibit 1 to this Statement of Work.

**“Customer”** means residents of Residential Premises within the Registered Community.

**“Fibre Stream”** has the meaning set out in Section 3.3(f) of Exhibit 1 to this Statement of Work.

**“Hazardous Waste”** means a hazardous and special product as set out in the Regulation.

**“Multiple-Family Dwellings”** means, collectively, (i) Multiple-Family Dwellings as defined in the Regulation, and (ii) sources agreed by the Parties to be Multiple-Family Dwellings for the purposes of the MSA (including the sources referred to in Exhibit 3).

**“New Residential Premises”** means new Residential Premises as agreed to by the Parties for the purposes of the MSA.

**“Non-Compliance”** means PPP set out incorrectly, inappropriately, or improperly prepared including the following reasons:

- (i) container contains Out-of-Scope Material;
- (ii) PPP not properly sorted;
- (iii) recycling container is not suitable; or
- (iv) cardboard is oversized.

**“Out-of-Scope Material”** means material which is not PPP.

**“Receiving Facility”** or **“RF”** means any facility that accepts PPP from a collection contractor acting on behalf of CM.

**“Residential Premises”** means Single-Family Dwellings and Multiple-Family Dwellings but does not include institutional accommodations or visitor accommodations.

**“Service Commencement Date”** means the date of April 1<sup>st</sup>, 2025, on which Collection Services will begin in a Registered Community.

**“Single-Family Dwellings”** means, collectively, (i) Single-Family Dwellings as defined in the Regulation, and (ii) sources agreed by the Parties to be Single-Family Dwellings for the purposes of the MSA (including the sources referred to in Exhibit 2).

**“Single Stream”** means Fibre Stream and Container Stream materials combined.

**“SOW Term”** has the meaning set out in the recitals to this Statement of Work.

**“Statement of Work Effective Date”** has the meaning set out in the recitals to this Statement of Work.

**“Stops”** means, collectively, the number of Single-Family Dwellings and Multiple-Family Dwellings.

**“Two Stream”** means Fibre Stream and Container Stream materials kept separate.

**“Valuation Type”** or **“Valtype”** means the source of PPP, including Single-Family Dwellings and Multiple-Family Dwellings. The Valtype shall be recorded on weigh scale tickets.

DRAFT

**ARTICLE 2**  
**SCOPE OF COLLECTION SERVICES**

**2.1 Scope of Collection Services**

- (a) The Contractor shall provide Collection Services in accordance with the service level requirements as denoted in Exhibit 2 and Exhibit 3.
- (b) The Collection Services include:
  - (i) picking up PPP from Residential Premises in the Registered Community(ies);
  - (ii) Collection Vehicle compacting to a maximum compaction rate of 2.5:1;
  - (iii) unless otherwise agreed to by the Parties, delivery of collected PPP to a Receiving Facility and unloading by material stream; and
  - (iv) for New Residential Premises which did not receive Collection Services prior to the Service Commencement Date, the Contractor shall provide Collection Services in a manner meeting or exceeding the standard, level, scope, and quality of Collection Services a similar Residential Premises received immediately prior to the Service Commencement Date and that complies with the terms of the MSA and this Statement of Work.
- (c) Without limiting the generality of the foregoing, the Collection Services shall meet the applicable requirements of sections 16, 17, 18 and 19 of the Regulation.
- (d) The Contractor shall retain responsibility for, and control of, PPP from the point of collection through to delivery to a Receiving Facility.
- (e) CM shall not be obligated to join or instigate litigation to protect the right of the Contractor. The Contractor may independently enforce its rights under this Statement of Work against third party violators, including but not limited to seeking injunctive relief.

**ARTICLE 3  
SERVICE PROVISION**

**3.1 Set-Out Location**

- (a) The Contractor shall provide Collection Services for PPP from all Residential Premises listed in Exhibit 2 and Exhibit 3.
- (b) The Contractor shall work with Multiple-Family Dwellings to determine the optimal set-out location of the recycling for collection on the scheduled collection day, which best meets the needs of the Residential Premises and the Contractor.

**3.2 Addition or Removal of Residential Premises**

- (a) Notwithstanding Section 8.8 of the MSA, CM and the Contractor may make changes of a minor nature to this Statement of Work to add New Residential Premises, or remove existing Residential Premises, and make related revisions to the relevant exhibits, by amendment. If CM considers, in its sole discretion, such proposed changes to be of a material nature, the change management process of Section 8.8 of the MSA shall apply.

**3.3 PPP to be Collected**

- (a) The Contractor will collect the PPP listed in Exhibit 4 placed in containers (including both Contractor-provided and customer-owned containers) from Residential Premises.
- (b) The Contractor will not scavenge, or permit its employees or Subcontractors to scavenge, any PPP which has been set out for collection during Contractor's performance of the Work.
- (c) The Contractor will use best efforts to reduce the quantity of Out-of-Scope Material in collected PPP to no more than four per cent (4%) by weight.
- (d) If the average amount of Out-of-Scope Material collected from Residential Premises in any rolling six (6) month period exceeds four per cent (4%) the Contractor will, within ninety (90) calendar days, prepare and submit to CM a plan including the identification of sources of Out-of-Scope Material and strategies and supporting measures to mitigate the amounts of Out-of-Scope Material. The Contractor will implement the plan and provide quarterly reporting to CM detailing the progress and outcomes of the plan. If improvement does not occur within ninety (90) calendar days after the start of plan execution, based on composition data provided by CM through their audit protocol, the Contractor will work with CM to establish additional changes and to adopt best practices recommended by CM.
- (e) The Contractor may not collect, and collected PPP may not contain, packaging containing Hazardous Waste.
- (f) Exhibit 4 details the list of PPP to be collected from Residential Premises in the registered communities outlined in Exhibits 2 and 3. Where a Registered Community receives collection in Two Streams, the streams are as follows unless otherwise listed in Exhibit 4:
  - (i) Fibre Stream – Paper products and the following types of paper packaging:
    - kraft paper carry-out bags;

- kraft paper – non-laminated;
  - corrugated cardboard; and
  - boxboard and other paper packaging.
- (ii) Container Stream – Plastic packaging, metal packaging, glass packaging, and the following types of paper packaging:
- gable top containers; and
  - aseptic containers.

### **3.4 Collection Containers**

- (a) Should the Community utilize standardized collection containers (i.e. boxes, bins or carts for residential collection), the Contractor is responsible for replacing a damaged or missing collection container when requested by a Residential Premises or CM, within one week of notification.

### **3.5 Non-Compliance**

- (a) If the Contractor visually identifies Non-Compliance in PPP set out for collection, the Contractor shall place in a prominent location a non-compliance notification tag identifying the specific problem(s) and reason(s) for Non-Compliance.

### **3.6 Unloading PPP**

- (a) The location(s) of the Receiving Facility(ies) for each Registered Community will be provided by CM no later than ninety (90) calendar days prior to the Service Commencement Date.
- (b) Contractor will deliver all collected PPP to the Receiving Facility identified by CM. The Contractor will not release PPP to anyone other than the Receiving Facility identified by CM or dispose of any collected PPP without prior written authorization from CM.
- (c) The Contractor will have access to a Receiving Facility located not more than 50 kilometers driving distance from the Registered Community's service area boundary at the point of least distance to such Receiving Facility. If locating a Receiving Facility within such distance is not feasible, the Parties shall negotiate, acting reasonably, an adjustment to Exhibit 5 to reflect the cost of transporting the collected PPP to the available Receiving Facility.
- (d) Delivery to a Receiving Facility shall adhere to the following steps:
- (i) The inbound Collection Vehicle shall pass over the weigh scale without exception. The operator of the Collection Vehicle must provide information ensuring a weigh scale ticket with all required data can be generated, in accordance with Section 4.1 of this Exhibit 1.
  - (ii) The Collection Vehicle shall go to the designated tipping floor area of the Receiving Facility.
  - (iii) If the Collection Vehicle contains Fibre Stream and Container Stream, each stream must be deposited into the appropriate tipping floor area.
  - (iv) A Collection Vehicle operator must take instruction from the tipping floor supervisor and only empty when permitted.

- (e) Collection Vehicles will be directed to return to the weigh scale after emptying the first compartment to get a split weight. After split weighing, a Collection Vehicle will return to the tipping floor area for the second compartment and empty the contents of the Collection Vehicle. The Collection Vehicle will then return to the weigh scale to obtain a tare weight.
- (f) If the Collection Vehicle experiences a bulkhead failure, the Collection Vehicle operator shall work with the tipping floor supervisor to separate the material from each compartment.
- (g) The Collection Vehicle must empty on every trip to the Receiving Facility. The Collection Vehicle operator must ensure each compartment is completely emptied before moving to the next tipping floor area and before leaving the property. Where the Collection Vehicle has two compartments, the Collection Vehicle operator shall not clean out the Collection Vehicle in a manner which causes or may cause the Fibre Stream materials to be commingled with the Container Stream materials or vice versa.
- (h) Every Collection Vehicle must have a tare weight taken once every two months without exception. To alleviate the potential for backup and delays on the weigh scale, tare weight timing will be staggered.
- (i) In the event the designated Receiving Facility is unable to accept PPP from a Collection Vehicle, the Contractor shall immediately notify CM and the Collection Vehicle shall proceed to another Receiving Facility as directed by CM.
- (j) The Collection Vehicle operators shall comply with all operational protocol and procedures of the Receiving Facility during unloading of PPP.

### **3.7 Working Days and Hours of Operation for the Collection Services**

- (a) The Contractor shall perform Collection Services between the hours of 7:00 a.m. and 6:00 p.m. unless otherwise approved by CM.
- (b) Collection Services in each Registered Community shall be as approved by CM, respecting provincial statutory holidays in keeping with Alberta labour laws. Where materials are not collected on a statutory holiday, a replacement collection day shall be set by the Contractor, subject to CM approval.
- (c) The Contractor shall bear, at its own expense, any additional or unforeseen costs including, but not limited to, such overtime, rates for extra forces, and cost for any additional requirement or services as may be necessary to ensure continuous and uninterrupted service in accordance with Contractor's obligations under the MSA.

### **3.8 Missed Collections**

- (a) The Contractor shall collect one hundred per cent (100%) of the PPP set out on each approved collection route on the approved collection day in each Registered Community.
- (b) The failure of the Contractor to collect PPP in accordance with a collection route approved by CM shall be considered a missed collection. If notified of, or if the Contractor otherwise becomes aware of, a missed collection by 4 p.m. on the scheduled day of collection, the Contractor shall rectify the missed collection by collecting the PPP missed the same day, otherwise the PPP shall be collected on the next Business Day.



- (c) If the Contractor encounters any impassable obstruction, including utilities or other contractors working on the traveled portion of the collection route, the Contractor will return at least once on the same day at a mutually agreeable time, to collect the set-out PPP. Without limiting the generality of the foregoing, the following are not considered to be impassable obstructions:
- (i) parked vehicles;
  - (ii) moving vans; and/or
  - (iii) overground flooding of less than twenty (20) centimetres.

### **3.9 Customer Service and Management**

As part of Collection, Contractor will provide the following services:

(a) Customer Service Requirements

- (i) Contractor's Customer service office and call centre will be accessible by a local area code and prefix phone number. Customer service representatives will be available through Contractor's call centre for a minimum of an eight (8) hour period per day, between the hours of 7 am to 7 pm local time (unless the collection day is less than eight (8) hours, then for the period of Collection Services) for communication with Customers and CM representatives. Customer calls will be taken during office hours by a person. Where a call is not directly answered, a response must be provided within two (2) hours during regular business hours or within the first two (2) hours of the morning where a call is received outside of regular office hours. During all non-office hours for the call centre, Contractor will have an answering or voice mail service available to record messages from all incoming telephone calls and include in the message an emergency telephone number for Customers to call outside of normal office hours in case of an emergency.
- (ii) Contractor will maintain a twenty-four (24) hour emergency telephone number for use by CM. Contractor will have a representative, or an answering service to contact such representative, available at such emergency telephone number for CM use during all hours, including normal office hours.
- (iii) Contractor's Customer service representatives will have access to and provide CM with Customer service data and history to assist them in providing excellent Customer service.

(b) Customer Service Representative Staffing

- (i) Contractor will maintain sufficient staffing to answer and handle complaints and service requests in a timely manner made by all methods, including telephone, letters, e-mails and text messages. If staffing is deemed to be insufficient by CM for the Contractor to handle Customer complaints and service requests in a timely manner, Contractor will increase staffing levels to address the performance deficiency.
- (ii) If Contractor did not provide Collection from Curbside Households in the Service Area immediately prior to the Service Commencement Date, Contractor will provide additional staffing from Service Commencement Date through the four (4) month anniversary of the Service Commencement Date to ensure that sufficient staffing is available to minimize Customer waits and inconvenience. Contractor will receive no additional compensation for increased staffing levels

during the implementation period. Staffing levels during the implementation period will be subject to prior CM review and approval.

(c) Customer Complaints and Requests

- (i) Contractor will record all Customer complaints and service requests, regardless of how received, including date, time, Customer's name and address, if the Customer is willing to give this information, method of transmittal, and nature, date and manner of resolution of the complaint or service request in a computerized daily log. Any telephone calls received via Contractor's non-office hours voice mail or answering service will be recorded in the log the following Business Day. Contractor will make a conscientious effort to resolve all complaints and service requests within twenty-four (24) hours of the original contact. If a longer response time is necessary for complaints or requests, the reason for the delay will be noted in the log, along with a description of Contractor's efforts to resolve the complaint or request.
- (ii) Contractor's customer service log will be provided for inspection by CM during Contractor's office hours and will be in a format approved by CM. Contractor will provide a copy of this log in an electronic format from the Microsoft Office suite or software to CM on request and, if requested by CM, as part of a regular report to be delivered with such frequency as requested by CM (but not more frequently than monthly).

**3.10 Promotion and Education**

- (a) The Contractor will have primary responsibility for executing public promotion, education, and outreach programs associated with the collection of PPP. The Contractor may incorporate CM-developed communications messages and images in Contractor public promotion, education, and outreach programs as desired.
- (b) CM reserves the right, at its sole discretion, to require Contractor to seek advance approval of any or all public promotion, education and outreach materials associated with the collection of PPP, including but not limited to recycling guides, collection calendars, website content and "oops tags."
- (c) Contractor must spend the total amount of the Resident Education Top Up (as listed in Exhibit 5 of this Statement of Work) payments paid to Contractor on promotion, education, and outreach programs on an annual basis.

**ARTICLE 4**  
**RECORD KEEPING AND REPORTING REQUIREMENTS**

**4.1 Record Keeping and Reporting Requirements**

- (a) The Collection Vehicle operator will provide the necessary information to the Receiving Facility representative ensuring the following data may be collected for each inbound vehicle:
  - (i) Date and time;
  - (ii) Originating Registered Community ID number;
  - (iii) Valtype (i.e., the type or the majority fraction of combined loads from Single-Family Dwellings and Multiple-Family Dwellings) as applicable to the load;
  - (iv) PPP onboard (e.g., Fibre Stream, Container Stream, or a Single Stream material type);
  - (v) Contractor ID number;
  - (vi) Collection Vehicle number;
  - (vii) Scale ticket number;
  - (viii) Gross weight (tonnes);
  - (ix) Tare weight (tonnes, including by split load if applicable); and
  - (x) Net weight (tonnes; tonnes by compartment – Fibre Stream, Container Stream, where split-weighing occurs).
  
- (b) The Contractor shall ensure detailed records are kept for the PPP collected and delivered to a Receiving Facility including a record of the number of Collection Vehicles emptied per day, the weight in metric tonnes of each load if provided to the Contractor when the Contractor delivered a load to the Receiving Facility, and where the load was delivered ensuring a cross-correlation between Receiving Facility records and Contractor records can be made.
  
- (c) Within sixty (60) calendar days of the end of a calendar year, the Contractor shall annually provide a report to CM, in a form approved by CM, outlining kilometres driven and fuel consumed by Collection Vehicles in the delivery of the Work under this Statement of Work. The report will be organized to display information by Collection Vehicle category and where Collection Vehicles are used for a specific Valtype the information for Collection Vehicles will be listed separately.
  
- (d) Weigh scale receipts, if received from the Receiving Facility, must be maintained and made available upon request by CM in a format and manner acceptable to CM.
  
- (e) For greater certainty, the records required under this Section 4.1 of this Exhibit 1 shall be provided separately for each Registered Community.
  
- (f) In addition to the record keeping and reporting requirements in the MSA, Contractor will:
  - (i) maintain a record of all calls in a spreadsheet format related to missed collections (pursuant to Section 3.8 of Exhibit A of this Statement of Work) and the response provided by Contractor; and
  - (ii) maintain an electronic record of all Customer requests, complaints and inquiries, including Customer name, mailing address, contact information (both telephone number and e-mail, if available), property name and service address, if different from mailing address, date of contact, reason for contact, results of Customer

request, complaint or inquiry, resulting changes, additional follow-up needed, follow-up conducted, results of follow-up, and list of educational or outreach materials provided.

- (g) CM may request, from time to time, reports or information required for CM to comply with its reporting obligations to the authority or under Applicable Law.

DRAFT

**ARTICLE 5  
DOCUMENTATION AND PAYMENT**

**5.1 Documentation and Payment**

- (a) The Contract Price will be payable in arrears (subject to pro ration of any amount that is payable in respect of a partial period) in equal monthly payments within thirty (30) days of the last day of the previous calendar month. If the amount of any monthly payment is adjusted during the course of the month, CM will make such adjustment it considers necessary in good faith to account for such adjustment.
- (b) Each of the Parties acknowledge and agree that the payments made pursuant to this Article 5 of Exhibit 1 will be based on the total number of Stops as set forth in Exhibit 2 Table 1 and Exhibit 2 Table 2. These tables may be updated quarterly starting on January 1, 2025 by mutual agreement of the Parties. CM may from time-to-time request, and the Contractor will promptly provide upon such request, documentation to validate the number of Stops in respect of which the Contractor is entitled to receive payment. Based on such information, CM will work with the Contractor in good faith to mutually agree on the total Stops at such time.
- (c) If requested by CM, the Contractor shall provide Collection Vehicle weigh scale records.
- (d) For greater certainty, except as expressly set out in the MSA there shall be no increase to the prices set out in this Statement of Work for any changes to the Contractor's responsibilities.

DRAFT

**EXHIBIT 2: SINGLE-FAMILY DWELLINGS AND MULTIPLE-FAMILY DWELLING STOPS**

**Table 1**

SINGLE-FAMILY DWELLINGS STOPS					
Registered Community	Number of Single-Family Dwelling Stops (as of December 31, 2023)	Frequency of Collection (if available)	Collection Days (if available)	Collection Container	Streams
Town of Onoway	367	Weekly	Tuesday	Bags	Single Stream

**\*NOTE:** The information is based on available data at the time of the preparation of the Statement of Work. CM holds no responsibility or liability for actual figures which are different from the figures presented in this Exhibit.

**Table 2**

MULTIPLE-FAMILY DWELLING STOPS	
Registered Community	Number of Multiple-Family Dwelling Stops (as of December 31, 2023)
Not applicable	Not applicable

**\*NOTE:** The Number of Multiple-Family Dwelling Stops is determined by the number of dwelling units located within the applicable Multiple-Family Dwelling.

**\*\*NOTE:** The information is based on available data at the time of the preparation of the Statement of Work. CM holds no responsibility or liability for actual figures which are different from the figures presented in this Exhibit.

**EXHIBIT 3: MULTIPLE-FAMILY DWELLINGS**

MULTIPLE-FAMILY DWELLINGS							
Registered Community	Number of Multiple-Family Dwelling Stops* (as of December 31, 2023)	Street Address	Municipality	Frequency of Collection (if available)	Collection Days (if available)	Collection Container	Streams
Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

**\*NOTE: The Number of Multiple-Family Dwelling Stops is determined by the number of dwelling units located within the applicable Multiple-Family Dwelling.**

**\*\*NOTE: The information is based on available data at the time of the preparation of the Statement of Work. CM holds no responsibility or liability for actual figures which are different from the figures presented in this Exhibit.**

DRAFT

**EXHIBIT 4: PPP TO BE COLLECTED**

	<b>Material</b>	<b>As of April 1, 2025</b>
<b>Paper/Fibres</b>	<b>Newsprint</b>	Yes
	<b>Magazines and Catalogues</b>	Yes
	<b>Telephone Books</b>	Yes
	<b>Household Fine Paper</b>	Yes
	<b>Other Printed Paper</b>	Yes
	<b>Corrugated Cardboard</b>	Yes
	<b>Boxboard &amp; Molded Pulp</b>	Yes
	<b>Gable Top Cartons</b>	Yes
	<b>Aseptic Containers</b>	Yes
	<b>Paper Laminates</b>	No
	<b>Single and Double-sided Polycoated Paperboard (paper cups)</b>	No
<b>Plastics</b>	<b>PET Bottles (#1)</b>	Yes
	<b>PET Thermoform Packaging (#1)</b>	Yes
	<b>HDPE Containers (#2)</b>	Yes
	<b>Tubs &amp; Lids (#2, #4 &amp; #5)</b>	Yes
	<b>Expanded Polystyrene Foam (#6)</b>	No
	<b>Other Rigid Plastic Packaging (#3, #4, #5, #6 &amp; #7)</b>	Yes
	<b>Plastic Film (LDPE/HDPE) (#2, #4)</b>	No
	<b>Other Flexible Plastic Packaging/Laminates</b>	No
<b>Aluminum</b>	<b>Aluminum Food Cans</b>	Yes
	<b>Other Aluminum Packaging, Trays &amp; Foil</b>	Yes
	<b>Aluminum Aerosols</b>	No
<b>Steel</b>	<b>Steel Food Cans &amp; Other Packaging</b>	Yes
	<b>Steels Aerosols</b>	No
<b>Glass</b>	<b>Clear glass</b>	No
	<b>Coloured Glass</b>	No

**\*NOTE: CM holds no responsibility or liability for information that is different from the information presented in this Exhibit.**



**EXHIBIT 5: COMPENSATION**

**1.1 Contract Price**

For each calendar month during the SOW Term, after the Service Commencement Date in respect of a Registered Community, the Contract Price for the Work performed under this Statement of Work in accordance with the requirements of the MSA in respect of such Registered Community shall be calculated as follows:

- (a) The Unit Price applicable to a Single-Family Dwelling Stop multiplied by the total number of Single-Family Dwelling Stops in Exhibit 2 Table 1 and the Unit Price applicable to a Multiple-Family Dwelling Stop multiplied by the total number of Multiple-Family Dwelling Stops in Exhibit 2 Table 2, for each Registered Community. For clarity, until Exhibit 2 and Exhibit 3 are amended or updated, the number of Single-Family Dwelling Stops listed in Exhibit 2 Table 1 and the number of Multiple-Family Dwelling Stops listed in Exhibit 2 Table 2 shall be used in the calculation of the Contract Price even if the number of Single-Family Dwelling Stops listed in Exhibit 2 Table 1 and/or the number of Multiple-Family Dwelling Stops listed in Exhibit 2 Table 2 are not the actual number of Single-Family Dwelling Stops and/or Multiple-Family Dwelling Stops.

For the purposes of this Statement of Work, “Unit Price” means the applicable Unit Price for the Registered Community applicable to the category of Single-Family Dwelling Stops and Multiple-Family Dwelling Stops, as set out in the below pricing form.

Pricing Form	
Unit Price Single-Family Dwelling Stop	\$3.54 per stop per month

- (b) If the following is selected (as indicated by an x in the associated check box) in the table below (which may be none): the Resident Education Top Up amount, as set out in the table below times the Eligible Stop Baseline to be invoiced and paid in arrears, in equal monthly payments, provided that Contractor has submitted all applicable claims:

Check Box	Top Up available to Registered Communities accepting Collection incentive	\$ per Eligible Stop per Year
X	Resident Education Top Up	1.50

**1.2 Consumer Price Index Price Adjustment**

- (a) Prior to the first payment to the Contractor for the month of April 2025, the Unit Price in the pricing form will be adjusted to account for changes in the Consumer Price Index since January 1, 2024. The adjustment shall be equal to the Unit Price multiplied by the year-over-year CPI Change. The Consumer Price Index price adjustment amount will be added to or subtracted from the Unit Price.
- (b) For the first annual anniversary of the Service Commencement Date and for each subsequent annual anniversary, the Unit Price shall be adjusted to account for changes in the Consumer Price Index (CPI) and the adjustment shall be equal to the Unit Price for the prior year (“Prior Year”) multiplied by the year-over-year CPI Change. The Consumer Price Index price adjustment amount will increase or decrease the Unit Price, depending on the CPI Change. An example is shown below:

Consumer Price Index Price Adjustment = Unit Price for the prior year x (CPI Change)

- (c) For the purposes of this Section 1.2 of Exhibit 5, “CPI Change” means the average annual CPI change (for all items), as published and available on the annual anniversary date in the Alberta Consumer Price Index (Table 18-10-0004-13) (<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.23&cubeTimeFrame.startMonth=12&cubeTimeFrame.startYear=2023&referencePeriods=20231201%2C20231201>).

- (d) The Consumer Price Index table used to determine the CPI Change shall be subject to revision as agreed by the Parties in the case Statistics Canada materially changes such index or discontinues or replaces it.

DRAFT



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Economic Development & Tourism Committee

### **BACKGROUND / PROPOSAL**

Council made a priority for an Economic Development & Tourism Committee to be formed. The addition of Kenneth Brunton, Economic Development Officer in a term position until the end of December 2024 moved a number of initiatives forward.

The Economic Development & Tourism Committee met on March 12, 2025. The decisions arising from the meeting are summarized and require Council approval.

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

#### COMMITTEE MEMBERS

Another member of the community has expressed interest in becoming a member of the Economic Development & Tourism Committee (EDTC) and attended the meeting of March 12, 2025. As Council must appoint community members to be a part of the EDTC, the addition of Hazel Bourke would provide insight and another perspective in the decision making process.

A membership drive is in the 2025 workplan.

The minutes of the Economic Development & Tourism Committee meeting of March 12, 2025 are attached for Council review and approval. The following motions are required should Council support these initiatives.

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

The Terms of Reference that were recently passed in the Council Committee Bylaw allow for a youth member. No action is required by Council at this time. Should a youth member become interested, the Committee will put their name forward for Council approval.

#### BUSINESS BREAKFAST

Discussion regarding the business breakfast effectiveness, regional nature and have a guest speaker bring a short message to our businesses that may be tailored to business needs.

## **COSTS / SOURCE OF FUNDING**

NONE.

## **RECOMMENDED ACTION**

- 1) THAT Hazel Bourke be appointed to serve on the Economic Development & Tourism Committee of the Town of Onoway for a one year term, ending March 31, 2026.
- 2) THAT the Economic Development & Tourism Committee recommendation regarding the Business Networking Breakfast be approved to:
  - expand to regional participation
  - guest speakers, early morning – mid week
  - valid Onoway business license or \$10 charge to attend
- 3) THAT Council approve the minutes from the March 12, 2025 Economic Development & Tourism Committee meeting as presented.

## **ATTACHMENTS**

Minutes – March 12, 2025 Economic Development & Tourism Committee meeting

# TOWN OF ONOWAY

## ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

WEDNESDAY, MARCH 12, 2025

COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

**PRESENT:**

Mayor Lenard Kwasny  
Deputy Mayor Lisa Johnson  
Julianna Merritt  
Hazel Bourke (OBSERVER)

**ABSENT:**

Robb Parrott

**ADMINISTRATION:**

Jennifer Thompson, Chief Administrative Officer

**CALL TO ORDER:**

The meeting was CALLED TO ORDER at 1:59 PM by CAO Thompson.

**AGENDA:**

- L. Kwasny That the agenda be ADOPTED with the following additions:  
5f. Onoway Chamber of Commerce Update  
5g. Economic Development Update

CARRIED.

**MINUTES:**

- J. Merritt November 27, 2024 Economic Development and Tourism Committee minutes be ADOPTED.

CARRIED

**OLD BUSINESS:**

- a) Engineering Study: 37 and 43 Interchange
- b) Economic Development 2025 Work Plan
- c) Committee Member Drive – student member of the Committee

**NEW BUSINESS:**

- a. Appointment of Chairperson

J. Merritt That the appointment of Chair be deferred until all members are present.

CARRIED.

- b. Bylaw 821-25 – Committees of Council

L. Kwasny That the copy of Bylaw 821-25 be accepted for information.

CARRIED.

- c. Alberta Advantage Immigration Program (AAIP) Update

L. Johnson That the AAIP update be accepted for information.

CARRIED.

**d. New Member Recommendation**

L. Johnson That the Economic Development and Tourism Committee recommend to Council that Hazel Bourke be appointed to the Economic Development and Tourism Committee.

CARRIED.

**e. Business Networking Breakfast**

L. Kwasny That the Economic Development and Tourism Committee recommend to Council the following regarding the Business Networking Breakfast:

- expand to regional participation
- guest speakers, early morning - mid-week
- valid Onoway business license or \$10 charge to attend

CARRIED.

**f. Chamber of Commerce**

L. Johnson That Administration provide more information to the Committee regarding the Chamber of Commerce.

CARRIED.

**g. Economic Development Update**

J. Merritt That the verbal update from CAO Thompson be accepted for information.

CARRIED.

**ADJOURN**

CAO Thompson ADJOURNED the meeting at 3:34 P.M.

UNAPPROVED



## Town of Onoway Request for Information

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Assessment Summary

### **BACKGROUND / PROPOSAL**

As per the guide to property assessment and taxation in Alberta “*Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the ad valorem principle. Ad valorem means “according to value.” This means the amount of tax paid is based on the value of the property. Additionally, “Property Assessment is the method used to distribute the tax burden among property owners in a municipality.”*

#### How assessments are prepared

*“The majority of assessments prepared by the municipal assessor are done based on market value using a technique called mass appraisal. Mass appraisal is an estimate of value. Mass appraisal is the process of valuing a group of properties as of a given date, using common data, mathematical models, and statistical tests. Mass appraisal techniques allow assessors to accurately value a large number of properties in a short period of time.”*

#### Valuation and condition dates

As per the guide referred above “*In Alberta, there are two key legislated dates by which certain assessment processes must be complete—the valuation date and the physical condition date.*”

- 1. The valuation date is a fixed point in time at which assessment values are based. The valuation date ensures that all properties in a municipality are valued as of the same date. The valuation date established by legislation is July 1.*
- 2. The physical condition date is the date on which the condition of the property is recorded for property assessment purposes. Under Alberta legislation, the condition date for property other than designated industrial property is December 31.*

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

Administration is bringing forward the attached 2024 & 2023 Assessment Summary comparison to proactively provide the current assessment values that will be an integral part of the 2025 Property Tax Rate Bylaw.

Some notable highlights are below as per Administration's conversation with the Town Assessor:

- Code 101 - Country Residential - 16% increase based on market land value increase.
- Code 102 - Residential Imp/Site - 9% increase based on land assessment increase of approximately \$9 million. Market growth impact from July 2023- July 2024.
- Code 103 - Vacant Residential - 8% increase based on Market growth impact from July 2023 - July 2024.
- Code 110 - Multi-Family - 8% increase based on Market growth impact from July 2023 - July 2024.
- Code 202 - Commercial Imp/Site - 17% increase based on Market growth impact from July 2023 - July 2024.
- Code 203 – Industrial Imp/Site – 9% increase based on Market growth impact from July 2023 - July 2024.

Administration will post the Guide to Property Assessment and Taxation in Alberta pdf document on the Town website to provide more information to the Town property owners regarding the assessment process.

### **STRATEGIC ALIGNMENT**

Financial Sustainability

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

Financial implication of assessment summary will be determined during the 2025 Property Tax Rate Bylaw presentation.

### **RECOMMENDED ACTION**

- That Council accept the 2024 & 2023 Assessment Summary comparison for information.

### **ATTACHMENTS**

- 2024 & 2023 Assessment Summary comparison.
- 2024 Assessment Summary.



Code	Description	2023		2024		Variance		
		Roll Count	Total Assesment	Roll Count	Total Assesment	Roll Count	Total Assesment (\$)	Total Assesment (%)
101	Country Residential (Farm land @ Market)	3	\$459,710	3	\$531,060	0	\$71,350	16%
102	Residential Imp/Site	348	\$82,575,810	349	\$89,633,420	1	\$7,057,610	9%
103	Vacant Residential	9	\$835,770	9	\$903,600	0	\$67,830	8%
110	Multi Family	3	\$1,085,460	3	\$1,170,440	0	\$84,980	8%
151	Farmland	11	\$77,930	8	\$67,350	-3	-\$10,580	-14%
202	Commercial Imp/Site	43	\$9,130,560	43	\$10,674,060	0	\$1,543,500	17%
203	Industrial Imp/Site	29	\$20,516,000	30	\$22,293,100	1	\$1,777,100	9%
252	Vacant Commercial	17	\$849,060	16	\$766,400	-1	-\$82,660	-10%
253	Vacant Industrial	6	\$501,300	6	\$451,400	0	-\$49,900	-10%
402	Machinery & Equip	1	\$9,350	1	\$9,850	0	\$500	5%
	<b>Taxable Total</b>	<b>470</b>	<b>\$116,040,950</b>	<b>468</b>	<b>\$126,500,680</b>	<b>-2</b>	<b>\$10,459,730</b>	<b>9%</b>
802	School EX	2	\$26,602,000	2	\$24,657,500	0	-\$1,944,500	-7%
803	Provincial EX	3	\$2,717,900	3	\$2,878,300	0	\$160,400	6%
804	Religious EX	8	\$1,057,190	8	\$961,300	0	-\$95,890	-9%
809	Misc EX	65	\$7,755,450	63	\$9,084,680	-2	\$1,329,230	17%
820	Municipal EX	41	\$121,700	41	\$121,400	0	-\$300	0%
	<b>Exempt Total</b>	<b>119</b>	<b>\$38,254,240</b>	<b>117</b>	<b>\$37,703,180</b>	<b>-2</b>	<b>-\$551,060</b>	<b>-1%</b>
404	DIP - Non Residential	2	\$667,410	2	\$667,410	0	\$0	0%
405	DIP - Machinery and Equipment	2	\$685,670	2	\$685,670	0	\$0	0%
	<b>Non-Linear Taxable Total</b>	<b>4</b>	<b>\$1,353,080</b>	<b>4</b>	<b>\$1,353,080</b>	<b>0</b>	<b>\$0</b>	<b>0%</b>
502	Linear - Electric Power Systems	2	\$709,860	2	\$709,860	0	\$0	0%
503	Linear - Telecommunication Systems	4	\$581,510	3	\$597,070	-1	\$15,560	3%
504	Linear - Cable TV	1	\$42,690	1	\$42,690	0	\$0	0%
505	Linear - Gas Distribution Systems	1	\$225,380	1	\$225,380	0	\$0	0%
507	Linear - Railway	1	\$51,840	1	\$51,840	0	\$0	0%
508	Linear - Pipeline	2	\$741,600	2	\$741,600	0	\$0	0%
	<b>Linear Taxable Total</b>	<b>11</b>	<b>\$2,352,880</b>	<b>10</b>	<b>\$2,368,440</b>	<b>-1</b>	<b>\$15,560</b>	<b>1%</b>
<b>Grand Totals</b>								
	<b>Taxable Total</b>	<b>485</b>	<b>\$119,746,910</b>	<b>482</b>	<b>\$130,222,200</b>	<b>-3</b>	<b>\$10,475,290</b>	<b>9%</b>
	<b>Exempt Total</b>	<b>119</b>	<b>\$38,254,240</b>	<b>117</b>	<b>\$37,703,180</b>	<b>-2</b>	<b>-\$551,060</b>	<b>-1%</b>
	<b>Grand Total</b>	<b>604</b>	<b>\$158,001,150</b>	<b>599</b>	<b>\$167,925,380</b>	<b>-5</b>	<b>\$9,924,230</b>	<b>6%</b>



# Assessment Summary

Assessment Year: 2024

## Municipal Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
101	Country Residential (Farm land @ Market)	3	T	531,060	0	0	531,060
102	Residential Imp/Site	349	T	26,569,200	63,064,220	0	89,633,420
103	Vacant Residential	9	T	903,600	0	0	903,600
110	Multi Family	3	T	32,660	155,780	982,000	1,170,440
151	Farmland	8	T	67,350	0	0	67,350
202	Commercial Imp/Site	43	T	1,893,500	7,954,360	826,200	10,674,060
203	Industrial Imp/Site	30	T	3,590,900	18,702,200	0	22,293,100
252	Vacant Commercial	16	T	766,400	0	0	766,400
253	Vacant Industrial	6	T	451,400	0	0	451,400
402	Machinery & Equip	1	T	0	9,850	0	9,850
<b>Taxable Total:</b>		<b>468</b>		<b>34,806,070</b>	<b>89,886,410</b>	<b>1,808,200</b>	<b>126,500,680</b>
<b>Sub Total:</b>		<b>468</b>		<b>34,806,070</b>	<b>89,886,410</b>	<b>1,808,200</b>	<b>126,500,680</b>
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
802	School EX	2	E	262,400	24,395,100	0	24,657,500
803	Provincial EX	3	E	152,400	742,300	1,983,600	2,878,300
804	Religious EX	8	E	528,000	433,300	0	961,300
809	Misc EX	63	E	2,984,640	6,100,040	0	9,084,680
820	Municipal EX	41	E	121,400	0	0	121,400
<b>Exempt Total:</b>		<b>117</b>		<b>4,048,840</b>	<b>31,670,740</b>	<b>1,983,600</b>	<b>37,703,180</b>
<b>For Municipal Assessment:</b>		<b>585</b>		<b>38,854,910</b>	<b>121,557,150</b>	<b>3,791,800</b>	<b>164,203,860</b>

## Provincial Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
404	DIP - Non Residential	2	T	223,350	444,060	0	667,410
405	DIP - Machinery and Equipment	2	T	0	685,670	0	685,670
<b>Non-Linear Taxable Total:</b>		<b>4</b>		<b>223,350</b>	<b>1,129,730</b>	<b>0</b>	<b>1,353,080</b>
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
502	Linear - Electric Power Systems	2	T	0	0	709,860	709,860
503	Linear - Telecommunication Systems	3	T	0	0	597,070	597,070
504	Linear - Cable TV	1	T	0	0	42,690	42,690
505	Linear - Gas Distribution Systems	1	T	0	0	225,380	225,380
507	Linear - Railway	1	T	0	0	51,840	51,840
508	Linear - Pipeline	2	T	0	0	741,600	741,600
<b>Linear Taxable Total:</b>		<b>10</b>		<b>0</b>	<b>0</b>	<b>2,368,440</b>	<b>2,368,440</b>
<b>For Provincial Assessment:</b>		<b>14</b>		<b>223,350</b>	<b>1,129,730</b>	<b>2,368,440</b>	<b>3,721,520</b>

## Grand Totals

<b>Taxable Total:</b>		<b>482</b>		<b>35,029,420</b>	<b>91,016,140</b>	<b>4,176,640</b>	<b>130,222,200</b>
<b>Exempt Total:</b>		<b>117</b>		<b>4,048,840</b>	<b>31,670,740</b>	<b>1,983,600</b>	<b>37,703,180</b>
<b>Parcels: 577</b>		<b>599</b>		<b>39,078,260</b>	<b>122,686,880</b>	<b>6,160,240</b>	<b>167,925,380</b>



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Jennifer Thompson, CAO
Title:	Council Volunteer Opportunity

### **BACKGROUND / PROPOSAL**

The Onoway Farmer's Market is under new management. They are planning a Mother's Day Spring Fling May Market. With the market they would like to do a pancake breakfast.

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

The request from the Onoway Farmer's Market is to secure Council as volunteers to prepare and serve pancake breakfast on May 10<sup>th</sup>, 2025. Expected time commitment from 8:00 AM – 10:30 AM.

The cost for the pancake breakfast being proposed is by donation and they have secured sponsorship. Council may wish to volunteer their time as requested.

### **STRATEGIC ALIGNMENT**

Economic & Business Growth  
Service Excellence.

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

N/A

### **RECOMMENDED ACTION**

THAT Council volunteer time for the Onoway Farmer's Market Mother's Day Spring Fling Market and pancake breakfast held on May 10<sup>th</sup>, 2025.

or

Direction provided after deliberations.

### **ATTACHMENTS**

Email of March 18, 2025 from Onoway Farmer's Market

---

**FW: Famers Market 2025**

---

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

**Date** Thu 3/20/2025 2:48 PM

**To** Debbie Giroux <Debbie@onoway.ca>

 1 attachment (74 KB)

RFD Council Volunteer Opportunity.docx;

Please attach to report for Council Volunteer Opportunity

---

**From:** Jocelyne Eastman <jocelyne.eastman1@gmail.com>

**Sent:** March 18, 2025 9:54 PM

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

**Subject:** Famers Market 2025

Hi Jennifer

My goals for this year's market is to reinstate the sense of community within Onoway and what Onoway has to offer to outside communities. For this year's market my plan is to work collaboratively with the community with the first event of the season, with our first event just round the corner I'm looking forward to it being a success.

My hopes are to host a pancake breakfast the day of the Mothers Day Spring Fling May Market. The pancake breakfast would start at 9:00am and run until 10:30am or when supplies run out.

The following would be included:

2 Pancakes  
3 sausages  
Coffee/tea/juice boxes

This pancake breakfast would be on a donation basis with all revenue going back to ODAS. I believe it would bring a sense of community to Town Council to come out and support this initiative by cooking and serving the pancake breakfast. I believe that this would be a fantastic display of community service by our elected officials and to draw out our neighbours after a long cold winter.

I look forward to hearing back to you

Warmest Regards,

Jocelyne Eastman



# ADMINISTRATION MONTHLY REPORT-

## February/March 2025

---

**COMPLETED BY: Jennifer Thompson, CAO**

---

### TASKS

- Out of Office – February 5&6, 14-21
  - Working with interested entrepreneurs through the Alberta Advantage Immigration Program
  - No additional information has been received from NGSD.
  - Transition to new Development Officer and update of all forms being used.
  - Working on contract with Northern Gateway School Division regarding sharing of election costs that will assist residents in voting for the municipal elections and school trustee election.
  - Transition of Fire Services to Lac Ste Anne Fire Services
  - Town of Onoway Annual Audit completed March 11 & 12
  - East End Bus Annual Audit in progress
  - Economic Development Committee meeting held March 12, 2025
  - Continuing to work on Municipal Accountability Report best practices
  - Met with Alexis Nakota Souix Nation regarding their Strategic Plan on March 5<sup>th</sup>
  - Economic Development – communication with interested entrepreneurs regarding the Alberta Advantage Immigration Program – Rural Entrepreneur Stream
  - Met with Streele River Group on potential grant opportunities
  - Met with Ride for Mom virtually to discuss expectations and what the Town is able to provide
  - Met with LSAC & contractor regarding Economic Development Study being completed utilizing the remainder of the Partners in Progress funding
- 

### UPCOMING

- Joint Use Planning Agreement with Northern Gateway School Division
- Provide information for Council regarding changes to *Municipal Government Act*
- Onoway Regional Fire Services partnership finalization. Once the annual audit is finalized, staff will complete financial information to March 7, 2025 and further presentation to Onoway Regional Fire Services member municipalities to finalize partnership.



## 2025 MOTION TRACKING – CAO ACTION LIST

MOTION	DATE	DESCRIPTION	STATUS	COMPLETED	LEAD
004-25	Jan. 9/25	Bylaw 821-25 – Establish Committees of Council – had first and second readings	Need to schedule for third reading (will be on the Feb. 13/25 meeting)	Feb. 13/25	CAO
007-25	Jan. 9/25	Bylaw 822-25 – Non-Residential Development Incentive	Discuss at a future COW meeting	Jan. 23/25	CAO
009-25	Jan. 9/25	FCSS Process	Discuss Terms of Reference at a future COW Mtg.	Jan. 23/25	DCCS
014-25	Jan. 9/25	Water Consumption at Northern Gateway Public School	Provide Council with additional information re water usage – no info received to date		CAO
017-25	Jan. 23/25	Onoway Curling Club – Mike Kellar	Discuss at a future COW meeting		CAO
019-25	Jan. 23/25	Ride for Mom – Kevin O'Connor	Advise organizer that Town is approved as a stop and work to promote event with community volunteers	Feb./25	DCCS
066-25	Feb. 27/25	MAP Response	Ongoing–completion date summer 2025		CAO
076-25	Mar. 13/25	Inter Municipal Dev Plan-ICF Committee	Need to appoint Committee members at Org Meeting and begin negotiations in 2026		CAO
080-25	Mar. 13/25	Elk's Park	Next Steps as per meeting discussion		DCSS
081-25	Mar. 13/25	Northwest of 16 Reg Tourism Ass'n	Council to approve membership / actions		CAO

Latest update: March 17, 2025

YELLOW HIGHLIGHT = ACTION COMPLETED



# **DIRECTOR OF CORPORATE AND COMMUNITY SERVICES MONTHLY REPORT- March 2025**

---

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

---

## **COMPLETED & ONGOING TASKS**

- **Drafted and presented 2024 Family & Community Services (FCSS) Committee Appointments for March 13, 2025, Council meeting.**
- **Drafted and presenting RFD Assessment Sub-Class Bylaw 827-25 for March 27, 2025, Council meeting.**
- **Drafted and presenting 2024 Assessment Summary for March 27, 2025, Council meeting.**
- **Drafted and presenting Financial Reporting Process for March 27, 2025, Council meeting.**
- **Drafted and presenting Circular Materials Agreement for March 27, 2025, Council meeting.**
- **Working on year end tasks.**
- **Working on finalizing Roving Energy Manager Program.**
- **Working on drafting 2025 Public Engagement Survey with Catalyst Communications.**



- **Year end reporting for FCSS, LGFF and CCBF.**



# **PUBLIC WORKS MONTHLY REPORT- March 2025**

---

**COMPLETED BY:** Gary Mickalyk

---

## **UPDATE**

- **Routine machine maintenance on summer equipment**
  - **Lagoon survey scheduled for early spring pending ice melt**
  - **Catch basins thawing completed (being monitored)**
  - **Received GIS system for Public Works**
  - **Signs ordered for replacement**
  - **Work Orders completed as received**
- 

## **PROJECTS:**

- **Capital and budget planning for summer projects is ongoing**
- **Hiring for Summer students began - ad posted (interviews in early spring)**



## Town of Onoway Request for Information

Meeting:	<b>Committee of the Whole Meeting</b>
Meeting Date:	March 27, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Financial Reporting Process

### **BACKGROUND / PROPOSAL**

During November 10, 2021, Council meeting, Council made the following motion regarding financial documents presented to Council:

#### **Nov. 10, 2021 - Motion 458/21**

**MOVED** by Councillor Bridgitte Coninx that Administration prepare financial documents for Council as per the information that the Town of Mayerthorpe provides to their Council, being: statement of revenue and expenses (operating and capital in a budget to actual comparison and in a department level format, including a variance column); balance sheet (when available); and a cheque listing (within FOIP guidelines). Note: a bank reconciliation is not required.

#### **CARRIED**

Currently, throughout the year Administration reports Financial Variances to Council on a quarterly basis. Quarters 1-3 are reported by Administration and Quarter 4, or year-end is reported by the Council appointed Auditor as part of the year end process.

The financial variance report consists of revenues and expenses up to a certain date. Additionally, the report includes all the General Ledger accounts, description of the account, the corresponding year's approved budget amount along with the year-to-date actual amount.

Also, the Request for Decision report includes a list of GL's where variances differ materially and the reason for the differences.

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

Administration is bringing forward the above information to review the effectiveness of the process. This review should determine whether to keep the current process or implement a different process based on Council direction.

If a different process is chosen the following should be considered:

- The process will be a policy.
- What is the frequency of presentation?
- What information does Council require to be presented?
- What level of detail should be presented?
- If so, will the policy be based on Council feedback or based on municipal best practice?

- Implementation of new process may impact Q1 or equivalent reporting.

### **STRATEGIC ALIGNMENT**

- Financial Sustainability
- Good Governance

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

Currently there is no impact to the 2025 operating or capital budget however staff resources will be impacted.

### **RECOMMENDED ACTION**

1. That the Committee action staff to create a policy that will include ... for financial reporting.
2. (Or some other directions as given by the Committee of the Whole at meeting time).

### **ATTACHMENTS**

- RFD 2024 Q3 Financial Variances
- 2024 Q3 Financial Variances Report.



## Town of Onoway Request for Decision

Meeting:	<b>Council Meeting</b>
Meeting Date:	November 14, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Q3 Financial Variances

### **BACKGROUND / PROPOSAL**

During the August 8, 2024, Council Meeting, Council made the following motion regarding the 2024 Q2 Financial Variances:

#### **5. FINANCIAL REPORTS**

- a. 2024 Q2 Financial Variances

#### **Motion # 239-24**

MOVED by: Deputy Mayor Lisa Johnson

THAT Council accept the 2024 Q2 Financial Variances as presented.

**CARRIED**

It is imperative that Administration keeps Council informed throughout the year of the financial health of the Town of Onoway.

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

The attached report outlines operational revenues collected and operational expenses incurred up to October 7, 2024, in contrast to the approved 2024 operational budget allocations.

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

The list below highlights some areas where the variances differ materially and is not a comprehensive list. An \* indicates that the GL was included in Q2 Financial Variances.

#### **Revenue**

*\*GL 1-01-00-510 Admin-Penalties & Costs on Taxes*

Approximately 62% above budget. Above budget due to Jan 1 penalties (15%)-\$17,180.79 and July 1 penalties (10%)-\$15,685. Average amount ranges from appx. \$350 to \$2,000.

*\*GL 1-01-00-550 Admin-Return on Investment (Bank Interest)*

Approximately 199% above budget. The interest rate remains high, and budget was set at a conservative amount. Also, large monthly balance in savings.

*\*GL 1-23-00-940 Fire-Onoway Incident Recovery*

Approximately 116% above budget due to 1 incident recovery call out invoice amount of \$13,019.65.

*GL 1-26-00-520 Bylaw-Animal Licenses*

Approximately 67% above budget. Aligns with 2023 actuals and budget amount is conservative.

*GL 1-32-00-990 Streets-Other Revenue*

Approximately 50% above budget. Includes \$500 ATCO Transmission Cheque.

*\*GL 1-41-00-441 Water-Sale of Metered Water*

Approximately 20% above budget base on the fact this revenue includes regional meter consumption revenue that will be transferred to Revenue GL 1-41-00-447 Regional Water Consumption Fees in Q4.

*GL 1-61-00-522 Planning-Safety Codes Permits*

Approximately 97% above budget. Includes \$2,059.14 in April and \$4,123.09 in October Monthly average approximately \$319.

*\*GL 1-66-00-400 Land-Sale of Land Inventory*

Approximately 85% above budget based on sale of 4907 LSA Trail South - \$28,000 (Budgeted) & 4908-48 Avenue - \$23,809.52 (Unbudgeted).

**Expense**

*\*GL 2-12-00-221 Admin-Advertising*

Approximately 118% above budget due unbudgeted items: \$300-Economic Development Officer position, \$305-Fibre Installation and \$700 Student Bursary.

*\*GL 2-12-00-231 Admin-Audit Fees*

Approximately 249% above budget due to forensic audit expenses of \$147,125.62.

*GL 2-12-00-242 Admin-Legal Fees*

Approximately 82% above budget due to forensic audit legal fees of \$38,989.08.

*GL 2-12-00-243 Admin-Computer Service & Support*

Approximately 46% above budget due unbudgeted items-Windows server core license-\$1,513. Loop Annual fee-\$4,325. Lenovo Thinkpad purchase for EDO position-\$1,787.80 (Covered with EDC grant.) and Escribe - \$4,500.

*\*GL 2-12-00-245 Administration/CAO Contract*

Approximately 9% above budget due to \$2,800 for town-owned property appraisals in January. Also, Council Summit with Thirteen Ways to the amount of \$28,465.48 and of which \$15K is covered by the ACP Mediation and Cooperative Processes grant received in 2023.

*GL 2-12-00-250 Building Maintenance & Repair*

Approximately 22% above budget due to \$19,737.96 towards structural repairs in SE corner door; \$13k budgeted.

*\*GL 2-12-00-270 Membership Fees*

Approximately 15% above budget due to Council approved reimbursement of LGAA & CAMA membership for CAO.

*\*GL 2-31-00-520 Oil & Gas (Fuel)*

Approximately 51% below budget.

*\*GL's 2-12/31/41/42/-00-542 Power & Natural Gas*

Approximately 39% (Power) & 53% (Natural Gas) below budget, respectively.

<b>Power</b>				
GL #	Description	2024 Budget	2024 Actual	% of Budget
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	\$ 10,370.00	\$ 5,320.64	51.31%
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	\$ 7,080.00	\$ 4,348.11	61.41%
2-31-00-541	PW - POWER (5104 - 41 STREET)	\$ 4,985.00	\$ 2,319.02	46.52%
2-32-00-542	STREETS - POWER (STREET LIGHTS)	\$ 85,800.00	\$ 53,554.35	62.42%
2-72-00-541	PARKS - POWER	\$ 5,500.00	\$ 1,934.18	35.17%
2-41-00-541	WATER - POWER	\$ 12,463.00	\$ 8,096.99	64.97%
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	\$ 8,250.00	\$ 6,327.50	76.70%
	Total	\$ 134,448.00	\$ 81,900.79	60.92%

<b>Natural Gas</b>				
GL #	Description	2024 Budget	2024 Actual	% of Budget
2-12-00-542	ADMIN - NATURAL GAS	\$ 9,677.00	\$ 2,688.35	27.78%
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	\$ 5,665.00	\$ 3,094.57	54.63%
2-41-00-542	WATER - NATURAL GAS	\$ 3,966.00	\$ 2,656.63	66.99%
2-42-00-542	SEWER - NATURAL GAS	\$ 2,789.00	\$ 1,846.79	66.22%
	Total	\$ 22,097.00	\$ 10,286.34	46.55%

*\*GL 2-23-00-110 – Fire – Onoway Incident Responses*

Approximately 108% above budget due to 1 incident recovery call out invoice amount of \$13,019.65.

*GL 2-23-00-215 ORFS – Misc (Hall Rent/Phone/Lunch)*

Approximately 362% above budget due to AHS FOIP Requests at amounts of \$607.50 & \$427.50 and Parkland County FOIP Requests at amounts of \$25 & \$25.

*\*GL 2-23-00-544 Fire – Unrecoverable Incidents*

Approximately 202% above budget due to 2022 uncollectible invoices total amount of \$6,109.17 posted.

*\*GL 2-31-00-250 PW – Building Repair & Maintenance*

Approximately 38% above budget due to unforeseen expense of replacing tube heater due to failure (appx. \$4,880).

*GL 2-41-00-111 Water – Consulting Fees*

Approximately 55% above budget as time for consulting services required longer then budgeted amount.

*GL 2-41-00-246 Water – WTP Maintenance*

Approximately 57% above budget as actuals align with last year actuals however budget remained the same amount

*\*GL 2-41-00-250 Water – Building Materials/Supplies*

Approximately 86% above budget due to purchase of water quality testing instruments for \$459.

*GL 2-41-00-111 Sewer – Consulting Fees*

Approximately 47% above budget as time for consulting services required longer then budgeted amount.

*\*GL 2-61-00-230 Plan – Engineering Services*

No amount approved in budget. \$16,456 based on remaining Climate Resiliency Capacity Grant Funding invoices paid in Q1; grant received in 2023. \$2,160.22 Engineering support for Fibre optic installation.

*GL 2-97-00-912 Misc-Allow. For Uncollectable Taxes*

No amount approved in budget. Amount based on Tax Roll 49000 o/s amount since 2013 transferred from tax roll to the above GL.

*GL 2-97-00-992 Misc-Tax Collection Costs*

Approximately 30% above budget due to \$2,905 in January; average is approximately \$148.

Wages & Employee Benefits

*\*GL 2-12-00-110 Wages-Admin*

Approximately 21% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur. Wages actuals include 2024 merit increases and budgeted.

*\*GL 2-12-00-130 Employee Benefits-Admin*

Approximately 21% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur.

*\*GL's 2-31/32/41/42/72-00-110 Wages-Public Works*



Approximately 28% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur. Wages actuals include 2024 merit increases and budgeted. 10% is built in for Overtime.

*\*GL's 2-31/32/41/42/72-00-130 Employee Benefits-Public Works*

Approximately 25% below budget and anticipated to be on budget by year end unless any unforeseen circumstances occur.

### **STRATEGIC ALIGNMENT**

Fiscal Sustainability

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

No financial impact to 2024 operational or capital budgets.

### **RECOMMENDED ACTION**

- That Council accept the 2024 Q3 Financial Variances as presented.
- (Or some other direction as given by Council at meeting time).

### **ATTACHMENTS**

- 2024 Q3 Financial Variances.



# TOWN OF ONOWAY

## Revenue & Expense Up to October 7, 2024

General Ledger	Description	2024 Budget	2024 Actual
<b>TAXES REVENUE</b>			
1-00-00-111	RESIDENTIAL TAXES	(678,353.17)	(688,013.98)
1-00-00-112	FARMLAND TAXES	(649.55)	(678.76)
1-00-00-113	COMMERCIAL TAXES	(674,968.41)	(684,695.80)
1-00-00-114	INDUSTRIAL TAXES	(320.78)	(284.70)
1-00-00-120	COST SHARE ROAD TAX	0.00	0.00
1-00-00-121	MUNICIPAL SERVICE TAX-RECREATION	(23,150.00)	(23,147.70)
1-00-00-190	ELEC. POWER, PIPE, CABLE TV	(72,364.00)	(58,883.38)
1-19-00-750	ASFF SCHOOL REQUISITION RESIDENTIAL	(198,356.00)	(200,718.44)
1-19-00-751	LSA FOUNDATION REQUISITION	(30,839.00)	(30,723.25)
1-19-00-754	ASFF SCHOOL REQUISITION NON-RESIDENTIAL	(113,692.00)	(105,478.00)
<b>TOTAL TAXATION REVENUE</b>		<b>(1,792,692.91)</b>	<b>(1,792,624.01)</b>
<b>REQUISITIONS</b>			
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL	198,356.00	99,178.16
2-19-00-751	LAC STE. ANNE FOUNDATION REQUISITION	30,839.00	30,839.46
2-19-00-752	DESIGNATED INDUSTRIAL PROPERTY	288.00	0.00
2-19-00-754	SCHOOL REQUISIT. OVER/UNDER LEVY NON-RES	(1,340.00)	0.00
2-19-00-755	SCHOOL REQUISITION NON-RESIDENTIAL	113,692.00	56,846.02
2-19-00-756	SCHOOL REQUISITION OVER/UNDER LEVY RESID.	(3,294.00)	0.00
<b>TOTAL REQUISITIONS</b>		<b>338,541.00</b>	<b>186,863.64</b>
<b>TAX REVENUE AVAILABLE FOR MUNI</b>		<b>(1,454,151.91)</b>	<b>(1,605,760.37)</b>
<b>GENERAL REVENUE</b>			
1-01-00-510	PENALTIES & COSTS ON TAXES	(24,240.00)	(39,196.64)
1-01-00-540	FRANCHISE REVENUE - ATCO	(35,232.00)	(31,734.04)
1-01-00-541	FRANCHISE REVENUE - FORTIS	(88,810.25)	(76,247.64)
1-01-00-550	RETURN ON INVESTMENT (BANK INTEREST	(8,080.00)	(24,123.26)

1-01-00-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	(56,050.00)
1-01-00-840	CONDITIONAL OPERATIONAL GRANTS	0.00	0.00
1-03-12-920	RESERVE TRANSFER - ADMIN.	(62,932.87)	0.00
<b>TOTAL GENERAL REVENUE</b>		<b>(219,295.12)</b>	<b>(227,351.58)</b>

### LEGISLATIVE EXPENSE

2-11-00-130	COUNCIL - CPP	2,101.20	845.16
2-11-00-131	COUNCIL - EI	0.00	0.00
2-11-00-132	COUNCIL-EMP. BENEFIT ER-AMS	28,016.00	17,720.00
2-11-00-137	COUNCIL-WCB	727.58	785.70
2-11-00-141	COUNCIL DEVELOPMENT	8,080.00	4,903.22
2-11-00-150	COUNCIL FEES	55,620.00	24,975.00
2-11-00-211	COUNCIL MILEAGE & SUBSISTANCE	9,860.00	2,104.42
2-11-00-216	COUNCIL-TELEPHONE/INTERNET/MEETING PREP.	18,200.00	13,807.34
2-11-00-242	COUNCIL LEGAL FEES	20,050.00	0.00
2-11-00-252	COUNCIL DONATION	1,000.00	0.00
2-11-00-270	COUNCIL MEMBERSHIPS	0.00	0.00
2-11-00-274	COUNCIL INSURANCE	351.00	290.00
2-11-00-513	COUNCIL SUPPLIES	3,434.00	1,114.04
2-11-00-514	PUBLIC RELATIONS/PROMOTIONS	1,500.00	652.27
2-11-00-770	COUNCIL -LEADERSHIP BURSARY	1,750.00	1,800.00
<b>TOTAL LEGISLATIVE EXPENSE</b>		<b>150,689.78</b>	<b>68,997.15</b>
<b>SURPLUS/DEFICIT LEGISLATIVE</b>		<b>150,689.78</b>	<b>68,997.15</b>

### ADMIN REVENUE

1-12-00-274	INSURANCE -CLAIMS/REBATES	0.00	0.00
1-12-00-410	GENERAL SERVICE & SUPPLY REVENUE	(2,215.00)	(2,056.95)
1-12-00-510	A/R PENALTY REVENUE	(505.00)	0.00
1-12-00-560	RENTALS, LEASES	(1,200.00)	(1,200.00)
1-12-00-591	REBATES, DIVIDENDS	(305.00)	(108.91)
1-12-00-840	ADMIN. - LGFF O (Previously MSI O)	(90,428.00)	(90,428.00)
1-12-00-850	ADMIN - TRANSFER FROM RESERVES	(67,600.00)	0.00
1-12-00-930	CONTRIBUTION-OTHER FUNCTIONS- FIRE/ELECT	0.00	0.00
1-12-00-940	ADMIN.-SENATE ELECTION	0.00	0.00
1-12-00-990	OTHER REVENUE	(3,030.00)	(2,666.94)
1-12-00-991	OTHER REVENUE - 100 YR ANNIVERSARY	0.00	0.00
1-12-00-992	TRANSFER FROM RESERVE - STAFF CHANGES	0.00	0.00
<b>TOTAL ADMIN REVENUE</b>		<b>(165,283.00)</b>	<b>(96,460.80)</b>

### ADMIN EXPENSE

2-12-00-110	ADMIN- SALARIES AND WAGES	417,768.00	329,675.95
2-12-00-130	ADMIN - EMP. BENEFIT ER - CONTRIBUTIONS	83,266.00	65,927.64

	CPP/EI/AMS/RPP		
2-12-00-131	ADMIN - EMP. BENEFIT ER - E.I.	0.00	0.00
2-12-00-132	ADMIN - EMP. BENEFIT ER - AMS	0.00	0.00
2-12-00-133	ADMIN - EMP. BENEFIT ER - RPP	0.00	0.00
2-12-00-137	ADMIN - WORKER'S COMPENSATION	4,573.00	4,938.71
2-12-00-141	ADMIN - STAFF DEVELOPMENT	4,020.00	1,470.95
2-12-00-142	ADMIN- EMPLOYEE RECOGNITION	2,045.00	198.73
2-12-00-211	ADMIN - TRAVEL & SUBSISTANCE	4,040.00	989.43
2-12-00-215	ADMIN - POSTAGE, FREIGHT, COURIER	6,000.00	4,248.98
2-12-00-216	ADMIN - TELEPHONE, FAX	10,126.00	6,825.07
2-12-00-221	ADMIN - ADVERTISING	2,330.00	5,077.23
2-12-00-231	ADMIN - AUDIT FEES	50,000.00	174,577.87
2-12-00-232	ADMIN - ASSESSMENT FEES	13,420.00	13,663.71
2-12-00-241	ADMIN - INSURANCE FEES	33,840.00	34,953.62
2-12-00-242	ADMIN - LEGAL FEES	35,050.00	63,702.68
2-12-00-243	ADMIN - COMPUTER SERVICE & SUPPORT	38,415.00	56,074.86
2-12-00-244	ADMIN - GIS PROJECT	6,060.00	6,069.19
2-12-00-245	ADMINISTRATION/CAO CONTRACT	35,992.00	39,206.20
2-12-00-246	ADMIN - BYLAW/POLICY REVIEW	0.00	0.00
2-12-00-247	ADMIN - RECORDS RETENTION PROJECT	0.00	0.00
2-12-00-250	ADMIN - BUILDING MAINT & REPAIR	18,650.00	22,721.74
2-12-00-252	ADMIN - OFFICE CLEANING	9,000.00	6,750.00
2-12-00-260	ADMIN - OFFICE MACHINES MAINT/REPAI	7,575.00	2,028.36
2-12-00-261	ADMIN - OFFICE MACHINES RENT/LEASE	12,120.00	10,440.55
2-12-00-270	ADMIN - MEMBERSHIP FEES	3,850.00	4,437.60
2-12-00-271	ADMIN - ELECT/ PLEB/CENSUS (TO RESERVE)	0.00	0.00
2-12-00-272	ADMIN - 100 YR ANNIVERSARY EXPENSE	0.00	0.00
2-12-00-511	ADMIN - STATIONERY	4,330.00	2,334.58
2-12-00-512	ADMIN - OFFICE LANDSCAPING	0.00	0.00
2-12-00-513	ADMIN - GENERAL SUPPLIES	4,550.00	2,848.68
2-12-00-514	ADMIN - PUBLIC RELATIONS/PROMOTION	11,525.00	4,675.50
2-12-00-541	ADMIN - POWER (OFFICE&FIRE)	10,370.00	5,320.64
2-12-00-542	ADMIN - NATURAL GAS	9,677.00	2,688.35
2-12-00-810	ADMIN - INTERES-SHORT TERM BORROW.	4,000.00	0.00
2-12-00-811	ADMIN - BANK CHARGES	3,030.00	1,295.83
2-12-00-990	ADMIN-CAO CONTINGENCY FUND (MOST)	0.00	0.00
2-12-00-992	ADMIN - ALLOWANCE FOR STAFF CHANGES	0.00	0.00
2-12-99-625	ADMINISTRATION-BUILDING AMORTIZATION	5,101.00	0.00
2-12-99-635	ADMINISTRATION-M & E AMORTIZATION	4,080.00	0.00
	<b>TOTAL ADMIN EXPENSE</b>	<b>854,803.00</b>	<b>873,142.65</b>
	<b>SURPLUS/DEFICIT ADMIN</b>	<b>689,520.00</b>	<b>776,681.85</b>

**FIRE REVENUE**

1-23-00-420	BAY RENTAL FEES	(26,400.00)	(22,000.00)
-------------	-----------------	-------------	-------------

1-23-00-850	FIRE - ORFS CONTRIB. ADM/COPIES/POSTAGE	(13,000.00)	(13,065.00)
1-23-00-920	FIRE - TRANSFER FROM RESERVES	0.00	0.00
1-23-00-930	CONTRIBUTION - OTHER FUNCTIONS- DISPATCH	(4,822.00)	0.00
1-23-00-931	FIRE REV. - LSAC MVA RESPONSE	0.00	0.00
1-23-00-940	FIRE - ONOWAY INCIDENT RECOVERY	(10,000.00)	(21,647.35)
1-23-00-990	OTHER REVENUE - ADMIN CHARGES	0.00	0.00
1-23-00-991	BLDG REIMBURSEMENT(\$5000/\$7370)	(14,000.00)	(14,000.00)
<b>TOTAL FIRE REVENUE</b>		<b>(68,222.00)</b>	<b>(70,712.35)</b>

### FIRE EXPENSE

2-23-00-110	FIRE - ONOWAY INCIDENT RESPONSES	10,000.00	20,781.46
2-23-00-111	FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	0.00	0.00
2-23-00-112	FIRE EXP. - LSAC MVA RESPONSES	0.00	0.00
2-23-00-216	FIRE - RADIOS/LEGAL	0.00	0.00
2-23-00-226	FIRE ADMIN FEE (\$11,779.64)	14,533.00	6,114.75
2-23-00-241	FIRE HALL INSURANCE	313.00	313.00
2-23-00-250	FIRE - BUILDING REPAIR, MAINTENANCE	5,050.00	2,109.43
2-23-00-251	FIRE-ALBERTA BEACH REIMBURSEMENT	0.00	0.00
2-23-00-350	FIRE-CONTRACT (\$51425)	56,509.00	42,621.33
2-23-00-351	911 DISPATCH CONTRACT PARKLAND COUNTY	6,901.00	5,318.01
2-23-00-352	FIRE - NWFR CONTRACT	0.00	0.00
2-23-00-353	FIRE - WATER USE/MISC	2,020.00	0.00
2-23-00-354	FIRE -ONOWAY PORT BLDG. REIMB (TO RESER)	0.00	0.00
2-23-00-541	FIRE - POWER (4812 - 51 STREET)	7,080.00	4,348.11
2-23-00-542	FIRE - PROPANE	880.00	816.40
2-23-00-543	FIRE - SEPTIC SERVICES	4,220.00	3,774.57
2-23-00-544	FIRE - UNRECOVERABLE INCIDENTS	2,020.00	6,109.17
<b>TOTAL FIRE EXPENSE</b>		<b>109,526.00</b>	<b>92,306.23</b>

<b>FIRE SURPLUS/DEFICIT</b>		<b>41,304.00</b>	<b>21,593.88</b>
-----------------------------	--	------------------	------------------

### ONOWAY REGIONAL FIRE SERVICES

1-23-00-992	ORFS - REVENUE HIGHWAY RESPONSES	(45,000.00)	(12,656.67)
1-23-00-993	ORFS - OPERATIONAL COST (other munis)	(62,733.00)	(52,781.35)
1-23-00-994	ORFS - NWF CONTRACT (other munis)	(231,271.00)	(231,270.72)
1-23-00-995	ORFS - INCIDENT RECOVERY (EXC.ONOWAY)	(30,000.00)	(24,330.26)
1-23-00-996	ORFS - FIRE RESER TRANS.(\$9761 & \$7801)	0.00	0.00
1-23-00-997	ORFS - CONTRACT/ADMIN (Onoway)	(71,042.00)	(6,114.75)
<b>TOTAL ONOWAY REGIONAL FIRE SER</b>		<b>(440,046.00)</b>	<b>(327,153.75)</b>

2-23-00-113	ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	14,740.00	11,055.00
2-23-00-114	ORFS - LSAC MVA/MUTUAL AID RESP.	40,000.00	17,309.66
2-23-00-115	ORFS - INCIDENT RESPONSES (EXC. ONOWAY)	30,000.00	14,920.28
2-23-00-141	ORFS - UNRECOVERABLE INCIDENTS	1,942.00	0.00
2-23-00-143	ORFS - COPIES/POSTAGE	1,000.00	1,065.00
2-23-00-211	ORFS - ADMINISTRATION	22,000.00	12,000.00
2-23-00-215	ORFS - MISC (HALL RENT/PHONE/LUNCH)	250.00	1,155.00
2-23-00-217	ORFS - VOLUNTEER FIRE INSURANCE	1,576.00	1,480.00
2-23-00-218	ORFS - RESERVES	3,000.00	0.00
2-23-00-219	ORFS - NWF CONTRACT(other munis)	0.00	0.00
2-23-00-220	ORFS - ADD. OPERATIONAL (AB & ON)	18,000.00	9,000.00
2-23-00-221	ORFS - HALL IMPR.(\$5000 ONO. \$6800 AB)	11,800.00	5,000.00
2-23-00-223	ORFS - RADIOS	4,492.00	3,539.50
2-23-00-224	ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00
2-23-00-225	ORFS - RADIOS LICENSE	1,266.00	1,044.61
2-23-00-274	ORFS - LEGAL	700.00	0.00
2-23-00-513	ORFS - CONTRACT	287,780.00	173,213.70
2-23-00-517	ORFS - RADIO REPAIR	1,500.00	0.00

**ONOWAY REGIONAL FIRE SERVICES 440,046.00 250,782.75**

**ONOWAY REGIONAL FIRE SERVICES 0.00 (76,371.00)**

**EMERG. MGT/DISASTER SERV. REV.**

1-24-00-840	DIS. SERV - REGIONAL COLL. GRANT	0.00	0.00
1-24-00-841	EMERG. MGT- REG. RADIO NETWORK GRANT	0.00	0.00
1-24-00-990	EMERG. MNGMNT. - RADIO SALES (BINS)	0.00	0.00

**TOTAL DISASTER SERVICES REV. 0.00 0.00**

**EMERGENCY MGT./DISASTER SERVI**

2-24-00-141	DIS.SERV. - STAFF DEVELOPMENT	1,560.00	0.00
2-24-00-211	DIS.SERV. - TRAVEL & SUBSISTENCE	520.00	0.00
2-24-00-245	DIS. SERV. - CONTRACTED WORK	0.00	96.82
2-24-00-246	DIS. SERV. - REGIONAL EMERG. SERV. STUDY	0.00	0.00
2-24-00-247	EMRG. MGT.-REG. RADIO	0.00	0.00
2-24-00-510	DIS.SERV. - GENERAL SUPPLIES	2,081.00	0.00

**TOTAL DISASTER SERVICES EXPENS 4,161.00 96.82**

**AMBULANCE REVENUE**

1-25-00-351	CONTRIBUTION - OTHER ORGANIZATIONS	0.00	0.00
1-25-00-840	CONDITIONAL GRANT-AMBULANCE	0.00	0.00
1-25-00-990	AMBULANCE-OTHER REVENUE	0.00	0.00

**TOTAL AMBULANCE REVENUE 0.00 0.00**

**AMBULANCE EXPENSE**

2-25-00-240	AMBULANCE - TRANSFER PAYMENTS	0.00	0.00
2-25-00-262	AMBULANCE - STAFF ACCOMODATION RENT	0.00	0.00
<b>TOTAL AMBULANCE EXPENSE</b>		<b>0.00</b>	<b>0.00</b>
<b>SURPLUS/DEFICIT AMBULANCE</b>		<b>4,161.00</b>	<b>96.82</b>

**BYLAW REVENUE**

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

**BYLAW EXPENSE**

2-26-00-242	BYLAW-LEGAL FEES	520.00	510.00
2-26-00-245	BYLAW - CONTRACT	0.00	16,875.00
2-26-00-271	BYLAW - POUND/VET FEES	1,040.00	0.00
2-26-00-513	BYLAW - CONTRACTED WEED&SNOW REMOVAL	400.00	0.00
<b>TOTAL BYLAW EXPENSE</b>		<b>1,960.00</b>	<b>17,385.00</b>
<b>BYLAW SURPLUS/DEFICIT</b>		<b>310.00</b>	<b>16,885.00</b>

**POLICING REVENUE**

1-27-00-530	RCMP & CPO FINE REVENUE	(7,100.00)	(1,269.48)
1-27-00-531	SCHOOL RESOURCE OFFICER	0.00	0.00
<b>TOTAL POLICING REVENUE</b>		<b>(7,100.00)</b>	<b>(1,269.48)</b>

**POLICING EXPENSE**

2-27-00-240	COMMUNITY PEACE OFFICER CONTRACT	88,992.00	66,744.00
2-27-00-241	POLICE COSTING MODEL	51,417.00	51,417.00
2-27-00-245	POLICING - SCHOOL RESOURCE OFFICER	0.00	0.00
<b>TOTAL POLICING EXPENSE</b>		<b>140,409.00</b>	<b>118,161.00</b>
<b>POLICING SURPLUS/DEFICIT</b>		<b>133,309.00</b>	<b>116,891.52</b>

**PW REVENUE**

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

**PW EXPENSE**

2-31-00-110	PW - WAGES	37,257.00	27,575.44
2-31-00-111	PW - CONSULTING FEES	0.00	0.00
2-31-00-130	PW - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	7,635.00	6,042.75
2-31-00-131	PW - EMPLOYEE BENEFIT EI	0.00	0.00
2-31-00-132	PW - EMPLOYEE BENEFIT - AMS	0.00	0.00
2-31-00-133	PW - EMPLOYEE BENEFIT RPP	0.00	0.00
2-31-00-137	PW - WORKERS COMPENSATION	749.00	785.70
2-31-00-141	PW - STAFF DEVELOPMENT	1,040.00	0.00
2-31-00-211	PW - TRAVEL & SUBSISTANCE	520.00	63.18
2-31-00-215	PW - POSTAGE & FREIGHT	0.00	0.00
2-31-00-216	PW - TELEPHONE CHARGES	4,993.00	2,979.90
2-31-00-221	PW - ADVERTISING	636.00	251.40
2-31-00-224	P.W. - MEMBERSHIPS	809.00	242.92
2-31-00-241	PW - INSURANCE PREMIUMS	8,929.00	8,621.39
2-31-00-243	PW - COMPUTER SERVICE/SUPPORT	1,040.00	0.00
2-31-00-245	PW - CONTRACT WORK	0.00	0.00
2-31-00-250	PW - BUILDING REPAIR & MAINTENANCE	6,242.00	8,591.76
2-31-00-253	PW - EQUIPMENT REPAIR & MAINTENANCE	52,015.00	26,822.02
2-31-00-513	PW - GENERAL SUPPLIES (INC. TOOLS)	13,004.00	6,763.47
2-31-00-514	PW - SAFETY EQU. (OH&S) &PROGRAM MANUAL	4,681.00	945.42
2-31-00-520	PW - OIL & GAS	27,000.00	13,285.32
2-31-00-541	PW - POWER (5104 - 41 STREET)	4,985.00	2,319.02
2-31-00-542	PW - NATURAL GAS (5104 - 41 STREET)	5,665.00	3,094.57
2-31-00-543	PW - SHOP PUMP OUT FEES	1,040.00	199.59
2-31-00-764	PW - COMMON SERVICES RESERVE TRANSFER	0.00	0.00
2-31-00-998	P.W. - GAIN/LOSS TCA	0.00	0.00
2-31-99-625	PUBLIC WORKS-BUILDING AMORTIZATION	1,632.00	0.00
2-31-99-635	PUBLIC WORKS-M & E AMORTIZATION	3,060.00	0.00
2-31-99-655	PUBLIC WORKS-VEHICLE AMORTIZATION?	6,121.00	0.00
<b>TOTAL PW EXPENSE</b>		<b>189,053.00</b>	<b>108,583.85</b>
<b>PW SURPLUS/DEFICIT</b>		<b>189,053.00</b>	<b>108,583.85</b>

**ROADS REVENUE**

1-32-00-121	LOCAL IMPROVEMENT - CURB & PAVING	0.00	0.00
1-32-00-840	ROADS REV. - SHORT TERM BORROWING PRINC.	0.00	0.00
1-32-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	(29.59)
1-32-00-990	STREETS - OTHER REVENUE	(1,100.00)	(1,655.00)
<b>TOTAL ROADS REVENUE</b>		<b>(1,100.00)</b>	<b>(1,684.59)</b>



2-32-00-110	STREETS - WAGES	86,933.00	64,929.85
2-32-00-111	STREETS CONSULTING FEES	0.00	0.00
2-32-00-130	STREETS - EMPLOYEE BENEFITCPP/EI/AMS/RPP	17,814.00	13,326.92
2-32-00-131	STREET - EMPLOYEE BENEFIT EI	0.00	0.00
2-32-00-132	STREET - EMPLOYEE BENEFIT AMS	0.00	0.00
2-32-00-133	STREETS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-32-00-137	STREETS - WORKERS COMPENSATION	1,717.00	2,132.61
2-32-00-215	STREETS - POSTAGE & FREIGHT	0.00	0.00
2-32-00-231	STREETS - ENGINEERING	0.00	0.00
2-32-00-241	STREETS - INSURANCE PREMIUMS	1,202.00	1,123.00
2-32-00-245	STREETS - CONTRACTED WORK	51,714.00	31,045.89
2-32-00-252	STREETS - CNR CROSSING MAINTENANCE	3,636.00	3,319.50
2-32-00-513	STREETS - GENERAL SUPPLIES	4,040.00	1,908.35
2-32-00-514	STREETS-SNOW PLOWING DAMAGES	505.00	159.97
2-32-00-531	STREETS - SAND/CHIP/ETC.	19,032.00	8,439.32
2-32-00-532	STREETS - SIGNS, CULVERTS	1,515.00	45.87
2-32-00-533	STREETS - SIDEWALKS	0.00	0.00
2-32-00-534	STREETS - CHRISTMAS DECORATIONS	3,000.00	214.96
2-32-00-542	STREETS - POWER (STREET LIGHTS)	85,800.00	53,554.35
2-32-00-762	STREETS-CAPITAL FUNCT.CONTR. (2018- 2022)	0.00	0.00
2-32-00-810	STREET-SHORT TERM BORROWING INTEREST	0.00	0.00
2-32-00-811	STREETS REPAY TO RESERVES	0.00	0.00
2-32-99-615	STREETS-ENGINEERING STRUCTURES AMORTIZAT	2,142.00	0.00
2-32-99-635	STREETS M&E AMMORTIZATION	0.00	0.00
<b>TOTAL ROAD EXPENSE</b>		<b>279,050.00</b>	<b>180,200.59</b>
<b>ROADS SURPLUS/DEFICIT</b>		<b>277,950.00</b>	<b>178,516.00</b>
<b>PARKS REVENUE</b>			
1-72-00-410	PARKS - RV SANI DUMP FEES	(7,070.00)	(4,194.35)
1-72-00-590	PARKS - BEAUTIFICATION	0.00	0.00
1-72-00-591	PARKS DONATED FUNDS	0.00	0.00
1-72-00-592	PARKS-WALKING TRAIL COMMITTEE	0.00	0.00
1-72-00-840	CONDITIONAL GRANTS - RECREATION	0.00	0.00
1-72-00-940	PARKS - BEAUTIFICATION TSFR FR. RESERVES	0.00	0.00
1-72-00-990	PARKS - SUMMER STUDENT FUNDING	(10,500.00)	0.00
<b>TOTAL PARKS REVENUE</b>		<b>(17,570.00)</b>	<b>(4,194.35)</b>
<b>PARKS EXPENSE</b>			
2-72-00-110	PARKS - WAGES	80,457.00	51,556.02
2-72-00-130	PARKS - EMPLOYEE BENEFITS	10,841.00	7,878.77
2-72-00-131	PARKS - EMPLOYEE BENEFIT EI	0.00	0.00

2-72-00-132	PARKS- EMPLOYEE BENEFIT AMS	0.00	0.00
2-72-00-133	PARKS - EMPLOYEE BENEFIT RPP	0.00	0.00
2-72-00-137	PARKS - WORKERS COMPENSATION	1,247.00	1,346.94
2-72-00-141	PARKS - STAFF DEVELOPMENT	505.00	0.00
2-72-00-221	PARKS - ADVERTISING	0.00	0.00
2-72-00-241	PARKS - INSURANCE	1,562.00	1,560.97
2-72-00-243	PARKS - CONTRACT WORK	3,225.00	1,800.00
2-72-00-250	PARKS - REPAIR & MAINTENANCE	3,150.00	28.08
2-72-00-510	PARKS - GENERAL SUPPLIES	3,030.00	1,183.09
2-72-00-541	PARKS - POWER	5,500.00	1,934.18
2-72-00-542	PARKS-FORTIS (TREES/KIDS COR./RUTH CUST)	11,000.00	7,330.00
2-72-00-543	PARKS-SEPTIC SERVICES	2,525.00	1,949.19
2-72-00-762	PARKS-BEAUTIFICATION PROJECT	3,030.00	2,730.50
2-72-99-615	PARKS-ENGINEERING STRUCTURES AMORTIZATIO	500.00	0.00
2-72-99-625	PARKS-BUILDINGS AMORTIZATION??	0.00	0.00
2-71-00-764	RESERVE TRANSFER	18,500.00	0.00
<b>TOTAL PARKS EXPENSE</b>		<b>145,072.00</b>	<b>79,297.74</b>
<b>PARKS SURPLUS/DEFICIT</b>		<b>127,502.00</b>	<b>75,103.39</b>
<b>STORM WATER REVENUE</b>			
1-37-00-840	CONDITIONAL GRANTS-STORM WATER	0.00	0.00
<b>TOTAL STORM WATER REVENUE</b>		<b>0.00</b>	<b>0.00</b>
<b>STORM WATER EXPENSE</b>			
2-37-00-231	STORM WATER - ENGINEERING	0.00	0.00
2-37-00-245	STORM WATER - CONTRACTED WORK	5,250.00	480.00
2-37-99-615	STORM WATER-ENGINEERING STRUCTURES AMORT	0.00	0.00
2-42-00-540	SEWER - LAGOON POWER	0.00	0.00
<b>TOTAL STORM WATER EXPENSE</b>		<b>5,250.00</b>	<b>480.00</b>
<b>STORM WATER SURPLUS/DEFICIT</b>		<b>5,250.00</b>	<b>480.00</b>
<b>WATER REVENUE</b>			
1-41-00-121	LOCAL IMPROVEMENT - WATER LINES	0.00	0.00
1-41-00-440	BASIC WATER FEE	(126,389.00)	(94,059.33)
1-41-00-441	SALE OF METERED WATER	(191,400.00)	(230,419.68)
1-41-00-442	SALE OF WATER METERS	0.00	0.00
1-41-00-443	SERVICE CHARGES (TURN ON, THAWS)	(500.00)	0.00
1-41-00-444	ADMIN SERVICE FEES	(18,135.00)	(14,224.90)
1-41-00-445	REGIONAL WATER DEBENTURE REVENUE	(71,565.00)	(52,619.33)
1-41-00-446	WATER - REGIONAL WATER PHASE ( III &	0.00	0.00
1-41-00-447	REGIONAL WATER CONSUMPTION FEES	(214,368.00)	(88,798.89)

1-41-00-590	PENALTIES	(3,030.00)	(2,735.57)
1-41-00-591	SENIOR'S WATER REBATE	0.00	0.00
1-41-00-592	SENIOR'S ADMIN FEE REBATE	0.00	0.00
1-41-00-840	CONDITIONAL GRANTS - WATER	0.00	0.00
1-41-00-850	LOCAL GOVERNMENT TRANSFERS	0.00	0.00
1-41-00-930	CONTRIBUTION - OTHER FUNCTIONS	0.00	0.00
1-41-00-940	TRANSFER FROM UTILITY RESERVE FUND	0.00	0.00

**TOTAL WATER REVENUE (625,387.00) (482,857.70)**

**WATER EXPENSE**

2-41-00-110	WATER - WAGES	61,390.00	45,826.78
2-41-00-111	WATER CONSULTING FEES (2 + 5)	9,020.00	14,000.00
2-41-00-121	WATER - FREEZE UP CONSUMP.ADJUST.	0.00	0.00
2-41-00-130	WATER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	12,727.95	9,538.29
2-41-00-131	WATER - EMPLOYEE BENEFIT EI	0.00	0.00
2-41-00-132	WATER - EMPLOYEE BENEFIT AMS	0.00	0.00
2-41-00-133	WATER - EMPLOYEE BENEFIT RPP	0.00	0.00
2-41-00-137	WATER - WORKERS COMPENSATION	749.41	785.70
2-41-00-141	WATER - STAFF DEVELOPMENT	4,161.00	1,180.00
2-41-00-211	WATER - TRAVEL/SUBSISTANCE	1,040.00	143.50
2-41-00-215	WATER - POSTAGE, FREIGHT, STATIONERY	0.00	518.00
2-41-00-216	WATER - WTP PHONE/FAX	1,248.00	778.25
2-41-00-217	WATER - WTP INTERNET	780.00	400.00
2-41-00-224	WATER MEMBERSHIPS	1,358.00	556.20
2-41-00-230	WATER - ENGINEERING	0.00	1,456.90
2-41-00-240	WATER - REGIONAL SYSTEM FEES	8,452.92	8,452.92
2-41-00-241	WATER - INSURANCE PREMIUMS	7,787.00	7,550.27
2-41-00-243	WATER - COMPUTER MAINT/SERVICE	1,040.00	455.00
2-41-00-245	WATER - CONTRACT WK (METER RD/LABS)	2,266.00	2,002.32
2-41-00-246	WATER - WTP MAINTENANCE	7,802.00	12,256.25
2-41-00-250	WATER - BUILDING MATERIALS/SUPPLIES	520.00	965.93
2-41-00-251	WATER - FIRE HYDRANT REPAIR/MAINT	0.00	0.00
2-41-00-252	WATER - LINE REPAIR (INC. DRIPS)	45,320.00	870.00
2-41-00-447	WATER-REGIONAL WATER USAGE FEES	266,952.00	235,223.04
2-41-00-513	WATER - TREATMENT SUPPLIES	1,560.00	0.00
2-41-00-541	WATER - POWER	12,463.00	8,096.99
2-41-00-542	WATER - NATURAL GAS	3,966.00	2,656.63
2-41-00-543	WATER - PUMP OUT FEES	0.00	55.00
2-41-00-591	WATER-SENIORS WATER REBATE	0.00	0.00
2-41-00-592	WATER-SENIORS ADMIN FEE REBATE	0.00	0.00
2-41-00-600	WATER - UNCOLLECTABLE ACCOUNTS	206.00	0.00
2-41-00-762	WATER - 1 TIME EXP. REG. WATER CONNECT	0.00	0.00
2-41-00-764	WATER - SHORT TERM BORROW INTEREST	0.00	0.00
2-41-00-810	WATER - SHORT TERM BORROW INTEREST	0.00	0.00

2-41-00-811	WATER - SHORT TERM BORROW PRINCIPLE	0.00	0.00
2-41-00-831	WATER - DEBENTURE INTEREST	27,853.00	13,843.86
2-41-00-832	WATER PRINCIPLE	48,930.00	24,747.58
2-41-00-833	WATER-WILD DEBENTURE(PHASE I & II)	40,718.00	40,717.78
2-41-00-834	WATER-WILD DEBENTURE (PHASE III & IV)	30,053.00	30,053.04
2-41-99-615	WATER-ENGINEERING STRUCTURES AMORTIZATIO	29,880.00	0.00
2-41-99-635	WATER- M&E AMORTIZATION	8,000.00	0.00
<b>TOTAL WATER EXPENSE</b>		<b>636,243.28</b>	<b>463,130.23</b>
<b>WATER SURPLUS/DEFICIT</b>		<b>10,856.28</b>	<b>(19,727.47)</b>

### SEWER REVENUE

1-42-00-840	SEWER - CONDITIONAL GRANTS/RESERVES	(88,960.00)	0.00
1-42-00-940	SEWER - UTIL. ACCTS. FORCEMAIN	(30,466.00)	(22,710.66)
1-42-00-410	SEWER - LAGOON USE (TRSFER TO RESERVE)	(78,780.00)	(81,929.60)
1-42-00-411	SEWER LAGOON (outside use)	0.00	0.00
1-42-00-440	BASIC SEWER FEE	(47,470.00)	(35,118.23)
1-42-00-441	SEWAGE SERVICE FEES, CHARGES	(151,500.00)	(112,586.60)
1-42-00-444	SEWER - ADMIN. SERVICE FEES	(8,787.00)	(9,459.42)
1-42-00-445	SEWER - GRANT CONSULTING FEES	0.00	0.00
1-42-00-590	SEWER -PENALTIES	(3,030.00)	(2,890.13)
1-42-00-591	SENIOR'S SEWER REBATE	0.00	0.00
<b>TOTAL SEWER REVENUE</b>		<b>(408,993.00)</b>	<b>(264,694.64)</b>

### SEWER EXPENSE

2-42-00-110	SEWER - WAGES	48,971.00	36,764.63
2-42-00-111	SEWER CONSULTING FEES	9,525.00	14,000.00
2-42-00-130	SEWER - EMPLOYEE BENEFITS CPP/EI/AMS/RPP	10,183.00	7,647.05
2-42-00-131	SEWER - EMPLOYER BENEFIT EI	0.00	0.00
2-42-00-132	SEWER - EMPLOYER BENEFIT AMS	0.00	0.00
2-42-00-133	SEWER - EMPLOYER BENEFIT RPP	0.00	0.00
2-42-00-137	SEWER - WORKERS COMPENSATION	416.00	448.98
2-42-00-141	SEWER - STAFF DEVELOPMENT	1,515.00	300.58
2-42-00-211	SEWER - TRAVEL&SUBSITANCE	1,010.00	61.72
2-42-00-215	SEWER - POSTAGE & FREIGHT	0.00	0.00
2-42-00-216	SEWER - LIFT STATION PHONE/FAX	808.00	588.30
2-42-00-217	SEWER - LIFT STATION INTERNET	808.00	687.60
2-42-00-218	SEWER - LAGOON INTERNET	707.00	400.00
2-42-00-224	SEWER-MEMBERSHIPS	660.00	0.00
2-42-00-231	SEWER - ENGINEERING LIFT STATION	0.00	0.00
2-42-00-239	SEWER - ENGINEERING	0.00	0.00
2-42-00-241	SEWER - INSURANCE PREMIUMS	3,240.00	3,943.75

2-42-00-243	SEWER - COMPUTER SERVICE/SUPPORT	1,010.00	430.76
2-42-00-244	SEWER - GRANT CONSULTING FEES	0.00	0.00
2-42-00-245	SEWER - CONTRACT WORK	6,450.00	3,998.33
2-42-00-250	SEWER - LINES REPAIR/MAINT. (30+71 MOST)	121,210.00	26,629.95
2-42-00-251	SEWAGE LAGOON MAINTENANCE	20,000.00	7,920.00
2-42-00-513	SEWER - GEN. SUPPLIES, SAFETY EQUIP.	1,515.00	500.00
2-42-00-541	SEWER - POWER (NE 35-54-2-W5/LAGOON)	8,250.00	6,327.50
2-42-00-542	SEWER - NATURAL GAS	2,789.00	1,846.79
2-42-00-543	SEWER - PUMP OUT FEES	0.00	0.00
2-42-00-591	SEWER-EFFLUENT RESERVE	20,000.00	0.00
2-42-00-600	SEWER - UNCOLLECTABLE ACCOUNTS	0.00	0.00
2-42-00-635	SEWER - M&E AMORTIZATION	0.00	0.00
2-42-00-762	SEWER - TRANSFER TO CAPITAL	0.00	0.00
2-42-00-764	RESERVE TRANSFER - FORCEMAIN PAYBACK	30,466.00	0.00
2-42-00-831	SEWER - DEBENTURE INTEREST	27,853.00	13,443.85
2-42-00-832	SEWER PRINCIPLE	48,930.00	24,747.58
2-42-99-615	SEWER-ENGINEERING STRUCTURES AMORTIZATIO	6,200.00	0.00

**TOTAL SEWER EXPENSE 372,516.00 150,687.37**

**SEWER SURPLUS/DEFICIT (36,477.00) (114,007.27)**

**WASTE COLLECTION REV**

1-43-00-441	WASTE COLLECTION FEES	(78,629.00)	(54,413.07)
1-43-00-442	WASTE DISPOSAL FEE - COMMERCIAL TIPPAGE	0.00	0.00
1-43-00-443	RECYCLING FEE	(14,997.00)	(10,938.99)
1-43-00-444	WASTE MISC (FIRESMART)	0.00	0.00

**TOTAL WASTE COLLECTION REV (93,626.00) (65,352.06)**

**WASTE COLLECT EXP**

2-43-00-239	GARBAGE - BILLING	0.00	0.00
2-43-00-240	GARBAGE - LANDFILL PAYMENTS	18,630.00	9,267.24
2-43-00-241	GARBAGE - COMMERCIAL TIPPAGE	0.00	0.00
2-43-00-246	GARBAGE - CONTRACT FOR PICK-UP (6.13)	28,960.00	19,566.56
2-43-00-349	GARBAGE - SPRING CLEAN UP/PW HHW BINS	7,527.00	4,241.00
2-43-00-350	GARBAGE - HHHW	0.00	0.00
2-43-00-351	RECYCLING - CONTRACT FOR PICKUP (3.22)	15,208.00	10,138.80
2-43-00-352	ORGANICS - CONTRACT FOR PICK UP (5.13)	24,461.00	16,307.76
2-43-00-520	FUEL SURCHARGE	2,080.00	1,428.80

**TOTAL WASTE COLLECT EXP 96,866.00 60,950.16**

<b>WASTE COLLECT SURPLUS/DEF</b>	<b>3,240.00</b>	<b>(4,401.90)</b>
----------------------------------	-----------------	-------------------

**FCSS REVENUE**

1-51-00-587	FCSS-INTERAGENCY GROUP	0.00	0.00
1-51-00-588	FCSS - YOUTH GROUP	0.00	0.00
1-51-00-589	FCSS-BEAUTIFICATION PROJECT	0.00	0.00
1-51-00-591	FCSS - GRANT FOR OUTSIDE PROJECTS	0.00	0.00
1-51-00-592	FCSS - OUTSIDE PROJECTS CONTRIBUTIONS	0.00	0.00
1-51-00-840	F.C.S.S. PROV. CONDITIONAL GRANT	(28,802.00)	(21,601.72)
1-51-00-850	FCSS - MUNICIPALITIES CONTRIBUTION	(44,736.00)	(50,633.66)
1-51-00-851	FCSS - ADMIN. FEE RE: MUNICIPALITIES	(4,161.00)	(4,662.95)
1-51-00-852	FCSS - ONOWAY ADMIN FEE	0.00	0.00
1-51-00-990	FCSS - OTHER REVENUE	0.00	0.00
<b>TOTAL FCSS REVENUE</b>		<b>(77,699.00)</b>	<b>(76,898.33)</b>

**FCSS EXPENSE**

2-51-00-110	FCSS OUTSIDEPROJECT CONTRACTOR & COSTS	0.00	0.00
2-51-00-111	FCSS-YOUTH GROUP	0.00	0.00
2-51-00-112	F.C.S.S. - ANNUAL COMMUNITY CHRISTMAS	0.00	0.00
2-51-00-113	FCSS - BEAUTIFICATION PROJECT	0.00	0.00
2-51-00-201	FCSS - VOLUNTEER RECOGNITION EVENT	0.00	0.00
2-51-00-750	CONTRIBUTION TO JOINT F.C.S.S. PROG	36,003.00	20,413.50
2-51-00-751	FCSS-MUNICIPALITIES CONTR. TO PROGRAMS	44,736.00	19,902.22
2-51-00-752	FCSS - ADMIN. FEES MUNICIPALITIES	0.00	0.00
2-51-00-753	FCSS-ADMIN. FEE ONOWAY	0.00	0.00
<b>TOTAL FCSS EXPENSE</b>		<b>80,739.00</b>	<b>40,315.72</b>

<b>FCSS SURPLUS/DEFICIT</b>	<b>3,040.00</b>	<b>(36,582.61)</b>
-----------------------------	-----------------	--------------------

**PLAN REVENUE**

1-61-00-521	PLANNING - DEVELOPMENT PERMITS	(1,500.00)	(2,347.62)
1-61-00-522	SAFETY CODES PERMITS	(2,500.00)	(4,936.49)
1-61-00-523	COMPLIANCE CERTIFICATES	(300.00)	0.00
1-61-00-524	PERMITS - SAFETY CODES COUNCIL LEVY	0.00	0.00
1-61-00-525	PLANNING - APPEALS	0.00	0.00
1-61-00-840	CONDITIONAL GRANTS-PLANNING	0.00	0.00
<b>TOTAL PLAN REVENUE</b>		<b>(4,300.00)</b>	<b>(7,284.11)</b>

**PLANNING EXPENSE**

2-61-00-110	PLAN - DEVELOPMENT OFFICER WAGE	0.00	0.00
2-61-00-221	PLAN ADVERTISING	0.00	0.00
2-61-00-230	PLAN-ENGINEERING SERVICES	0.00	19,128.41

2-61-00-242	PLAN - LEGAL	0.00	0.00
2-61-00-245	PLAN-CONTRACT SERVICES (SDAB)	1,515.00	300.00
2-61-00-270	PLAN - DEV. OFFICER CONTRACT	14,140.00	9,777.40
2-61-00-271	PLAN - SAFETY CODES	0.00	0.00
2-61-00-513	PLAN - SUPPLIES	0.00	0.00

**TOTAL PLANNING EXPENSE 15,655.00 29,205.81**

**PLANNING SURPLUS/DEFICIT 11,355.00 21,921.70**

**LAND REVENUE**

1-66-00-400	SALE OF LAND INVENTORY	(28,000.00)	(51,809.52)
1-66-00-401	SALE OF LAND-COST RECOVERY	0.00	0.00
1-66-00-592	OFF-SITE LEVIES	0.00	0.00

**TOTAL LAND REVENUE (28,000.00) (51,809.52)**

**LAND EXPENSE**

2-66-00-221	LAND-ADVERTISING	0.00	0.00
2-66-00-230	LAND - ENGINEERING/CONTRACT SERVICES	0.00	0.00
2-66-00-242	LAND - LEGAL COSTS	3,000.00	300.00
2-66-00-270	LAND - CONTRACTED SERVICES	500.00	0.00
2-66-00-570	LAND - COST OF LAND SALES	0.00	6,419.49

**TOTAL LAND EXPENSE 3,500.00 6,719.49**

**LAND SURPLUS/DEFICIT (24,500.00) (45,090.03)**

**EDC REVENUE**

1-69-00-410	EDC - BUSINESS LICENCE FEES	(2,525.00)	(2,850.00)
1-69-00-940	EDC - TRSFR DEFERRED	(53,733.00)	0.00
1-69-00-941	RESERVE TRANSFER (MOST)	0.00	0.00

**TOTAL EDC REVENUE (56,258.00) (2,850.00)**

**EDC EXPENSE**

2-69-00-110	EDC - EDO/GRANT WRITER	0.00	0.00
2-69-00-130	EDC - CPP	0.00	0.00
2-69-00-131	EDC - EI	0.00	0.00
2-69-00-132	EDC - AMS BENEFITS	0.00	0.00
2-69-00-133	EDC - RPP	0.00	0.00
2-69-00-137	EDC - WCB	0.00	0.00
2-69-00-140	EDC - PUBLIC RELATIONS (LSAC DRAINAGE)	2,000.00	967.00
2-69-00-141	EDC - TOURIST INFO. BOOTH	4,700.00	0.00
2-69-00-211	EDC - TRAVEL & SUBSISTANCE	0.00	0.00
2-69-00-216	EDC - PHONE & FAX CHARGES	0.00	0.00
2-69-00-221	EDC - ADVERTISING	3,010.00	465.40

2-69-00-270	EDC - MEMBERSHIPS	110.00	0.00
2-69-00-275	EDC-SUPPORT PHYSICIAN RETENTION (ORMC)	12,000.00	0.00
2-69-00-512	EDC - BUSINESS IMPROVEMENT GRANT	5,000.00	0.00
2-69-00-513	EDC - SUPPLIES	0.00	0.00
2-69-00-514	EDC - BROCHURE/PROMOTION	0.00	0.00
2-69-00-515	EDC - POSTAGE / FREIGHT/	0.00	0.00
2-69-00-516	EDC- GRANT(PREVIOUSLY ACP GRANT129K+20K)	53,733.00	5,195.00

**TOTAL EDC EXPENSE 80,553.00 6,627.40**

**EDC SURPLUS/DEFICIT 24,295.00 3,777.40**

**REC PROGRAM REVENUE**

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

**TOTAL REC PROGRAM REVENUE (11,000.00) 0.00**

**REC PROGRAM EXPENSE**

2-71-00-240	REC - REGIONAL REQUISITION	0.00	0.00
2-71-00-241	REC. - MISC. SERVICES (PREV.PROGRAMMING)	4,050.00	2,414.35
2-71-00-513	REC - GENERAL SUPPLIES	0.00	0.00
2-71-00-541	REC - POWER (SENIORS CENTRE)	0.00	0.00
2-71-00-765	REC TAX - SENIORS	0.00	0.00
2-71-00-766	REC TAX - HALL (INC. REPAIR/MAINTENANCE)	5,000.00	5,000.00
2-71-00-767	REC TAX - OTHER	11,000.00	0.00
2-71-00-768	REC TAX-ARENA (\$7000-20/21/22#111/20)	7,500.00	0.00
2-71-00-771	REC TAX - SENIORS TRANSPORTATION	6,600.00	6,549.48
2-71-99-635	REC.-AMORTIZATION	1,938.00	0.00

**TOTAL REC PROGRAM EXPENSE 36,088.00 13,963.83**

**REC PROGRAM SURPLUS/DEFICIT 25,088.00 13,963.83**

**CULTURE REVENUE**

1-74-00-541	CULTURE - HALL POWER	(5,365.00)	(3,240.62)
1-74-00-542	CULTURE - HALL GAS	(3,512.00)	(3,889.07)

**TOTAL CULTURE REVENUE (8,877.00) (7,129.69)**

**CULTURE EXPENSE**

2-74-00-250	CULTURE - BUILDING REPAIR AND MAINTENANC	0.00	3,800.00
2-74-00-510	CULTURE - GENERAL SUPPLIES	0.00	0.00
2-74-00-541	CULTURE - HALL POWER/UTILITY (MOST)	5,365.00	3,369.55



2-74-00-542	CULTURE - HALL GAS (MOST)	3,512.00	3,010.16
2-74-00-543	CULTURE - HALL INSURANCE	6,229.00	0.00
2-74-00-771	CULTURE - GRANTS TO LIBRARYS	14,746.00	4,313.80
2-74-00-772	CULTURE - GRANT TO COMMUNITYGROUPS	2,500.00	0.00
2-74-99-625	CULTURE-BUILDINGS AMORTIZATION	1,020.00	0.00
<b>TOTAL CULTURE EXPENSE</b>		<b>33,372.00</b>	<b>14,493.51</b>
<b>CULTURE SURPLUS/DEFICIT</b>		<b>24,495.00</b>	<b>7,363.82</b>

**MISC EXPENSE**

2-97-00-912	MISC - ALLOW. FOR UNCOLLECT.TAXES	0.00	43,417.42
2-97-00-913	MISC - ALLOW FOR ASSESS.APPEAL TAX	0.00	0.00
2-97-00-990	MISC - ALLOW. FOR EXCESS COLLECTION	0.00	0.00
2-97-00-991	MISC - TAX DISCOUNTS	0.00	0.00
2-97-00-992	MISC - TAX COLLECTION COSTS	3,000.00	3,899.00
2-97-00-993	MISC - CANCEL UNCOLLECTABLE ACCTS.	0.00	0.00
2-97-00-994	MISC-RESERVE TRSFR LEGAL, INFLATION, MSI	10,000.00	0.00
<b>TOTAL MISC EXPENSE</b>		<b>13,000.00</b>	<b>47,316.42</b>
<b>MISC SURPLUS/DEFICIT</b>		<b>13,000.00</b>	<b>47,316.42</b>
<b>TOTAL SURPLUS/DEFICIT</b>		<b>(5.97)</b>	<b>(671,119.60)</b>

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

**From:** taxprogramdelivery@gov.ab.ca <taxprogramdelivery@gov.ab.ca>  
**Sent:** March 17, 2025 4:03 PM  
**To:** Jennifer Thompson <CAO@onoway.ca>  
**Subject:** Letter from the Minister: Education Property Tax Requisitions

Please find attached a letter from the Minister regarding 2025 education property tax requisitions.

In addition, please find attached the following:

- Education Property Tax Fact Sheet (2025)
- Education Property Tax Comparison Report (2025)

If you have questions regarding the calculation of your 2025 education property tax requisition, please contact the Grants and Education Property Tax Branch at 780-422-7125, toll-free in Alberta by dialing 310-0000 first, or by email at [taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca). Please direct any questions regarding invoicing or payment of the requisition to Shanon Vergara, Accounting Analyst, Alberta Education at 780-427-2172.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR118482

March 14, 2025

Dear Chief Elected Officials:

As you know, my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, tabled *Budget 2025* in the Alberta Legislature on February 27. I am writing to share further information regarding *Budget 2025* as related to education property tax (EPT).

*Budget 2025* takes an important step toward stabilizing operational funding for education systems across Alberta. Historically, approximately one-third of operational funding for Alberta Education came from the EPT municipalities collect from their rate payers on behalf of the province. In recent years, the proportion that EPT contributes to funding the operations of Alberta Education has decreased to less than 30 per cent. Through *Budget 2025*, the Government of Alberta is increasing the proportion of Alberta Education's operating budget covered by EPT to 31.6 per cent in 2025/2026 and back to 33 per cent in 2026/2027.

To provide Alberta's public education system with a stable and sustainable source of funding and meet the demands of increased student enrollment, EPT revenue will increase by 14 per cent from last year, to a total of \$3.1 billion. This increase will be reflected on the property tax bills that municipalities send to property owners in 2025.

The Ministry of Municipal Affairs sent EPT requisitions to all municipal administrations, informing them of their share of the provincial EPT. For more information on EPT, including a fact sheet (Attachment 1) and the EPT Requisition Comparison Report (Attachment 2), please visit [www.alberta.ca/property-tax](http://www.alberta.ca/property-tax) and click on "Education property tax."

Municipalities across Alberta can inform residents that a portion of their property taxes goes directly to the provincial government to help pay for the operations of Alberta's education system. Many municipalities do this by adding a note to their property tax bills sent through the mail.

.../2

*Budget 2025* is meeting the challenge of the cost of living by helping families keep more money in their pockets with lower personal income taxes and continuing investments in education and health care. I look forward to working together over the next year as we build strong and vibrant communities that make Alberta the best place in Canada to live, work, and raise a family.

Sincerely,



Ric McIver  
Minister

Attachments:

1. Education Property Tax Fact Sheet (2025)
2. Education Property Tax Comparison Report (2025)

# Education Property Tax

## Fact Sheet

### Highlights of the 2025-26 provincial education property tax

Budget 2025 will see an increase to the education property tax rates after being frozen in 2024-25. The higher rates, along with rising property values and increased development, are expected to raise the education property tax requisition from \$2.7 billion in 2024-25 to \$3.1 billion in 2025-26.

The share of education operating costs funded by the education property tax will increase to 31.6 per cent in 2025-26, following historic lows of about 28 per cent in 2023-24 and 29.5 per cent in 2024-25. This will enhance Alberta's ability to fund school operations, leading to better educational outcomes as student enrolment continues to grow.

Education property taxes provide a stable source of revenue and equitable funding that supports K-12 education, including teachers' salaries, textbooks and classroom resources. They are not used to fund government operations, school capital costs or teachers' pensions.

Under the provincial funding model, all education property taxes are pooled by Alberta Education through the Alberta School Foundation Fund and distributed to public and separate school boards on an equal per-student basis.

### How education property tax is calculated for municipalities

All municipalities collect an equitable share of the provincial education property tax in proportion to their total taxable property assessments, which are equalized across the province. The equalization process ensures owners of properties of similar value and type across the province pay similar amounts of education property taxes. For more details on this process, refer to the [Guide to Equalized Assessment](http://www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf) ([www.municipalaffairs.alberta.ca/documents/as/guide\\_to\\_equalized\\_assessment.pdf](http://www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf)) on the Alberta website.

The provincial equalized assessment base used to determine education property taxes this year reflects 2023 property values.

In 2025, the education property tax will be calculated at a rate of \$2.72 per \$1,000 of the total residential/farmland equalized assessment value. The non-residential rate will be set at \$4.00 per \$1,000 of equalized assessment value. Most property owners will see a change to their education tax bill due to increasing mill rates and assessment values. Individual properties are taxed based on the local education property tax rate set by the municipality.

### How much Calgary and Edmonton contribute to education property tax

Based on this formula, Calgary taxpayers will contribute \$1.037 billion in education property tax in 2025. Edmonton taxpayers will contribute \$575 million in education property tax in 2025. Funding for Calgary and Edmonton school boards will be based on the published profiles expected to be released by the end of March 2025.

### Declaration of faith

The Canadian Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith, so their education property tax dollars can be directed to those separate school jurisdictions.

### Education system benefits everyone

Alberta's education system plays a crucial role in shaping a skilled workforce, driving economic growth and fostering the social well-being of individuals and the province as a whole. It serves as a cornerstone for personal and collective prosperity, benefiting all Albertans—regardless of age, marital status or parental responsibilities.

Questions about financial assistance for seniors or the Seniors Property Tax Deferral program can be directed to the Alberta Supports Contact Centre at 1-877-644-9992 (in Edmonton - 780-644-9992).

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
<b>City</b>									
City of Airdrie	\$32,676,721	\$40,805,954	25%	\$7,511,823	\$8,908,827	19%	\$40,188,545	\$49,714,781	24%
City of Beaumont	\$8,754,927	\$10,279,535	17%	\$941,561	\$1,075,964	14%	\$9,696,488	\$11,355,500	17%
City of Brooks	\$2,922,626	\$3,197,756	9%	\$1,245,129	\$1,331,680	7%	\$4,167,755	\$4,529,436	9%
City of Calgary	\$662,592,617	\$790,698,938	19%	\$218,956,754	\$246,642,379	13%	\$881,549,371	\$1,037,341,317	18%
City of Camrose	\$5,706,740	\$6,369,265	12%	\$2,395,051	\$2,602,544	9%	\$8,101,791	\$8,971,809	11%
City of Chestermere	\$12,471,769	\$16,199,231	30%	\$898,257	\$1,100,498	23%	\$13,370,026	\$17,299,728	29%
City of Cold Lake	\$4,333,490	\$4,965,053	15%	\$2,250,679	\$2,494,154	11%	\$6,584,170	\$7,459,208	13%
City of Edmonton	\$376,410,720	\$411,115,425	9%	\$152,709,073	\$164,041,580	7%	\$529,119,793	\$575,157,005	9%
City of Fort Saskatchewan	\$10,595,208	\$11,991,264	13%	\$4,936,892	\$5,538,948	12%	\$15,532,100	\$17,530,212	13%
City of Grande Prairie	\$18,324,596	\$20,103,995	10%	\$11,818,731	\$12,679,645	7%	\$30,143,327	\$32,783,641	9%
City of Lacombe	\$4,114,518	\$4,683,149	14%	\$1,315,723	\$1,546,049	18%	\$5,430,241	\$6,229,198	15%
City of Leduc	\$12,014,226	\$13,877,339	16%	\$8,093,219	\$9,565,323	18%	\$20,107,445	\$23,442,662	17%
City of Lethbridge	\$32,216,642	\$36,528,257	13%	\$11,640,476	\$13,377,829	15%	\$43,857,118	\$49,906,086	14%
City of Lloydminster	\$5,541,443	\$6,079,283	10%	\$4,042,364	\$4,433,079	10%	\$9,583,808	\$10,512,362	10%
City of Medicine Hat	\$20,260,317	\$22,491,557	11%	\$6,535,656	\$7,437,516	14%	\$26,795,973	\$29,929,073	12%
City of Red Deer	\$30,998,165	\$34,713,671	12%	\$14,008,329	\$15,291,018	9%	\$45,006,494	\$50,004,689	11%
City of Spruce Grove	\$14,515,474	\$16,553,065	14%	\$4,551,525	\$5,171,599	14%	\$19,066,999	\$21,724,664	14%
City of St. Albert	\$30,468,863	\$33,797,441	11%	\$7,729,758	\$8,571,041	11%	\$38,198,621	\$42,368,481	11%
City of Wetaskiwin	\$2,649,107	\$2,926,303	10%	\$1,333,280	\$1,436,688	8%	\$3,982,386	\$4,362,991	10%
<b>Specialized Municipality</b>									
Lac La Biche County	\$3,402,910	\$3,748,401	10%	\$6,876,399	\$7,598,780	11%	\$10,279,309	\$11,347,181	10%
Mackenzie County	\$3,268,046	\$3,728,460	14%	\$3,460,652	\$3,759,748	9%	\$6,728,698	\$7,488,208	11%
Municipality of Crowsnest Pass	\$2,845,014	\$3,415,101	20%	\$652,417	\$728,785	12%	\$3,497,431	\$4,143,885	18%
Municipality of Jasper	\$2,897,656	\$3,244,828	12%	\$2,870,879	\$3,435,565	20%	\$5,768,534	\$6,680,393	16%
Regional Municipality of Wood Buffalo	\$25,588,211	\$26,818,348	5%	\$44,973,467	\$49,007,432	9%	\$70,561,678	\$75,825,781	7%
Strathcona County	\$49,559,018	\$55,303,202	12%	\$23,807,109	\$27,576,981	16%	\$73,366,127	\$82,880,183	13%
<b>Municipal District</b>									
Athabasca County	\$2,968,750	\$3,314,562	12%	\$2,935,244	\$3,141,602	7%	\$5,903,993	\$6,456,165	9%
Beaver County	\$2,127,932	\$2,369,081	11%	\$1,707,543	\$1,847,370	8%	\$3,835,475	\$4,216,451	10%
Big Lakes County	\$1,588,207	\$1,819,359	15%	\$3,445,321	\$3,862,452	12%	\$5,033,528	\$5,681,811	13%
Birch Hills County	\$297,581	\$326,293	10%	\$478,049	\$478,783	0%	\$775,630	\$805,076	4%
Brazeau County	\$2,737,950	\$3,083,062	13%	\$7,336,337	\$8,195,680	12%	\$10,074,287	\$11,278,741	12%
Camrose County	\$3,797,777	\$4,261,631	12%	\$2,090,341	\$2,274,726	9%	\$5,888,118	\$6,536,357	11%
Cardston County	\$1,685,667	\$2,104,898	25%	\$341,693	\$386,567	13%	\$2,027,360	\$2,491,465	23%
Clear Hills County	\$546,825	\$629,296	15%	\$2,559,575	\$2,776,630	8%	\$3,106,401	\$3,405,926	10%
Clearwater County	\$5,085,847	\$5,911,264	16%	\$14,021,592	\$15,701,105	12%	\$18,995,973	\$21,612,368	14%
County of Barrhead No. 11	\$2,124,431	\$2,333,529	10%	\$637,472	\$775,048	22%	\$2,761,903	\$3,108,577	13%
County of Forty Mile No. 8	\$1,326,654	\$1,432,634	8%	\$879,141	\$885,612	1%	\$2,205,795	\$2,318,247	5%
County of Grande Prairie No. 1	\$11,607,927	\$12,861,368	11%	\$14,419,704	\$15,807,044	10%	\$26,027,632	\$28,668,412	10%
County of Minburn No. 27	\$1,056,824	\$1,171,345	11%	\$1,367,655	\$1,508,893	10%	\$2,424,478	\$2,680,238	11%
County of Newell	\$2,636,382	\$3,011,645	14%	\$9,258,318	\$10,054,070	9%	\$11,894,699	\$13,065,715	10%

Requisitions are actuals, subject to revision

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
County of Northern Lights	\$1,163,594	\$1,318,339	13%	\$2,357,154	\$2,465,897	5%	\$3,520,748	\$3,784,236	7%
County of Paintearth No. 18	\$607,198	\$674,528	11%	\$1,518,731	\$1,640,601	8%	\$2,125,929	\$2,315,129	9%
County of St. Paul No. 19	\$2,716,097	\$3,023,206	11%	\$1,675,231	\$1,820,102	9%	\$4,391,327	\$4,843,307	10%
County of Stettler No. 6	\$2,178,165	\$2,506,532	15%	\$1,969,009	\$2,155,166	9%	\$4,147,174	\$4,661,699	12%
County of Two Hills No. 21	\$1,128,952	\$1,267,303	12%	\$538,400	\$567,641	5%	\$1,667,352	\$1,834,944	10%
County of Vermilion River	\$3,105,239	\$3,504,031	13%	\$3,607,692	\$3,922,259	9%	\$6,712,931	\$7,426,290	11%
County of Warner No. 5	\$1,377,310	\$1,576,481	14%	\$763,665	\$831,683	9%	\$2,140,976	\$2,408,164	12%
County of Wetaskiwin No. 10	\$5,534,040	\$6,361,900	15%	\$2,571,375	\$2,697,651	5%	\$8,105,416	\$9,059,550	12%
Cypress County	\$4,164,065	\$4,756,597	14%	\$9,165,422	\$9,980,926	9%	\$13,329,487	\$14,737,523	11%
Flagstaff County	\$1,385,419	\$1,524,706	10%	\$2,296,911	\$2,465,257	7%	\$3,682,330	\$3,989,962	8%
Foothills County	\$20,718,315	\$24,817,686	20%	\$4,016,897	\$4,479,153	12%	\$24,735,212	\$29,296,839	18%
Kneehill County	\$1,919,588	\$2,234,421	16%	\$3,653,309	\$4,034,251	10%	\$5,572,896	\$6,268,673	12%
Lac Ste. Anne County	\$4,767,410	\$5,334,125	12%	\$1,299,875	\$1,435,830	10%	\$6,067,284	\$6,769,955	12%
Lacombe County	\$5,610,186	\$6,213,691	11%	\$7,250,909	\$7,833,466	8%	\$12,861,095	\$14,047,157	9%
Lamont County	\$1,559,287	\$1,727,462	11%	\$1,763,676	\$1,958,153	11%	\$3,322,963	\$3,685,614	11%
Leduc County	\$8,159,017	\$9,442,769	16%	\$20,320,932	\$23,628,449	16%	\$28,479,949	\$33,071,219	16%
Lethbridge County	\$3,698,818	\$4,187,551	13%	\$2,643,677	\$2,963,143	12%	\$6,342,496	\$7,150,694	13%
Mountain View County	\$7,735,673	\$9,098,245	18%	\$6,284,415	\$6,923,038	10%	\$14,020,087	\$16,021,283	14%
Municipal District of Acadia No. 34	\$184,219	\$198,106	8%	\$38,429	\$47,746	24%	\$222,648	\$245,852	10%
Municipal District of Bighorn No. 8	\$1,805,415	\$2,140,349	19%	\$1,755,884	\$2,030,637	16%	\$3,561,299	\$4,170,986	17%
Municipal District of Bonnyville No. 87	\$5,005,435	\$5,676,433	13%	\$12,176,155	\$13,366,783	10%	\$17,181,590	\$19,043,216	11%
Municipal District of Fairview No. 136	\$515,720	\$547,243	6%	\$453,223	\$504,090	11%	\$968,943	\$1,051,332	9%
Municipal District of Greenview No. 16	\$2,854,277	\$3,296,919	16%	\$29,122,178	\$32,658,178	12%	\$31,976,455	\$35,955,097	12%
Municipal District of Lesser Slave River No. 124	\$1,442,011	\$1,582,612	10%	\$2,611,656	\$3,016,477	16%	\$4,053,667	\$4,599,089	13%
Municipal District of Opportunity No. 17	\$682,373	\$734,631	8%	\$8,299,570	\$9,291,968	12%	\$8,981,943	\$10,026,599	12%
Municipal District of Peace No. 135	\$487,302	\$551,075	13%	\$436,111	\$439,013	1%	\$923,413	\$990,088	7%
Municipal District of Pincher Creek No. 9	\$1,935,495	\$2,306,550	19%	\$1,234,671	\$1,355,159	10%	\$3,170,165	\$3,661,708	16%
Municipal District of Provost No. 52	\$774,826	\$846,255	9%	\$4,135,144	\$4,529,243	10%	\$4,909,970	\$5,375,497	9%
Municipal District of Ranchland No. 66	\$69,910	\$79,213	13%	\$562,190	\$607,009	8%	\$632,100	\$686,222	9%
Municipal District of Smoky River No. 130	\$627,528	\$708,827	13%	\$820,142	\$925,736	13%	\$1,447,670	\$1,634,563	13%
Municipal District of Spirit River No. 133	\$218,076	\$247,068	13%	\$436,310	\$556,133	27%	\$654,387	\$803,201	23%
Municipal District of Taber	\$2,461,834	\$2,939,243	19%	\$2,977,866	\$3,271,695	10%	\$5,439,700	\$6,210,938	14%
Municipal District of Wainwright No. 61	\$1,870,314	\$2,036,211	9%	\$4,439,583	\$4,992,764	12%	\$6,309,897	\$7,028,975	11%
Municipal District of Willow Creek No. 26	\$2,481,124	\$3,018,965	22%	\$1,658,119	\$1,866,268	13%	\$4,139,243	\$4,885,234	18%
Northern Sunrise County	\$626,390	\$681,246	9%	\$4,598,306	\$4,984,628	8%	\$5,224,696	\$5,665,873	8%
Parkland County	\$18,079,142	\$20,338,767	12%	\$12,638,309	\$13,866,868	10%	\$30,717,451	\$34,205,635	11%
Ponoka County	\$4,744,959	\$5,612,733	18%	\$3,680,077	\$4,109,553	12%	\$8,425,035	\$9,722,286	15%
Red Deer County	\$10,558,882	\$12,203,080	16%	\$8,991,886	\$9,829,912	9%	\$19,550,768	\$22,032,992	13%
Rocky View County	\$38,920,613	\$47,862,361	23%	\$23,236,941	\$29,811,930	28%	\$62,157,553	\$77,674,291	25%
Saddle Hills County	\$513,541	\$657,511	28%	\$6,672,392	\$7,558,362	13%	\$7,185,933	\$8,215,873	14%
Smoky Lake County	\$1,043,840	\$1,209,203	16%	\$1,048,058	\$1,180,297	13%	\$2,091,898	\$2,389,500	14%
Starland County	\$616,057	\$713,053	16%	\$1,341,942	\$1,468,496	9%	\$1,957,998	\$2,181,548	11%
Sturgeon County	\$10,951,968	\$12,344,569	13%	\$9,175,271	\$10,047,558	10%	\$20,127,239	\$22,392,127	11%

Requisitions are actuals, subject to revision

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Thorhild County	\$1,143,781	\$1,245,132	9%	\$1,296,708	\$1,416,297	9%	\$2,440,489	\$2,661,429	9%
Vulcan County	\$2,024,349	\$2,444,881	21%	\$1,564,558	\$1,747,180	12%	\$3,588,907	\$4,192,061	17%
Westlock County	\$2,255,121	\$2,557,655	13%	\$564,510	\$633,448	12%	\$2,819,632	\$3,191,102	13%
Wheatland County	\$4,122,594	\$4,828,880	17%	\$6,645,007	\$7,303,042	10%	\$10,767,601	\$12,131,922	13%
Woodlands County	\$2,041,854	\$2,309,541	13%	\$3,290,161	\$3,692,933	12%	\$5,332,015	\$6,002,475	13%
Yellowhead County	\$4,577,378	\$4,859,162	6%	\$22,438,768	\$25,332,759	13%	\$27,016,146	\$30,191,921	12%
<b>Town</b>									
Town of Athabasca	\$673,705	\$737,486	9%	\$407,866	\$427,792	5%	\$1,081,571	\$1,165,279	8%
Town of Banff	\$5,452,073	\$6,139,710	13%	\$4,891,651	\$7,239,681	48%	\$10,343,724	\$13,379,391	29%
Town of Barrhead	\$974,653	\$1,089,113	12%	\$450,923	\$495,890	10%	\$1,425,576	\$1,585,002	11%
Town of Bashaw	\$156,921	\$181,407	16%	\$67,935	\$80,469	18%	\$224,856	\$261,876	16%
Town of Bassano	\$233,950	\$263,839	13%	\$113,893	\$138,615	22%	\$347,843	\$402,454	16%
Town of Beaverlodge	\$596,683	\$648,163	9%	\$244,276	\$272,598	12%	\$840,959	\$920,760	9%
Town of Bentley	\$250,394	\$276,434	10%	\$57,414	\$59,363	3%	\$307,809	\$335,797	9%
Town of Blackfalds	\$3,261,920	\$3,712,428	14%	\$611,935	\$706,756	15%	\$3,873,855	\$4,419,184	14%
Town of Bon Accord	\$385,872	\$408,266	6%	\$28,429	\$32,741	15%	\$414,300	\$441,007	6%
Town of Bonnyville	\$1,519,070	\$1,574,566	4%	\$1,317,668	\$1,376,262	4%	\$2,836,738	\$2,950,828	4%
Town of Bow Island	\$373,506	\$404,338	8%	\$183,991	\$206,498	12%	\$557,497	\$610,836	10%
Town of Bowden	\$271,677	\$305,287	12%	\$58,369	\$64,180	10%	\$330,046	\$369,467	12%
Town of Bruderheim	\$363,604	\$398,261	10%	\$70,745	\$78,521	11%	\$434,349	\$476,782	10%
Town of Calmar	\$618,465	\$672,762	9%	\$187,788	\$214,536	14%	\$806,253	\$887,298	10%
Town of Canmore	\$23,913,325	\$27,778,702	16%	\$6,438,454	\$7,999,686	24%	\$30,351,778	\$35,778,387	18%
Town of Cardston	\$898,811	\$997,958	11%	\$180,488	\$214,989	19%	\$1,079,299	\$1,212,947	12%
Town of Carstairs	\$1,910,780	\$2,235,333	17%	\$255,532	\$284,693	11%	\$2,166,312	\$2,520,025	16%
Town of Castor	\$162,370	\$181,011	11%	\$53,449	\$60,928	14%	\$215,819	\$241,939	12%
Town of Claresholm	\$1,069,376	\$1,246,100	17%	\$381,473	\$423,148	11%	\$1,450,849	\$1,669,249	15%
Town of Coaldale	\$2,761,332	\$3,260,084	18%	\$673,399	\$837,833	24%	\$3,434,732	\$4,097,917	19%
Town of Coalhurst	\$797,268	\$914,316	15%	\$55,482	\$61,675	11%	\$852,750	\$975,991	14%
Town of Cochrane	\$16,990,384	\$21,325,962	26%	\$2,577,223	\$2,880,699	12%	\$19,567,606	\$24,206,661	24%
Town of Coronation	\$142,829	\$158,116	11%	\$83,519	\$92,592	11%	\$226,348	\$250,708	11%
Town of Crossfield	\$1,389,235	\$1,697,192	22%	\$717,281	\$834,122	16%	\$2,106,516	\$2,531,315	20%
Town of Daysland	\$194,940	\$216,695	11%	\$28,246	\$29,904	6%	\$223,185	\$246,599	10%
Town of Devon	\$2,127,248	\$2,380,509	12%	\$492,293	\$524,496	7%	\$2,619,541	\$2,905,006	11%
Town of Diamond Valley	\$2,208,310	\$2,764,092	25%	\$316,360	\$364,689	15%	\$2,524,671	\$3,128,780	24%
Town of Didsbury	\$1,521,057	\$1,737,458	14%	\$307,636	\$356,979	16%	\$1,828,694	\$2,094,437	15%
Town of Drayton Valley	\$1,775,121	\$2,025,777	14%	\$1,714,259	\$1,921,015	12%	\$3,489,381	\$3,946,792	13%
Town of Drumheller	\$1,814,112	\$2,062,736	14%	\$877,638	\$995,066	13%	\$2,691,750	\$3,057,802	14%
Town of Eckville	\$247,955	\$267,636	8%	\$80,853	\$92,285	14%	\$328,809	\$359,921	9%
Town of Edson	\$2,243,943	\$2,441,048	9%	\$1,512,476	\$1,669,593	10%	\$3,756,419	\$4,110,641	9%
Town of Elk Point	\$269,770	\$281,227	4%	\$159,710	\$170,692	7%	\$429,480	\$451,919	5%
Town of Fairview	\$571,989	\$604,192	6%	\$250,629	\$275,678	10%	\$822,618	\$879,870	7%
Town of Falher	\$145,054	\$157,251	8%	\$100,790	\$111,257	10%	\$245,844	\$268,508	9%
Town of Fort Macleod	\$869,224	\$1,017,081	17%	\$526,464	\$608,171	16%	\$1,395,688	\$1,625,252	16%

Requisitions are actuals, subject to revision



**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Town of Fox Creek	\$504,733	\$503,588	0%	\$576,444	\$575,761	0%	\$1,081,177	\$1,079,349	0%
Town of Gibbons	\$901,128	\$996,373	11%	\$118,711	\$146,924	24%	\$1,019,840	\$1,143,297	12%
Town of Grimshaw	\$538,354	\$569,588	6%	\$188,597	\$181,690	-4%	\$726,951	\$751,279	3%
Town of Hanna	\$429,952	\$492,715	15%	\$235,065	\$252,372	7%	\$665,017	\$745,087	12%
Town of Hardisty	\$174,968	\$189,827	8%	\$112,379	\$117,531	5%	\$287,348	\$307,358	7%
Town of High Level	\$647,561	\$745,421	15%	\$775,817	\$869,788	12%	\$1,423,378	\$1,615,209	13%
Town of High Prairie	\$463,008	\$507,551	10%	\$416,569	\$452,358	9%	\$879,577	\$959,909	9%
Town of High River	\$5,185,679	\$6,262,867	21%	\$1,258,625	\$1,425,533	13%	\$6,444,304	\$7,688,400	19%
Town of Hinton	\$2,903,719	\$3,248,988	12%	\$1,730,494	\$1,897,036	10%	\$4,634,213	\$5,146,024	11%
Town of Innisfail	\$2,163,212	\$2,454,357	13%	\$973,022	\$1,061,323	9%	\$3,136,234	\$3,515,680	12%
Town of Irricana	\$335,782	\$400,812	19%	\$31,470	\$33,800	7%	\$367,252	\$434,612	18%
Town of Killam	\$184,519	\$201,804	9%	\$87,769	\$90,729	3%	\$272,289	\$292,534	7%
Town of Lamont	\$348,707	\$392,648	13%	\$104,466	\$109,447	5%	\$453,173	\$502,095	11%
Town of Legal	\$316,271	\$333,739	6%	\$32,996	\$36,812	12%	\$349,267	\$370,551	6%
Town of Magrath	\$638,897	\$744,423	17%	\$62,836	\$73,655	17%	\$701,733	\$818,079	17%
Town of Manning	\$227,713	\$245,891	8%	\$104,782	\$117,904	13%	\$332,495	\$363,795	9%
Town of Mayerthorpe	\$198,045	\$211,689	7%	\$102,394	\$105,880	3%	\$300,440	\$317,569	6%
Town of McLennan	\$79,379	\$86,129	9%	\$36,440	\$43,818	20%	\$115,819	\$129,947	12%
Town of Milk River	\$163,614	\$199,252	22%	\$42,209	\$48,759	16%	\$205,823	\$248,011	20%
Town of Millet	\$515,036	\$568,429	10%	\$129,356	\$168,955	31%	\$644,392	\$737,384	14%
Town of Morinville	\$3,097,155	\$3,500,557	13%	\$694,330	\$753,169	8%	\$3,791,484	\$4,253,725	12%
Town of Mundare	\$217,819	\$239,213	10%	\$52,965	\$56,443	7%	\$270,784	\$295,655	9%
Town of Nanton	\$691,299	\$847,683	23%	\$227,315	\$273,998	21%	\$918,614	\$1,121,681	22%
Town of Nobleford	\$346,672	\$414,409	20%	\$146,866	\$178,593	22%	\$493,538	\$593,002	20%
Town of Okotoks	\$13,779,201	\$17,010,168	23%	\$2,967,871	\$3,560,904	20%	\$16,747,072	\$20,571,072	23%
Town of Olds	\$3,184,858	\$3,750,666	18%	\$1,465,506	\$1,468,898	0%	\$4,650,364	\$5,219,563	12%
Town of Onoway	\$216,104	\$239,271	11%	\$140,242	\$134,295	-4%	\$356,346	\$373,566	5%
Town of Oyen	\$180,943	\$199,680	10%	\$81,592	\$101,503	24%	\$262,536	\$301,184	15%
Town of Peace River	\$1,662,202	\$1,750,544	5%	\$1,006,007	\$1,040,072	3%	\$2,668,209	\$2,790,616	5%
Town of Penhold	\$1,021,712	\$1,143,774	12%	\$152,701	\$180,175	18%	\$1,174,413	\$1,323,950	13%
Town of Picture Butte	\$472,143	\$557,869	18%	\$151,248	\$177,088	17%	\$623,390	\$734,957	18%
Town of Pincher Creek	\$973,274	\$1,189,883	22%	\$469,681	\$561,301	20%	\$1,442,955	\$1,751,185	21%
Town of Ponoka	\$1,776,801	\$1,986,442	12%	\$725,492	\$786,222	8%	\$2,502,293	\$2,772,664	11%
Town of Provost	\$364,151	\$391,494	8%	\$246,407	\$269,682	9%	\$610,558	\$661,176	8%
Town of Rainbow Lake	\$40,982	\$44,887	10%	\$49,354	\$52,583	7%	\$90,336	\$97,471	8%
Town of Raymond	\$992,896	\$1,174,077	18%	\$107,995	\$121,051	12%	\$1,100,891	\$1,295,127	18%
Town of Redcliff	\$1,554,017	\$1,733,801	12%	\$787,411	\$868,553	10%	\$2,341,428	\$2,602,354	11%
Town of Redwater	\$534,777	\$576,910	8%	\$338,658	\$353,488	4%	\$873,435	\$930,397	7%
Town of Rimbey	\$613,977	\$679,488	11%	\$309,420	\$355,264	15%	\$923,397	\$1,034,751	12%
Town of Rocky Mountain House	\$1,808,759	\$2,047,210	13%	\$1,064,113	\$1,167,426	10%	\$2,872,872	\$3,214,636	12%
Town of Sedgewick	\$183,204	\$198,272	8%	\$69,687	\$75,688	9%	\$252,891	\$273,960	8%
Town of Sexsmith	\$681,162	\$748,870	10%	\$192,410	\$203,172	6%	\$873,572	\$952,043	9%
Town of Slave Lake	\$1,629,791	\$1,796,707	10%	\$949,735	\$1,018,839	7%	\$2,579,526	\$2,815,547	9%
Town of Smoky Lake	\$197,093	\$223,157	13%	\$74,691	\$84,708	13%	\$271,784	\$307,865	13%

Requisitions are actuals, subject to revision

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Town of Spirit River	\$166,509	\$176,441	6%	\$75,363	\$81,040	8%	\$241,873	\$257,481	6%
Town of St. Paul	\$1,260,430	\$1,341,698	6%	\$627,699	\$694,064	11%	\$1,888,129	\$2,035,762	8%
Town of Stavely	\$141,229	\$168,982	20%	\$44,882	\$41,993	-6%	\$186,111	\$210,974	13%
Town of Stettler	\$1,456,021	\$1,633,399	12%	\$903,555	\$1,034,464	14%	\$2,359,576	\$2,667,863	13%
Town of Stony Plain	\$6,375,406	\$7,276,531	14%	\$1,940,532	\$2,210,709	14%	\$8,315,938	\$9,487,240	14%
Town of Strathmore	\$4,757,855	\$5,848,969	23%	\$1,195,802	\$1,403,028	17%	\$5,953,657	\$7,251,997	22%
Town of Sunde	\$837,834	\$949,140	13%	\$370,402	\$384,838	4%	\$1,208,236	\$1,333,977	10%
Town of Swan Hills	\$122,536	\$137,620	12%	\$111,045	\$104,896	-6%	\$233,581	\$242,516	4%
Town of Sylvan Lake	\$6,166,325	\$6,809,225	10%	\$1,282,671	\$1,431,680	12%	\$7,448,997	\$8,240,905	11%
Town of Taber	\$2,179,692	\$2,467,407	13%	\$1,012,489	\$1,188,322	17%	\$3,192,181	\$3,655,730	15%
Town of Thorsby	\$207,956	\$223,229	7%	\$80,840	\$81,266	1%	\$288,796	\$304,495	5%
Town of Three Hills	\$714,532	\$807,504	13%	\$232,148	\$278,749	20%	\$946,680	\$1,086,252	15%
Town of Tofield	\$505,708	\$546,545	8%	\$201,851	\$220,732	9%	\$707,560	\$767,277	8%
Town of Trochu	\$187,250	\$219,112	17%	\$63,669	\$74,608	17%	\$250,919	\$293,719	17%
Town of Two Hills	\$159,745	\$173,598	9%	\$52,490	\$56,602	8%	\$212,235	\$230,200	8%
Town of Valleyview	\$348,413	\$396,108	14%	\$293,412	\$342,250	17%	\$641,826	\$738,359	15%
Town of Vauxhall	\$204,637	\$242,223	18%	\$66,674	\$80,528	21%	\$271,311	\$322,750	19%
Town of Vegreville	\$1,270,223	\$1,398,415	10%	\$714,209	\$784,479	10%	\$1,984,432	\$2,182,894	10%
Town of Vermilion	\$1,048,118	\$1,148,399	10%	\$657,967	\$722,215	10%	\$1,706,085	\$1,870,614	10%
Town of Viking	\$181,712	\$199,249	10%	\$82,710	\$87,407	6%	\$264,422	\$286,656	8%
Town of Vulcan	\$506,701	\$581,657	15%	\$155,929	\$176,348	13%	\$662,630	\$758,004	14%
Town of Wainwright	\$1,647,086	\$1,773,328	8%	\$952,095	\$1,028,317	8%	\$2,599,181	\$2,801,645	8%
Town of Wembley	\$366,635	\$404,951	10%	\$140,603	\$160,702	14%	\$507,238	\$565,653	12%
Town of Westlock	\$1,062,898	\$1,175,208	11%	\$681,121	\$727,190	7%	\$1,744,019	\$1,902,398	9%
Town of Whitecourt	\$2,736,404	\$2,959,682	8%	\$2,275,620	\$2,535,055	11%	\$5,012,024	\$5,494,737	10%
<b>Village</b>									
Alberta Beach	\$460,851	\$493,842	7%	\$42,315	\$50,665	20%	\$503,166	\$544,506	8%
Village of Acme	\$137,589	\$166,973	21%	\$41,136	\$48,261	17%	\$178,726	\$215,235	20%
Village of Alix	\$157,002	\$184,519	18%	\$59,747	\$69,550	16%	\$216,748	\$254,068	17%
Village of Alliance	\$17,468	\$18,792	8%	\$10,788	\$11,391	6%	\$28,256	\$30,183	7%
Village of Amisk	\$29,421	\$30,500	4%	\$5,498	\$6,820	24%	\$34,919	\$37,319	7%
Village of Andrew	\$67,963	\$69,512	2%	\$20,820	\$23,248	12%	\$88,783	\$92,760	4%
Village of Arrowwood	\$34,108	\$42,675	25%	\$11,414	\$14,358	26%	\$45,523	\$57,032	25%
Village of Barnwell	\$263,431	\$293,199	11%	\$17,378	\$19,299	11%	\$280,809	\$312,499	11%
Village of Barons	\$47,345	\$65,841	39%	\$9,814	\$13,829	41%	\$57,159	\$79,670	39%
Village of Bawlf	\$84,230	\$92,378	10%	\$6,686	\$7,387	10%	\$90,916	\$99,765	10%
Village of Beiseker	\$204,158	\$245,284	20%	\$109,271	\$118,304	8%	\$313,430	\$363,588	16%
Village of Berwyn	\$73,925	\$75,735	2%	\$12,354	\$13,080	6%	\$86,279	\$88,815	3%
Village of Big Valley	\$57,540	\$64,384	12%	\$19,214	\$22,565	17%	\$76,754	\$86,948	13%
Village of Bittern Lake	\$57,647	\$62,677	9%	\$8,552	\$9,357	9%	\$66,199	\$72,035	9%
Village of Boyle	\$156,074	\$168,100	8%	\$96,197	\$105,289	9%	\$252,271	\$273,389	8%
Village of Breton	\$106,294	\$121,299	14%	\$41,573	\$44,422	7%	\$147,867	\$165,721	12%
Village of Carbon	\$102,293	\$117,893	15%	\$11,484	\$12,220	6%	\$113,778	\$130,113	14%

Requisitions are actuals, subject to revision

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Village of Carmangay	\$48,404	\$58,953	22%	\$9,539	\$11,983	26%	\$57,943	\$70,936	22%
Village of Champion	\$59,751	\$87,219	46%	\$13,866	\$17,077	23%	\$73,617	\$104,296	42%
Village of Chauvin	\$40,059	\$42,816	7%	\$21,383	\$24,237	13%	\$61,443	\$67,053	9%
Village of Chipman	\$47,300	\$51,912	10%	\$16,261	\$17,871	10%	\$63,561	\$69,783	10%
Village of Clive	\$194,459	\$214,050	10%	\$12,322	\$13,636	11%	\$206,781	\$227,686	10%
Village of Clyde	\$77,161	\$86,993	13%	\$9,832	\$9,822	0%	\$86,993	\$96,815	11%
Village of Consort	\$105,248	\$116,274	10%	\$62,836	\$70,117	12%	\$168,084	\$186,390	11%
Village of Coutts	\$37,085	\$42,040	13%	\$35,530	\$42,011	18%	\$72,615	\$84,051	16%
Village of Cowley	\$43,135	\$54,146	26%	\$15,417	\$17,089	11%	\$58,553	\$71,236	22%
Village of Cremona	\$111,326	\$122,020	10%	\$26,963	\$29,397	9%	\$138,289	\$151,416	9%
Village of Czar	\$25,085	\$28,713	14%	\$7,748	\$10,967	42%	\$32,833	\$39,680	21%
Village of Delburne	\$206,633	\$220,020	6%	\$43,829	\$42,883	-2%	\$250,463	\$262,903	5%
Village of Delia	\$34,212	\$39,445	15%	\$12,863	\$13,637	6%	\$47,075	\$53,082	13%
Village of Donalda	\$31,630	\$35,086	11%	\$5,958	\$6,579	10%	\$37,588	\$41,665	11%
Village of Donnelly	\$49,360	\$54,966	11%	\$8,044	\$8,796	9%	\$57,403	\$63,763	11%
Village of Duchess	\$250,760	\$270,911	8%	\$35,705	\$40,972	15%	\$286,465	\$311,883	9%
Village of Edberg	\$20,445	\$23,160	13%	\$1,265	\$1,514	20%	\$21,711	\$24,674	14%
Village of Edgerton	\$63,662	\$67,381	6%	\$14,104	\$15,890	13%	\$77,766	\$83,271	7%
Village of Elnora	\$50,896	\$60,071	18%	\$10,459	\$10,647	2%	\$61,356	\$70,718	15%
Village of Empress	\$18,516	\$19,581	6%	\$6,651	\$6,571	-1%	\$25,167	\$26,152	4%
Village of Foremost	\$110,123	\$132,442	20%	\$43,240	\$50,545	17%	\$153,362	\$182,987	19%
Village of Forestburg	\$148,651	\$162,777	10%	\$37,102	\$38,679	4%	\$185,753	\$201,456	8%
Village of Girouxville	\$33,288	\$36,433	9%	\$10,115	\$10,327	2%	\$43,402	\$46,761	8%
Village of Glendon	\$92,993	\$99,084	7%	\$17,999	\$19,290	7%	\$110,993	\$118,375	7%
Village of Glenwood	\$75,308	\$90,453	20%	\$9,190	\$9,732	6%	\$84,497	\$100,185	19%
Village of Halkirk	\$14,685			\$6,513			\$21,198		
Village of Hay Lakes	\$123,952	\$139,060	12%	\$7,320	\$9,248	26%	\$131,272	\$148,308	13%
Village of Heisler	\$17,266	\$19,492	13%	\$5,182	\$5,825	12%	\$22,448	\$25,316	13%
Village of Hill Spring	\$54,414	\$60,440	11%	\$4,211	\$4,750	13%	\$58,625	\$65,190	11%
Village of Hines Creek	\$34,209	\$35,332	3%	\$20,015	\$21,640	8%	\$54,224	\$56,972	5%
Village of Holden	\$44,248	\$50,417	14%	\$32,543	\$34,896	7%	\$76,791	\$85,313	11%
Village of Hughenden	\$26,637	\$28,084	5%	\$5,880	\$6,641	13%	\$32,517	\$34,725	7%
Village of Hussar	\$30,710	\$35,112	14%	\$10,012	\$11,784	18%	\$40,723	\$46,896	15%
Village of Innisfree	\$24,567	\$28,117	14%	\$11,944	\$13,608	14%	\$36,510	\$41,725	14%
Village of Irma	\$94,487	\$103,158	9%	\$28,797	\$30,672	7%	\$123,284	\$133,830	9%
Village of Kitscoty	\$211,072	\$223,850	6%	\$26,720	\$29,034	9%	\$237,792	\$252,884	6%
Village of Linden	\$168,416	\$200,029	19%	\$65,604	\$71,363	9%	\$234,019	\$271,392	16%
Village of Lomond	\$26,897	\$31,081	16%	\$8,775	\$9,843	12%	\$35,672	\$40,924	15%
Village of Longview	\$133,296	\$157,316	18%	\$48,454	\$52,257	8%	\$181,750	\$209,574	15%
Village of Loughheed	\$32,223	\$34,916	8%	\$18,238	\$19,609	8%	\$50,461	\$54,525	8%
Village of Mannville	\$107,608	\$117,702	9%	\$32,971	\$35,179	7%	\$140,579	\$152,881	9%
Village of Marwayne	\$92,007	\$103,214	12%	\$16,706	\$19,408	16%	\$108,714	\$122,622	13%
Village of Milo	\$23,853	\$29,740	25%	\$12,798	\$14,627	14%	\$36,651	\$44,367	21%

Requisitions are actuals, subject to revision

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Village of Morrin	\$34,991	\$39,171	12%	\$4,515	\$5,360	19%	\$39,506	\$44,531	13%
Village of Munson	\$43,099	\$48,199	12%	\$4,950	\$5,534	12%	\$48,050	\$53,733	12%
Village of Myrnam	\$36,939	\$39,970	8%	\$5,457	\$6,587	21%	\$42,396	\$46,558	10%
Village of Nampa	\$57,385	\$59,957	4%	\$67,853	\$71,282	5%	\$125,238	\$131,239	5%
Village of Paradise Valley	\$21,596	\$23,767	10%	\$5,095	\$5,744	13%	\$26,691	\$29,511	11%
Village of Rockyford	\$64,255	\$72,280	12%	\$23,645	\$26,088	10%	\$87,900	\$98,368	12%
Village of Rosalind	\$31,128	\$35,286	13%	\$9,256	\$10,292	11%	\$40,384	\$45,578	13%
Village of Rosemary	\$73,179	\$77,918	6%	\$8,384	\$10,011	19%	\$81,563	\$87,929	8%
Village of Rycroft	\$88,634	\$91,295	3%	\$94,487	\$99,226	5%	\$183,121	\$190,520	4%
Village of Ryley	\$65,801	\$71,484	9%	\$43,682	\$48,904	12%	\$109,483	\$120,388	10%
Village of Spring Lake	\$373,548	\$424,975	14%	\$11,986	\$13,638	14%	\$385,534	\$438,613	14%
Village of Standard	\$80,933	\$93,175	15%	\$52,180	\$55,237	6%	\$133,113	\$148,411	11%
Village of Stirling	\$294,781	\$346,258	17%	\$14,241	\$16,389	15%	\$309,022	\$362,647	17%
Village of Veteran	\$23,395	\$26,027	11%	\$9,571	\$10,370	8%	\$32,966	\$36,397	10%
Village of Vilna	\$28,541	\$30,806	8%	\$7,727	\$8,895	15%	\$36,268	\$39,701	9%
Village of Warburg	\$122,242	\$135,895	11%	\$41,969	\$44,792	7%	\$164,211	\$180,687	10%
Village of Warner	\$65,587	\$80,346	23%	\$16,418	\$20,411	24%	\$82,005	\$100,757	23%
Village of Waskatenau	\$40,856	\$43,870	7%	\$6,749	\$7,746	15%	\$47,605	\$51,617	8%
Village of Youngstown	\$22,650	\$24,802	10%	\$7,765	\$8,701	12%	\$30,415	\$33,503	10%
<b>Summer Village</b>									
Summer Village of Argentia Beach	\$233,387	\$266,905	14%	\$1,180	\$1,326	12%	\$234,567	\$268,232	14%
Summer Village of Betula Beach	\$80,456	\$96,947	20%	\$215	\$239	11%	\$80,671	\$97,187	20%
Summer Village of Birch Cove	\$36,311	\$41,937	15%	\$207	\$230	11%	\$36,518	\$42,167	15%
Summer Village of Birchcliff	\$509,079	\$572,211	12%	\$7,128	\$7,674	8%	\$516,207	\$579,885	12%
Summer Village of Bondiss	\$170,894	\$194,473	14%	\$2,877	\$3,402	18%	\$173,770	\$197,875	14%
Summer Village of Bonnyville Beach	\$68,232	\$72,907	7%	\$667	\$733	10%	\$68,899	\$73,641	7%
Summer Village of Burnstick Lake	\$53,970	\$76,288	41%	\$131	\$150	14%	\$54,101	\$76,437	41%
Summer Village of Castle Island	\$35,579	\$37,112	4%	\$62	\$70	13%	\$35,641	\$37,182	4%
Summer Village of Crystal Springs	\$238,164	\$267,321	12%	\$1,208	\$1,341	11%	\$239,372	\$268,662	12%
Summer Village of Ghost Lake	\$126,210	\$156,277	24%	\$263	\$282	7%	\$126,472	\$156,559	24%
Summer Village of Golden Days	\$367,537	\$419,422	14%	\$3,258	\$3,258	0%	\$370,795	\$422,680	14%
Summer Village of Grandview	\$287,308	\$322,822	12%	\$1,076	\$1,222	14%	\$288,384	\$324,045	12%
Summer Village of Gull Lake	\$269,295	\$314,039	17%	\$4,504	\$5,412	20%	\$273,799	\$319,450	17%
Summer Village of Half Moon Bay	\$121,653	\$130,500	7%	\$157	\$180	14%	\$121,810	\$130,680	7%
Summer Village of Horseshoe Bay	\$42,270	\$45,515	8%	\$727	\$808	11%	\$42,997	\$46,323	8%
Summer Village of Island Lake	\$300,691	\$349,645	16%	\$2,611	\$3,237	24%	\$303,302	\$352,882	16%
Summer Village of Island Lake South	\$82,853	\$91,599	11%	\$408	\$456	12%	\$83,262	\$92,055	11%
Summer Village of Itaska Beach	\$124,501	\$137,429	10%	\$583	\$642	10%	\$125,084	\$138,070	10%
Summer Village of Jarvis Bay	\$490,062	\$575,535	17%	\$1,387	\$1,558	12%	\$491,449	\$577,092	17%
Summer Village of Kapasiwin	\$87,853	\$94,742	8%	\$317	\$347	9%	\$88,170	\$95,089	8%
Summer Village of Lakeview	\$46,084	\$55,272	20%	\$256	\$292	14%	\$46,340	\$55,564	20%
Summer Village of Larkspur	\$88,448	\$98,107	11%	\$220	\$240	9%	\$88,668	\$98,346	11%
Summer Village of Ma-Me-O Beach	\$272,676	\$287,565	5%	\$7,797	\$8,247	6%	\$280,473	\$295,811	5%

Requisitions are actuals, subject to revision

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Summer Village of Mewatha Beach	\$153,698	\$176,305	15%	\$916	\$1,152	26%	\$154,614	\$177,457	15%
Summer Village of Nakamun Park	\$110,355	\$125,086	13%	\$568	\$637	12%	\$110,923	\$125,723	13%
Summer Village of Norglenwold	\$600,456	\$702,346	17%	\$2,192	\$2,485	13%	\$602,648	\$704,831	17%
Summer Village of Norris Beach	\$97,746	\$106,415	9%	\$661	\$722	9%	\$98,407	\$107,137	9%
Summer Village of Parkland Beach	\$203,204	\$228,849	13%	\$9,298	\$10,332	11%	\$212,502	\$239,182	13%
Summer Village of Pelican Narrows	\$138,468	\$154,043	11%	\$1,162	\$1,279	10%	\$139,630	\$155,322	11%
Summer Village of Point Alison	\$65,116	\$69,073	6%	\$289	\$321	11%	\$65,405	\$69,394	6%
Summer Village of Poplar Bay	\$266,865	\$286,011	7%	\$1,487	\$1,644	11%	\$268,352	\$287,655	7%
Summer Village of Rochon Sands	\$162,437	\$176,078	8%	\$1,677	\$1,847	10%	\$164,113	\$177,926	8%
Summer Village of Ross Haven	\$163,226	\$181,804	11%	\$835	\$935	12%	\$164,061	\$182,739	11%
Summer Village of Sandy Beach	\$123,810	\$139,589	13%	\$2,364	\$2,708	15%	\$126,174	\$142,296	13%
Summer Village of Seba Beach	\$480,197	\$557,449	16%	\$13,885	\$15,546	12%	\$494,083	\$572,995	16%
Summer Village of Silver Beach	\$247,016	\$265,357	7%	\$755	\$839	11%	\$247,772	\$266,197	7%
Summer Village of Silver Sands	\$163,468	\$190,537	17%	\$4,717	\$5,376	14%	\$168,185	\$195,913	16%
Summer Village of South Baptiste	\$54,415	\$62,931	16%	\$2,889	\$3,115	8%	\$57,304	\$66,046	15%
Summer Village of South View	\$50,810	\$55,997	10%	\$498	\$552	11%	\$51,309	\$56,550	10%
Summer Village of Sunbreaker Cove	\$386,984	\$435,456	13%	\$613	\$681	11%	\$387,597	\$436,137	13%
Summer Village of Sundance Beach	\$169,430	\$187,637	11%	\$327	\$367	12%	\$169,757	\$188,004	11%
Summer Village of Sunrise Beach	\$75,973	\$85,126	12%	\$547	\$612	12%	\$76,520	\$85,738	12%
Summer Village of Sunset Beach	\$94,310	\$104,457	11%	\$575	\$646	12%	\$94,885	\$105,104	11%
Summer Village of Sunset Point	\$190,911	\$202,280	6%	\$727	\$811	12%	\$191,637	\$203,091	6%
Summer Village of Val Quentin	\$129,824	\$148,205	14%	\$1,098	\$1,223	11%	\$130,922	\$149,428	14%
Summer Village of Waiparous	\$97,209	\$125,505	29%	\$183	\$204	12%	\$97,391	\$125,708	29%
Summer Village of West Baptiste	\$98,465	\$116,564	18%	\$504	\$562	11%	\$98,969	\$117,126	18%
Summer Village of West Cove	\$152,266	\$163,052	7%	\$793	\$886	12%	\$153,059	\$163,939	7%
Summer Village of Whispering Hills	\$126,676	\$154,680	22%	\$1,096	\$1,890	72%	\$127,772	\$156,570	23%
Summer Village of White Sands	\$309,431	\$345,232	12%	\$2,257	\$2,512	11%	\$311,688	\$347,744	12%
Summer Village of Yellowstone	\$97,654	\$110,447	13%	\$629	\$707	12%	\$98,283	\$111,154	13%
<b>Improvement District</b>									
Improvement District No. 04 (Waterton)	\$486,959	\$557,367	14%	\$267,914	\$300,923	12%	\$754,873	\$858,290	14%
Improvement District No. 09 (Banff)	\$311,788	\$379,499	22%	\$2,732,751	\$3,522,788	29%	\$3,044,539	\$3,902,287	28%
Improvement District No. 12 (Jasper National Park)	\$15,812	\$18,047	14%	\$215,094	\$231,275	8%	\$230,906	\$249,323	8%
Improvement District No. 13 (Elk Island)	\$956	\$1,018	6%	\$22,334	\$23,454	5%	\$23,291	\$24,472	5%
Improvement District No. 24 (Wood Buffalo)	\$6,267	\$6,636	6%	\$3,913	\$4,363	11%	\$10,180	\$11,000	8%
Kananaskis Improvement District	\$179,885	\$208,069	16%	\$441,342	\$532,210	21%	\$621,228	\$740,278	19%
<b>Special Area</b>									
Special Areas Board	\$1,589,002	\$1,838,695	16%	\$8,984,038	\$9,707,515	8%	\$10,573,040	\$11,546,210	9%
<b>Townsite</b>									
Townsite of Redwood Meadows Administration Society	\$583,080	\$679,043	16%	\$0	\$0	0%	\$583,080	\$679,043	16%

Requisitions are actuals, subject to revision

---

**FW: Summary of Questions from Alberta Policing Legislation Information Sessions**

---

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

**Date** Mon 3/17/2025 12:26 PM

**To** Debbie Giroux <Debbie@onoway.ca>

**Cc** Gino Damo <Gino@onoway.ca>

 1 attachment (262 KB)

Information sessions QA Comms and CPPO FINAL.pdf;

For information on next agenda.

Jennifer

---

**From:** Alberta Police Governance <AlbertaPoliceGovernance@gov.ab.ca>

**Sent:** March 17, 2025 12:14 PM

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

**Subject:** Summary of Questions from Alberta Policing Legislation Information Sessions

Good Afternoon,

The Government of Alberta hosted three virtual information sessions in December 2024 regarding recent changes to policing legislation, which came into effect on March 1, 2025. As communicated during these sessions, we have compiled a comprehensive summary of all questions raised, including responses to those addressed during the events, as well as answers to additional questions for which time did not permit discussion.

This document is being distributed to all municipalities across Alberta—not only those that attended the sessions—in the hope that the information proves valuable. It includes details relevant to municipalities policed under the Provincial Police Service Agreement, as well as those with populations exceeding 5,000 that operate under Municipal Police Service Agreements. Given the evolving complexities of establishing policing committees, we have also updated certain responses to reflect the most current information available.

We appreciate your ongoing dedication to fostering safe and secure communities across Alberta and your commitment to excellence in civilian governance. I look forward to continuing our strong collaborative relationship.

Should you have any further questions, please do not hesitate to contact us at [albertapolicegovernance@gov.ab.ca](mailto:albertapolicegovernance@gov.ab.ca).

Governance Team

---

## Commonly Asked Questions

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

This document provides answers to questions that were asked during the information sessions, which were held Dec. 17 and 18, 2024. Where appropriate, we have included updated information to reflect the current state and provide an accurate response.

### Information Session 1: Municipal Population over 15,000

Will there be any further regulation change or direction on structure/operations of the committees forthcoming?

The act and the regulations came into force March 1, 2025. Further amendments or new regulations are not anticipated in the short term.

Is there an expectation as to when the committees need to be operational?

Due to the development of a new enhanced security check process for police governance bodies, most committees will experience delays in their appointment process. However, the expectation is that municipalities are taking all necessary steps to establish their bylaws and recruit/appoint members, as quickly as possible.

Municipal elections are happening in the fall. Could we delay appointing committee members until after the election?

As above, the legislation and accompanying regulations are in force. The expectation is that municipalities take all necessary steps to establish their committees, or appoint members, as soon as possible.

Why was the timeline for implementation so tight?

We recognize some communities may need more time to determine the best approach and to develop and pass a bylaw. We will remain connected with individual communities to gauge their progress towards implementing the bylaw and appointing committee members.

Our policing committee has a committee member code of conduct that has been established in the bylaw. Can that stay or does it have to be removed?

The legislation sets out a minimum standard. Municipalities may wish to ensure they have a suite of policies governing their policing committee and a code of conduct is highly recommended.

Does the act require that the committee be established through bylaw?

The committee would be established through the municipality's usual bylaw channels. Training materials are available through the Government of Alberta's Police Governance E-Learning Training Program. Bylaw templates and other useful resources are available on the Alberta Association of Police Governance's website: [aapg.ca](http://aapg.ca).

We recognize that passing bylaws can take time and may require community consultation.

Can you elaborate on the process of a ministerial appointment to the committees? What will be the process? What will be the criteria for selection? Does a municipality have any input on this?

Ministerial appointments to committees follow the appointment process for agencies, boards and commissions coordinated by the Government of Alberta. There are a few methods for provincial appointments to municipal governance bodies. The Minister may choose to appoint members either directly or through an open competition or a combination of these two methods.

Provincial appointments will proceed in a manner that ensures the best representation on the governance bodies.

The Government of Alberta recognizes the critical importance of local oversight and input to policing. It is important to ensure community and municipality-specific concerns and trends are not overlooked, particularly for areas that have diverse and geographically dispersed populations and demographics.

The new model, consisting of a mixture of municipal and provincial appointments, ensures sufficient representation from both local and provincial government while allowing the municipalities to hold the majority of representation. This brings Alberta into alignment with other jurisdictions in Canada that facilitate provincial appointments to governance bodies.

Will the provincial appointments be limited to residents of the municipality for which the policing committee is set up?

Currently, municipal and provincial appointments are not restricted to residents of the municipality establishing the municipal policing committee.

Is it counter-intuitive to have the creation of municipal policing committees to enhance community input and involvement, while allowing for the GOA ministerial appointment of committee members?

Provincial appointees are subject to the individual bylaws of the police governance body to which they are appointed. The Minister of Public Safety and Emergency Services is responsible for ensuring that adequate and effective police services are provided across the province, and the decision to mandate provincial appointees on police governance bodies is a logical extension of the minister's mandate.

It is common practice to have provincial appointees on police boards and commissions across Canada, including B.C., Ontario, Manitoba, New Brunswick and Nova Scotia.

Our municipality has a policing committee that consists of nine members, do we need to reduce that number down to seven to align with this new regulation?

The Police Governance (Ministerial) Regulation states that a municipal policing committee shall consist of not fewer than three members and not more than seven members appointed by the municipality's council. To align with the regulation, the municipality would have to reduce the size of the municipal policing committee to seven. The minister may also make appointments to the committee.

The regulation states that if a municipal policing committee consists of:

- (a) three members, the Minister may appoint one member to the committee,
- (b) four to six members, the Minister may appoint up to two members to the committee, or,
- (c) seven members, the Minister may appoint one member for each group of three members appointed to the committee, including any remaining group that is fewer than three members.



Why are chief elected officials not allowed to chair the committee?

This provision has been in the *Police Act* since the inception of governance bodies in the legislation. Further, the legislation also states that elected officials, mayors, and vice mayors cannot be elected as a vice chair, demonstrating the committee or commission is operating outside the normal course of political influence.

Is it a correct reading of the regulations to state that a committee could, potentially, consist of only council members?

While the legislation in its current form does not explicitly require community representation on all committees – and this may allow for some committees to be composed solely of council members - the intended purpose of these requirements to ensure community representation on every committee.

The Ministry is currently reviewing this aspect of the regulation to ensure consistency across police governance bodies and to support strong community and civilian involvement in policing oversight.

For municipal policing committees, the municipality typically conducts a recruitment process to engage interested community members. Regional policing committees may also follow a similar approach or may choose to appoint a council member as their representative, based on what they determine best represents their interests at the regional level.

Public access was indicated during municipal police committee meetings - is creating public access a requirement?

Public access is a feature of police governance that creates transparency and builds the public trust. There is latitude for a municipality to decide what an appropriate level of public involvement should be. By being present and observing / participating members of the community can better understand the purpose and scope of the municipal policing committee, thereby increasing engagement, public interest and input. Typically, the structure of meetings of police governance bodies involves a public portion and a private or “in-camera” portion of meetings. In-camera portions of meetings typically are set aside for official matters having to do with personnel or detachment issues that may be sensitive or confidential in nature.

Are committee members compensated for attending meetings? Are the provincially appointed members going to be compensated?

Municipal policing committees are formed under municipal bylaw and remain a municipal responsibility, meaning that municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees. This also applies to provincially appointed members who are expected to participate at the same level.

Municipalities do have the option of using a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

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

Can you explain the expectations and standards surrounding the new required community safety plans?

The act creates a requirement for police governance bodies to create, maintain and submit community safety plans to the Ministry of Public Safety and Emergency Services. In the coming months, more information, tools, training and templates will be made available to support committees with this responsibility.

Will there be a standardized template for municipal police committee annual reporting?

Wherever possible and as deemed useful to municipalities and governance bodies, the Ministry will work with municipalities and the Alberta Association of Police Governance to provide templates for those plans that are submitted to the Ministry in order to provide for consistency.

Were municipalities directly consulted in the creation of the committee requirement and what feedback did they give?

Albertans shared their thoughts on policing and their experiences with the police through an online survey from Dec. 3, 2020 to Jan. 4, 2021. In late 2020 and early 2021, government officials met with stakeholders, including police associations, First Nations, community leaders, municipalities, and culturally and ethnically diverse communities.

Following the proclamation of the *Police Amendment Act, 2022* a series of amendments were set to come into force over the next three years. The ministry engaged with municipalities, municipal associations and the RCMP about RCMP governance bodies, their composition, roles, and functions during January and February of 2024. The feedback helped to inform the Police Governance Regulation and the Police Governance (Ministerial) Regulation that were enabled by the *Police Amendment Act 2022*.

## Information Session 2: Regional Policing Committees

What is the composition of a regional policing committee?

Regional policing committees will consist of at least one member appointed by each municipality (with an MPSA) for a period of two to three years. They can also include additional members appointed by municipalities with the agreement of all the municipalities in the region where the municipality is located.

The four regions are: Central Alberta; Southern Alberta; Eastern Alberta and Western Alberta and utilize the regional boundaries of the Alberta RCMP in Alberta.

If we currently have a policing committee, do we have to still get ministerial approval to maintain this?

If a municipality between 5,000 and 15,000 population, with a Municipal Police Service Agreement (MPSA), currently has a policing committee and wishes to continue with that committee, they may elect to opt out of the regional policing committee.

To opt out of the regional policing committee, a municipality must seek ministerial approval by writing to the Minister to request permission to continue operating their municipal policing committee and confirming the municipal policing committee bylaw will align with the Police Governance Regulation and the Police Governance (Ministerial) Regulation.

Is there a notification or application process opt out of the regional committee. Are there certain requirements or criteria that a municipality has to meet in order to be considered?

To initiate the process of obtaining ministerial approval, a municipality should make a motion in council to opt out of the regional committee and write to the Minister requesting approval to establish their own municipal policing committee.

There is no requirement or criteria; a municipality must simply identify its intentions and the benefits to the community and confirm that the municipal policing committee bylaw will align with regulations.

In terms of regional committees, will the province designate the regions or are they leaving it up to the municipalities to decide on the size of the committee or region?

As identified above, the regions are aligned with the current RCMP Districts (east, west, central and south). We recommend that municipalities within a region connect with each another, so they are actively and collectively aware of which communities intend to opt out and which ones want to remain in the regional committee.

Can MPSA municipalities and Provincial Police Service Agreement (PPSA) municipalities form a regional committee?

Communities policed by the PPS do not have a requirement to form a police governance body. All PPSA communities fall under the purview of the Provincial Police Advisory Board.

Informal police advisory committees or regional police advisory committees continue to exist and collaboration amongst neighboring communities is recognized as being valuable. Although these advisory groups are not recognized in legislation an MPSA community along with neighboring PPSA communities may collaborate to form an informal police advisory committee. There is more information on this topic in section 3.

What is the reasoning for requiring an enhanced security clearance as opposed to reliability status?

A modern, robust security clearance framework will help ensure the integrity of appointees, as well as information, infrastructure and reputation of the committees.

All appointees should be properly vetted to ensure public trust in government institutions and processes, which in turn would improve public safety. Security incidents within Canada's public service community, including law enforcement, have demonstrated the importance of strong vetting practices reflected in the enhanced security clearance process.

Have there been discussions on the anticipated impacts on detachment commanders to be able to support the number of committees they may have to support?

The Ministry of Public Safety and Emergency Services engages in regular meetings with Alberta RCMP K Division and remains in close contact with the division during the implementation of these governance bodies. There will be impacts, as there are with most shifts in policy at a provincial level, but the RCMP have pledged to work collaboratively with all partners to ensure the transition to this new governance framework is successful. RCMP detachments have always worked together with municipalities; the shift to this governance model is just a more formalized way of doing this. The ministry welcomes feedback from the RCMP and municipalities with respect to the new governance structures.

The same detachments will be required to align with municipal, regional, and the provincial police oversight bodies. How will conflicting priorities among these groups be handled and who ultimately directs the detachment priorities?

Alberta RCMP leadership and the RCMP Districts will determine the best way to address their participation in municipal and regional policing committees. Any issues encountered will be managed through regular meetings between the ministry and Alberta RCMP K Division.

# Information Session 3: Provincial Police Advisory Board (PPAB)

Do we have to pass a bylaw if we fall under the PPAB?

PPSA communities who fall under the purview of the Provincial Police Advisory Board are not required to form a governance body and are not required to establish any formal bylaws at the community/municipal level. Small and rural communities with populations under 5,000 including municipal districts and counties who are policed by the RCMP will be represented by the Provincial Police Advisory Board (PPAB). The PPAB is established by the Government of Alberta.

How will representatives be selected within the four divisions?

The Minister will appoint 15 representatives following the existing appointment process to agencies, boards and commissions coordinated by the Government of Alberta. The Minister can appoint in three ways: via a direct appointment, an open competition or a combination of these methods. The act and regulations are prescriptive about the composition of the PPAB, so these requirements must be met. For the First Nations and Metis Settlements' representations, these nominations will come from the communities themselves.

As provided for in the *Police Act* and Police Governance Regulations, the PPAB will include:

- First Nations representation: The *Police Act* prescribes at least one member from a First Nation, nominated by the First Nation, and the regulation includes two additional First Nations representatives. The regulations make allowance for additional First Nations members.
- At least one member from a Metis Settlement or community, nominated by the Metis Settlement or community.
- Two Rural Municipalities of Alberta representatives.
- Two Alberta Municipalities representatives.
- Four representatives, one from each RCMP district, who are members of the community (not RCMP members).
- Three other representatives with consideration given to geographic representation, expertise and other desirable attributes that will contribute to the PPAB's ability to serve the 280+ small and rural communities it represents.

Why just three Indigenous representatives when there are four RCMP divisions?

The three Indigenous representatives are not bound by geographic districts. These representatives would serve in the broader interest of the board and may be nominated by their Nation to act in respect of the interests of all indigenous communities.

The First Nations communities policed by the RCMP are not considered municipalities and are not among the PPSA communities that fall under the *Police Act*. Instead, these communities are part of a framework agreement with the Government of Canada. Existing Community Consultative Groups apply in some of the RCMP-policed First Nations communities.

For municipal representation, does the legislation specify that PPAB membership be elected officials, or can they be community members at large?

The PPAB will be a blend of elected officials and residents from communities across Alberta.

How can PPSA communities ensure their local priorities and concerns are heard?

Communities should establish strong communication networks and channels with the PPAB to ensure their interests are represented to the ministry and Alberta RCMP. In addition, communities should expect that the PPAB will, in turn, represent information to them from the Ministry and Alberta RCMP.

The PPAB will help advance the interests of small and rural RCMP-policed communities by:

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

What is the mandate of the Provincial Police Advisory Board?

As per the roles and functions mentioned above, the PPAB will help foster effective communication and collaboration between the RCMP and the Ministry of Public Safety and Emergency Services with communities on matters of public safety or issues affecting their Alberta's small and rural communities.

What if the policing priorities identified by these existing regional advisory committees clash with those identified by the new PPAB?

The PPAB will represent the collective interests of small and rural communities across Alberta. Given the diverse needs of different regions, some variation in priorities is natural. The board will work to foster collaboration and ensure local concerns are heard, bringing key issues to the attention of the Government of Alberta and the RCMP.

How many meetings does the detachment commander have to go to?

Detachment commanders do not attend meetings of the PPAB. The PPAB will establish a regular meeting cycle with senior leadership at Alberta RCMP, including the commanding officer and representatives from the Ministry of Public Safety and Emergency Services. The PPAB may convene meetings on its own for its membership in deliverance of its mandate. Police members are not appointed to the PPAB.

If we have an enhanced agreement for a Community Peace Officer - does that have any impact?

The PPAB operates at a provincial level. Community Peace Officer programs are managed locally by municipalities and do not fall under the purview of the PPAB.

How is the PPAB envisioned to work with communities that have RCMP detachments that are under an MPSA for the urban portion and a portion of PPSA for the smaller rural component?

Currently, the structure for RCMP governance bodies in legislation is based upon the type of agreement via which a municipality receives policing services. PPSA communities are not required to have police governance bodies. MPSA communities do have governance obligations in administering their agreement and a responsibility to the communities they serve.

PPSA communities may form informal police advisory groups with neighbouring PPSA communities to develop a regional police advisory approach to priority setting and community safety planning. Detachments do participate in local advisory committees with the communities represented. This local advisory approach is outside the scope of legislation but has seen success over the years in Alberta communities.

Do we have to stop having our own meetings with the RCMP (where they report to council on stats, and allow council to ask questions)? What is the status of local police advisory committees?

It is recommended that municipalities' with locally established advisory groups (advisory committees) for informal regional collaborations continue current practices, as these advisory groups add value and facilitate communication within and across communities.

Many of these local and regional advisory groups have been successfully operating in the province for years. For example, Red Deer County operates a Regional Police Advisory Committee for PPSA neighbouring communities, often including other municipal representation. This configuration has proven effective in this jurisdiction as it offers excellent information sharing and engagement opportunities with the local communities and the police. It is recommended that these informal configurations continue.

Given the intent of the legislation is to promote community engagement with the RCMP, could you explain the rationale that municipalities under a PPSA cannot join a joint municipal police committee with a municipality under a MPSA.

While geographically adjacent communities served by the same RCMP detachment may benefit from collaboration, formal governance structures differ based on the type of policing agreement. The legislation does not intend to disrupt effective informal arrangements between communities. If your municipality has established informal collaboration mechanisms that are working well, we recommend maintaining these practices to continue meeting your communities' needs. The formal distinction between governance bodies exists primarily for administrative purposes but should not prevent practical cooperation that serves citizens effectively.

Municipalities under an MPSA have statutory authority over policing, including setting priorities and monitoring performance, while PPSA municipalities provide input through advisory groups without formal oversight powers. This distinction requires separate governance structures but does not prevent informal collaboration. Municipalities are encouraged to maintain any existing cooperative arrangements that effectively support local policing needs.

Can an MPSA municipality fall under the PPAB or does it have to be represented under a regional committee?

Communities with populations over 5,000 that have MPSAs must join a regional committee or have their own municipal policing committee. The PPAB is limited to only serving the needs of those policed by the PPS in an advisory capacity.

Will those interested in participating in the PPAB apply through the GOA's agencies, boards and commissions process? Will opportunities be posted publicly?

Any municipality with an interest in serving as a member on the PPAB should express their interest in writing to the Minister or through their preferred association – Rural Municipalities of Alberta or Alberta Municipalities.

Can municipalities recommend members to the PPAB for ministerial approval?

Municipalities may recommend or nominate an individual to be considered for appointment to the PPAB by writing to the Ministry to advocate on behalf of a person. Communities may also make representation through Rural Municipalities of Alberta and Alberta Municipalities on behalf of someone they feel is an excellent candidate.

Will there be a change in the legislation to recognize the configuration of MPSA and PPSA?

As with any policy change, the ministry will work with municipalities over time to assess what is working well and where adjustments may be needed. Feedback on the new RCMP governance bodies is welcome and can be shared directly with the Minister, through the PPAB, or via [albertapolicegovernance@gov.ab.ca](mailto:albertapolicegovernance@gov.ab.ca).

Were the Alberta Summer Villages Association (ASVA) engaged to provide input into the process?

An invite to the stakeholder sessions would likely have been provided by the Rural Municipalities of Alberta. They should liaise with the RMA in connection with both this matter and future engagements.

Who is responsible for costs associated with the PPAB?

All the costs related to the Provincial Police Advisory Board are borne by the province. There will be no cost to municipalities in terms of the establishment or ongoing operations of this advisory board.

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

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

More information on RCMP civilian governance bodies can be found in the [Police Act](#), [Police Amendment Act](#) and in the [Police Governance Regulation](#) and [Police Governance \(Ministerial\) Regulation](#), found at Alberta King's Printer.

---

**FW: Invitation for Towns West Zone Meeting: April 2nd, 2025, 1:30 - 2:30pm**

---

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

**Date** Tue 3/18/2025 4:15 PM

**To** Bridgitte Coninx <bconinx@onoway.ca>; Robin Murray <rmurray@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>; Len Kwasny <lkwasny@onoway.ca>; Sheila Pockett <spockett@onoway.ca>

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

For information.

Jennifer

---

**From:** Krista Gardner <KGardner@calmar.ca>

**Sent:** March 18, 2025, 4:06 PM

**Subject:** Invitation for Towns West Zone Meeting: April 2nd, 2025, 1:30 - 2:30pm

Hello Towns West Mayors, Councillors and CAOs,

We are excited to announce a virtual meet and greet event with our new CEO Dana Mackie. This is a wonderful opportunity for Dana to connect with you to learn about your local priorities.

As the purpose of the session is to provide Dana context on municipal priorities that will inform his approach to leading the organization, he would appreciate hearing from you about the following topics:

- ABmunis is conducting a financial research project looking at trends in provincial transfers, downloading, municipal revenues, the infrastructure deficit among other topics. What is the biggest financial issue facing your community?
- ABmunis is pursuing initiatives related to access to healthcare, policing, housing, FCSS funding, mental health, and addictions. What are the most pressing social issues in your municipality right now?
- Fires, floods, and droughts - municipalities are facing no shortage of risks and ABmunis is involved in various initiatives from water conservation planning to wildfire prevention. What risks are keeping you up at night?
- ABmunis and RMA are collaborating to develop candidate training resources for the next election, and to roll out our Elected Officials Education Program Munis 101 courses after the election. In addition, ABmunis just hosted a President's Summit on Civility. What is the state of local democracy in your community?

These are just a few examples to spark conversation. We welcome you to bring forward any topics that would enhance our understanding of your needs, together. Here are the meeting details:

**Zone Meeting:** April 2<sup>nd</sup>, 2025, 1:30 - 2:30pm


**Meeting Link:** [Click Here](#)

Following this email, a calendar invitation from Alberta Municipalities CEO, Dana Mackie, will be sent.

Your input is invaluable. We appreciate your thoughts on these topics and look forward to your attendance and feedback!



Krista

  
TOWN OF  
**CALMAR**  
**Krista Gardner**  
Councillor  
Director Towns West, Alberta  
Municipalities

---

cell 780.991.2946

[kgardner@calmar.ca](mailto:kgardner@calmar.ca)

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

4901 - 50 Avenue

PO Box 750

Calmar AB T0C 0V0

*This email and any attachments are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee or have received this communication in error, please notify the sender immediately by email, delete this email and any attachments from your system, and do not disseminate, distribute or copy this email and any attachments.*