

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, SEPTEMBER 5, 2019 IN THE COUNCIL CHAMBERS
OF THE ONOWAY CIVIC OFFICE AT 9:30 A.M.**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

- as is, or with additions or deletions

3. APPROVAL OF MINUTES

- August 15, 2019 Regular Council Meeting

p1-3

4. APPOINTMENTS/PUBLIC HEARINGS

5. FINANCE – n/a

6. POLICIES & BYLAWS – n/a

7. ACTION ITEMS

- a) Rezoning of 5201 Lac Ste. Anne Trail – further to the August 1, 2019 appointment with Garth Hatch, as directed by Council Administration has consulted with Patriot Law and received legal advice about the subdivision (go into closed session to review). Also attached is a map showing other same or similar residential properties within the Industrial district. Council can only change the district by changing the Land Use Bylaw (LUB) which requires that Mr. Hatch or someone else to make a formal application to change the LUB, or the municipality to initiate a change. *(for discussion and direction of Council at meeting time)*

p4-5

p6-23
b) Townfolio – please refer to the August 15, 2019 order confirmation and proposal for services to be provided to Lac Ste. Anne County and the Town of Onoway for a community profile and data management with automated updates at a cost of \$4,480 annually for 3 years and an additional \$500.00 for onboarding. The Committee has reviewed this and is recommending entering into this service. Costs to be covered through the grant. *(approve as is or with amendments, defer for further information, or some other direction as given by Council at meeting time)*

separate
c) 3 Year Operating and 5 Year Capital plans – As part of the new requirements of the Municipal Government Act, each municipality has to approve 3 year operating budgets and 5 year capital plan budgets annually. Attached are the noted budgets for Council's consideration. Keep in mind that these are not final annual budgets but a reference and tool to ensure we're following long term budgeting practices. *(approved and reviewed annually by Council)*.

p24-29
d) Metrix Group Audit Engagement letter – please refer to the August 21, 2019 letter from Metrix including their audit engagement letter for the year ending December 31, 2019. *(approve audit engagement letter and authorize execution)*

p30-31
e) Police Costing Webinar – please refer to the August 26, 2019 email from Bill Sweeney, Alberta Department of Justice and Solicitor General advising of a webinar with municipalities being held on Friday, September 6, 2019 at 10:00 a.m. *(to authorize attendance of Council and Administration)*

p32
f) ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5 – please refer to the attached August 22, 2019 letter from Paul Delano of ATCO advising of the Town's ability to change the franchise fee percentage for the 2020 year. Based on consumption history, if the Town leaves the franchise fee the same it is anticipated to generate \$25,021 in revenue which is no change from what we budgeted in 2019. *(leave franchise fee as is with 2020 estimate of \$25,021.00, or consider an increase or decrease fee for 2020)*

033-52
g) Water Supply Agreement with West Inter Lake District Regional Water Services Agreement (WILD Water Commission) – please refer to the attached Water Supply Agreement between the Town and the WILD Water. This agreement should have been entered into prior to the Town purchasing water from WILD Water, but it was an oversight on the Commission's part. Both the Village of Wabamun and Paul First Nation have already entered into this agreement *(approve agreement as is or with amendments, or some other direction as given by Council at meeting time)*.

- p53-88
- h) Town of Onoway Safety Codes Quality Management Plan – further to previous discussions, attached is an updated QMP for Councils consideration and approval. This plan has been updated to reflect current legislation and has been reviewed by Safety Codes Council. (*approve Plan as presented, or with amendments, and authorize execution*)

i)

j)

k)

l)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) CAO Report
 - Municipal Corporate Review
 - Blanket exercise
 - 2019 Grant report
 - EQUUS letter on service change over to Fortis
- e) Public Works Report
 - Onoway Waterworks Inspection June 27, 2019
 - Regional Sewer Line

9. INFORMATION ITEMS

- p110
- a) Alberta Municipal Affairs – August 15th, 2019 letter from Minister Kaycee Madu on 2019 grant funding allocations for the Municipal Sustainability Initiative and federal Gas Tax Fund for 2019

p111-114
b) Lac Ste. Anne County – Commercial/Industrial/Home Based Development Permit D0131 conditional approval dated August 13, 2019 for 2K Small Engine at SW 34-54-02 W5th;

p115-127
c) Lac Ste. Anne County – Commercial/Industrial/Home Based Development Permit D0119 (revised) for a hay barn to be converted into a non-denominational spiritual Centre at SW 3-55-2 W5th;

p128
d) Summer Village of Sunset Point – August 12, 2019 email advising that Richard Martin has been appointed as the Mayor and Ann Morrison as the Deputy Mayor;

p129
e) Summer Village of Yellowstone – August 25, 2019 email advising that Brenda Shewaga was appointed as Mayor and Don Bauer, Deputy Mayor

p130-133
f) Town of Onoway Development Permit 17DP09-24 (amended) for a time extension for completion date for renovation of an existing single detached dwelling (foundation) at 4759 – 44 Street;

p134-150
g) Town of Onoway Safety Codes Accreditation – August 20, 2019 email with a copy of the 2018 Annual Internal Review;

p151
h) Canadian Union of Postal Workers (CUPW) – August 22, 2019 letter from Jan Simpson, National President, advising Council of the Union's election priorities for the 2019 federal election;

p152-155
i) Yellowhead Regional Library – August 23rd, 2019 letter advising of a membership increase of 2% effective January 1st, 2020 (from \$4.39 per capita to \$4.46 per capita)

j)

k)

10. CLOSED SESSION – Pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP)–Disclosure Harmful to Personal Privacy

11. ADJOURNMENT

12. UPCOMING EVENTS:

- September 19, 2019 – Regular Council Meeting 7:00 p.m.
- September 25-27, 2019 – AUMA Edmonton
- October 3, 2019 – Regular Council Meeting 9:30 a.m.
- October 24, 2019 – Organizational Meeting 7:00 p.m.
- October 24, 2019 – Regular Council Meeting After Org meeting
- November 7, 2019 – Regular Council Meeting 9:30 a.m.
- November 21, 2019 – Regular Council Meeting TBD

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, AUGUST 15, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Jeff Mickle Councillor: Wade Neilson Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Debbie Giroux, Recording Secretary</p>
	ABSENT	Jason Madge, Public Works Manager
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 7:00 p.m.
2.	AGENDA Motion #220/19	<p>MOVED by Councillor Pat St. Hilaire that the agenda of the Thursday, August 15, 2019 regular Council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #221/19	<p>MOVED by Deputy Mayor Lynne Tonita that the minutes of the Thursday, August 1, 2019 regular Council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	<p>Hazel Bourke, President of the Onoway and District Historical Guild (The Guild), attended the Council meeting from 7:05 p.m. to 7:15 p.m. and presented the Guild's vision and plan for creation of a Heritage Village north of the Museum. The costs to operate the Onoway Tourist Information Centre were also discussed.</p> <p>Hazel Bourke left the meeting at 7:15 p.m.</p> <p>Motion #222/19 MOVED by Councillor Wade Neilson that the Town provide The Guild with a letter of support for their UFA grant application for creation of Heritage Village.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #223/19 MOVED by Deputy Mayor Lynne Tonita that the Town provide \$500.00 to The Guild for the cost of operating the Visitor Information Centre for the 2019 year.</p> <p style="text-align: right;">CARRIED</p>



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, AUGUST 15, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

5.	FINANCE Motion #224/19	<p>MOVED by Councillor Wade Neilson that the July 31, 2019 Revenue and Expense Report be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>
6.	POLICIES & BYLAWS	n/a
7.	ACTION ITEMS Motion #225/19	<p>MOVED by Deputy Mayor Lynne Tonita that the letter from Minister Madu, Minister of Municipal Affairs, advising of the potential for Council to meet with him during the Alberta Urban Municipalities Association (AUMA) Convention being held in Edmonton from September 25-27, 2019 be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
8.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #226/19	<p>MOVED by Councillor Wade Neilson that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
9.	INFORMATION ITEMS Motion #227/19	<p>MOVED by Councillor Wade Neilson that Council accept the following items for information as presented:</p> <ul style="list-style-type: none"> a) 2019 Municipal Accountability Program (MAP) - July 30, 2019 letter from Meryl Whittaker, Deputy Minister of Municipal Affairs, advising that the proposed action plan and timelines outlined in the July 23, 2019 submission from CAO Wildman have met with the approval of Municipal Affairs b) Canada Revenue Agency (CRA) Audit of the Town of Peace River – August 4, 2019 email from Christopher J. Parker, CAO, Town of Peace River outlining concerns regarding the CRA audit finding that intermunicipal cost sharing agreements are subject to the Federal Goods and Services Tax (GST) <p style="text-align: right;">CARRIED</p>
10.	CLOSED SESSION	<p>CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Judy Tracy Deputy Mayor Lynne Tonita Councillor Jeff Mickle Councillor Wade Neilson Councillor Pat St. Hilaire Chief Administrative Officer Wendy Wildman Recording Secretary Debbie Giroux</p>

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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, AUGUST 15, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<p>Motion #228/19</p>	<p>MOVED by Councillor Pat St. Hilaire that, pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move to a Closed Session at 7:50 p.m. to discuss the following item:</p> <p style="padding-left: 40px;">1. "Disclosure Harmful to Personal Privacy"</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 7:50 p.m. to 7:55 p.m.</p>																					
	<p>Motion #229/19</p>	<p>MOVED by Deputy Mayor Lynne Tonita that Council move out of Closed Session at 8:20 p.m.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 8:20 p.m. to 8:25 p.m.</p> <p>The meeting reconvened at 8:25 p.m.</p>																					
<p>11.</p>	<p>ADJOURNMENT</p>	<p>As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 8:25 p.m.</p>																					
<p>12.</p>	<p>UPCOMING EVENTS</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">September 5, 2019</td> <td style="width: 40%;">Regular Council Meeting</td> <td style="width: 30%;">9:30 a.m.</td> </tr> <tr> <td>September 19, 2019</td> <td>Regular Council Meeting</td> <td>7:00 p.m.</td> </tr> <tr> <td>September 25-27, 2019</td> <td>AUMA – Edmonton</td> <td></td> </tr> <tr> <td>October 3, 2019</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>October 24, 2019</td> <td>Organizational Meeting</td> <td>7:00 p.m.</td> </tr> <tr> <td>October 24, 2019</td> <td>Regular Council Meeting</td> <td>Follows Org Meeting</td> </tr> <tr> <td>November 7, 2019</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	September 5, 2019	Regular Council Meeting	9:30 a.m.	September 19, 2019	Regular Council Meeting	7:00 p.m.	September 25-27, 2019	AUMA – Edmonton		October 3, 2019	Regular Council Meeting	9:30 a.m.	October 24, 2019	Organizational Meeting	7:00 p.m.	October 24, 2019	Regular Council Meeting	Follows Org Meeting	November 7, 2019	Regular Council Meeting	9:30 a.m.
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Mayor Judy Tracy

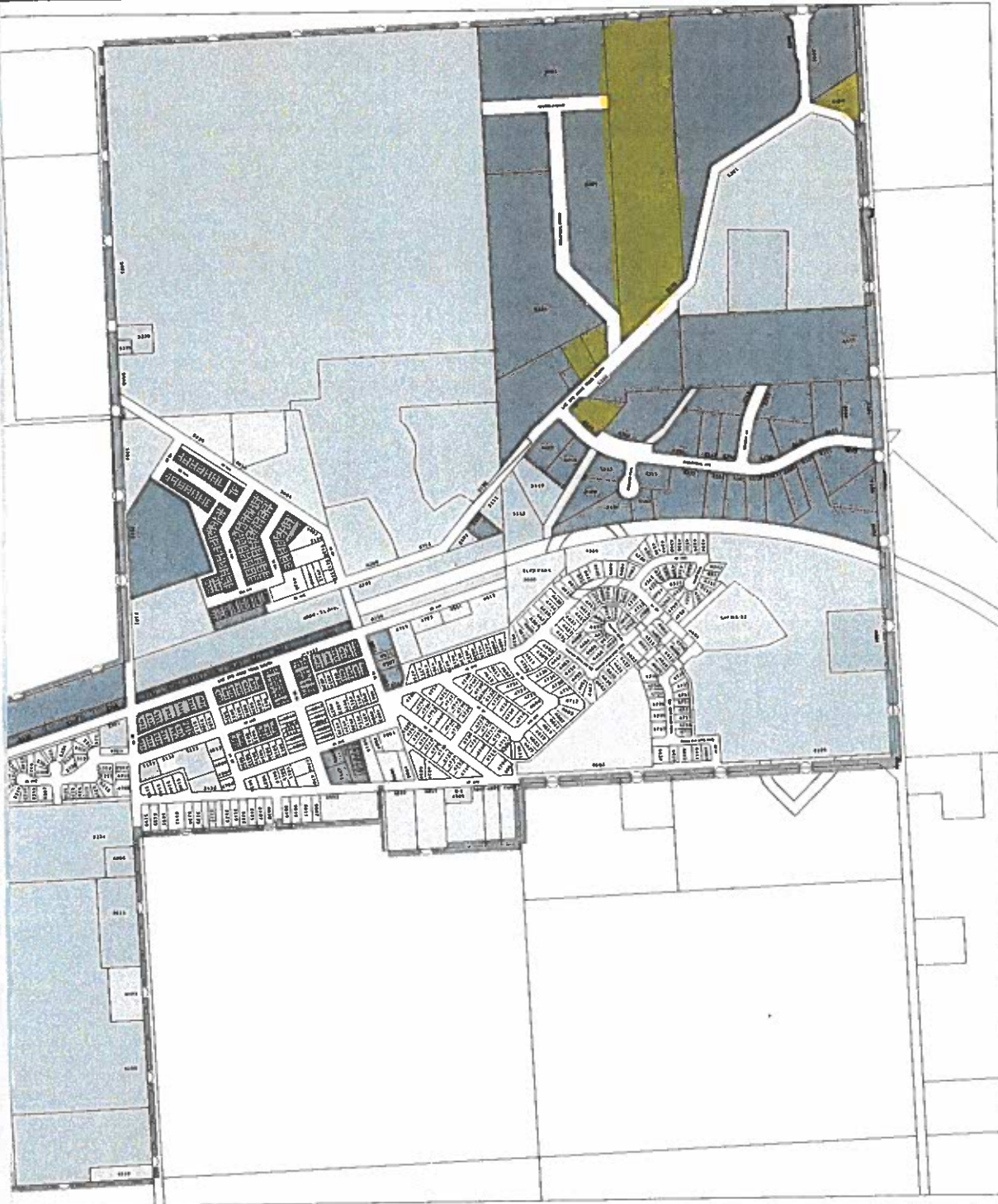
Debbie Giroux
Recording Secretary

③

Roll Number	Current Taxes	Lot	Block	Plan	SubDivision	Quadrant	Section	TownShip	Range	Meridian	Code	Assessment
557000	\$1,949.39				NE/35/54/02/5	NE	35	54	2	5	102	188600
561000	\$2,496.26		B	783NY			0	0	0	0	102	242000
561000	\$2,496.26		B	783NY			0	0	0	0	151	4490
564000	\$2,205.07	1	A	620837	PLAN 1620414 16/01/28	NE	35	54	2	5	102	215700
578000	\$2,985.33	3		9724032			0	0	0	0	102	298400
579000	\$2,711.72	4		9724032			0	0	0	0	102	269400

Code 102 - Res.
Code 151 - Farmland.

4



TOWN OF O



**LAND USE D
& CIVIC AD
MAP**

RESIDENT

- R1** Single Family
- R1-S** Single Family
- R2** Medium Density
- PR3** High Density
- RMHS** Manufacturing Subdivision

COMMERCIAL &

- C1** Office, Retail
- C1-R** Downtown Medium Density
- C2** Secondary
- CB** Highway
- M** Industrial

OTHER

- PR** Parks & Recreation
- US** Urban Service
- DC** Direct Control
- UR** Urban Reserve

Bylaw No.: 712-13
Adoption Date: March 6,
Revision Date: June 2,

5



townfolio

Order Confirmation

Date: Aug 15, 2019

User Details:

User: Lac Ste. Anne County/Onoway

Address: Box 219, Sangudo AB T0E 2A0

User Contact: Cindy Suter suter@lsac.ca 1-866-880-5722

Order Details:

Onboarding/Amalgamation Fee: \$500

Townfolio Subscription Terms: Annual payment of \$4,480 (+applicable taxes) for three years- first payment and onboarding fee is due upon completion of order confirmation. The subscription will automatically renew on an annual basis unless canceled, after the third year. The user may cancel the subscription at any time with 60 days notice before the annual renewal date. The annual renewal fee is due on the date of this subscription.

Project Timeline: Profile to be completed within 30 days of subscription agreement completion.

Subscription Includes: One community profile + data management with automated updates, website chart embedding (one iframe), PDF/XLS exports, chart downloads, profile analytics, full access to the compare/benchmark features, initial training & ongoing technical support.

Additional Features: New features may be offered and/or updated free of charge during the subscription period. Premium features and/or add-ons may be offered at an additional cost and optional during the subscription period.

Future Offers: Townfolio to provide new proposal for future subscription 3 months prior to trial term closing.

This document is confidential and for internal use only

6



townfolio

Authorization:

By signing you acknowledge and accept the above agreement.

User Contact Signature

Townfolio Signature

Print Name

Ryley Iverson

Print Name

Title

Chief Executive Officer

Title

Date

August 15 2019

Date



townfolio

City Data as a Service



Over 500 Cities Choose Townfolio



9

Annual Region Pricing

3 Years
-
\$ 4,480
+ tax

One time on boarding and profile amalgamation fee of \$500

- * 3 year plans can be paid as a one-time, two-time, or annual payment. Pricing breakdown found on next slide.
- * Profile(s) to be completed within 30 days of payment
- * Proposal is valid for 60 days from Aug 14, 2019

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Annual Region Pricing Breakdown

3 Years

-

Lac Ste. Anne County

Town of Onoway

Lac Ste. Anne County + Onoway

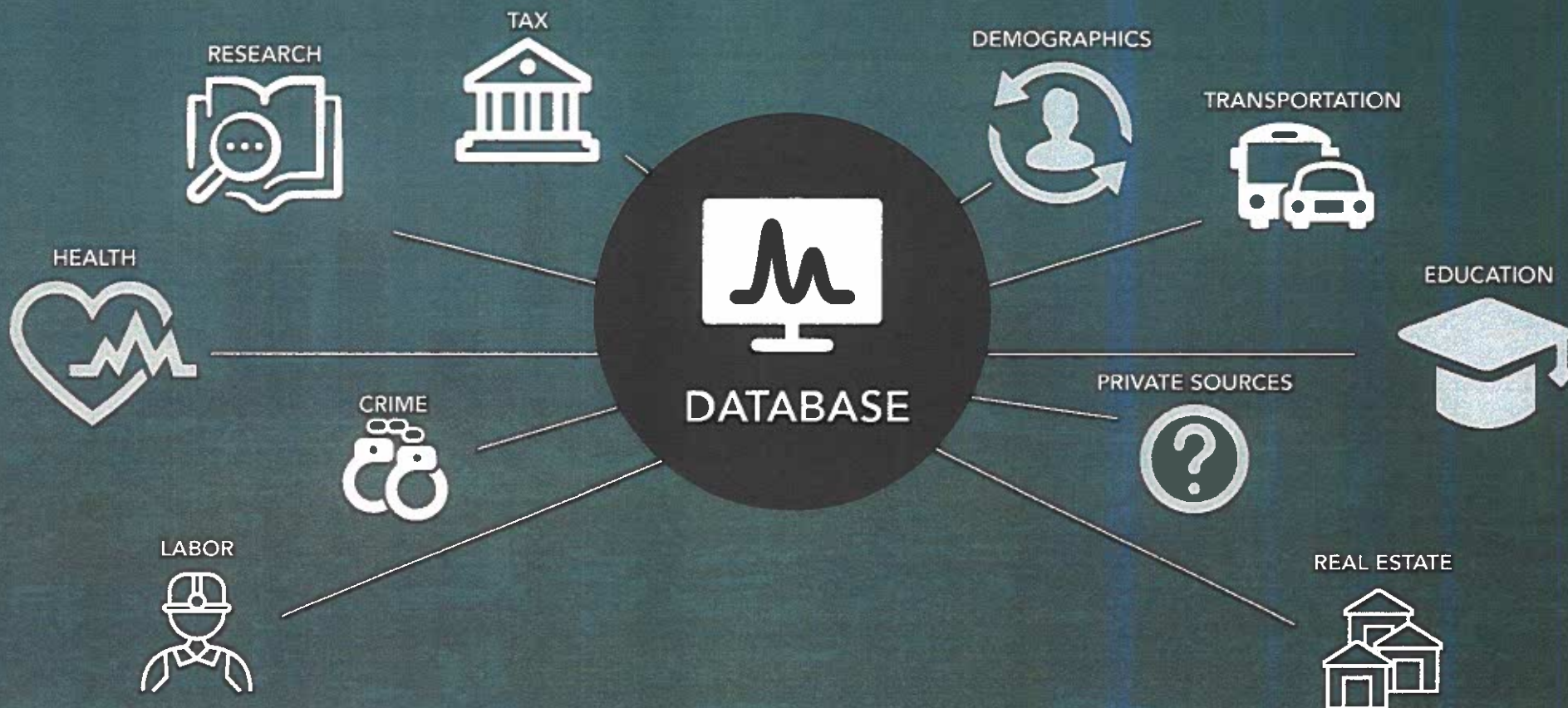
11

Townfolio Automates Tedious Work

The image illustrates the automation of tedious work through the Townfolio platform. On the left, a laptop displays a large spreadsheet of property data. In front of it is a printed 'Community Profile' for Warman, Saskatchewan, featuring a map and contact information. A large blue arrow points from the laptop to a laptop on the right. The right laptop displays a web dashboard with four panels: 'Farm Use' (a bar chart), 'Land Use' (a horizontal bar chart), 'Farm Capital Value' (a pie chart), and 'Total Gross Farm Receipts' (a pie chart).

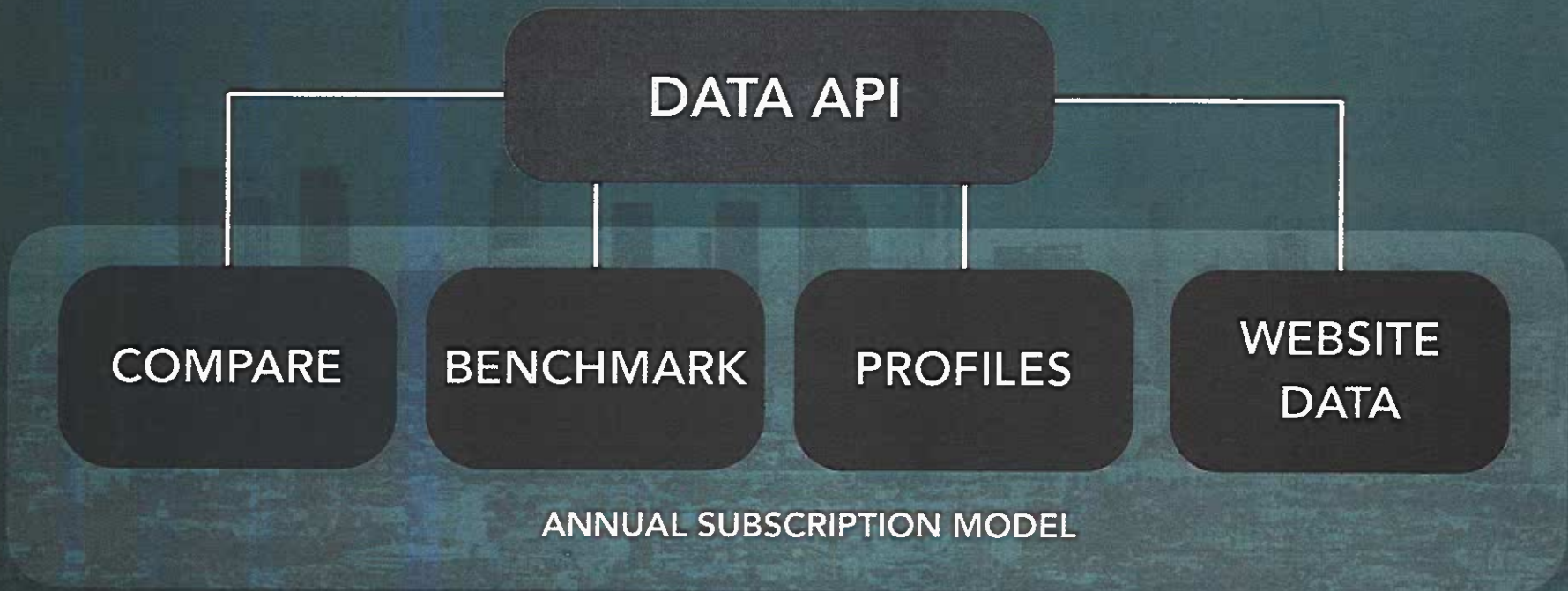
12

The Core is a Massive Data Hub



B

Powering a Civic Analytics Platform for 38,000 Cities



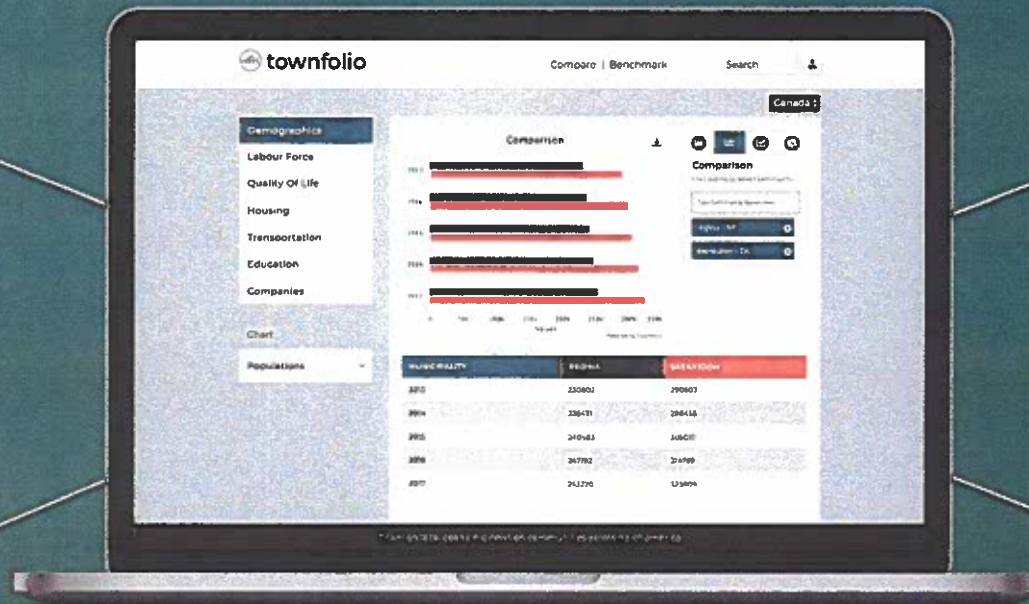
We Provide Insights Cities Can't Afford to Miss



Research Trends



Allocate Funds



Opportunities & Weaknesses



Transparency

15

FEATURES

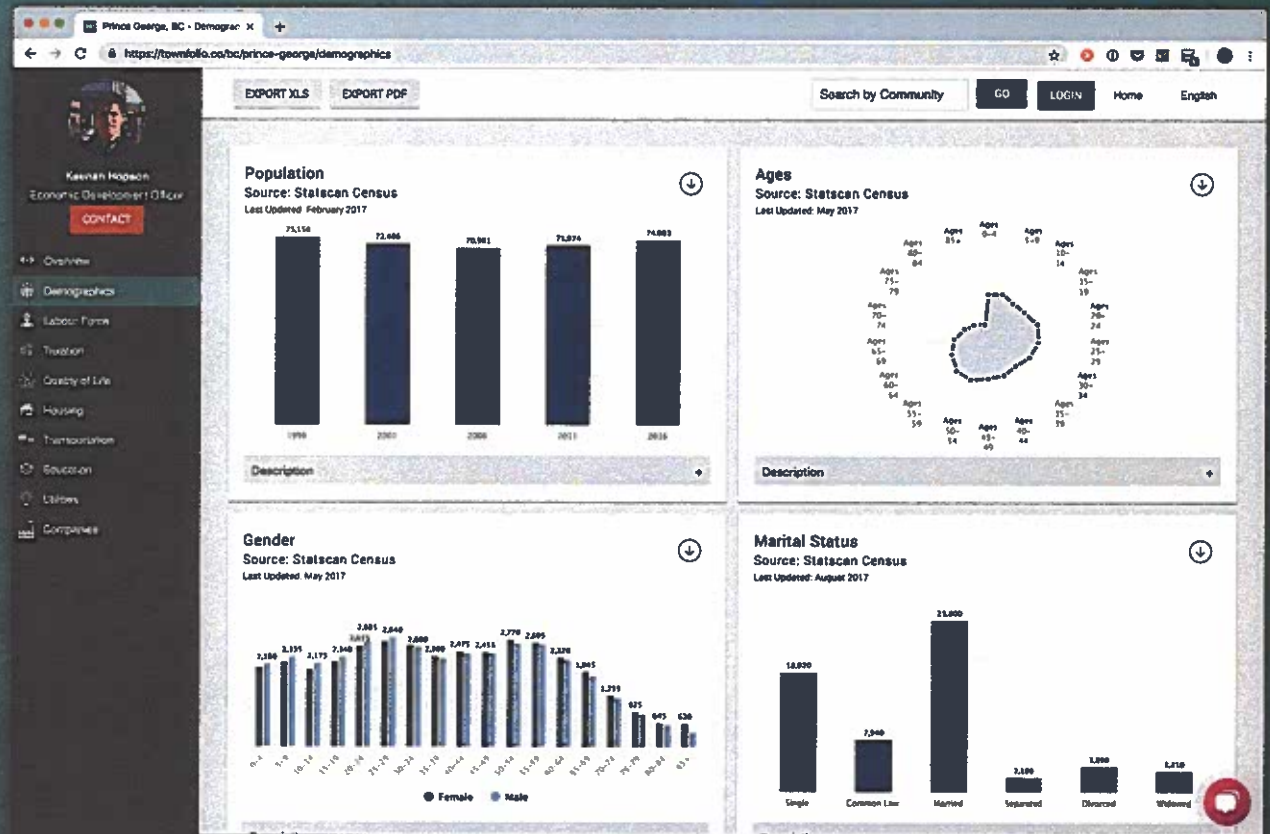
16

Community Profiles

Data is automatically updated

40+ indicators per profile (on average)

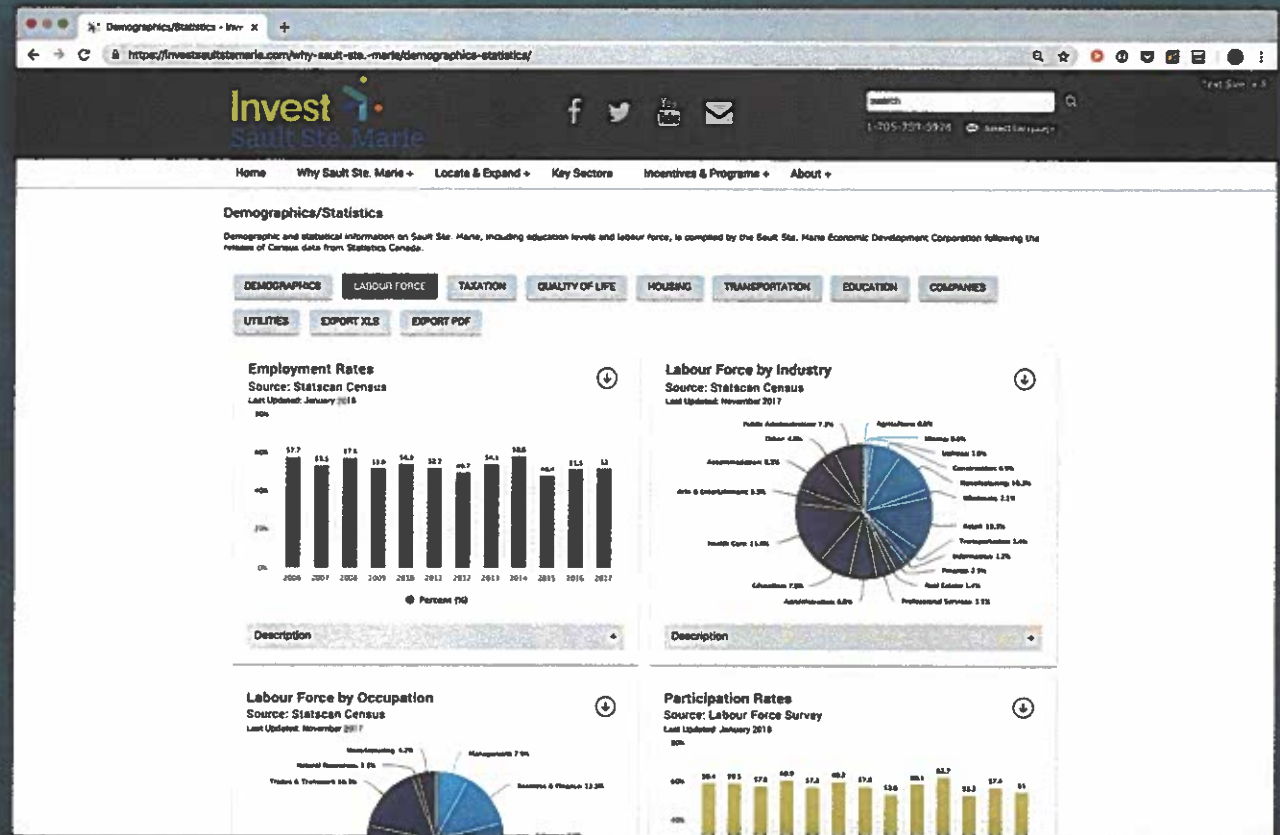
Add-in any custom data



17

Website Dashboards

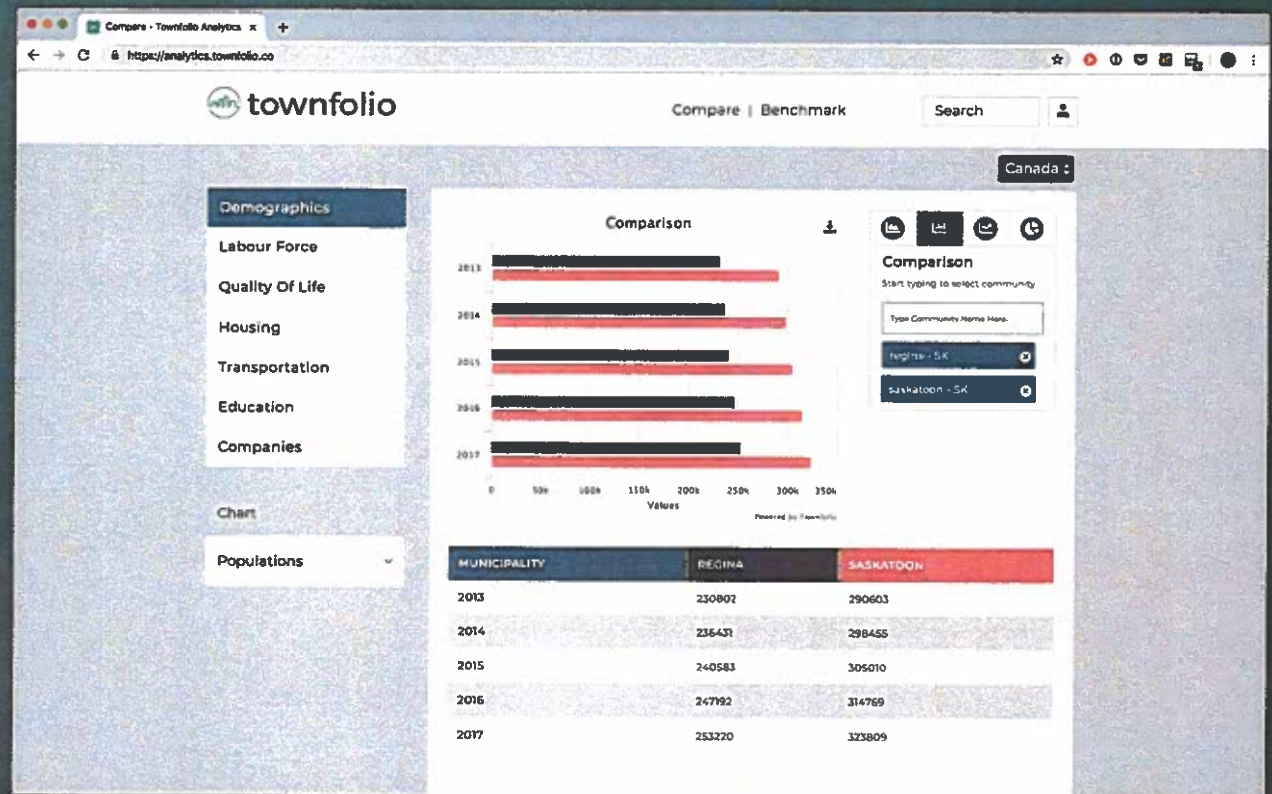
Dashboards can be embedded into any website with one line of code with instant data updates



18

City Comparisons

Compare dozens of indicators on cities, counties, states and provinces



19

City Benchmarking

Rank municipalities
on dozens of
indicators

The screenshot shows the Townfolio benchmarking interface. At the top, there's a navigation bar with the Townfolio logo, 'Compare | Benchmark' links, and a search bar. Below this is a 'Population' filter set to 'Canada'. The main content is a table with 10 columns: Name, Population, Employment Rates, Unemployment Rates, Participation Rates, Home Owners, Home Renters, Average Household Income, Average Rents, and Average Housing Price. The table lists 10 municipalities with their respective values for each indicator. At the bottom, there are pagination controls showing '2384 Records Found', 'Page 1 of 238', and '10 rows' per page.

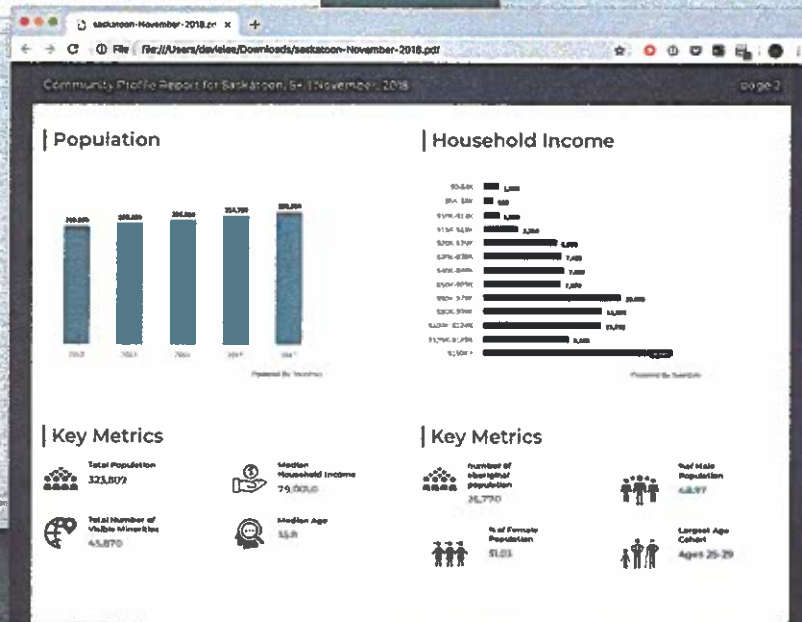
Name	Population	Employment Rates	Unemployment Rates	Participation Rates	Home Owners	Home Renters	Average Household Income	Average Rents	Average Housing Price
Halifax, NS	403,331	62.3	-	67	104,245	69,090	-	989	307,511
Markham, ON	328,906	58.7	-	63.3	88,395	14,285	-	1	893,165
Saskatoon, SK	314,709	65.6	5	70.4	65,875	32,685	-	1,032	383,406
Vaughan, ON	306,233	64.6	-	68.6	84,490	9,768	-	-	893,063
Regina, SK	247,182	66.3	4.9	70.5	59,340	28,075	-	1,043	311,909
Kitchener, ON	233,222	64	-	68.7	57,240	34,975	-	980	356,792
Burnaby, BC	232,756	59.2	-	63.2	57,220	34,980	-	-	961,974
Windsor, ON	217,188	51.8	-	57	58,225	33,410	-	754	204,510
Richmond, BC	198,309	57.1	-	60.6	54,545	18,910	-	1,304	967,385
Richmond Hill, ON	195,022	60.6	-	65.1	62,658	11,260	-	1,246	994,031

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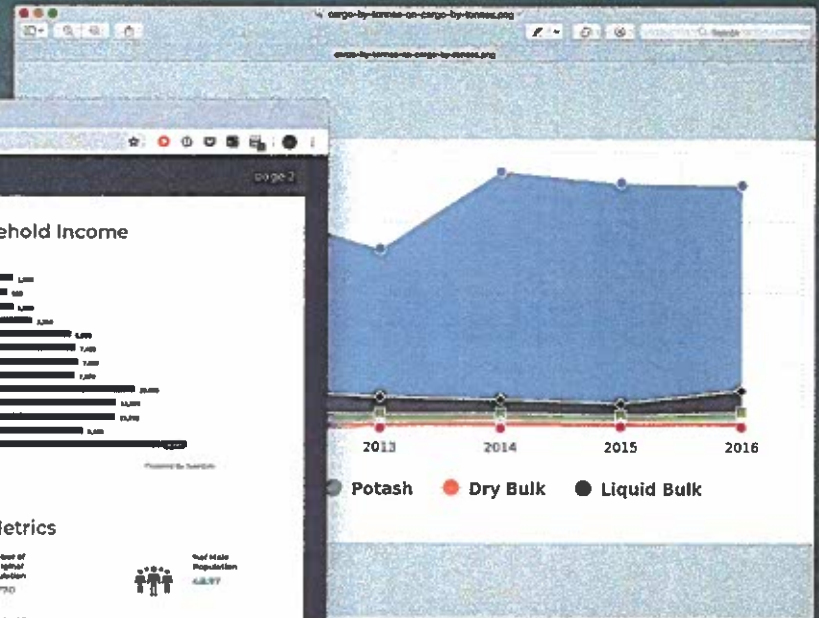
Export & Download Data

Chart	Name	Year	Value
1	Population	2013	78809
2	Population	2014	78853
3	Population	2015	80250
4	Population	2016	81959
5	Population	2017	82809
11	Age	Age 0-4	1830
12	Age	Age 5-9	1813
13	Age	Age 10-14	1378
14	Age	Age 15-19	1413
15	Age	Age 20-24	1905
16	Age	Age 25-29	2114
17	Age	Age 30-34	2580
18	Age	Age 35-39	1705
19	Age	Age 40-44	1299
20	Age	Age 45-49	1472
21	Age	Age 50-54	1602
22	Age	Age 55-59	1504
23	Age	Age 60-64	1478
24	Age	Age 65-69	1040
25	Age	Age 70-74	688
26	Age	Age 75-79	470
27	Age	Age 80-84	622
28	Age	Age 85+	549
29	Gender	Male 0-4	915
30	Gender	Male 5-9	913
31	Gender	Male 10-14	689
32	Gender	Male 15-19	719
33	Gender	Male 20-24	952
34	Gender	Male 25-29	1074
35	Gender	Male 30-34	1215
36	Gender	Male 35-39	823
37	Gender	Male 40-44	625
38	Gender	Male 45-49	785
39	Gender	Male 50-54	880
40	Gender	Male 55-59	791
41	Gender	Male 60-64	681
42	Gender	Male 65-69	476
43	Gender	Male 70-74	311

XLS



PDF



Images

21

Townfolio Saves Time & Money



Time

6 months

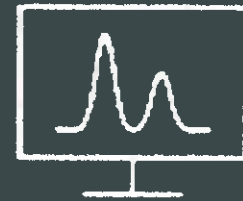
time saved from
current practices



Money

\$18,000

dollars saved from
existing solutions



Data

100+

data sources analyzed
and visualized



Unlock The True Potential of Your City

Get in touch and learn how.

contact@jointownfolio.com



23



August 21, 2019

Town of Onoway
Box 540
Onoway, AB
T0E 1V0

Attention: Robin Murray, Assistant Chief Administrative Officer

Dear Robin:

Enclosed please find two copies of the audit engagement letter for the year ending December 31, 2019. Please have both copies signed, return one copy to our office in the envelope provided at your earliest convenience, and keep the other copy for Town records.

Should you have any questions or concerns, please feel free to contact our office.

Yours truly,

METRIX GROUP LLP

A handwritten signature in black ink, appearing to be "PJD".

Philip J. Dirks, CPA, CA
Partner

PJD/cjo

Enclosures

H:\data\EPDAUDIT\DecTown of Onoway EPD0168\Correspondence\Engagement Cover ltr.doc

A handwritten number "24" in blue ink, enclosed in a blue oval.





August 20, 2019

Town of Onoway
Box 540
Onoway, AB T0E 1V0

Attention: Mrs. Judy Tracy, Mayor

Dear Mrs. Tracy:

Re: Engagement letter

Metrix Group LLP are pleased to serve as auditors for the Town of Onoway for the fiscal year ending December 31, 2019. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of the Town of Onoway which comprise the statement of financial position as at December 31, 2019, and the statement of operations and accumulated surplus for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for the Town of Onoway. He will, as considered necessary, call upon individuals with specialized knowledge at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

Objective, Scope and Limitations

Our statutory function as auditor of the Town of Onoway is to report to the Town Council by expressing an opinion on the Town of Onoway's annual financial statements. We will conduct our audit in accordance with Canadian auditing standards and will issue an audit report.

Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to error or fraud.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of:

- a) Factors such as use of judgment, and the use of testing of the data underlying the financial statements;
- b) Inherent limitations of internal control; and
- c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

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Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian auditing standards.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed in accordance with Canadian auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Our responsibilities

We will perform the audit in accordance with Canadian auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information concerning the affairs of the Town of Onoway without the Town of Onoway's prior consent, unless required to do so by legal authority, CPA Alberta.

The objective of our audit is to obtain reasonable assurance that the financial statements are free from material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management:

- a) Misstatements, resulting from error, other than trivial errors;
- b) Fraud or any information obtained that indicates that a fraud may exist;
- c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- d) Significant deficiencies in the design or implementation of internal controls to prevent and detect fraud or error; and
- e) Related party transactions identified by us that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management and those charged with governance in discharging their responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

We will consider the Town of Onoway's internal control to identify types of potential misstatements, consider factors that affect the risks of material misstatement, and design the nature, timing and extent of further audit procedures. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of internal control over financial reporting.



Use and distribution of our report

The audit of the financial statements and the issuance of our audit opinion are solely for the use of the Town of Onoway and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these financial statements and we accept no responsibility for their use by any third party.

Management's responsibilities

Financial statements

The preparation and fair presentation of the Town of Onoway's financial statements in accordance with Canadian public sector accounting standards;

Completeness of information

- a) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of the Town Council;
- b) Providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- c) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- d) Providing us with information regarding all related parties and related party transactions;
- e) Any additional information that we may request from management for the purpose of this audit; and
- f) Providing us with unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence.

Fraud and error

- a) Internal control that management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error;
- b) An assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- c) Providing us with information relating to fraud or suspected fraud affecting the entity involving:
 - i) Management;
 - ii) Employees who have significant roles in internal control; or
 - iii) Others, where the fraud could have a non-trivial effect on the financial statements;
- d) Providing us with information relating to any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others; and
- e) Communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole;

Recognition, measurement and disclosure

- a) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
- b) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- c) Providing us with information relating to measurement and disclosure of transactions with related parties;
- d) Providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with Measurement Uncertainty, the *CICA PSA Handbook* - Section 2130;
- e) Providing us with information relating to claims and possible claims whether or not they have been discussed with the Town of Onoway's legal counsel;
- f) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the Town of Onoway is contingently liable;

- g) Providing us with information on whether the Town of Onoway has satisfactory title to assets, liens or encumbrances on assets exist, and assets are pledged as collateral;
- h) Providing us with information relating to compliance with aspects of contractual agreements that may affect the financial statements;
- i) Providing us with information concerning subsequent events; and
- j) Providing us with representations on specific matters communicated to us during the engagement.

Written confirmation of significant representations

- a) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
 - i) Directly related to items that are material, either individually or in the aggregate, to the financial statements,
 - ii) Not directly related to items that are material to the financial statements but are significant, either individually or in the aggregate, to the engagement; and
 - iii) Relevant to your judgments or estimates that are material, either individually or in the aggregate, to the financial statements.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Reproduction of Audit Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditors' report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

Preparation of Schedules

We understand that Town employees will prepare various schedules (as requested by our Firm) and will locate various documents for our use throughout the course of the audit.

This assistance will facilitate our work and will help to minimize our costs. Any failure to provide these working papers or documents on a timely basis, may impede our services, and require us to suspend our services or withdraw from the engagement.

Working papers

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

File inspections

In accordance with professional regulations (and by Firm policy), our client files may be periodically reviewed by practice inspectors, and by other file quality reviewers to ensure that we are adhering to professional and Firm standards. File reviewers are required to maintain confidentiality of client information.



Fees

We estimate that fees for these services will be \$14,000 for the audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered.

If significant additional time is necessary, we will discuss the reasons with you and arrive at a new fee estimate before we incur the additional costs.

Termination

If we elect to terminate our services for nonpayment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended, and to reimburse us for all our out-of-pocket costs, through the date of termination.

Other terms services

We will also be pleased to provide, as allowed by the Rules of Professional Conduct, additional services upon request, in areas such as income tax planning, GST advice, business financing, management consulting, and valuations.

Not liable for any failures or delays beyond our control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Town of its obligations.

Confidentiality

We will maintain the strictest confidence with respect to any client's or former client's information. Accordingly, your confidential information will not, without your consent, be disclosed to any individuals in our Firm beyond those who are engaged on your services. This policy applies to anyone outside the Firm, except as required by law or under the profession's Rules of Professional Conduct.

The terms of engagement as outlined above will continue in effect from year to year unless changed in writing.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to the Town.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

The services and terms set out are as agreed.

Mrs. Judy Tracy, Mayor

Date signed

Ms. Wendy Wildman, Chief Administrative Officer

Date signed

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: August 26, 2019 4:36 PM
To: 'Judy Tracy'; 'Lynne Tonita'; 'Pat St.Hilaire'; jmickle@onoway.ca; 'Wade Neilson'
Cc: 'Deb Giroux'; 'Robin Murray'
Subject: FW: Police Costing Webinar - September 6, 2019 10 a.m. to 12 p.m.

Importance: High

Council – I think this is an important conversation to partake in, whomever is available. I am not in that day, but Robin can participate on behalf of Administration.

W

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

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

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From: JSG PSD Engagement <JSG.PSDEngagement@gov.ab.ca>
Sent: August 26, 2019 4:01 PM
Cc: Rachel Melnychuk <Rachel.Melnichuk@gov.ab.ca>; Jessica Thomson (SOLGEN) <Jessica.Thomson@gov.ab.ca>; Patricia Rzechowka <Patricia.Rzechowka@gov.ab.ca>; Lisa Gagnier <lisa.gagnier@gov.ab.ca>
Subject: Police Costing Webinar - September 6, 2019 10 a.m. to 12 p.m.
Importance: High

Sent on behalf of: W. M. (Bill) Sweeney, OOM
Senior Assistant Deputy Minister

Good afternoon,

The Government of Alberta has heard from many stakeholders about the need for a more equitable police costing model for Alberta. Based on this feedback, we have designed a costing model that requires testing with municipalities.



You are invited to join members of Justice and Solicitor General and Municipal Affairs for an All-municipality webinar on Friday, September 6 at 10:00 A.M. to 12:00 P.M.

[Add the webinar to your calendar](#)

The purpose of the webinar is to provide information on the factors that comprise the police funding model being tested in advance of asking for written feedback on this model.

An agenda and supporting documents will be shared in advance of this session.

Should you have any questions please direct them to JSG.PSDEngagement@gov.ab.ca.

Your participation in this process is appreciated.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

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August 22, 2019

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



Attention: Wendy Wildman / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5

Pursuant to Clause 5 of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2020; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2020, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Onoway a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Onoway, this percentage is 7.50%.

In 2018, our Delivery Tariff revenue in the Town of Onoway was \$328,690. Our forecast Delivery Tariff revenue for 2020 is \$333,618. Therefore, based on the current franchise fee percentage, the forecast 2020 franchise fee revenue would be \$25,021.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (780) 420-3806 or Paul.Delano@atco.com.

Yours truly,

A handwritten signature in blue ink, appearing to read "Paul Delano".

Paul Delano
Manager, Edmonton
ATCO Natural Gas Division

A handwritten number "32" in blue ink, enclosed within a hand-drawn blue circle.

THIS AGREEMENT made effective as of the _____ day of July, 2018.

WEST INTER LAKE DISTRICT REGIONAL WATER SERVICES COMMISSION
(the "Commission")

- and -

TOWN OF ONOWAY
(the "Customer")

WATER SUPPLY AGREEMENT

WHEREAS:

- A. the Customer desires to enter into an agreement with the Commission for the supply of Water in order to permit the Customer to provide water service to its own customers;
- B. the Customer wishes to purchase Water from the Commission and the Commission wishes to sell and deliver Water to the Customer; and
- C. the Customer and the Commission recognize that conservation of water resources is an important goal.

In consideration of the mutual and other promises described in this Agreement and the Customer's payment of the Connection Fee to the Commission, the Commission and the Customer covenant and agree as follows:

1. **Definitions**

In this Agreement, each of the following words shall have the meaning for that word described below unless expressly stated otherwise:

- (a) **Agreed Variance** means the standard for accuracy for the Meter being tested as specified in the latest edition of the American Water Works Association 700 Series Standards;
- (b) **Agreement** means this Water Supply Agreement including the recital clauses, all attached Schedules and all documents produced or delivered according to the terms of this Agreement;
- (c) **Annual Quantity** means for each calendar year the quantity of Water for that year determined according to the provisions of Part 1 of the attached Schedule "A";
- (d) **Best Efforts** means, in relation to the performance of an obligation, efforts that are sensible and practical, and involve the exercise of reasoned and sound judgement having regard to all of the relevant circumstances;
- (e) **Commission System** means the water transmission system consisting of the Watermains, metering facilities, pumps, and associated piping, connections, equipment and works owned and/or operated by the Commission extending up to but excluding the Point of Delivery;
- (f) **Connection Fee** means that sum of money to be paid by the Customer to the Commission, representing the costs of servicing the Customer, being in the aggregate of:

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- (i) the cost of construction and insulation of the connections between the Commission System and the Customer's distribution system including, without restriction, the cost of insulation of the Meter and all connecting works, valves and related facilities required at the Meter Chamber/Pumping Station in order to service the Customer at the Point of Delivery;
 - (ii) engineering costs incurred by the Commission in order to provide for the servicing of the Customer including, without restriction, the costs of reviewing, preparing, revising and approving all proposals and plans for the connection between the Commission System and the Customer's distribution system, and attendance at all meetings in relation thereto; and
 - (iii) legal costs incurred by the Commission in order to provide for the servicing of Customer including, without restriction, the costs preparing, negotiating and executing this Agreement and any amendment thereto, and attendance at all meetings in relation thereto;
- (g) **Controlled** means that scenario whereby:
- (i) The Customer holds more than 50% of the securities of that Subsidiary to enable the Customer to elect the board of directors of the Subsidiary; or
 - (ii) The Customer otherwise has enough votes attached to those securities of the Subsidiary such that the Customer can elect a majority of the board of directors of the Subsidiary;
- (h) **Cross Connection** means any physical connection to the Commission's or the Customer's Watermains whereby Water may become contaminated;
- (i) **Customer's Boundaries** means the municipal boundaries of the Customer;
- (j) **Delivery Pressures** means for each calendar year the Minimum Pressure and the Normal Pressure Range for that year;
- (k) **Effective Date** means the date hereof;
- (l) **Equipment** means all necessary valves, pressure and flow controls, associated equipment and pipes with respect to a Meter Chamber/Pumping Station. Equipment does not include the Meter;
- (m) **Interest** means the amount calculated on a sum owing under this Agreement based upon the annual prime commercial lending rate of the Alberta Treasury Branches, plus 3%, calculated from and including the date upon which the sum became due and owing, to but excluding the date of unconditional payment;
- (n) **Maximum Daily Quantity** means for each day during a calendar year the maximum quantity of Water for that day determined according to the provisions of the attached Schedule "B";
- (o) **Meter** means the consumption measuring device owned by the Commission which is located in a Meter Chamber/Pumping Station;
- (p) **Meter Chamber/Pumping Station** means:
- (i) the physical structure (including the Equipment) which houses the Meter and where the Commission measures the quantity of Water delivered to the Customer. A Meter Chamber shall be located at each Point of Delivery; and

- (ii) that Pumping Station owned by the Customer;
- (q) **Minimum Pressure** means for each calendar year the minimum pressure for delivery of Water at the Point of Delivery for that year determined according to the provisions of the attached Schedule "D";
- (r) **M³** means cubic meters;
- (s) **Normal Pressure Range** means for each calendar year the normal pressure range for delivery of Water at the Point of Delivery for that year determined according to the provisions of the attached Schedule "D";
- (t) **Points of Delivery** means at that location whereby the Commission's Watermain connects to the Customer's reservoir;
- (u) **Rate** means the price for Water established from time to time according to the provisions of the attached Schedule "E";
- (v) **Schedules** means those Schedules attached hereto which form part of this Agreement including:
 - (i) Schedule "A" - Annual Quantity
 - (ii) Schedule "B" - Maximum Daily Quantity
 - (iii) Schedule "C" - Intentionally Deleted
 - (iv) Schedule "D" - Delivery Pressure
 - (v) Schedule "E" - How the Rate is Determined
 - (vi) Schedule "F" - Dispute Resolution Process;
- (w) **Service Policies** means those policies of general application established from time to time by the Commission governing the manner in which Water services is provided by the Commission to all of its customers including, without restriction, policies respecting or governing:
 - (i) Rate setting principles, procedures and practice;
 - (ii) billing and collection;
 - (iii) connections to the Commission System; and
 - (iv) system expansion and upgrades;
- (x) **Subsidiary** means any body corporate that is Controlled by the Customer;
- (y) **Water** means treated potable water which is safe for human consumption;
- (z) **Watermain** means a water pipe line under pressure used to supply or deliver Water.

2. General Terms

- (a) This Agreement may not be assigned by the Customer without the prior written consent of the Commission, in the Commission's sole and absolute consent. Notwithstanding the foregoing, the parties agree and acknowledge that the Customer shall have the right to

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assign this Agreement to a Subsidiary of the Customer if the following terms and conditions are met:

- (i) In addition to any rights the Customer may have against the Subsidiary, the Customer shall also indemnify the Commission for any losses, claims, damages or other liabilities that the Commission has incurred which were caused by the Subsidiary;
 - (ii) The Customer shall pay all outstanding amounts that are owed by the Customer to the Commission; and
 - (iii) The Customer provides written notification of the assignment to the Commission.
- (b) This Agreement is for the benefit of and binds the parties and their respective successors and permitted assigns.
- (c) Any term of this Agreement which is determined to be void, unenforceable or illegal shall be severed from this Agreement. The remaining terms shall be effective and enforceable.
- (d) The headings are for reference only and shall not be used to interpret or construe this Agreement.
- (e) Time is of the essence for every part of this Agreement.
- (f) Any notice, consent or communication required by this Agreement must be in writing and shall be delivered by hand or by courier to the following addresses or shall be emailed or telecopied to the following telecopier numbers or email addresses, as the case may be:
- (i) To the Commission at:

West Inter-Lake District Regional Water Services Commission
P.O. Box 8
Alberta Beach, Alberta T0E 0A0
Attention: Commission Manager
Fax No.: 780-924-3025
E-mail: johnvand@telusplanet.net;
 - (ii) To the Customer at:

Town of Onoway
4812 – 51 Street Box 540
Onoway, Alberta T0E 1V0
Attention: Wendy Wildman, CAO
Fax: 780-967-3226
E-mail: cao@onoway.ca;
- (g) This Agreement shall be governed by and construed according to the laws in force in the Province of Alberta.
- (h) All changes of gender and number shall be made where required.
- (i) The headings, captions, section numbers, subsection numbers, article numbers and indices appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Agreement or any provisions hereof.

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- (j) Nothing contained herein shall be deemed or construed by the parties hereto nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent service agreement between the two parties at arm's length.
- (k) Except as may from time to time be expressly stated in writing by the one party, the other party has no authority to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the other party, nor to bind the other party in any manner whatsoever.
- (l) This Agreement constitutes the entire agreement between the parties hereto and the parties acknowledge and agree that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement save as expressly set out in this Agreement.
- (m) Each of the parties do hereby agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.
- (n) This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by the parties.
- (o) No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.
- (p) This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be an original, and such counterparts shall constitute the one and same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date first above written.
- (q) If any term, covenant or condition of this Agreement or the application thereof to any party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.
- (r) The parties acknowledge and agree that any payment of monies required to be made hereunder shall be made in Canadian funds and that any tender of monies or documents hereunder may be made upon the solicitors acting for the party upon whom the tender is desired and it shall be sufficient that a negotiable bank draft is tendered instead of cash.
- (s) All amounts payable by one party to the other hereunder will be exclusive of any goods and services tax ("GST") and the party providing payment will, in addition the amounts payable hereunder, pay to the other party all amounts of GST applicable thereon.
- (t) The term of this Agreement is twenty (20) years commencing from the Effective Date. This Agreement may only be renewed by further written agreement between the parties.

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- (u) This Agreement is the only agreement between the parties in relation to the subject matter hereof, and supersedes and replaces all prior agreements, representations, warranties, statements, promises, information, arrangements and understandings, whether oral or written, express or implied, with respect to the subject matter hereof. This Agreement may only be amended or modified by a further written agreement of the parties.
- (v) The Commission shall provide potable water to the Customer at the Point of Delivery the Customer shall be responsible for all treatment and delivery required for the Water received from the Commission after the Point of Delivery that may be required to ensure that the Water is safe for human consumption.
- (w) The Commission acknowledges receipt of payment of the Connection Fee from the Customer, which represented the costs incurred by the Commission to connect the Customer to the Commission's System.

3. **Purpose**

- (a) The Commission agrees to sell and deliver Water to the Customer according to the terms of this Agreement.
- (b) The Customer agrees to buy and accept delivery of Water from the Commission according to the terms of this Agreement.
- (c) The Customer, during the term of this Agreement, shall obtain all of its potable water requirements from a Commission water source. Notwithstanding the foregoing:
 - (i) The Customer is free to utilize bottle water for individual consumption, without breaching this provision;
 - (ii) If the Customer requires an alternate potable Water supply to service the needs of its individual customers, the following shall apply:
 - (A) The Customer shall first request the Commission to advise if the Commission can supply the additional potable Water that is required by the Customer on terms that are commercial reasonable;
 - (B) If the Commission can supply the Customer with the potable Water that the Customer shall require on terms that are satisfactory to both the Customer and the Commission, both acting reasonably, then the terms of this Agreement shall be amended accordingly to reflect this new supply;
 - (C) If the Commission is not willing or is not able to supply the Customer with the potable Water that the Customer requires, then the Customer may contact third party suppliers of Water to determine if someone else is able to supply the Customer with this Water that it requires.
 - (iii) The Customer is free to construct such internal transmission lines and/or distribution lines within the Customer's Boundaries as it sees fit, from time to time, in accordance with the following terms and conditions:
 - (A) The internal transmission lines and/or distribution lines do not connect to such other Water lines, which lines will extend beyond the Customer's Boundaries; and

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- (B) The internal transmission lines and/or distribution lines will not be connected to the Commission System via a Cross Connection without the consent of the Commission. Should a Cross Connection be required:
 - (1) No Cross Connection shall be made without payment of the Connection Fee to the Commission;
 - (2) The Commission shall approve of the Cross Connection prior to it being made to ensure that all Water supply, technical and engineering conditions that the Commission requires are satisfactory to the Commission.
- (d) The Customer shall provide the Commission with such information as the Commission may reasonably request from time to time in respect of the Customer's actual consumption of water.
- (e) The Customer shall be entitled to a maximum allocation of water of 1,427 cubic meters per day and the Commission shall undertake to provide capacity within the system to supply the volume of water annually requested. In fulfilling this obligation, the Commission shall use Best Efforts to:
 - (i) make Water available to the Customer each year as required by the Customer to a maximum amount equal to the Annual Quantity for that year;
 - (ii) subject to paragraph 3(d), above, make Water available to the Customer each day as required by the Customer up to a maximum amount equal to the Maximum Daily Quantity for that day;
 - (iii) deliver Water to the Points of Delivery at all times during each year at a pressure equal to at least the Minimum Pressure for that year, and for the majority of the time during such year at a pressure falling within the Normal Pressure Range for that year; and
 - (iv) avoid situations where it is unable to supply to the Customer the quantity of Water required by the Customer.
- (f) The Customer and the Commission shall work cooperatively and each of them shall use Best Efforts to manage and control the Peak Hour Draw Rate so as to optimize the operation of the water supply system providing water to the Customer under this Agreement.
- (g) The Customer shall pay for all Water measured by the Commission at the Points of Delivery.
- (h) The Customer shall pay for all Water at the Rate established by the Commission and in effect from time to time in accordance with the attached Schedule "E".
- (i) The Customer shall pay for all Water by monthly payments based upon billings prepared by the Commission. The Commission shall provide monthly billings to the Customer at least thirty (30) days in advance of the due date for payment. If the Customer fails to pay by the due date, then the Customer must pay the late payment charge specified in the monthly billing.
- (j) The Customer shall only use or resell any or all of the Water bought from the Commission for the purpose of distributing the Water:
 - (i) to customers located within the Customer Boundaries; and

- (ii) to customers located outside of the Customer's Boundaries, that may be authorized by the Commission.
- (iii) the Customer shall not resell any Water bought from the Commission for the purpose of the supply of Water for injection into any geological subsurface structure or formation.
- (k) The Customer and the Commission are individually responsible for obtaining, at their sole expense, all necessary consents, approvals or orders from any level of government, board, tribunal, the Customer or other regulatory authority which is or are required in order for each of them to enter into this Agreement or to perform and satisfy their respective obligations described herein. The Customer and the Commission shall cooperate with each other and shall provide reasonable assistance to each other, when requested.
- (l) Subject to Section 3(c)(iii) hereof, the Customer shall not allow or permit any Cross Connections.
- (m) The supply of Water shall always be subject to the Commission's Service Policies.
- (n) The Commission will provide the Customer with such results of the Commission's testing of the quality of the Water that it obtains from time to time. Additionally, when the Commission reports to the Customer of the results of its testing the quality of Water, the Commission shall advise the Customer of:
 - (i) The frequency of when the Commission tests the quality of the Water; and
 - (ii) The method that the Commission utilizes in the test of the Water quality.

4. **Rates**

- (a) Annually, by November 1, the Commission shall forward to the Customer, the rate to be charged for water supplied by the Commission under this Agreement to become effective on January 1st of the following year.
- (b) The rate to be charged shall be calculated in accordance with the provisions of Schedule "E" of this Agreement.

5. **Metering and Supply**

- (a) The Meter Chambers/Pumping Stations shall be constructed by the Commission at the sole cost of the Commission. All future Meter Chambers/Pumping Stations to be constructed, shall be done by the Commission, but the cost of same shall be borne solely by the Customer.
- (b) The Commission owns:
 - (i) all Watermains, metering facilities, associated piping and connections up to the Point of Delivery, comprising the Commission System; and
 - (ii) the Meter Chambers/Pumping Stations.
- (c) The Commission shall care for, keep safe, maintain, repair and replace all Meter Chambers/Pumping Stations.
- (d) The Commission and the Customer may agree to additional Points of Delivery. The Customer hereby provides the Commission with a power of attorney for the sole purpose of amending this Schedule "D" to reflect the additional Points of Delivery.

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- (e) Any additional Points of Delivery and required Meter Chambers/Pumping Stations shall be constructed by the Commission at the sole expense of the Customer and shall be the Commission property, provided that all Meters shall be purchased and installed by the Commission at its expense and shall be the Commission's property.
- (f) Any upgrades or modifications to existing or future Meter Chambers/Pumping Stations (including the Equipment):
 - (i) required solely for the Customer, shall be completed at the Customer's expense, and;
 - (ii) required solely for the Commission, shall be completed at the Commission's expense.
- (g) The Commission shall care for, maintain, repair and replace the Meters.
- (h) Once every two (2) years, the Commission may test all Meters for accuracy. The Commission shall pay for these tests.
- (i) After notifying the Commission in writing, the Customer may request the Commission to have a Meter tested for accuracy.
- (j) If at any time a Meter Chamber/Pumping Station or a Meter is out of service or is being repaired so that the measurement of the volume of Water being delivered is not being recorded accurately within the Agreed Variance, or if a test determines that a Meter is not registering accurately within the Agreed Variance, the Meter Chamber/Pumping Station or Meter shall be repaired or adjusted as soon as practical, the measurement shall be corrected for a period definitely known or agreed upon, or if not known or agreed upon for one-half of the period since the last Meter test, and the measurements shall be determined or adjusted, as the case may be, to correct for the degree of inaccuracy using the best available data in the following priority:
 - (i) by using any check measuring equipment if installed and if accurately registering within the Agreed Variance;
 - (ii) by correcting the error, if the percentage of the error is ascertainable by calibration, test or mathematical calculation; or
 - (iii) by estimating the volume based upon deliveries under similar conditions during a period of time when the Meter Chamber/Pumping Station and Meter were working accurately.

Where a test (other than an annual test) indicates that the accuracy of a Meter exceeds the Agreed Variance, the Commission shall pay for the test. Where a test (other than an annual test) does not indicate that the accuracy of a Meter exceeds the Agreed Variance, the Customer shall pay for the test.

- (k) The Customer shall allow the Commission reasonable access to all Meter Chambers/Pumping Stations at reasonable times for the purposes of performing its obligations to care for, maintain, repair, replace and test the Meters.
- (l) Upon the conclusion of any tests of the Meters, within seven days of the Commission's receipt of any calibration reports, records, certificates or other documentation respecting same, the Commission shall provide copies of same to the Customer.

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6. **Repairs, Maintenance and Replacements**

- (a) The Commission may interrupt or curtail Water service for period of time as it may reasonably require for the purpose of effecting any repairs, maintenance, replacement, upgrading or other work related to the water supply system providing service under this Agreement provided that:
 - (i) the Commission has given the Customer at least seventy-two (72) hours prior notice or, in the event of unforeseen circumstances, the Commission gives notice of such interruption or curtailment as soon as is reasonably possibly possible; and
 - (ii) the Commission acts reasonably in using best efforts to restore services as soon as reasonably possible.
- (b) The Commission shall use Best Efforts to coordinate the repairs, maintenance, replacement, upgrading and other work referred to in paragraph 6(a), above, with the Customer so as to minimize to the extent reasonable the inconvenience to the Customer of interruptions and curtailments.
- (c) During periods of interruption or curtailment provided for in paragraph 6(a), above, the Commission may reduce the level, quality or quantity of service provided to the Customer under this Agreement, provided that the Commission shall treat all of its customers affected by the interruption or curtailment, including the Customer, fairly, equitably, and without preference, consistent with any operating constraints then in effect. The Commission and the Customer shall use Best Efforts to keep each other apprised of and up-to-date in respect of the relevant circumstances during each interruption or curtailment.
- (d) Any resale of Water by the Customer shall be subject to the Commission's Service Policies. Without restricting the foregoing, unless otherwise agreed to by the Commission the Customer shall ensure that all customers are subject to the terms of this Agreement including, without restriction, the Service Policies.

7. **Force Majeure**

The Commission shall not be liable for any failure of or delay in performance of its obligations hereunder or be deemed to be in breach of this Agreement if such failure or delay arise from "force majeure".

- (a) For the purposes of this Agreement, "force majeure" shall mean any cause not reasonably within the Commission's control and shall include, without limitation, acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, storms, floods, high waters, washouts, inclement weather, orders or acts of evil or military authorities, civil disturbances, or any other causes, whether of the kind herein enumerated or otherwise, not within the reasonable control of the Commission and which, by the exercise of due diligence, the Commission is unable to overcome, provided that lack of funds shall not be a cause beyond control.
- (b) The Commission shall give the Customer prompt notice of such circumstances and shall take all reasonable steps to remove such disability. The Commission shall not be entitled to the benefit of this force majeure clause to the extent the failure to provide Water was caused by the Commission having failed to remedy the force majeure condition where it was reasonably able to do so and to resume the supply of water with reasonable dispatch.

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- (c) The Commission may impose reasonable restrictions on the delivery of Water, provided that the Commission shall treat all of its customers affected by the force majeure, including the Customer, fairly, equitably and without preference, consistent with any operating constraints then in effect.
- (d) The parties agree that the settlement of strikes, lockouts, and other industrial disturbances shall be entirely within the discretion of the particular party involved therein and such party may make settlement thereof in such time and on such terms and conditions as it may deem to be advisable and no delay in making such settlement shall deprive such party of the benefits of this section.
- (e) A force majeure event shall merely suspend contractual obligations, and not bring this Agreement or any portion thereof to an end.

8. **Liability, Damages and Mutual Indemnity**

- (a) Unless the cause is proven to be due directly to the negligence of the Commission, its employee's or agents, the Commission shall have no liability to the Customer whatsoever for any damage, loss, cost or expense resulting from, arising out of or associated with:
 - (i) a break of any Watermain, service pipe or collapse of any ditch or trench.
 - (ii) the interference or suspension of the supply of Water due to maintenance work to, repair work to or replacement work for the Commission's water system or an emergency situation regarding any part of the Commission's water system, and
 - (iii) any accident to or failure of any part of the Commission's water system;
- (b) Notwithstanding any other provision of this Agreement, neither the Customer nor the Commission shall be liable to the other for:
 - (i) any losses or costs arising from third party claims or causes of action, including claims or causes of action of the other's customers; or
 - (ii) any indirect, consequential or punitive damages, including loss of profits or revenues or other similar damages.
- (c) Each party (the "indemnifying party") agrees to indemnify and save harmless the other party (the "indemnified party"), its directors, councillors, agents and employees from and against any and all damage, injury, loss, costs, causes of action, including legal costs on solicitor and his own client full indemnity basis, and claims suffered or incurred by the indemnified party, its agents or employees which are in any way connected with the performance or nonperformance of this Agreement and which are caused either directly or indirectly or contributed to in whole or in part by any act or failure to act of the indemnifying party, its agents and employees, in respect of which indemnifying party, its agents or employees is liable or otherwise responsible in law, provided that such indemnity shall be limited to an amount in proportion to which the indemnifying party, its agents and employees are at fault or otherwise held responsible in law.

9. **Arbitration and Remedies**

- (a) If a dispute arises between the Customer and the Commission regarding the interpretation, application, operation or breach of this Agreement or any part of it the dispute must be submitted to the dispute resolution process described in the attached Schedule "F" before either party may take any other action or step or pursue any available remedy in relation to the dispute regardless of whether such action, steps or remedy involves the courts, the Alberta Utilities Commission or any successor tribunal or entity, provided however that either party may file a complaint or other document required

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to be filed with the courts, Board or any successor tribunal or entity and take any other action or step prior to submitting any dispute to the dispute resolution process if such filing, action or step is necessary to preserve its right to pursue the dispute in the event that the dispute resolution process is unsuccessful in resolving the dispute.

Notwithstanding that the dispute resolution process is involved, the parties shall continue to perform their obligations described in this Agreement until such time as the dispute resolution process is complete.

- (b) Subject to paragraph 8(a), if a party breaches this Agreement, then the other party shall have all available legal, equitable and other remedies.

10. Water Shortage

In the case of a water shortage, the Commission may impose conservation restrictions on the Customer's water supply within the Customer Service Area. The Commission shall provide notice of the imposition of the conservation restriction as soon as reasonably possible. The Commission shall treat each and every one of the Commission's customers, including the Customer, fairly, equitably and without preference, consistent with any operating constraints then in effect.

11. Performance by Either Party

A party shall be deemed to be in default hereunder if any of the following events occur (each of the following events to be referred to as an "Event of Default", the party in default to be referred to as the "Defaulting Party" and the party not in default to be referred to as the "Non-defaulting Party"):

- (a) a party fails to make a payment as required by any provision of this Agreement including failure to pay either a Payment Amount or an indemnity amount required to be paid pursuant to the terms of this Agreement (a "Payment Default");
- (b) a party fails to perform any of its obligations under this Agreement (which, for greater certainty, shall not include obligations resulting in a Payment Default if not performed) (each such event being a "Performance Default"); or
- (c) a party experiences any of the following events (an "Insolvency Default"):
- (i) the party institutes voluntary liquidation, dissolution or winding-up procedures;
 - (ii) the party takes any voluntary proceedings under any bankruptcy or insolvency legislation to be adjudicated a bankrupt or for any other relief;
 - (iii) the party makes a compromise with or an assignment for the benefit of creditors;
 - (iv) a receiver/receiver manager is appointed with regard to the party or to any material part of the party's property;
 - (v) a court adjudges the party to be bankrupt or makes an order requiring the liquidation, dissolution or winding up of the party; or
 - (vi) if the corporate existence of the party is otherwise terminated.

12. Notice of Default

- (a) If a party claims that there has been a Payment Default or Performance Default committed by or affecting the other party, the party making the claim shall give to the party alleged to be in default a notice (hereinafter referred to as the "Notice of Default"). The Notice of Default shall specify and provide particulars of the alleged Event of Default.

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- (b) In the event the alleged Event of Default is capable of being remedied, the party alleged to be in default shall:
- (i) have no cure period in respect of an Insolvency Default;
 - (ii) have a cure period of Fifteen (15) days after receipt of the Notice of Default with respect to a Payment Default;
 - (iii) subject to Sections 12(b)(iv) and 12(c), have a cure period of Thirty (30) days after receipt of the Notice of Default with respect to a Performance Default; or
 - (iv) if a Performance Default is such that it cannot be reasonably remedied within Thirty (30) days after receipt of the Notice of Default, have a reasonable period of time to cure the Performance Default provided that the Defaulting Party promptly commences and diligently continues thereafter to remedy the Event of Default.
- (c) If before the expiry of the later of the cure period (if any) referred to in Section 12(b) or the time to cure specified in the Notice of Default the Defaulting Party cures the Event of Default, the Default Notice shall be inoperative and the Defaulting Party shall lose no rights hereunder.

13. Remedies

Upon the occurrence of an Insolvency Default, or in the event that a Notice of Default has been given and the party alleged to be in default does not cure or remedy the Event of Default in the manner contemplated by Section 12(c), the Non-defaulting Party shall have the following rights and remedies:

- (a) in the case of a Payment Default, to charge the Defaulting Party Interest with respect to the unpaid amount until it is paid, calculated daily, regardless of whether the Non-defaulting Party has notified the Defaulting Party in advance of its intention to charge Interest with respect to the unpaid amount; and/or
- (b) in the case of a Performance Default, the Non-defaulting Party may but shall not be obligated to, either directly or indirectly by engaging a third party or otherwise, as the case may be, do all such things in order to rectify such Event of Default at the sole cost and expense of the Defaulting Party; and/or
- (c) in the case of any Event of Default, the Non-defaulting Party may:
 - (i) suspend performance of its obligations under this Agreement, including the right to suspend any payment owing pursuant to this Agreement; and/or
 - (ii) set-off against the unpaid amount any sums due or accruing to the Defaulting Party by the Non-defaulting Party in accordance with this Agreement or the Commission Supply Agreement; and/or
 - (iii) maintain an action or actions for the unpaid amount and Interest thereon on a continuing basis as the amounts become payable but are not paid by the Defaulting Party, as if the obligation to pay those amounts and the Interest thereon was a liquidated demand due and payable on the date the amounts were due to be paid, without any right or resort of the Defaulting Party to set-off or counter-claim; and/or
 - (iv) terminate this Agreement.

14. Remedies Cumulative

A Non-defaulting Party may, at its discretion, exercise the remedies referenced in Section 13 applicable to it in the alternative, concurrently or cumulatively, except where inconsistent with the express provisions

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contained in this Agreement and provided that in the case of a Payment Default the concurrent or cumulative exercise of remedies shall not result in duplication or a recovery on the part of the Non-defaulting Party based on an amount (excluding Interest) in excess of the Payment Default. No delay or omission by a Non-defaulting Party in exercising its rights or remedies hereunder shall operate as a waiver of those rights or remedies or of any other right or remedy and no single or partial exercise thereof shall preclude any other or future exercise thereof or the exercise of any other right or remedy.

15. **Renewal or Extension of Term**

- (a) Any renewals or extension of this Agreement shall be subject to the parties mutually agreeing to such renewals or extension.
- (b) Failing an agreement to extend this Agreement under subsection (a) above, this Agreement shall expire on the last day of the Term or renewal term, as the case may be, and shall be of no further force and effect save and except for those provisions which are deemed to survive expiration or termination of this Agreement.
- (c) Upon a renewal or extension of this Agreement, unless otherwise agreed to all other terms and conditions within this Agreement shall remain in full force and effect.
- (d) Notwithstanding the foregoing, either party may terminate this Agreement by the provision of no less than five (5) years' notice to the other party of its intent to terminate. This notice of termination shall be without cause and shall be without financial penalty to either side.

In witness whereof the parties have signed this Agreement to be effective from and after the Effective Date notwithstanding the actual date(s) of execution.

**WEST INTER LAKE DISTRICT REGIONAL
WATER SERVICES COMMISSION**

Per: _____

Per: _____

TOWN OF ONOWAY

Per: _____

Per: _____

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SCHEDULE "A"

ANNUAL QUANTITY

1. The Annual Quantity of Water for a calendar year shall be determined or redetermined, as the case may be, as follows:
 - (a) In each year of this Agreement, the Customer shall provide to the Commission:
 - (i) a request for water for the next calendar year which the Customer proposes as the Annual Quantity of Water, together with a forecast of volumes anticipated to be required for the second through fifth ensuing calendar years (the "forecast"); and
 - (ii) engineering and other information supporting the forecast, including without restriction information regarding the Customer's forecast population, business and industrial growth.
 - (b) If the Commission does not agree that the quantity requested by the Customer as the Annual Quantity of Water or any other forecasted volumes are reasonable, the Customer and the Commission shall work together in good faith to reach agreement on the Annual Quantity of Water or other forecasted volumes.
2. For greater certainty, each of the Commission and the Customer shall act reasonably in preparing and reviewing each forecast, and in all discussions and negotiations in relation to each forecast and the establishment of an Annual Quantity of Water. The Customer shall use best efforts in the preparation of each forecast to ensure to the extent reasonably possible that it is not over-estimating or otherwise inflating its Water needs. The Commission shall exercise sound engineering judgement and, where appropriate, consult with the Customer when reviewing the technical aspects of the Customer's forecast.

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SCHEDULE "B"

MAXIMUM DAILY QUANTITY

The Maximum Daily Quantity for each day shall be equal to the quantity (expressed in M³) determined as follows:

$$\text{Maximum Daily Quantity} = 2 \text{ AQ} / 365.$$

Where AQ equals the Annual Quantity for the calendar year in which that day falls.

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SCHEDULE "C"

THE CUSTOMER'S BOUNDARIES

INTENTIONALLY DELETED

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SCHEDULE "D"

DELIVERY PRESSURES

1. **Operating Pressure** – subject to the forecast not exceeding the design capacity of the Commission System, the Commission will exercise its Best Efforts to provide water pressure to the Point of Delivery as depicted on the following chart:

Minimum Pressure* * 23 PSI	Normal Pressure 30 to 50 PSI	Maximum Pressure 134 PSI
--------------------------------------	--	------------------------------------

** - This is a best efforts objective only, the Commission will not be in default of the contract if operationally the pressure drops below this setting through circumstances beyond the control and/or operational responsibility of the Commission.*

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SCHEDULE "E"

RATES AND SALES CALCULATION

1. How the Rate is Determined

The rate to the Customer shall be a rate common to all Customers and shall be calculated by dividing the estimated costs of the system by the total volume of water requested by the Customers and anticipated to be sold to the customers.

The estimated costs of the system shall be calculated on a cost of service basis utilizing the principles set out in the American Water Works Association (AWWA) manuals of practice dealing with water rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the Alberta Utilities Commission and may include, but will not be limited to:

- (i) operations of the board of the Commission and Manager;
- (ii) operations of the Watermains;
- (iii) purchase of water;
- (iv) repayment of the Commission's debt obligations;
- (v) non cash expenditures; and
- (vi) return on equity and investments;
- (vii) allocations for present of future capital expenditures

Principles and practices to be applied to determine Rates may be changed from time to time by way of negotiated agreement between the Customers or as a result of a decision or order of the Alberta Utilities Commission, or a successor tribunal or authority.

2. Minimum Payment to the Commission

Under this agreement the Customer shall pay to the Commission the product of the actual volume of Water purchased by the Customer in a year times the Rate set out by the Commission. Notwithstanding this, where the actual volume of Water purchased is less than 90% of the Annual Quantity, the Customer shall be responsible for a minimum payment to the Commission of 90% of the Annual Quantity times the rate set by the Commission.

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SCHEDULE "F"

DISPUTE RESOLUTION PROCESS

The Customer and the Commission acknowledge that in any business relationship a difference of opinion or interpretation or a divergence of interest may arise. The Customer and the Commission are committed to resolving any disputes in a non-adversarial, informal, and cost efficient manner. Therefore the Customer and the Commission agree as follows:

1. The Customer and the Commission shall attempt to resolve any dispute through direct negotiation.
2. Failing successful negotiation they shall resort to mediation as follows:
 - (a) Either party may, by written notice to the other, request that the parties select a mediator. The parties shall endeavor to select a mediator agreeable to both from a list of suitable mediators maintained by the Alberta Arbitration and Mediation Society.
 - (b) Within 7 days of his or her selection, the Mediator shall designate a time for a meeting among the Mediator and a representative of each the Customer and the Commission. Each representative must have authority to agree to a resolution of the dispute.
 - (c) Subject to paragraph 8(b) of the Agreement, for a 45 day period of time from the written notice requesting the selection of a mediator, neither the Customer nor the Commission shall take any action or step or pursue any available remedy other than to use its best efforts to participate in the mediation process.
 - (d) The cost and expense of the Mediator and the mediation process shall be paid for equally by the Customer and the Commission.
 - (e) The mediation process, including all discussions, proposals and written materials made or prepared, shall be strictly confidential and cannot be used or referred to in any subsequent action, step or proceedings.
 - (f) The Mediator cannot be called by either party as a witness in any subsequent action, step or proceeding.
3. Notwithstanding Clause 2(c), either party may take such legal or regulatory action as may be necessary to preserve the right to any legal or regulatory remedy should a resolution of the dispute under the process in Section 2 of this Schedule be unsuccessful.

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Debbie Giroux

From: tori@wildwillowenterprises.com
Sent: August 27, 2019 11:57 AM
To: debbie@onoway.ca
Subject: [FWD: RE: updated 2016 QMP requirements]
Attachments: Update_Accreditation_Application.pdf; MUNICIPAL QMP TEMPLATE 2016v2.1(Feb2019).docx

Victoria Message

Administrative Assistant
Wildwillow Enterprises Inc.

----- Original Message -----

Subject: RE: updated 2016 QMP requirements
From: Accreditation <Accreditation@safetycodes.ab.ca>
Date: Tue, August 27, 2019 10:12 am
To: "tori@wildwillowenterprises.com" <tori@wildwillowenterprises.com>
Cc: Accreditation <Accreditation@safetycodes.ab.ca>

Good morning Victoria,

Please see the attached 2016 QMP template and help file for accreditation update.

Please submit to us a word red-lined version through Council Connect and once it is agreed by the Administrator, then you can go ahead with requesting final signatures on page 9 of the template.

Please note that municipal council resolution is not required for a QMP update.

If you have any questions please contact me and I will be happy to help.

Best wishes,

Jelena Vidovic
Accreditation Associate
Tel: 780.392.1372
e-mail: Jelena.Vidovic@safetycodes.ab.ca

From: tori@wildwillowenterprises.com <tori@wildwillowenterprises.com>
Sent: August-27-19 10:31 AM
To: Accreditation <Accreditation@safetycodes.ab.ca>
Subject: updated 2016 QMP requirements

Good Morning,

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The Town of Onoway has been asked to updated their 2006 QMP, with the new 2016 QMP standards. Would this be the same QMP template as for the Summer Villages?

I would like to get Onoway's draft QMP done and sent to Council so they can approve at their next meeting.

Thanks,

Victoria Message

Administrative Assistant
Wildwillow Enterprises Inc.

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Town of Onoway

Quality Management Plan

August 2019

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Town of Onoway

Quality Management Plan

This Quality Management Plan that includes
Schedule A – Scope and Administration,
Schedule B – Operational Requirements and
Schedule C – Technical Discipline Service Delivery Standards
has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



**Safety
Codes
Council**

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Schedule A

Scope and Administration

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1.0 SCOPE OF ACCREDITATION

The **Town of Onoway**, herein referred to as "The Municipality" will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

BUILDING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> National Building Code – 2019 Alberta Edition
<input type="checkbox"/>	Only those parts of the National Building Code – 2019 Alberta Edition pertaining to small buildings being 3 storeys or less in height, having a building area of 600m ² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
ELECTRICAL	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> Canadian Electrical Code Part 1
<input type="checkbox"/>	<ul style="list-style-type: none"> Alberta Electrical Utility Code
PLUMBING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> National Plumbing Code of Canada, and Alberta Private Sewage Systems Standard of Practice.
GAS	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> Natural Gas and Propane Installation Code, Propane Storage and Handling Code, and Compressed Natural Gas Fuelling Stations Installation Code. Excluding the: <ul style="list-style-type: none"> Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and Natural Gas for Vehicles Installation Code Compressed Natural Gas.

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2.0 Quality Management Plan Administration

Town of Onoway

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the "Council" or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP, and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect.

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Council policies and directives,
- Administrator directives,
- assigned duties, and
- professional development.

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

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2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.3 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act and remits the levy to the Council in the manner and form prescribed by the Council.

2.4 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- licensed residential builder verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency (s) was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the municipality.

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standard require resolution from the Municipality's Council. Revisions to the Operational Requirements or applicable forms used require the acceptance by the Chief Administrative Officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.



The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

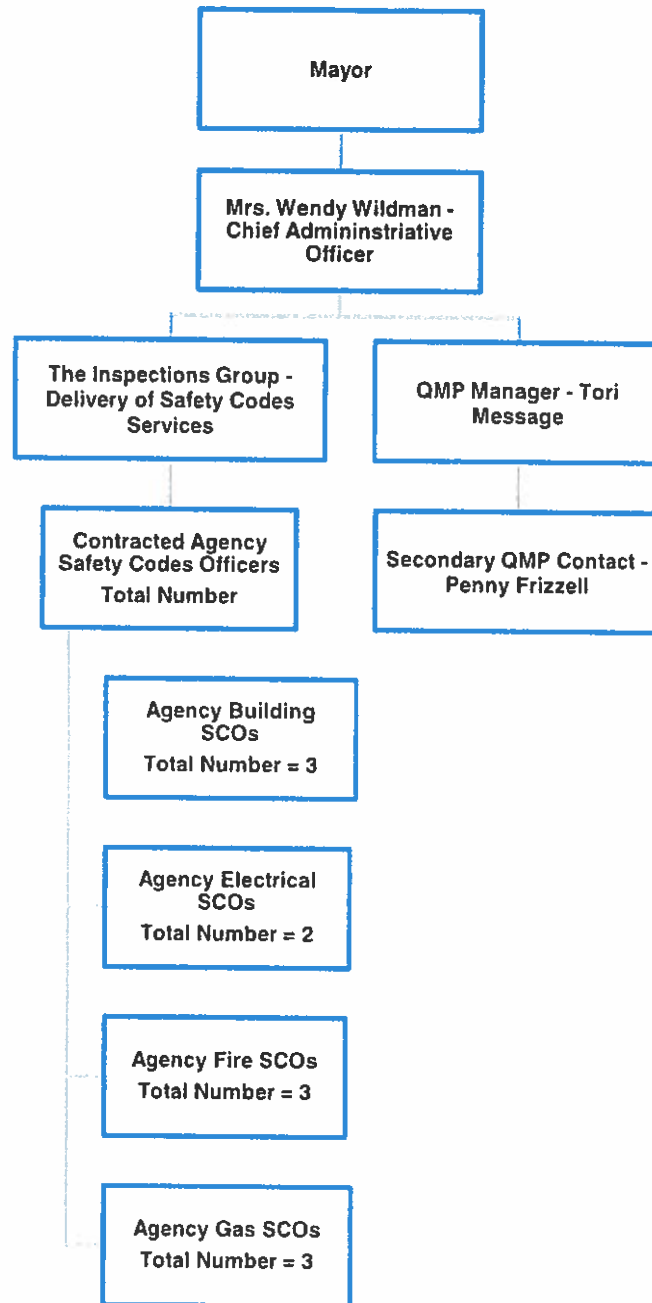
The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

2.8 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

2.9 Organizational Chart

Town of Onoway



The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP

2.10 Municipality Agreement

In accordance with Council Resolution # _____ of *September 5th, 2019* the *Town of Onoway* hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

Signature – Chief Administrative Officer

Wendy Wildman, CAO
Name & Position Title

Date

cao@onoway.ca
Email Address

Town of Onoway
Name of Municipality

780-967-5338
Phone Number

Signature Chief Elected Official

Judy Tracy, Mayor
Name & Position Title

Date

Email Address

Box 540 Onoway, AB T0E 1V0
Municipality Address

780-967-3226
Fax Number

2.11 Municipality QMP Manager Information

Victoria Message, QMP Manager
Name and Title of QMP Manager

Town of Onoway
Name of Municipality

780-967-5338
Phone Number

tori@wildwillowenterprises.com
Email Address

Box 540 Onoway, AB T0E 1V0
Municipality Address

780-967-3226
Fax Number



2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officer and the QMP Manager of the Municipality.

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Schedule B

Operational Requirements

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3.0 Operational Requirements

3.1 Scope of Services

The operational requirements establish responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy including as applicable but not limited to:

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods.
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

3.3 Orders

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

3.4 Emergency Situations

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.



3.5 Alternative Solutions / Variances

A SCO may review an alternative solution proposal and issue a site or instance specific variance from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by the Act. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Council policy. An alternative solution proposal / variance will be in the format prescribed by the Council.

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative, and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

A SCO may only make a decision respecting an alternative solution proposal / variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within 10 days of issuance, to the:

- owner,
- contractor if applicable,
- Council, and
- the Municipality.

3.6 Permit Administration

3.6.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
 - i. state the type of occupancy,
 - ii. set out the prevailing market value of the undertaking,
 - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer,



- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
- i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
 - ii. copies of plans and specifications for the proposed undertaking,
 - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”

3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/ or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to:

- requiring permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- setting the date on which the permit expires,
- setting a condition that causes the permit to expire,
- setting the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the location or locations of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- requiring an identification number or label to be affixed to the undertaking, and
- requiring SCO approval be obtained before any part of the work or system is occupied, covered or concealed.

3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking,
- the permit does not entitle the owner or operator to effect major alternations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous 2 years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and

- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted, and the file will be closed.

3.9 Verification of Compliance (VOC)

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (e.g. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address of where the VOC is being applied for,
- permit number and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

3.10 Investigation of an Unsafe Condition, or Accident

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

When investigating an unsafe condition, or accident, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, or accident occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

A SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

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4.0 Technical Discipline Service Delivery Standards

4.1 Schedule C.1 BUILDING

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain construction documents including plans and specifications as outlined in the National Building Code – 2019 Alberta Edition
- obtain any letters or schedules required to be provided by the National Building Code,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions e.g. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the National Building Code,
- obtain New Home Warranty verification where applicable, and
- obtain a hotworks permit, where applicable.

Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the National Building Code,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration or demolition operations, obtain in writing, a fire safety plan for the project site.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer, and
- collect and maintain on file all schedules and letters of compliance required in accordance with the National Building Code when the registered professional architect and/or engineer involvement is required for the work covered under a permit.



Building Site-Inspections

A Building SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> o at any stage OR o within 1 year from permit issuance
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Single & Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR o building envelope including insulation and vapour barrier (prior to drywall) AND o final, including HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR o building envelope including insulation and vapour barrier (prior to drywall) AND o final, including fire alarm and HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND o building envelope and HVAC rough-in OR o framing, structure, and building envelop (prior to insulation and vapour barrier) AND o final, including HVAC completion within 2 years of permit issuance

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Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of completion
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 year of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

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Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of permit issuance
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

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4.2 Schedule C.2 ELECTRICAL AND ELECTRICAL UTILITY

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

An Electrical SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$10,000)	2	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	<ul style="list-style-type: none"> o rough in inspection or final inspection, within 1 year of permit issuance
Single Family Residential or Farm Buildings (with value of work over \$2,500)	2	<ul style="list-style-type: none"> o completed rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings (with value of work \$2,500 or less)	1	<ul style="list-style-type: none"> o final inspection, within 180 days of completed work
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) OR o final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> o mid- term inspection o final inspection, within 60 days of expiry of permit

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Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

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4.3 Schedule C.3 PLUMBING

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A Plumbing SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	<ul style="list-style-type: none"> o rough-in below grade prior to covering OR o rough-in above grade prior to covering AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 5 fixtures or less)	1	<ul style="list-style-type: none"> o rough-in below grade prior to covering OR o rough-in above grade prior to covering OR o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings new construction (or alteration, addition, or renovation with more than 5 fixtures)	2	<ul style="list-style-type: none"> o completed rough-in below grade OR o completed rough-in above grade prior to covering (within 180 days of permit issuance) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation (with 5 fixtures or less)	1	<ul style="list-style-type: none"> o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> o mid-term inspection AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> o site inspection completed prior to covering.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

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Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.



4.4 Schedule C.4 GAS

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

Gas Site-Inspections

A Gas SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> o rough-in AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> o rough-in o AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Temporary Heat Installations (under separate permit), temporary services	1	<ul style="list-style-type: none"> o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> o mid-term inspection AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

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Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: August 13, 2019 1:17 PM
To: 'Judy Tracy'; 'Lynne Tonita'; 'Pat St.Hilaire'; jmickle@onoway.ca; 'Wade Neilson'; 'Robin Murray'; 'Penny Frizzell'; 'Shelley Vaughan'; 'Debbie Giroux'; 'Jason Madge'
Subject: Municipal Corporate Review

Hi everyone – I just received a call from Larae with AB Municipal Affairs and she just wanted to let us know that the new government is doing a review and reassessment of the Municipal Corporate Review process, and for now everything is on hold.

So this is what the Town requested (was encourage to request) as part of those petitions that were submitted to Municipal Affairs. Larae said Onoway will be on the top of the list once the review and revamp has been completed, they are hoping to get it kick started again sometime in the fall.

FYI.

Deb – let's put on next agenda under my CAO report

Thx

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

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

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August 19, 2019

Dear ...

Re: Alberta Utilities Commission Decision Affecting Your EQUS Distribution Service at NE-27-54-2-5 / EQUS Acct: 10270.00

In 2017, you were notified of an Application in which FortisAlberta Inc. (FortisAlberta) was requesting the Alberta Utilities Commission (AUC) to order the transfer of your service from EQUS to FortisAlberta due to annexation. This meant affected EQUS members like you would have to surrender their membership without your consent. That request was successful. What follows is information important to you to inform you about what to expect in the coming months as a result of this decision.

In Decision 22164-D01-2018, the AUC ruled that existing EQUS members in an affected municipality may continue to be served by EQUS unless and until the municipality passes a by-law forcing the EQUS members in the municipality to take electric distribution service from FortisAlberta. If no such by-law is passed, EQUS could have continued to serve you until you either chose to transfer to FortisAlberta; you changed your service; you sold or transferred your land; or until EQUS could no longer serve you for business or operational reasons. This decision has been upheld through successive appeals advanced by EQUS earlier this year.

Regrettably, your municipality has made the decision to pass a by-law requiring you to transfer your electric distribution service and to become a FortisAlberta customer on or before October 28, 2019, despite the alternative options above. This unilateral decision by your municipality took away your right of choice and results in the forced surrender of your membership in EQUS and all of your rights and benefits that membership affords you.

FortisAlberta is owned by a multinational utility company whose purpose is to make a profit for their shareholders. EQUS, as a not-for-profit co-operative, exists to provide the highest level of personalized service to you, our member, and keep our rates as low and stable as possible. We support the local economy and our employees live and operate in those communities we serve. Most importantly, as a member of EQUS, you have a voice in this organization and the decisions made.

While we strongly disagree with the decisions of both the AUC and your municipality, EQUS meets or exceeds all legislative and regulatory requirements throughout Alberta, and this is no exception. Accordingly, you should expect to hear from one of our staff in the coming days to arrange the transfer of your service to FortisAlberta. We will schedule a time with you to exchange your meter and will work to minimize disruption in service during this transition.

If you disagree with the decision made by your municipality to pass a by-law removing your choice, we encourage you, as a ratepayer, to contact your municipality and let your voice be heard.

Kind Regards,

Charlene Glazer
Regulatory and Compliance Leader

cc Town of Onoway

Main Office
Box 6199, 5803 42 Street
Innisfail, Alberta T4G 1S8
Toll-free: 1.888.211.4011

North Area Office
Box 1178, 4804 41 Street
Onoway, Alberta T0E 1V0
Toll-free: 1.888.627.4011

Central Area Office
Box 6199, 5803 42 Street
Innisfail, Alberta T4G 1S8
Toll-free: 1.877.527.4011

South Area Office
Box 1657, 3 Alberta Road
Claresholm, Alberta T0L 0T0
Toll-free: 1.888.565.5445

Wendy Wildman

From: Nicole Fehr <nicole.fehr@gov.ab.ca>
Sent: July 2, 2019 3:28 PM
To: Jason Madge; cao@onoway.ca
Cc: Maxwell Harrison; Christine Lien
Subject: Onoway Waterworks Inspection June 27, 2019
Attachments: Onoway - 2019-20.pdf

Importance: High

Jason,

Alberta Environment and Parks (AEP) conducted an inspection of Town of Onoway waterworks system on June 27, 2019.

The inspection was conducted to assess compliance with the requirements of Registration 395971 as amended under the authority of the *Environmental Protection and Enhancement Act*, associated Regulations and Codes of Practices. As well, AEP assesses various waterworks system operational risks during inspections.

The attached Inspection Report is to advise you of the results.

This facility has passed the risk based inspection; however the secondary component is considered an operation risk.

Further details regarding follow up to the inspection is included in the Inspection Report.

Please reply to this email to confirm you have received it and the attachment.

Should you have any questions, please contact me at 780-960-8657 or nicole.fehr@gov.ab.ca.

Regards,

Nicole Fehr

Environmental Protection Officer, Alberta Environment and Parks
Compliance, Upper Athabasca Region
Government of Alberta

Suite # 1 250 Diamond Avenue
P.O. Box 4240 (T7X 3B4)
Spruce Grove, AB T7X 4C7

Tel: 780-960-8657
Nicole.Fehr@gov.ab.ca

24 hour Alberta Environmental and Dangerous Goods Emergencies (EDGE) Hotline 1-800-222-6514



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AEP WATERWORKS

INSPECTION REPORT

Primary Risk: PASS
Secondary Risk: Operational Risk
Tertiary Risk: PASS

Waterworks System Name: Onoway Approval Registration# 395971
Approval Holder: Town of Onoway Approval Expiry Date:
Plant Classification (Type): Distribution System Plant Classification (Level): N/A (Water Treatment) WD Level 1 (Water Distribution)

FACILITY

Address: Street: 5339 52 st
Town: Onoway Province: AB Postal Code:
Facility Contact Number: 780 - 967 - 2309 Facility Emergency Contact Number: 780 - 868 - 4467
Facility Location GPS: Latitude: (e.g. 51.1235) 53.7099050
Longitude: (e.g.-114.2168) -114.197
Diversion Location GPS: Latitude: (e.g. 51.1235)
Longitude:(e.g.-114.2168)

Water Diversion Licence No: Municipal/Industrial Facility: Municipal Source: Edmonton Waterworks-EPCOR
Daily Peak Flows (m3): Population served: ~1023 Number of Connections:
Renewal Application Submitted(yes/no): Yes No: Daily Average Flows (m3):

OPERATOR AND INSPECTOR

Operator's Certification Level: (Interviewed only)
Operator's Name: Jason Madge Select Water Treatment Certification Level: WT Level 2 Select Water Distribution Certification Level: WD Level 2
Inspector's Name: Nicole Fehr Inspector's District: UAR Inspection Number: June 18, 2019
Date and Time of Inspection: 2019/06/27 9:00 AM Date of previous Inspection: 2018-01-11

GENERAL CONDITIONS

1. Are there any Short-Term Approval Conditions? Yes No (If Yes, answer B & C)
2. What are the Short Term Approval Condition required due dates?
3. Have these Short Term Approval Conditions been achieved?
4. Have there been any changes to the waterworks system since the last AEP inspection?

INSPECTION SUMMARY COMMENTS

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WILD line connected to Onoway 2017; now only water distribution.

Secondary: Report the missing summer 2018 THM sample as a contravention to the hotline and complete the 2019 summer and winter sample. - The contravention was called in on July 2, 2019 (Reference 355524).

Tertiary: Emailed to me shortly after the inspection.

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Primary Risk Assessment Questions

1	Are chlorine/ozone residual and contact time (CT) ratio requirements met entering the distribution system at the point where CT is calculated? This question applies to all waterworks facilities that have chlorine/ozone residual and contact time limits (for either Giardia and/or viruses) specified in their Approval or Code of Practice (COP) Registration.	<input checked="" type="radio"/>	N/A
		<input type="radio"/>	1. Unreported failure to achieve Approval/COP limit.
		<input type="radio"/>	2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/>	3. Meets Approval/COP limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input type="radio"/>	4. Meets best practice with chlorine residuals between 0.2-2.00 mg/L at the point that CT's were achieved and all CT Disinfection ratios were greater than 1.0.

Comments:

Distribution System Only

2	Are treated water turbidity (prior to entering clearwell reservoir) limits met?	<input checked="" type="radio"/>	N/A
		<input type="radio"/>	1. Unreported failure to achieve approval limit.
		<input type="radio"/>	2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/>	3. Meets approval limits for the monitoring required or if a turbidity contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input type="radio"/>	4. The waterworks system has been upgraded to meet AEP's 2012 Standards and Guidelines for turbidity reduction for each filter (i.e. <0.3 NTU for dual media filtration systems or <0.1 NTU for membrane filtration systems in 99% of the samples) with continuous monitoring and data capture off each filter are in place to verify that treated water turbidity limits were met. The system also has filter to waste capability.

Comments:

Distribution System Only

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		<input checked="" type="radio"/>	N/A
		<input type="radio"/>	1. Unreported failure to achieve Approval limit.

3 Are UV disinfection approval requirements met (Typically includes UV reactor flow limits, UV transmittance (%T) limits and UV dose limits)?

- 2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
- 3. Meets Approval limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
- 4. Meets Approval limits at all times for UV reactor flow, UV dosage, and UV transmittance with alarms and system shutdowns in place to prevent any improperly UV disinfected water from entering the clearwell/distribution system. The approval/registration holder calibrates the UV sensor against a reference sensor on an annual basis (this device will compare the UV sensor dose generated by the reactor to a reference standard).

Comments:

No UV disinfection

4 Is the operator's certification (includes back-up operators) appropriate for the facility?

- N/A
- 1. Operator(s) is under certified with no supervision (or back-up) by an appropriately certified operator.
- 2. Operator(s) is under certified and is working under the remote supervision of an appropriately certified operator(s) but does not meet the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators' Certification Guidelines.
- 3. Attending operator(s) is certified to the level of the facility and meets the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators' Certification Guidelines. Back-up operator(s) can be under certified, but working under the direction of a certified operator (s).
- 4. For each level of certified operator required by the Approval or Code of Practice an equivalent number of certified operators must be available as back up. Note: A conditional certificate can't be used to achieve a rating of four.

Comments:

Jason Madge: WD Level II

Joe Duplessie (backup): WD Level I

- N/A
- 1. Unreported failure to achieve Approval/COP limit.

5	Are Approval/Code of Practice (COP) chlorine residual (secondary disinfection in the distribution system) limits met?	<input type="radio"/>	2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/>	3. Meets Approval/COP limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input checked="" type="radio"/>	4. Meets best practices (residuals between 0.1 – 2.0 mg/L) at all times.

Comments:

2018 Annual Report - Minimum: 0.98 / Maximum: 1.68 / Average: 1.35 mg/L

Electronic Reporting - April 2019 Average: 1.50 mg/L

Chlorine is read online at the distribution header and there is a grab taken inside the plant; May 2019 online avg. 1.50 mg/L and grab avg. 1.52 mg/L.

6	Is the monitoring frequency being met for treated water bacteriological sampling in the distribution system as specified by the Guidelines for Canadian Drinking Water Quality (GCDWG) or the Communication and Action Protocol for Failed Bacteriological Results in Drinking Water (Bac-T Protocol)? Notes: - for Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System for a small water system (less than 1500 people and less than 10 km of distribution system), only 1 sample per 500 population per month. - it is not considered additional bacteriological monitoring when bacteriological samples are collected once per week and 5 sample weeks occur in the month.	<input type="radio"/>	N/A
		<input type="radio"/>	1. Unreported failure to meet bacteriological monitoring frequency requirement.
		<input type="radio"/>	2. Reported failure to meet required bacteriological monitoring but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input checked="" type="radio"/>	3. The bacteriological monitoring conducted in the distribution system consists of evenly spaced, weekly samples collected throughout the distribution system as specified or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input type="radio"/>	4. In each month of the year additional monthly bacteriological monitoring is conducted in the distribution system, in conjunction with chlorine residual monitoring. Resamples and samples collected after repairs have been made in the distribution system are not counted for the purposes of additional compliance monitoring to meet the requirements of a 4 rating.

Comments:

Electronic Reporting indicates bacteriological samples were taken in April 2019 on April 2/9/16/23/30. Chlorine residual readings are taken at the same time. Samples are taken weekly and at random in the distribution system.

Operator and monthly reports confirm bacteriological one sample is completed once per week in distribution system. Samples completed on May 7, 14, 21, 28, 2019.

	Were emergency situations (such as failure to meet chlorine/ozone residual limits, contact times, ultra violet disinfection limits, membrane log reduction credits, turbidity limits, bacteriological quality requirements, loss of positive	<input type="radio"/>	N/A
		<input type="radio"/>	1. Operators did not recognize emergency situations where action was mandated or failed to take the appropriate actions necessary to address emergency situations.

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pressure, etc.) dealt with as required by the Approval, Code of Practice (COP), or legislation? Definition: an emergency is defined as a situation where one or more of the treatment or disinfection barriers (coagulation, filtration, chlorine, ozone or UV) fail, an exceedance of the treated water quality limits specified in the approval/COP or an issue in the water distribution system that has or may, impact potable water quality (i.e. reservoir contamination, major or uncontrolled loss of pressure or possible contamination of water supply). This includes when a Boil Water Advisory or Water Use Advisory has been issued by Alberta Health Services.

- 2. Some emergency actions taken, but not as required.
- 3. Appropriate emergency actions taken as required, and reported in a complete and timely manner.
- 4. No emergency actions were necessary during the previous two (or more) years or where emergency actions were required the Drinking Water Safety Plan was reviewed and/or revised to reflect the lessons learned from the emergency incident.

Comments:

Emergency: a situation where on or more of the treatment or disinfection barriers fails, an exceedance of the treated water quality limits, a problem in the DS that may impact potable water quality (reservoir contamination, major or uncontrolled loss of pressure or possible contamination of water supply.) Operator confirmed no emergencies to report or update the DWSP with.

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Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the primary assessment been properly reported?

- N/A
- 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
- 2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location).
- 3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no health related contravention reports were required during the reporting period
- 4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

Comments:

338560-May 29, 2018 - water break, maintained positive pressure, repaired, flushed, bac't samples taken , 7 day letter completed.

336722-April 2018-repair, broken main valve.

335171-February 2018-service connection repair, positive pressure maintained, flush, bac't samples, 7 day letter completed.

Operator confirmed no other contraventions to report.

PRIMARY RISK ASSESSMENT:

PASS

PRIMARY RISK ASSESSMENT COMMENTS:

Secondary Risk Assessment Questions

9

Is the monitoring equipment (includes portable, bench top, and continuous online meters) used to verify compliance properly maintained and calibrated?

N/A

1. Equipment maintenance, calibration or accuracy checks are not being completed.

2. Some equipment maintenance, calibration or accuracy checks are being completed but supporting documentation is incomplete.

3. Annual equipment maintenance, calibration or accuracy checks (on meters utilized for compliance monitoring) have been completed with supporting documentation available.

4. All monitoring equipment reflects best available technology, maintenance, and calibration is done annually by a qualified person(s), and accuracy checks (i.e. using primary or secondary standards) are performed at minimum on a monthly basis, and all supporting documents are available as verification. Definition: a qualified person is an instrumentation technician, a representative of the manufacturer of the instrument(s) or an operator certified to the level of the waterworks.

Comments:

Two neon electric monitoring units equipped with continuous online monitoring with high and low level alarms and automatic shutdown. Table top colorimeter calibrated with secondary gel standards. Current box of secondary gel standards expired in May 2019; Operator indicated new ones are ordered and on the way.

The online monitor and the benchtop monitor are calibrated by TLC (expiry date is 04/2020). There is also certificates provided to document the certification.

Operators cross reference readings from the online monitor with benchtop reading daily, both readings are recorded on monthly logs.

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Were treated water sample(s) taken as required, for all listed parameters at the required frequency and location and analyzed by a lab that is accredited to ISO/IEC 17025 standard for the parameters (accrediting bodies are CALA (Canadian Association for Laboratory Accreditation) or Standards Council of Canada)?

N/A

1. Samples were not taken.

2. Samples were taken, but did not meet frequency requirements and/or include all parameters.

3. All required samples were taken at the required frequency and analyzed for the required parameters by an appropriately accredited lab. The approval holder reviewed and understood the lab sample results and immediately reported any results which exceed the Maximum Acceptable Concentration values.

4. In addition to point 3 all applicable parameters with maximum acceptable concentrations (MAC) and aesthetic objectives (AO) are being trended to show if water quality is changing over time (To show if any of the parameters tested are increasing/decreasing from

historical values).

Comments:

2018 Annual: completed THM, Lead, Total Chlorine on November 27, 2018.

Lead required once per year. THM is required twice per year, one in the summer (June - August) and one in the winter (December - February).

FOLLOW UP REQUIRED: Operaor will report the missing summer sample for 2018 as a contravention to the environmental hotline. (Reference 355524)


The 2019 THM samples (summer and winter) will be completed within the appropriate months.

11	Does treated water meet the GCDWQ parameters based on the sampling required for the facility?	<input type="radio"/>	N/A
		<input type="radio"/>	1. One or more parameters exceed the Maximum Acceptable Concentration (MAC), or required MAC sampling data is incomplete.
		<input checked="" type="radio"/>	2. All Maximum Acceptable Concentration requirements are met except Trihalomethanes (THMs), Halo Acetic Acids (HAA's), or bromate where required or one of the above parameters were missed.
		<input type="radio"/>	3. All Maximum Acceptable Concentration requirements are met for the parameters required to be tested
		<input type="radio"/>	4. All Maximum Acceptable Concentration and Aesthetic Objective (AO) requirements are met. (Note: For a water distribution system to achieve a (4) rating additional sampling is required by the registration holder or the most recent sample results from their treated water supplier are to be obtained and provided to AEP).

Comments:

THM and Lead were below the applicable MACs, but they are missing the summer THM 2018.

12	Are filter(s) effluent turbidity monitoring (entering clearwell reservoir) requirements met?	<input checked="" type="radio"/>	N/A
		<input type="radio"/>	1. No filter effluent turbidity monitoring
		<input type="radio"/>	2. Common header turbidity (continuous/grab) monitoring.
		<input type="radio"/>	3. Individual filter continuous monitoring or meets approval requirements.
		<input type="radio"/>	4. Individual filter continuous turbidity monitoring with data trending, limit alarms and system shutdowns (before the turbidity exceeds the approval limits). Definition: data trending is the recording of continuous analyzer results in a format that enables the operator to look back over time and see the



values produced by an analyzer (at a minimum of 5 minute intervals). This verifies that the data produced by the continuous analyzer is valid.

Comments:

Distribution System Only

13

Are treated water chlorine residual monitoring (entering distribution system at the point where CT's have been achieved) Approval/COP requirements met?

- N/A
- 1. Chlorine residual monitoring not conducted.
- 2. Chlorine residual monitoring conducted, but not with adequate frequency.
- 3. Continuous chlorine residual monitoring conducted or meets approval/COP requirements.
- 4. Continuous chlorine residual monitoring is conducted with data trending, limit alarms and operator call outs when limits are not met. Operators are using the lowest chlorine residual (off the continuous analyzer) for the day to calculate their CT disinfection ratio. Definition: data trending is the recording of continuous analyzer results in a format that enables the operator to look back over time and see the values produced by an analyzer (at a minimum of 5 minute intervals). This verifies that the data produced by the continuous analyzer is valid.

Comments:

Distribution System Only

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Are treated water chlorine residual monitoring (in the distribution system) requirements met?

- N/A
- 1. Chlorine residual monitoring frequency not met.
- 2. Some distribution system chlorine residual monitoring is conducted, but not at random locations throughout the system.
- 3. Required approval/Code of Practice (COP) distribution system chlorine residual monitoring conducted at random locations throughout the distribution system.
- 4. Additional daily distribution system chlorine residual monitoring is routinely conducted, with excellent representative coverage of the entire system. Definition: additional daily monitoring means that chlorine residuals are monitored, one or more days, per week than what is required by the approval or COP.

10/1

Comments:

Electronic reporting indicates that chlorine readings are done once per day (5 days per week) in distribution system and along with the bacteriological samples at random locations.

Reviewed monthly data on site and confirmed chlorine readings are completed daily via a grab and a reading from the online monitor (5 days per week) and weekly chlorine sample is taken along with the bacteriological sample at random locations.

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Is the approval/registration holder diligent in ensuring that all bacteriological sampling is done properly - as determined by the Bac-T Protocol and the Environmental Public Health Field Manual for Private, Public and Communal Drinking Water Systems in Alberta?

N/A

1. Bacteriological re-sampling required due to initial sampling error (total coliforms or E. coli present) and operator did not follow the Bac-T Protocol when re-sampling, or poor re-sample techniques were used resulting in additional false positives.

2. Bacteriological re-sampling required due to operator sampling error (total coliforms or E. coli present) but operator followed the Bac-T Protocol. There are ongoing issues with sample management and delivery (i.e. no ice packs included, incorrect labelling, courier issues, etc.).

3. All bacteriological samples are collected and submitted properly with no repeat samples required as a result of operator sampling errors. If bacteriological re-sampling was required due to the presence of total coliforms or E. coli the operator followed the Bac-T Protocol and no other sample management issues were identified. A Bacteriological Quality Monitoring Plan has been developed as part of the Operations program.

4. All bacteriological samples are collected and submitted properly with no repeat samples required or samples rejected as a result of sample management issues. The system operator is following the Bacteriological Quality Monitoring Plan as set out in their Operations Program (i.e. where, when and how to sample).

Comments:

No reported bacteriological failures.

Produced Bacteriological Sampling SOP onsite. A map of the distribution system is available in the office.

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Are treated water fluoride concentration limits and monitoring requirements met?

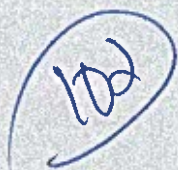
N/A

1. Fluoride monitoring not conducted and/or unreported Approval/COP (Code of Practice) limit failure occurred.

2. Fluoride monitoring conducted, but not with adequate frequency and/or reported Approval/COP limit failure occurred.

3. Daily fluoride grab monitoring conducted and limits meet requirements of Approval/COP or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.

4. In addition to the requirements of (3) above, the Approval/Registration Holder is splitting their samples



and submitting (at least on a monthly basis) a fluoride sample to an accredited lab for comparison analysis.

Comments:

No fluoride used

17

Are system water volumes metered?

N/A

1. No metering of water volumes.

2. Facility influent or effluent water volumes metered.

3. Facility influent (from the source) and effluent water volumes metered.

4. Facility influent and effluent water volumes metered, including backwash/filter to waste volumes (or calculate) and a full water distribution system metering program is in place. Water balancing is conducted and a program is in place to address water losses that occur throughout the waterworks system (plan to systematically replace leaking valves, water lines, etc.).

Comments:

Influent and effluent is metered. Businesses and houses are metered.

Water balancing is conducted. Operator reviews this monthly along with the water meter reads.

18

Are the chemicals used at the Water Treatment Plant (includes both direct and indirect additives) listed and used as specified by ANSI (American National Standards Institute)/NSF (National Sanitation Foundation) Standard 60 or IISO/IEC 9000 or ISO (International Standards Organization)/IEC 14001?

N/A

1. Not all of the chemicals used at the facility are listed in the ANSI/NSF Standard and/or the operator is not aware of this requirement.

2. All of the chemicals used at the facility are listed in the ANSI/NSF Standard, but the chemical feed dosage exceeds the dosage specified as the Maximum Use Limit (specified in NSF Standard 60) or the limits set out in a Letter of Authorization (LOA) issued by the Director.

3. All of the chemicals are specified in the ANSI/NSF Standard and the chemical feed dosages do not exceed the dosage specified as the Maximum Use Limit (MUL) or the Letter of Authorization limits.

4. In addition to meeting the requirements of (3) above, all chemicals are stored properly with spills immediately cleaned up, secondary containment in place around the chemical storage area and current SDS records are kept on site. Operator(s) is aware of the Maximum Use Limits for all the chemicals added to the water supply.

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Comments:

No chemicals added.

N/A

1. Have had unreported contraventions, or operator(s)

19

Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the secondary assessment been properly reported?

- failed to notice when contraventions occurred that should have been reported.
- 2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location).
- 3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no contravention reports were required as the facility was operated to meet Approval/COP requirements.
- 4. Addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

Comments:

Operator failed to report the missing summer THM sample.

SECONDARY RISK ASSESSMENT:

Operational Risk

SECONDARY RISK ASSESSMENT COMMENTS:

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Tertiary Risk Assessment Questions

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Have preventative maintenance measures been established in the distribution system and treated water reservoir(s) to minimize adverse effects to water quality? Preventative maintenance program includes: a protocol that outlines when/how valves are to be exercised (annual exercising is recommended), a protocol for the scouring of water mains by high velocity unidirectional flushing, pigging of water mains or by other means, inspection/cleaning of clearwells/reservoirs, installation/inspection of backflow preventers (AEP Standards require backflow preventers at the entry into the waterworks system or at a truck fill station), a cross connection control program, a protocol for the return to service of a water main that has been repaired or for a newly installed water main.

N/A

1. No scheduled maintenance program (valve exercising, water main flushing, treated water reservoir inspection) for the distribution system and treated water reservoir(s). Backflow preventers or air gaps are not installed on truck fill. No cross connection control program is in place.

2. Distribution system maintenance and treated water reservoir inspection completed but no documentation is available to demonstrate when it was completed and/or water main breaks occur each year resulting in a widespread loss of positive pressure and interruption of key water services.

3. Distribution system maintenance and treated water reservoir inspection completed with supporting documentation available to demonstrate when it was completed. Cross connection (connections with a wastewater system, a storm water system or another unapproved waterworks system) control inspection program is in place. Documented return to service protocol in place for new and repaired water mains.

4. A full preventative maintenance program is in place that includes the requirements of point 3 as well as the completion of the following: a documented unidirectional flushing program, water valves to isolate water lines for repairs are located and exercised to ensure they are operational, documentation of a water main and valve replacement schedule and future life expectancy is completed. The water distribution system infrastructure has the ability to maintain service to the rest of the community, and minimize disruption to consumers, while repairs are conducted on isolated sections (i.e. looped water lines to allow water to be distributed from multiple directions).

Comments:

The system is flushed twice per year (spring and fall). Valves are exercised once per year. If there are any issues that need repair, a work order is filled out.

A SOP for Water Distribution System Pipeline Break, Repair and Return of Pipeline to Service was produced for review.

The main header and pumps are complete with check valves.

21

Are raw water wells located, protected, and maintained in a sanitary manner (including Groundwater Under Direct Influence Systems)? Definition: a preventative well maintenance program includes but not limited to: documented regular well site inspections, documentation of

N/A

1. The well(s) are in a poor location (low lying area, in close proximity to a watercourse, subject to runoff, accessible by livestock, or subject to contamination from other sources (i.e. manure is being spread close to the well site).

2. The well(s) are in a good location but do not have protection measures in place (fencing, caplocks installed, well head is accessible for maintenance, well casing is vented, casing(s) that extend above the snowline, or have watertight caps, etc.).

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when the last shock chlorination occurred, when the next one is due, documented protocol, schedule for pulling the well pump and screen for inspection and/or cleaning.

- 3. The well(s) are in a good location with protection measures in place (fencing, caplocks installed, well head is accessible for maintenance, well casing is vented, casing(s) that extend above the snowline, or have watertight caps, etc.).
- 4. The well(s) are in a good location, protection measures are in place, and a documented preventative maintenance program is in place and is being followed.

Comments:

22

Do the operators demonstrate awareness of applicable legislation as required in the operators' Code of Conduct (Approval or Registration under the Code of Practice, the Potable Water Regulations (PWR) and AEP Standards and Guidelines (Standards))?

- N/A
- 1. Approval/COP, PWR and Standards not immediately available and operator cannot demonstrate awareness of requirements.
- 2. Approval/COP, PWR and Standards are available, however operator is not aware of the requirements.
- 3. Approval/COP, PWR and Standards documents were available at the time of inspection and the operator is aware and following the requirements.
- 4. Approval/COP, PWR and Standards were available at the time of inspection and all operators are aware of and following the requirements. All operators have completed a review of the Approval/COP and have signed off on the review.

Comments:

Code of Practice was produced onsite. A copy of PWR and Standards and Guidelines is located in the Operator's office. Operator is able to find these documents online via his iphone as well.

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Were reports (monthly and annual) properly compiled and submitted on time?

- N/A
- 1. No reports and no records are available.
- 2. Reports and records retained, but do not include all required information; either the monthly or annual report was incomplete. Required monthly e-reporting not completed.
- 3. Complete reports were properly and accurately compiled, retained and available or submitted as required. This includes the electronic submission of annual reports to the correct district address as specified by the AEP Report Submission Guidelines and if applicable monthly data is being submitted electronically to the AEP drinking water quality website.
- 4. In addition to all the requirements of (3) above, the annual report includes: a cover page, the name and approval/registration number of the waterworks facility, a list of all the operators currently working (or

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had worked) at the waterworks in that year, the date the Annual report was submitted to AEP, the date(s) of when the DWSP was updated and the signature of person in charge of the waterworks system.

Comments:

Electronic reports are being submitted. 2018 annual report was submitted.

Remember to include in the annual report a description of any problems experienced and corrective actions taken at the waterworks system during the year with respect to environmental matters.

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Is the Operations Program completed as per the Approval/Code of Practice

- N/A
- 1. Operations program has not been started.
- 2. Operations program has been started but is not complete.
- 3. Operations program is completed and readily available for AEP to review.
- 4. Operations program completed, updated annually, and signed off by all staff involved with the waterworks system. Staff has received training to ensure that they are knowledgeable on facility Standard Operating Procedures (SOP's).

Comments:

Operations Program was provided for review onsite.

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Is the Drinking Water Safety Plan completed as per the Approval/Code of Practice (COP)? Completed means in accordance with the requirements in the Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems; Part 1 Standards for Municipal Waterworks (2012), as amended. It also means that the completed Drinking Water Safety Plan has been presented to and reviewed by the person(s) responsible for the operation of the waterworks system (this could include the CAO, mayor, reeve, council, system owner, condo board, president of the water co-op, etc.)

- N/A
- 1. The Drinking Water Safety Plan has not been started.
- 2. The Drinking Water Safety Plan has been started but is not complete.
- 3. The Drinking Water Safety Plan has been completed, is updated as required by the authorization, and is readily available for AEP to review.
- 4. Drinking Water Safety Plan has been completed, reviewed annually, and signed off by all staff involved with the waterworks system. Actions have been taken to address one or more key risks that have been identified (if applicable).

Comments:

Operator provided a copy of the Drinking Water Safety Plan (DWSP) via email shortly after the inspection for review. The DWSP is housed digitally in the office. The DWSP is completed and key risk have been identified.

N/A

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Are the data results of the on-line or continuous monitoring equipment (applies to any approval parameter that has a limit and is required to be continuously monitored - this includes turbidity/chlorine meter readings, flow rates, volumes, particle counts, UV Intensity and Transmittance) validated to ensure that the results reflect actual quality of the water (some examples of erroneous data results are when air bubbles in the turbidity meter influence the readings or with reduced/increased flow through the chlorine residual monitor)? (Note this question does not apply to those waterworks systems that do not use on-line or continuous monitoring equipment to verify compliance with their Approval or COP Registration).

- 1. The Approval/Registration holder is submitting data results to AEP without validation to ensure that they reflect actual water quality.
- 2. The Approval/Registration holder is submitting some of the data results to AEP, but not all, without validation to ensure that they reflect actual water quality. An attempt at data validation is being made but insufficient evidence as to why the data is not valid can't be provided.
- 3. The Approval/Registration holder is validating the data results of the on-line or continuous monitoring equipment prior to submission to AEP. A documented data validation control program is in place for both chlorine residuals, filter turbidities, and UVT meter readings and comparisons are done on a monthly basis. Definition: a data validation program includes a protocol established to compare continuous analyzer results with those of grab sample and with tolerance limits established for how far apart the comparison readings can be. Data validation only applies to continuous monitoring data in which approval limits have been established (and where comparable grab sample results are easily attainable). This would include filter turbidimeter readings, chlorine residual analyzer readings and continuous UV transmittance readings.
- 4. In addition to the requirements of point 3 above, the Approval/Registration holder has taken actions to correct any on-line or continuous monitoring equipment that has generated data results not reflective of actual water quality (examples include installation of an air trap to remove the air bubbles from the water, reinstallation of a meter in a more suitable location or replacement of a problematic meter). This includes data validation even when results are still within approval limits. A documented data validation control program is in place for both chlorine residuals/filter turbidities and UVT meter readings and comparisons are done on a daily basis.

Comments:

Online monitor is cross referenced with a daily grab sample. No written protocol for data validation. Data is reviewed by operator when cross referenced and when entered into the electronic system.

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Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the tertiary assessment been properly reported?

- N/A
- 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
- 2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location).
- 3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no contravention reports were required as the facility was operated to meet

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Approval/COP requirements.

○

4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

Comments:

No contraventions reported for this section.

TERTIARY RISK ASSESSMENT:

PASS

TERTIARY RISK ASSESSMENT COMMENTS:

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ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR98072



August 15, 2019

Her Worship Judith Tracy
Mayor
Town of Onoway
PO Box 540
Onoway AB T0E 1V0

Dear Mayor Tracy,

As per the email sent on August 14, I am pleased to confirm \$597 million in Municipal Sustainability Initiative (MSI) funding and \$473 million in federal Gas Tax Fund (GTF) funding is now available for municipalities and Metis Settlements. GTF funding includes the one-time payment of \$229.5 million announced by Canada in March 2019. I am confident this additional funding will enable you to build stronger communities and better meet your infrastructure priorities.

For the Town of Onoway:

- The **interim 2019 MSI capital allocation is \$225,486**. This includes \$170,855 in MSI capital funding and \$54,631 in Basic Municipal Transportation Grant funding.
- The **interim 2019 MSI operating allocation is \$46,764**. This includes \$21,869 in Sustainable Investment funding.
- The **2019 GTF allocation is \$116,278**. This includes \$56,401 as a result of the one time funding top-up and \$59,877 in 2019-20 GTF funding.

MSI and GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at alberta.ca/municipalities-funding.aspx.

I look forward to the continued partnership between Alberta's municipalities and Metis Settlements, our government, and Government of Canada.

Yours very truly,

Kaycee Madu
Minister

cc: Wendy Wildman, Chief Administrative Officer, Town of Onoway

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Notification Letter and Notice of Decision

Date: Aug 13, 2019

Permit Number: 193193-19-D0131

File Number: 5402342004,

5402342005, 5402342006

To: 2K Small Engine
RR 1
ONOWAY, ALBERTA
T0E 1V0

Minor Home Occupation, repair of small engines, quads, lawn tractors, mowers, hand held chain saws and other gas powered devices, snow mobiles
Home Occupation

Re: Decision of the Development Authority

Property Address
2228 TWP RD 545

Long Legal
SW 34-54-02 WSM

Lot, Block, Plan
3, 4, 5
A
6978KS

Dear Sir or Madam:

Please be advised that Development Permit Application for a Minor Home Occupation, repair of small engines, quads, lawn tractors, mowers, hand held chain saws and other gas powered devices, snow mobiles under application #193193-19-D0131 was deemed complete and Approved With Conditions on Aug 13, 2019.

If as the applicant or landowner you are unsatisfied with the conditions attached to this decision you have 21 days from the date of issuance to appeal the decision to the Subdivision and Development Appeal Board. The appeal deadline is Sep 3, 2019. This application was Approved With Conditions as a Country Living Residential District.

The 21 day appeal period, from Aug 13, 2019 (Notice Of Decision Issue Date), must lapse before this Development Permit becomes effective.

If you have any questions or concerns regarding the Development Permit please contact the undersigned at (780)785-3411.

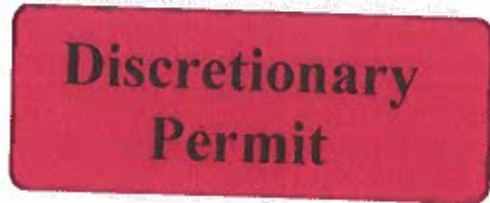


THIS DOES NOT GIVE YOU PERMISSION TO START CONSTRUCTION. PLEASE OBTAIN A BUILDING PERMIT FROM LAC STE. ANNE COUNTY PRIOR TO COMMENCING ANY CONSTRUCTION ON THE SITE. HOWEVER, IF THERE IS NO STRUCTURE PLANNED TO BE BUILT OR MOVED ONTO THE SITE YOU MAY PROCEED WITH YOUR DEVELOPMENT.

Yours truly,

[Handwritten signature]

Tanya Vanderwell, Development Officer
Development Authority
Planning & Development Department
Lac Ste. Anne County



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The personal information provided as part of this application is collected under Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, Land Use Bylaw enforcement and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request.

If you have any questions about the collection or use of the personal information provided, please contact Lac Ste. Anne County FOIP Coordinator at Box 219, Sangudo, AB T0E 2A0 or phone 1-866-880-5722 or (780) 785-3411.

Development Permit

Permit No.: 193193-19-D0131
File Number: 5402342004, 5402342005, 5402342006
Application Date: Jul 16, 2019
Issued Date: Sep 3, 2019

Applicant
Name: 2K Small Engine
Address: RR 1

ONOWAY, ALBERTA

T0E 1V0
Phone: (780)951-3956
Cell:
Fax:

3rd Party
Name:
Address:

Phone:
Cell:
Fax:

Owner
Name: Yonkers, Wendy
Address: Box 578

ONOWAY, ALBERTA

T0E 1V0
Phone: (780)967-2497
Cell:
Fax:

Property Address
2228 TWP RD 545

Long Legal
SW 34-54-02 W5M

Lot, Block, Plan
3, 4, 5
A
6978KS

Proposed Use Home Occupation
Minor Home Occupation, repair of small engines, quads, lawn tractors, mowers, hand held chain saws and other gas powered devices, snow mobiles

Fees

2018 - Home Occupation/Home Based Business \$110.00, 2018 - Certificate of Title \$20.00

Total Permit Fee: \$130.00 **Permit Fee Balance:** \$0.00

Permit Conditions

CONDITIONS

Bylaw 27-2017

General Conditions for All Development Permits

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from Lac Ste. Anne County. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. The development that is the subject of the permit to be commenced within twelve months of the issue date of the development permit and be completed within twenty-four months.
5. All development shall be landscaped and graded in a manner that all surface run-off is contained on-site.

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6. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.
7. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
8. The Applicant must obtain Public Works approval for all approaches required for the proposed development.
9. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
10. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw requirements:

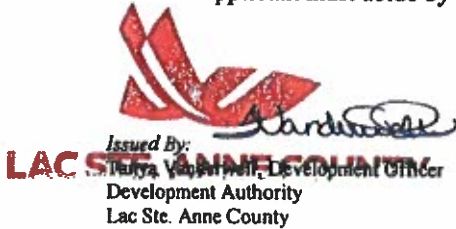
Conditions for Home Based Business Application

11. The permit is valid for one (1) year commencing the effective date, and shall be automatically renewed each year afterwards, subject to conformance with the Land Use Bylaw and the conditions of approval contained in the permit.
12. The Applicant shall maintain at all times a Lac Ste. Anne County Business License as per Business License Bylaw #20-2013.
13. No storage or display of goods shall be visible from outside the structure.
14. No highly explosive materials shall be used for blasting will be used or stored on the premises. No activity shall be allowed that would interfere with radio or television in the area, nor there be any offensive odour, heat, or glare noticeable at or beyond the property line.
15. Development Authority, and/or Bylaw Officer(s), and/or Community Peace Officer(s) may enter the property at any time without notice to ensure all permit conditions are being met and/or complied with.
16. The business shall have adequate on-site parking available to accommodate parking needs. No parking shall occur on County roadways. Failure to provide adequate on-site parking will render this permit null and void.
17. No loading or unloading of equipment or materials shall occur on the municipal road network.
18. That no business related truck traffic to and from the premise is allowed to occur between the hours of 7:00 a.m. to 8:30 a.m. and 3:30 p.m. to 5:00 p.m., which Northern Gateway defines as normal busing hours. This does not extend to employees entering or exiting the site.
19. Any security lighting to be installed must follow dark sky lighting principles and standards to the satisfaction of the Development Authority.
20. The site of the buildings shall be maintained in a clean and orderly condition and free from all rubbish and debris.
21. The Applicant shall obtain approval from Lac Ste. Anne County for the location of any and all accesses to the development, and any and all accesses approved shall be constructed to the standards and specifications of the County, at the Applicant's sole expense. Any and all accesses constructed by the Applicant are subject

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to inspections by the County, at any time during regular business hours, to ensure compliance with the County's standards and specifications.

22. All parts of the site to which vehicles may have access shall be surfaced and drained to the satisfaction of the Development Authority.
23. All vehicles, equipment and/or storage must be located within shop and garage so as to not be visible from roadways and adjacent properties.
24. Applicant must abide by rules and regulations imposed by Alberta Transportation as per Roadside Development Permit RSDP025929 dated July 4, 2019.
25. Applicant must abide by rules and regulations imposed by Alberta Transportation.



Municipality

LAC STE. ANNE COUNTY
Box 219
56521 RGE RD 65
Sangudo, Alberta
T0E 2A0
Phone: (780)785-3411
Fax: (780)785-2985

Encl: SDAB Brochure

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From: Fakharah Nazir <fnazir@lsac.ca>
Sent: August 15, 2019 1:09 PM
To: info@onoway.ca
Subject: Referral-Development Permit 193193-19-D0119

Good afternoon,

A Discretionary Development Permit Application for Major Home Based Business "hay barn to be converted into a retreat hall" under application #193193-19-D0119 has been received ' please review the attached Development Permit application and email me your comments . All comments must be received within three (3) weeks from the date of this email.

If you have any questions, please don't hesitate to ask. You can reply directly to this email, or give me a call at (780) 785 3411 ext. 3691.

Regards,

Fakharah Nazir
Development Officer



LAC STE. ANNE COUNTY

56521 RGE RD 65 I BOX 219 I SANGUDO AB T0E 2A0
Phone: (780)785-3411 (Ext. 3691)
www.lsac.ca

Please consider the environment before printing this email.

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

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Revised 11/1/2018
Date Aug 14, 2019

Commercial/Industrial/Home Based Development Permit



Please note that by providing your email address as part of this application you are hereby consenting to receiving correspondence electronically in relation to this application.

Planning & Development

Office Use Only	
Permit#	19-20119
Roll#	5502032001
Receipt#	314889

Incomplete Applications will not be accepted. If an incomplete application is submitted by mail the application will be sent back for further information.

I hereby make application for a Development Permit in accordance with the plans and supporting information submitted herewith.

BUSINESS OPERATING NAME INFORMATION

Business Operating Name: Milarepe Farm

Website Address: _____

LANDOWNER INFORMATION

Registered Owner: James Maxwell

LEGAL BUSINESS NAME INFORMATION

Legal Business Name: _____

Mailing Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____ Website: _____

LAND INFORMATION

Lot: _____ Block: _____ Plan: _____ Subdivision/Hamlet: _____

Rural Address: 55015 Rge Rd 23 Division: 01 02 03 04 05 06 07

Quarter: SW Section: 3 Township: 55 Range: 2 West of 5th Meridian

Existing Use of Land: Agriculture Parcel Size: 156.57 Acres/Ha

Zoning: AGIF

PROPOSED DEVELOPMENT

Commercial Intensive Livestock Operation (Major) Home Business

Industrial (Minor) Home Business Other

Existing Building and Present Use: Hay barn to be converted into a retreat hall.

Estimated Cost of Project: \$10,000.00 Start Date: June 30/19 Estimated Completion Date: Sept 30/19

2018.02.09
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Commercial/Industrial/Home Based Development Permit

Planning & Development

PLEASE NOTE:

Developmental changes such as structural size, material quality, and completion of progressive homes under construction are just some factors that affect the market value and will cause assessments to increase. If this applies to your property, you may want to make higher monthly payments earlier in the year to accommodate for potential tax increases on your next tax notice.

Any development permit application for construction of an accessory building prior to the construction of the main building or use (residence) becomes a discretionary permit application. Therefore the application must be presented to Municipal Planning Commission (MPC) for approval. A detailed description of the building and use must accompany the permit application. The processing time for discretionary permit applications can be up to 40 days unless an extension is issued.

IS THE DEVELOPMENT WITHIN 1/2 MILE OF ANY OF THE FOLLOWING (Answer YES or NO):

- 1. Is the subject property near a steep slope (exceeding 15%)? Yes No
- 2. Is the subject property within 0.5 mile (0.8km) or bounded by a body of water (river, stream, watercourse, lake or other permanent body of water, or a canal, or a drainage ditch)? Yes No
If YES, State its name small creek
- 3. Is the subject property within 0.5 mile (0.8km) of the right-of-way of a highway? Yes No
If YES, the Highway No. is 37, 43
- 4. Is the subject property within 0.5 mile (0.8km) of a Sour Gas facility? Yes No
- 5. Is the subject property within 0.5 mile (0.8km) of a Pipeline? Yes No
- 6. Is the subject property within 0.5 mile (0.8km) of an Oil facility? Yes No
- 7. Is the subject property within 0.5 mile (0.8km) of land that is or has been used as a municipal landfill for the disposal of garbage or refuse? Yes No
- 8. Is the subject property within 0.5 mile (0.8km) of land that is or has been used as a municipal sewage treatment facility or sewage lagoon? Yes No
- 9. Has the land had a history of flooding? Yes No
- 10. Is the subject property immediately adjacent to the municipal boundary? Yes No
If YES, the adjoining municipality is _____

Effective November 1st, 2012:

REGULATORY REQUIREMENTS FOR SURFACE DEVELOPMENT IN PROXIMITY TO ABANDONED WELLS

New Buildings larger than 47 sq. m. (500 sq. ft.) and Additions to Buildings that will as a result of the Addition become larger than 47 sq. m. (500 sq. ft.) must include documentation from the Energy Resources Conservation Board (ERCB) with this application.

1. Obtain the information from ERCB's Abandoned Well Viewer available on the ERCB Website www.aer.ca

2. Abandoned Well Information Included: YES or NO, If No Why Not: No wells

If an abandoned gas or oil well is identified on the land that is subject (the quarter section) of the proposed development, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.

To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have internet access, contact ERCB Customer Contact Centre by Telephone at 1-855-297-8311 or by email at inquires@aer.ca or contact Information Services by mail at ERCB, Suite 1000, 250 - 5 Street SW, Calgary, AB T2P 0R4

Box 219, Sangudo AB T0E 2A0

T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 E Devassistant@LSAC.ca www.LSAC.ca

2018.02.09

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Planning & Development 4a Sketch

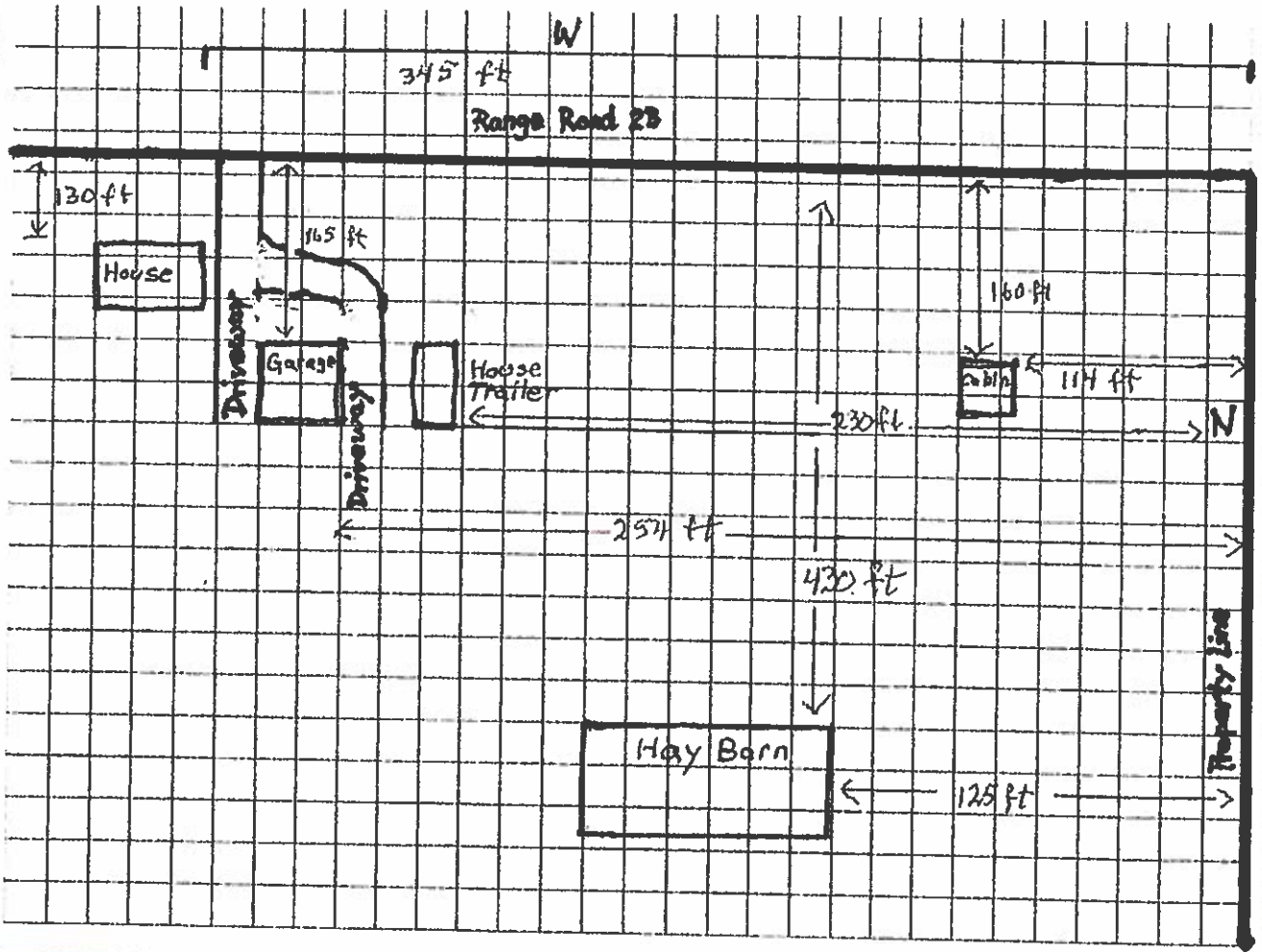
THE FOLLOWING MUST BE INCLUDED ON YOUR SKETCH:



- NORTH indicated on sketch
- Dimensions of proposed building(s)
- Location of all structures on property (existing & proposed)
- Proposed Locations of Power Poles
- Show any pipeline crossing the property
- Public roads servicing the property
- Show the location of access to your property (approach) ("Your FRONT Yard Setback is the location of entrance (driveway) from a local road")

Draw your site sketch in the grid below – All setbacks from proposed buildings to property lines **MUST** be included.

Please include a legend.



Setbacks (indicate feet or meters): North _____ South _____ East _____ West _____
 Quarter: SW Section: 3 Township: 55 Range: 2 West of 5th M
 Please include a brief description of the property including any water bodies and steep embankments: _____

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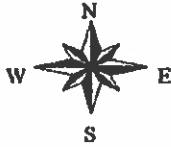
Commercial/Industrial/Home Based Development Permit

LAC STE. ANNE COUNTY



Planning & Development
4b Photo

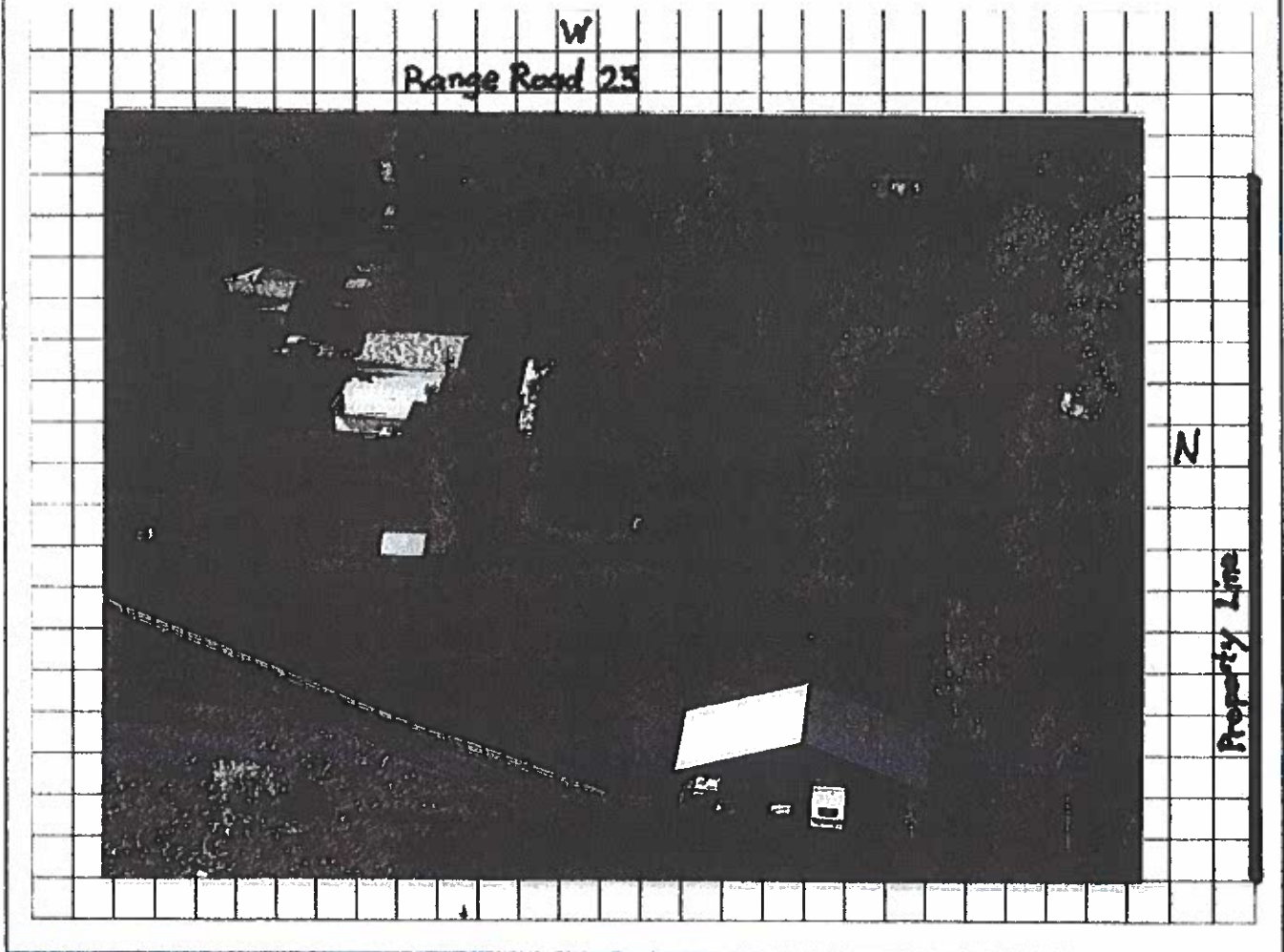
THE FOLLOWING MUST BE INCLUDED ON YOUR SKETCH:



- | | |
|---|---|
| <input type="checkbox"/> NORTH indicated on sketch | <input type="checkbox"/> Public roads servicing the property |
| <input type="checkbox"/> Dimensions of proposed building(s) | <input type="checkbox"/> Show the location of access to your property (approach) ***Your FRONT Yard Setback is the location of entrance (driveway) from a local road*** |
| <input type="checkbox"/> Location of all structures on property (existing & proposed) | |
| <input type="checkbox"/> Proposed Locations of Power Poles | |
| <input type="checkbox"/> Show any pipeline crossing the property | |

Draw your site sketch in the grid below – All setbacks from proposed buildings to property lines **MUST** be included.

Please include a legend.



Setbacks (indicate feet or meters): North _____ South _____ East _____ West _____
 Quarter: SW Section: 3 Township: 55 Range: 2 West of 5th M
 Please include a brief description of the property including any water bodies and steep embankments: _____

Box 219, Sangudo AB T0E 2A0
 T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 E Devassistant@LSAC.ca www.LSAC.ca

2018.02.08

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1. Describe the nature of the business *The Mikarepa Farm is a non-denomination centre for people of all faiths to pursue activities to further their spiritual aspirations.*
2. What building(s) will the business be operated from *A retreat hall converted from a hay barn; house trailer, cabin, bungalow*
3. Number of people employed *2 people part-time*
4. Hours and days of operation *weekends*
5. Vehicles associated with the business (include type and size) *n/a*
6. Advertising details (signs) *One sign 2 feet high x 4 feet wide*
7. Number of expected customers/clients (day/week/month/year) *30 persons on weekends*
8. Indicate where storage of materials associated with the business will be stored *n/a*
9. Additional information/comments
10. I *James Maxwell* hereby authorize Lac Ste. Anne County to post business information (Name of Company, Contact #, Website address (if available)) on Lac Ste. Anne County's Website.

[Redacted Signature]

Applicant(s) Signature

August 14, 2019
[Redacted Signature]

Date of Application

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Commercial/Industrial/Home Based Development Permit

Planning & Development

I hereby make application for a Commercial/Industrial/Home Based Business Permit in accordance with the plans and supporting information submitted herewith.

I authorize the Staff of Lac Ste. Anne County and other agencies as designated in Section 653(2) of the Municipal Government Act, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection to confirm existing site conditions in relation to compliance with existing bylaws and in connection with my business license application. The personal information provided will be used to process the business license application and is collected under the authority of Section 642 of the Municipal Government Act. Personal information you provide may be recorded in the minutes of the Municipal Planning Commission, or otherwise made public pursuant to the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, including Section 39 through 42 therein. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722 56521, RGE RD 65, Lac Ste. Anne County, Box 219, Sangudo, AB T0E 2A0.

Any documentation/information (including personal information) required for processing an application may become public once submitted to Municipal Planning Commission (MPC) or the Development Authority for review and processing

[Redacted Signature]

August 14, 2019
June 3, 2019 JH

Applicant(s) Signature

Landowner(s) Signature

Date of Application

MULTIPLE LANDOWNERS

- I, _____ THAT I AM THE REGISTERED OWNER _____
- I, _____ THAT I AM THE REGISTERED OWNER _____
- I, _____ THAT I AM THE REGISTERED OWNER _____
- I, _____ THAT I AM THE REGISTERED OWNER _____

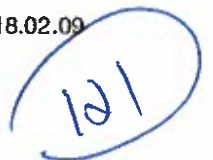
AUTHORIZATION FORM (Agent acting on behalf of registered owner)

I, (We), _____, being the registered owner(s) of _____, do hereby authorize _____, to make application for development on the above mentioned property.

Registered Landowner Signature

Registered Landowner Signature

Date of Application





Commercial/Industrial/Home Based Development Permit

Planning & Development

FEE'S

Home Occupation/Home Based Business	\$110.00
Discretionary Permits including: (variance request to setback or oversize structures)	\$210.00
Commercial (Eg.: auto sales lot, restaurant, liquor store, kennel)	<u>\$310.00</u>
Time Extension request for Development Permit (renewal):	\$260.00
Light Industrial (Eg.: tank farm, salvage yard, industrial plant)	\$410.00
Heavy Industrial (Eg.: industrial plant, processing facility, aggregate processing)	\$5,000.00
Intensive Livestock Operations	\$200.00

A current (within 14 days of today's date) Certificate of Title must be submitted with this application. If you are unable to supply a current title an additional charge of \$20 will apply.

Penalty for starting the Development without a permit is **TRIPLE THE REGULAR FEE**

In addition to the development permit application fees specified in the schedule, the applicant is responsible for all reasonable fees and expenses incurred by the County in reviewing the development permit application, including but not limited to consultant fees.

Title awaiting registration.

Total fees payable \$330.00 (Paid July 9, 2019)

You may be required to submit some or all of the following, depending on the nature of the application:

OFFICE USE ONLY:

Additional Information, Schedules or Reports:

	REQUIRED:	SUBMITTED:
Adjacent Landowner Notification	<input type="checkbox"/>	<input type="checkbox"/>
Area Structure Plan	<input type="checkbox"/>	<input type="checkbox"/>
Biophysical Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Full or Partial Professional Involvement	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>
Hydrogeological Report	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Plan	<input type="checkbox"/>	<input type="checkbox"/>
Master Sign Plan	<input type="checkbox"/>	<input type="checkbox"/>
Parking Plan	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>

Box 219, Sangudo AB T0E 2A0

T 780.785.3411 TP 1.866.880.5722 F 780.785.2985 E Devassistant@LSAC.ca www.LSAC.ca

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Delivery Services, Transportation
 North Central Region, Stony Plain District
 Room 223, 4709-44th Avenue
 Stony Plain, Alberta T7Z 1N4

Permit No.: RSDP025862
 File Number: 2511/SW3-55-2-5

July 3, 2019

Mr. James Ian Maxwell



Attention Mr. Maxwell

Subject: Approval for the Items Identified below within Lac Ste. Anne County ("Municipality")

Regarding application for the following:

Home Based Business (Spiritual Retreat)

Permit / File Number	Description	Location
RSDP025862-1 Development	Operate a spiritual retreat on weekends only, convert the existing hay barn for a meeting space for up to 30 persons, convert the existing mobile home and cabin for overnight rental accommodations on the weekend only.	Highway 37 SW-3-55-2-5

Alberta Transportation Permit No. **RSDP025862** is issued to James Ian Maxwell (Permittee) under the Highways Development and Protection Regulation authorizing the above noted development(s). Issuance of this permit does not excuse violation of any regulation, bylaw or act which may affect the proposed project. This permit is subject to the conditions shown and should be carefully reviewed.

1. This permit is subject to the provisions of Section 11-19 inclusive of the Highways Development and Protection Act (Chapter H-8.5 2004), amendments thereto, and the Highways Development and Protection Regulation (Alberta Regulation 326/2009) and amendments thereto.
2. All highway accesses are to be considered temporary. No compensation shall be payable to the Permittee or their assigns or successors when the Department removes or relocates the temporary access or if highway access is removed and access provided via service road.
3. No direct highway access will be permitted. Access shall be via the local municipal road.
4. The Department accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof.
5. This permit approves only the development contained herein, and a further application is required for any changes or additions.
6. The Department is under no obligation to reissue a permit if the development is not completed before expiry of this permit.
7. The Permittee shall not place any signs contrary to Alberta Regulation 326/2009. The separate "SIGN APPLICATION" form shall be submitted for any proposed sign.

RECEIVED
 JUL 08 2019
 Planning & Development

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8. The business shall operate between the hours of 9:00am Saturday and 5:00pm Sunday only and accommodate up to 30 persons visiting the site per day.
9. The proposed business is to be set back 650 metres from the highway property line.
10. This permit is subject to any additional conditions as may be imposed by the local municipality.

Permission is hereby granted to James Ian Maxwell to carry out the development in accordance with the plan(s) and specifications attached hereto and subject to the conditions shown above.

This permit expires on July 3, 2020. The Permittee must reapply for a new permit 30 days prior to the expiry date if they wish to continue to operate after this date.

If you have any questions about the permit or any of the conditions, please contact the undersigned Development and Planning Technologist at Robert.Lindsay@gov.ab.ca.

Signed:

This information has been disclosed in part by the Freedom of Information and Protection of Privacy Act / Loi sur l'accès à l'information et sur la protection des renseignements personnels



Robert Lindsay
Dev and Planning Technologist

cc: Development Officer, Lac Ste. Anne County

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ROADSIDE DEVELOPMENT APPLICATION FOR DEVELOPMENT NEAR A PROVINCIAL HIGHWAY

(print please)

Alberta Transportation Permit # RS0P025862

Applicant's Name James Ian Maxwell

Mailing Address

City/Town/Village

Phone #

Landowner's Name
(If different from above)

Mailing Address

City/Town/Village

Province

Postal Code

Phone #

Fax #

e-mail

APPLICATION IS HEREBY MADE TO: (Please provide a description of the proposed development including all proposed above and below ground installations. Attach a detailed report if necessary.)

Home Based Business.
Develop a spiritual retreat. (See over)

Also attach a plan showing in detail the location of all existing and proposed development and access.

Property Information

SW 3 55 2 5
(NE, NW, SE, SW) ¼ Section Township Range West of Meridian

Lot Block Plan Number Parcel size (acres or hectares)
156.57 acres

Highway No. 37 at kilometres RR 23 of _____
(north, south, etc.) (City, Town or Village)

Distance of the proposed development to the highway right-of-way boundary 650 metres ±

LESTER COUNTY AG / Commercial \$10,000.00
Name of Municipality Existing / Proposed Land Use Estimated cost of proposed development

It is understood that all works will be constructed, altered, maintained or operated at the sole expense of the undersigned, and that any work must not begin before a permit has been issued by Alberta Transportation.

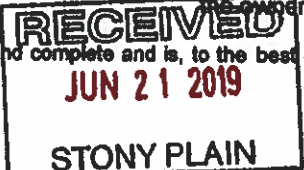
In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Alberta Transportation, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized. The Applicant also consents to a person designated by Alberta Transportation to enter upon land for the purpose of inspection during the processing of this application.

The issuance of a permit by Alberta Transportation does not relieve the holder of the responsibility of complying with relevant municipal bylaws and this permit once issued does not excuse violation of any regulation, bylaw or act which may affect this project.

I James Ian Maxwell hereby certify that I am the registered owner
(print full name)

I _____ hereby certify that I am authorized to act on _____'s behalf
(print full name) Signature

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application for roadside development.



(Date) June 21, 2019

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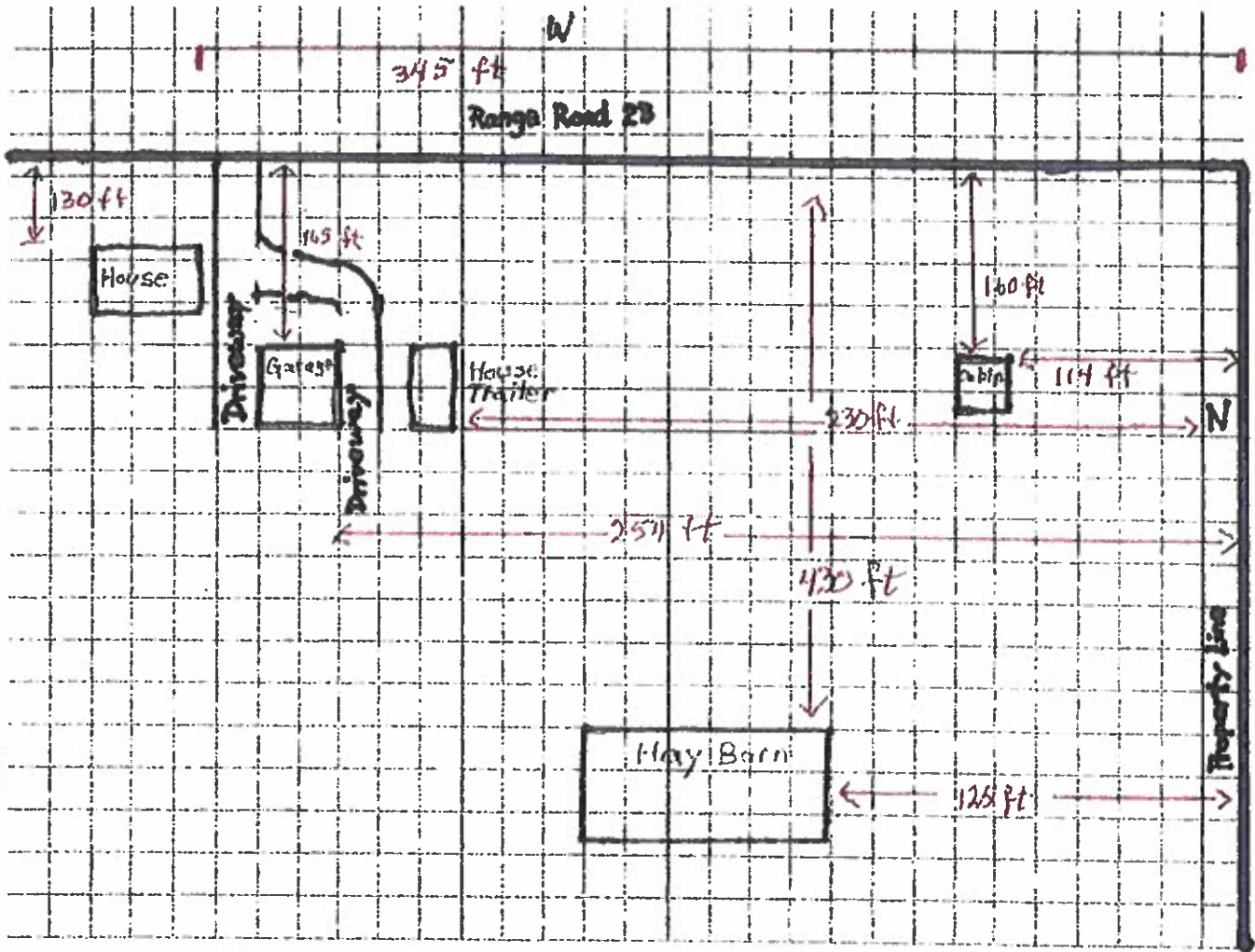


Google

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ROADSIDE DEVELOPMENT APPLICATION FOR DEVELOPMENT NEAR A PROVINCIAL HIGHWAY

Alberta Transportation Permit # RS0P025862



Note: distances may be shown in metres or feet

SITE PLAN


Signature of Registered Owner or Authorized Agent

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Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: August 13, 2019 2:47 PM
To: 'Debbie Giroux'
Cc: 'Robin Murray'; 'Penny Frizzell'; 'Shelley Vaughan'; 'Jason Madge'
Subject: FW: organizational changes

Deb – let's put on next agenda for info.

Wendy Wildman

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

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

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From: Matthew Ferris <office@sunsetpoint.ca>
Sent: August 12, 2019 8:58 PM
To: aboffice@albertabeach.com; 'Dennis Evans' <d.evans@xplornet.com>
Cc: 'Wendy Wildman' <cao@onoway.ca>; cao@rosshaven.ca; cao@svnakamun.com
Subject: organizational changes

Please be advised that effective August 9 th 2019 Richard Martin was appointed as Mayor and Ann Morrison has been appointed Deputy Mayor for the summer village of sunset point.

Matthew Ferris
Chief Administrative Officer
Summer Village of Sunset Point
PO Box 596
Alberta Beach, AB
T0E 0A0

Email: office@sunsetpoint.ca
Telephone (NEW): (780) 665-5866
Website: www.sunsetpoint.ca

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Wendy Wildman

From: administration@wildwillowenterprises.com
Sent: August 25, 2019 10:16 AM
To: lsac@lsac.ca; Sunset Point; Mayerthorpe CAO; Nakamun Park; Rosshaven CAO; Wendy Wildman; d.evans@valquentin.ca; administration@wildwillowenterprises.com; d.evans@birchcove.ca; svsunrisebeach@wildwillowenterprises.com; Alberta Beach; Sandy Beach; West Cove Admin; Summer of
Subject: Summer Village of Yellowstone Organization Meeting Update

Please be advised that at the August 16th, 2019 Organizational Meeting for the Summer Village of Yellowstone, Council organized as follows:

Brenda Shewaga, Mayor
Don Bauer, Deputy Mayor
Russ Purdy, Councillor

All other appointments remained unchanged.

Thank you,

Heather Luhtala,
Asst. CAO
S.V. of South View
S.V. of Silver Sands
S.V. of Yellowstone
Phone: 587-873-5765
Fax: 780-967-0431
Website: www.wildwillowenterprises.com
Email: administration@wildwillowenterprises.com

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Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: August 23, 2019 12:51 PM
To: 'Deb Giroux'; 'Shelley Vaughan'
Cc: 'Penny Frizzell'
Subject: FW: Onoway - Development Permit 17DP09-24 Amended
Attachments: 17DP09-24 Revised.pdf

Deb – info next meeting.

Shel – do we put DP on website?

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

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From: pcm1@telusplanet.net <pcm1@telusplanet.net>
Sent: August 23, 2019 11:28 AM
To: ' '; tdegroot@inspectionsgroup.com; redwards@inspectionsgroup.com
Cc: penny@onoway.ca; 'Wendy Wildman' <cao@onoway.ca>
Subject: Onoway - Development Permit 17DP09-24 Amended

August 23, 2019

Dear :

Find attached a copy of the amended Development Permit 17DP09-24 Amended ; where a time extension has been granted to the permit until December 31, 2019.

Regards,

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

130



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

August 23, 2019

File: 17DP09-24 - Revised

Box
Onoway, Alberta
T0E 1V0

**Re: Development Permit Application No. 17DP09-24 Revised
Plan 802 0999, Block 9, Lot 2 : 4759 – 44 Street (the "Lands")
R1 – Residential Single Family District : Town of Onoway**

Preamble: The Development approved under Development Permit Approval was not completed within the timelines provided for in that permit. However, as the development the development is substantially complete, it is deemed appropriate to extend the timeframe of validity of the permit.

A time extension to the Development Permit is herein granted, and completion is now required by 4:30 pm on Tuesday, December 31, 2019.

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit, with regard to the following:

**RENOVATION OF AN EXISTING SINGLE DETACHED DWELLING
(FOUNDATION)**

has been **APPROVED** subject to the following conditions:

- 1- All municipal taxes must be paid.
- 2- The applicant must provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 3- Applicant is responsible for grading the site of the proposed development to the design lot grades and direction(s) of drainage and for ensuring that surface runoff water does not discharge from the site to an adjacent property.
- 4- Positive grading must be provided to ensure drainage to the street. A minimum gradient of two percent (and greater if possible) is recommended.**
- 5- Applicant is responsible for adjusting the final house elevation to match the design lot swale grades.
- 6- The applicant is responsible for determining if there are any special considerations required for house foundation construction.

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Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- 7- The applicant shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 8- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 9- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 10- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes, and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 11- That all improvements shall be completed by 4:30 pm on Tuesday, December 31, 2019.**
- 12- The improvements take place in accordance with the plans and sketch submitted as part of the permit application, including:
 - Front yard setback shall be a minimum of 6.0 metres;
 - Side yard setback shall be a minimum of 1.5 metres;
 - Rear yard setback shall be a minimum of 7.5 metres.
- Note: Please be reminded that where walls are located within 2.4 metres of the property line they shall be constructed as a fire separation of not less than 45 minutes. (Alberta Fire Code - Article 9.10.15.5).
- 13- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 14- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.
- 15- Sump pumps are required in all houses to accommodate weeping tile flow. Weeping tiles are not to be connected to the sanitary sewer service. Sump pump discharge is to be directed onto the ground in the same manner as downspout drainage.
- 16- Backflow preventers are to be installed on all sanitary sewer services.
- 17- The applicant is responsible for designing and constructing a house foundation drainage system adequate for the existing soil conditions.

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Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

18- The roof leaders must be discharged on to the front yard, at least 3 metres beyond the front of the house to drain to the street.

19- Weeping tile must be installed along the base of all exterior foundation walls to drain into a sump from where the water can be pumped on the ground surface at the front of the house to drain onto the street.

Should you have any questions please contact this office at (780) 718-5479.

Date of Decision	<u>August 23, 2019</u>
Date of Issue of Development Permit	<u>August 23, 2019</u>
Effective Date of Permit	<u>August 23, 2019</u>
Signature of Development Officer	

Tony Sonnleitner, Development Officer for the Town of Onoway
cc Wendy Wildman, CAO, Town of Onoway

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than fourteen (14) days after the notice of decision. The appeal should be directed to this office (780) 718-5479 and should include a statement of the grounds for the appeal.

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: August 27, 2019 10:34 AM
To: 'Deb Giroux'
Subject: FW: Signed 2018 Annual Internal Review
Attachments: 19-08-20 Signed 2018 AIR.pdf

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

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

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From: Jelena Vidovic <Jelena.Vidovic@safetycodes.ab.ca>
Sent: August 26, 2019 12:37 PM
To: 'cao@onoway.ca' <cao@onoway.ca>
Cc: Accreditation <Accreditation@safetycodes.ab.ca>
Subject: Signed 2018 Annual Internal Review

Good afternoon Wendy,

Please see the attached signed 2018 annual internal review.

Best wishes,

Jelena Vidovic
Accreditation Associate
Tel: 780.392.1372
e-mail: Jelena.Vidovic@safetycodes.ab.ca

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Safety Codes Council

August 20, 2019

Wendy Wildman
QMP Manager
Town of Onoway
Box 540
Onoway AB T0E 1V0

Dear Wendy Wildman:

RE: 2018 Annual Internal Review–Town of Onoway-Accreditation No: M000297

The Town of Onoway 2018 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on the Town of Onoway's organization dashboard on Council Connect. Thank you for submitting your review promptly.

There is an item that was flagged during our review that I would like to bring to your attention regarding your Quality Management Plan (QMP). It is important to keep the QMP as up to date as possible as it describes the terms and conditions of accreditation. The 2016 QMP template reflects the most current standards that accredited organizations are expected to meet. As the Town of Onoway's QMP was approved in August 2006, I am formally requesting that it be updated. Please contact us to help to assist you and the other members if required. The 2016 template can be found on the Council's website.

<http://www.safetycodes.ab.ca/Organizations/Accreditation/BecomingAccredited/Pages/Quality-Management-Plan.aspx>

Should you have any questions, please do not hesitate to call the Accreditation Department. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

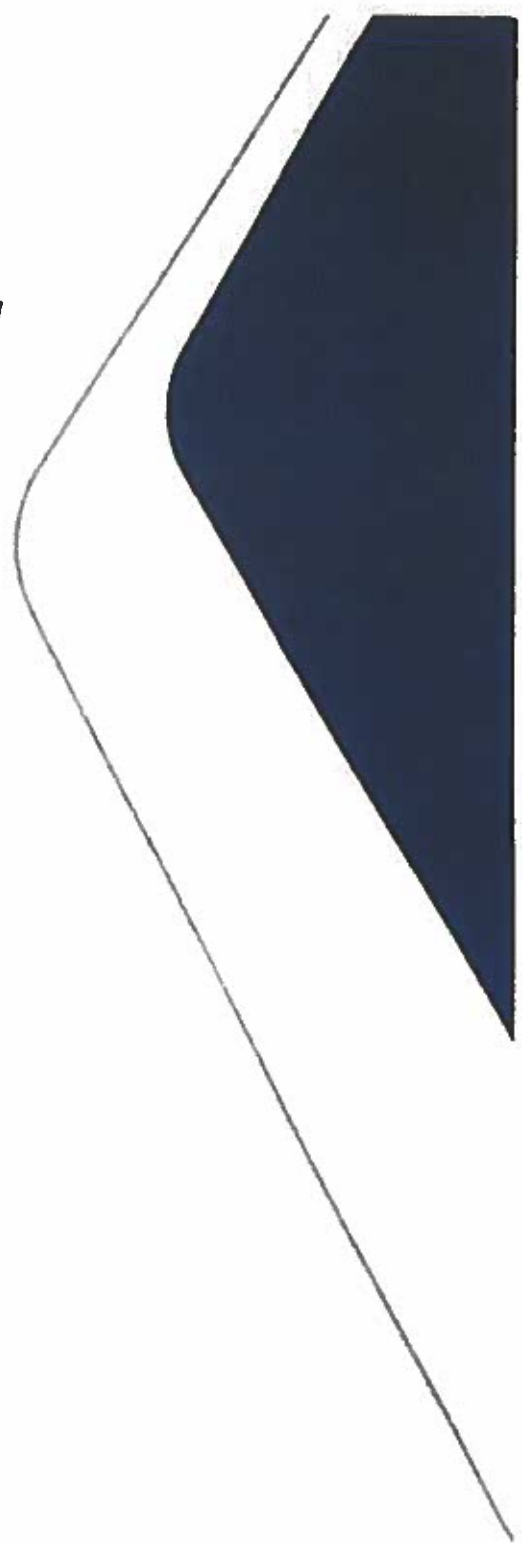
Best Regards,

Peter Thomas
Administrator of Accreditation

JV

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2018
ANNUAL INTERNAL REVIEW
Accredited Municipality



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Instructions

A. Introduction

1. The Minister of Municipal Affairs is responsible for the administration of the Safety Codes Act (Act).
2. Under the Act, the Minister may authorize a corporation or municipality to administer all or part of the Act with respect to any or all things, processes, or activities to which the Act applies.
3. The Minister has delegated authority to accredit an agency, corporation, or municipality to the Administrator of Accreditation (Administrator) at the Safety Codes Council (Council). This delegated authority includes the suspension, or cancellation of accreditation.
4. In addition, the Council been delegated the responsibility under the Act, and by the Minister, to:
 - a. Review and formulate codes and standards of accreditation;
 - b. Monitor accredited organizations; and
 - c. Collect information related to the administration, and exercise of powers, and the performance of duties.
5. A municipality is accredited to administer the Act with respect to any, or all things, processes or activities within its boundaries.
6. Two or more municipalities can be accredited to administer the Act with respect to any, or all things, processes or activities within the boundaries of those municipalities as part of a joint municipal accreditation.

B. Annual Internal Review Form

1. This annual internal review form has been created to be used by municipalities in a stand-alone accreditation only.
2. Municipalities in a joint municipal accreditation complete the Joint Municipal Accreditation Annual Internal Review form.
3. The 2018 Annual Internal Review forms have been revised to:
 - a. collect information on the compliance of an accredited municipality to their approved quality management plan (QMP);
 - b. enhance the monitoring and oversight of accredited municipalities; and
 - c. be a helpful and informative tool to raise the knowledge, understanding, and awareness of the role, responsibility, expectations, and obligations of accredited municipalities within Alberta's safety codes system.
4. Completion of the annual internal review form is a mandatory condition of a municipality's accreditation.
5. The annual internal review reports on the activity of the accredited municipality in the most recent calendar year. For example, the annual internal review form filed with the Administrator of Accreditation in 2019, reports on activity in the calendar year of 2018.
6. The deadline to provide the 2018 annual internal review has been extended to from March 31, 2019 to June 30, 2019. This is to accommodate the roll-out and implementation of the revised format.
7. The 2019 annual internal review will return to the normal deadline of the end of March. As such the 2019 report will be due by March 31, 2020.
8. This annual internal review form must be signed by the QMP Manager.
9. The annual internal review form cannot be completed by a contracted accredited agency.

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10. Only one annual internal review form will be submitted for all disciplines covered by the accreditation. In previous years, municipalities accredited in the fire discipline would submit a separate annual internal review form. This practice is discontinued.
11. Completion of "4. Annual Internal Review Findings" on page 6 is also required. If a municipality does not provide this information the form is not complete and the municipality will be noted as non-compliant until it is provided.
12. If the municipality is being audited, or was audited, by the Council in the first quarter of the year which the annual internal review applies, the municipality is exempted from the requirement to provide an annual internal review. However, the municipality is expected to provide satisfactory follow-up responses and an action plan to Council's Audit Report.
13. Where needed, please provide any additional information in a separate document that can be attached to the completed form.

C. Appendix C - Technical Service Delivery Standards File Review

1. A separate Appendix C is to be completed for each file reviewed as per the corresponding requirements prescribed below.
2. Appendix C is to only be completed for files closed in the building, electrical, gas, and plumbing disciplines. Files closed the fire discipline are covered in Appendix A - Fire Inspections, Incidents, and Investigations.
3. The files reviewed will be a random selection.
4. The number of files identified for review is per discipline covered by the municipal accreditation.
5. At least one file from each discipline covered under the municipality's accreditation should be selected for review.
6. If a municipality did not close a permit file in 2018, completion of Appendix C is not required. Simply indicate this fact in the municipality's responses to the questions posed on page 5 under "4. Annual Internal Review Findings."
7. File selection criteria.

# Files Closed In 2018 (per discipline)	# of Files to be Reviewed (per discipline)
1 to 50	1
51 to 100	2
101 and above	3

D. Submission of Completed Annual Internal Review

1. When completed, this form must be submitted through Council Connect. The address for the Council Connect login webpage is: <https://councilconnect.safetycodes.ab.ca/eWeb>.

To submit the form, navigation to the joint municipality's Organizational dashboard. Click on the "Apply Now" button under the "My Open Applications" heading.

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D. Submission of Completed Annual Internal Review – Cont'd.

Organization Dashboard

[Go Back](#)

Customer Number: (760) 311 1112

Details

Name: [Redacted]
Type: Corporation

Yodanis: G&P Manager

My Account Links

- My Organization Dashboard
- My Organization Information
- My Applications
- My Accreditation Status
- My DCP List
- My OUP
- My Organization Contacts
- My Financial Transactions
- My Records
- My Audit Report

My Open Applications

Application Type	Start Date	Status
		Click Here

[Apply Now](#)

2. On the Accreditations Application page click the "Learn More" button.

Accreditations

Annual Internal Review	Learn More
Annual Internal Review submitted once a year. An email will be sent when it is time to submit this application for review.	
Organization Name Change	Learn More
Accredited agencies, corporations and municipalities that require a modification to their accreditation due to a name change will submit an application through this process. A fee will be charged to process this application.	
Accreditation Update	Learn More

3. Upload the completed form and click the "Submit Application" button.

Please submit a saved version of this form with an electronic signature. Please do not print the form, fill it out by hand, scan it, and upload a scanned version. There are fields in this form where text can be entered beyond the visible field. Where that happens, the Council cannot read that text if the form is printed, scanned and uploaded as a new pdf.

4. If you have questions or need assistance filling out the form and uploading it into Council Connect, call toll-free 1-888-413-0099 and ask to speak to someone in the Accreditation Department.

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Annual Internal Review Form - Municipal Accreditation

1. Accreditation Information

Municipal Name: Town Of Onoway

Accreditation ID: M000297 Population Size: 1029

Accredited disciplines: Building: Electrical: Fire: Gas: Plumbing:
(Select all applicable disciplines)

2. QMP Information

	Disciplines Covered	QMP Date:	Accreditation Date	QMP Manager Name <i>(First Name, Last Name)</i>	QMP Manager Job Title
1.	Select Disciplines				
2.	BEGP	June 22, 2016	August 25, 2005	Wendy Wildman	CAO.

3. Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Fire	Total
Permits Issued	5	12	12	3			32
Orders Issued							0
Orders Closed							0
Orders Outstanding							0
Variances Issued	0	0	0	0			0

Note: If accredited in the fire discipline, complete Appendix A - Fire Inspections, Incidents, and Investigations.

4. QMP Administration

- a. Is an accredited agency under contract to provide safety codes services? Yes: No:
 - If yes, please complete Appendix B - Accredited Agency Contract Information.
- b. Please provide the following verifications:
- i. The list of active Designation of Powers in Council Connect is up-to-date. Yes: No:
 - ii. SCO certifications are current and have not expired. Yes: No:
 - iii. SCO training is current. Yes: No:

4. QMP Administration - cont'd

- iv. A registry of SCO training is maintained. Yes: No:
- v. Municipal staff and contracted agencies have access to the approved QMP. Yes: No:
- vi. Training provided on the approved QMP is provided to staff, contractors, and agency staff. Yes: No:
- vii. SCOs have the ability and opportunity to exercise their discretion to make decisions independent of undue influence of management or any other party. Yes: No:
- viii. All safety codes services files are managed under records management policies, procedures, and guidelines. Yes: No:
- ix. All and any changes to the QMP have been approved by the Administrator prior to implementation. Yes: No:

5. Annual Internal Review Findings

Complete the file review prescribed in **Appendix C - Technical Service Delivery Standards File Review**.

Use the results of the File Review and any other information to answer the following questions.

1. Are there any notable issues with respect to the municipal accreditation that was discovered through the completion of the Annual Internal Review, or encountered in the 2018 calendar year?
2. What were the municipality's successes with respect to its accreditation in 2018?
3. Are there any areas that require improvement or changes in 2019? If so, how will the municipality address and implement the improvements or changes?
4. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and Council in regards to its accreditation or operation of the safety codes system.

Please attach the municipality's response to questions above to the Annual Internal Review Form.

6. Municipal Acknowledgement and Signature

QMP Manager Signature: Wendy Wildman Digitally signed by Wendy Wildman
Date: 2019.04.25 12:33:26 -06'00'

Date: 25-Apr-2019

Note: This information is being collected for the purposes of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with sections 33, 39 and 40 of the *Freedom of Information and Protection of Privacy Act*, section 63 of the *Safety Codes Act*, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

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Annual Internal Review – Town of Onoway 2018

Review Findings:

1 – There were no issues noted with respect to Accreditation.

2 – Successes: We have successfully and smoothly transferred from Parkland County Safety Coeds Services to The Inspections Group Agency.

3 – No significant area requiring improvements were noted however the Town of Onoway strives to improve our Safety Codes processes and delivery program on an ongoing basis.

4 – Permits Closed in 2018 for each discipline: Building – 0/5, Electrical - 7/12, Gas - 7/12, Plumbing – 3/3. We did not close a building permit file in 2018.

The Town of Onoway collected all Council Levys and submitted directly when with Parkland.

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For Safety Council Use Only

4. Administrator of Accreditation Review and Approval

Signature: _____



Peter Thomas
Administrator of Accreditation

Date: _____

Aug 20/19

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Appendix A - Fire Inspections, Incidents, and Investigations

1. Fire Incident Reporting

- a. Number of fire incidents reported. _____
- b. Number of fire incidents resulting in injury or fatality. _____
- c. Number of fire investigations completed. _____
- d. Please verify the following:
- i. Fire incidents resulting in injury or fatality are reported to an SCO. Yes: No: N/A:
 - ii. Investigation reports are sent to the Office of the Fire Commissioner. Yes: No: N/A:
 - iii. Investigation reports are sent to the Office of the Fire Commissioner within 30 days. Yes: No: N/A:
 - iv. The Office of the Fire Commissioner is notified immediately if a fire was of an incendiary origin, or resulted in the loss of life. Yes: No: N/A:

2. Major Occupancy Inspections

Complete the following as it relates to the technical service delivery standards in Schedule C of the municipality's QMP

Major Occupancy Classification	Inspection frequency in Approved QMP	Number of Inspections Completed
A1- Assembly	Choose an item	
A2 - Assembly	Choose an item	
A3 - Assembly	Choose an item	
A4 - Assembly	Choose an item	
B1- Detention	Choose an item	
B2 - Treatment	Choose an item	
B3 - Care	Choose an item	
C - Residential, ≤ 5 family	Choose an item	
C - Residential, 5 to 12 family	Choose an item	
C - Residential, 12 to 25 family	Choose an item	
C - Residential, ≥ 25 family	Choose an item	
D - Business and personal services	Choose an item	
E - Mercantile	Choose an item	
F1 - High-hazard industrial	Choose an item	
F2 - Medium-hazard industrial	Choose an item	
F3 - Low-hazard industrial	Choose an item	
Storage Tank Systems - New construction	Choose an item	
Storage Tank Systems - Alterations or removal	Choose an item	
Storage Tank Systems - Monitoring	Choose an item	

Appendix B - Accredited Agency Contract Information

1. Contracts

Agency Name	Disciplines						*Revenue Sharing	
	B	E	G	P	PS	F	Mun %	Ag %
a. Parkland County Safety Codes Service Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50%	50%
b. The Inspections Group Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45%	55%
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%	0%
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%	0%
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%	0%
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%	0%
g.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%	0%
h.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%	0%

*Note: If the contract with the accredited agency details a revenue sharing arrangement by discipline, please provide this information on a separate sheet.

2. Monitoring and Oversight

a. Does the accredited agency submit the Council levy on behalf of the municipality? Yes: No:

If yes, how does the municipality monitor the remittance of the levy?

Inspections Group sends us forms monthly with the total Levy's submitted.

b. How does the municipality monitor the delivery of safety codes services by their contracted agency?

The Town of Onoway has a specific staff member that monitors all Safety Code Permits and keeps a data base.

Note: If more space is needed to answer a and b above, please provide on a separate sheet attached to the form.

c. Please provide the following verifications:

i. An agency monitoring and oversight program is in place. Yes: No:

ii. All contracted agencies deliver permit and inspections services in compliance with the municipality's QMP. Yes: No:

iii. The municipality is not in arrears it its remittance of the Council Levy.. Yes: No:

3. Monitoring and Oversight - Cont'd

- iv. All contracted agencies have a signed formal contract. Yes: No:
- v. All agency contracts are current and up-to-date. Yes: No:
- vi. All closed safety codes services files are returned to the municipality by their contracted accredited agency. Yes: No:
- vii. All agency contracts contain clauses to manage the transition of safety codes services should it be terminated, or not renewed. Yes: No:

4. Agency Satisfaction

Please rate the following statements on a scale of 1 to 4 on the municipality's satisfaction with their contracted agency or agency. 1 being very satisfied and 4 being very dissatisfied.

	1	2	3	4	D/K
a. Overall satisfaction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Delivery of permit services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Delivery of inspection services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Timeliness and responsiveness of service delivery.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Competency and knowledge of SCOs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Actions taken to improve the delivery of safety codes services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Appendix C – Technical Service Delivery Standards File Review

Please refer to page 3 above for the methodology to be followed in the completion of this Appendix. A separate Appendix C must be completed for each file reviewed as per those requirements.

I. File Information

Permit Number: 240TIG-18-E0001 Discipline: Electrical

Issue Date: Jun 28, 2018 Closure Date: Nov 5, 2018

Issuing Organization: Town of Onoway

Inspecting Organization: The Inspections Group

Permit Issuer: Jill Kluthe DOP Number: P00001425
(First Name, Last Name)

Plans Review SCO: Jill Kluthe, SCO #111952 DOP Number: P00001425
(First Name, Last Name)

Inspecting SCO: Donald Ursuliak, SCO #697 DOP Number: D00000422
(First Name, Last Name)

II. File Review

1. Construction Document Review.

Please verify the following:

- a. Plans were reviewed within the time frame prescribed in the municipality's QMP. Yes: No:
- b. Plans were reviewed and approved by an SCO with the proper certification. Yes: No:

Note: Seek the assistance of an SCO to answer questions a and b if necessary.

2. Permit Issuance.

Please verify the following:

- a. The permit is complete and compliant with the section 21 and 22 of the Permit Regulation. Yes: No:
- b. The permit was approved and signed by an SCO or Permit Issuer with the proper certification and designation. Yes: No:
- c. The permit was issued in compliance with the Permit Regulation and the approved QMP. Yes: No:
- d. The permit was monitored to ensure it did not expire as prescribed within section 20 or 25 of the Permit Regulation. Yes: No:

II. File Review - Cont'd.**3. Orders**

a. Was an order issued? If yes, please complete the following:

Yes: No: N/A:

Date issued: _____ *Order number: _____ Order Status: _____

Why was the order issued?

*Note: If the order number is required, please contact the Council.

b. Please verify the following:

i. The order is registered with the Council.

Yes: No:

ii. Changes in the status of the order were reported to the Council.

Yes: No:

4. Variances

a. Was a variance issued? If yes, please complete the following:

Yes: No: N/A:

Date issued: _____ *Variance number: _____

Why was the variance issued?

*Note: If the variance number is required, please contact the Council.

b. Please verify the variance is registered with the Council.

Yes: No:

5. Inspections and File Closure

a. Completed inspections:

Number of inspections completed: 3 Minimum number of inspections required by QMP: 2

At what stage, or stages, as identified in the approved QMP, did the inspection occur?

at completed rough-in or final inspection - with three inspections both occurred for permit.

II. File Review - cont'd
5. Inspections and File Closure - Cont'd.
b. Please verify the following:

- i. Inspections completed within the prescribed time frame. Yes: No:
- ii. The mandatory minimum number of inspections required by the municipality's QMP were completed. Yes: No:
- iii. Inspections were completed at the stages prescribed in the QMP. Yes: No:
- iv. If an inspection could not be completed due to factors beyond the SCO's control (i.e. the work was covered prior to inspection, or, beyond the stage where a rough-in was not possible) please indicate.

- v. The inspection reports describe the "work in place" at the time of inspection. Yes: No:
- vi. An SCO with the proper certification and designation completed the inspections. Yes: No:
- vii. The permit was closed in compliance with the QMP. Yes: No:
- viii. The permit was closed with an unsafe condition. Yes: No:

c. Did the inspections identify deficiencies? If yes, please complete: Yes: No:

- i. Were the deficiencies resolved prior to permit closure? Yes: No:
- ii. Were any identified deficiencies deemed unsafe conditions? Yes: No:
- iii. If yes, were the unsafe conditions followed up on? Yes: No:
- iv. What were the deficiencies?

6. Verification of Compliance
a. Was a verification of compliance accepted? If yes, please complete the following. Yes: No:

Date accepted: _____ Name of SCO: _____
(First Name, Last Name)

b. Please verify:

- i. Acceptance of the VOC was documented Yes: No:



II. File Review - cont'd**6. Verification of Compliance - Cont'd.**

ii. The documentation clearly identifies who provided the VOC.

Yes: No:

iii. The accepted VOC did not relate to an unsafe condition

Yes: No:

7. General Observations Illustrated by the File Review

a. What was done well? Successes?

They stayed within the QMP timeline for the permit inspections.

b. Where any opportunities for improvement highlighted?

No

Note: If more space is needed to answer "a" and "b" above, please provide on a separate sheet attached to the form.

August 22, 2019

Judy Tracy
Mayor
Town of Onoway
Box 540 4812 51 St
Onoway, AB T0E 1V0



Dear Judy Tracy,

The 2019 federal election is fast approaching, bringing public discussion and debates on many issues affecting the public and all municipalities.

When the Liberal government led the latest public review on the future of Canada Post, several municipalities became actively involved in the process. As a result, the government decided to maintain door-to-door delivery and immediately stop the rollout of community mailboxes.

However, there is nothing to stop a new government from bringing those plans, and other service cuts, back into play. Further, Canada Post's indifference towards climate change may have direct repercussions on all Canadians.

Did you know Canada Post has the largest public fleet of vehicles in the country, with over 13,000 vehicles travelling over 96 million kilometres yearly?

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear, public commitments regarding the following issues:

- Establishing postal banking to offset the loss of financial services in many communities;
- Creating an ambitious climate change action plan for Canada Post;
- Maintaining door-to-door mail delivery;
- Preserving our universal and public postal service;
- Maintaining rural post offices.

More information is available at deliveringcommunitypower.ca.

Sincerely,

Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, specialists, campaign coordinators

/bk sepb 225 cd/cupe1979

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Yellowhead Regional Library

August 23, 2019

Dear Municipal Administrators and School Division Superintendents:

On March 4, 2019, the Yellowhead Regional Library (YRL) Board of Trustees approved a motion to increase the membership levies by two per cent effective January 1, 2020 and by one and one half per cent effective January 1, 2021.

Municipalities—\$4.39 per capita in 2020 and \$4.46 per capita in 2021.

School Divisions—\$14.23 per student in 2020 and \$14.44 per student in 2021.

Included for your file and records are the revised YRL Master Membership Agreement *Parties to the Agreement* and *System Levy* sections (Schedules A and C respectively). I have also included a 10-year chart of Alberta's regional library system membership levies for municipalities.

Thank you for your continued support of strong library service.

If you have any questions or would like more information, please email me (chair@yrl.ab.ca) or contact YRL Director Karla Palichuk (kpalichuk@yrl.ab.ca or 780-962-2003, extension 226).

Yours truly,

A handwritten signature in black ink, appearing to read 'H. Smit', written in a cursive style.

Hendrik Smit, Chair
Yellowhead Regional Library

Enclosures

Copy: YRL Board Trustees

A handwritten number '152' in blue ink, enclosed within a hand-drawn blue circle.

YRL Master Membership Agreement

Schedule "A"

The following municipalities are Parties to this Agreement:

Brazeau County	Summer Village of Sunset Point
City of Beaumont	Summer Village of Val Quentin
City of Leduc	Summer Village of West Cove
City of Spruce Grove	Summer Village of Yellowstone
City of Wetaskiwin	Town of Barrhead
County of Barrhead No. 11	Town of Calmar
County of Wetaskiwin No. 10	Town of Devon
Lac Ste. Anne County	Town of Drayton Valley
Leduc County	Town of Edson
Municipality of Jasper	Town of Hinton
Parkland County	Town of Mayerthorpe
Summer Village of Birch Cove	Town of Millet
Summer Village of Castle Island	Town of Onoway
Summer Village of Crystal Springs	Town of Stony Plain
Summer Village of Grandview	Town of Swan Hills
Summer Village of Kapasiwin	Town of Thorsby
Summer Village of Lakeview	Town of Westlock
Summer Village of Ma-Me-O Beach	Town of Whitecourt
Summer Village of Nakamun Park	Village of Alberta Beach
Summer Village of Norris Beach	Village of Breton
Summer Village of Poplar Bay	Village of Clyde
Summer Village of Ross Haven	Village of Spring Lake
Summer Village of Seba Beach	Village of Wabamun
Summer Village of Silver Beach	Village of Warburg
Summer Village of Silver Sands	Westlock County
Summer Village of South View	Woodlands County
Summer Village of Sunrise Beach	Yellowhead County

The following School Divisions are Parties to this Agreement:

Northern Gateway Regional Division No. 10
Pembina Hills Regional Division No. 7
Wetaskiwin Regional Division No. 11

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YRL Master Membership Agreement

Schedule "C"

System Levy:

The Yellowhead Regional Library system levy shall be as follows:

For municipalities:	\$4.30 per capita in 2010 to 2019 inclusive \$4.39 per capita in 2020 \$4.46 per capita in 2021
For school divisions:	\$13.95 per student in 2010 to 2019 inclusive \$14.23 per student in 2020 \$14.44 per student in 2021

Thereafter, unless this Agreement is amended, the last applicable levy referred to above will continue to apply plus any increases agreed to by the YRL Board which increase, on a percentage basis, may not exceed the cost of the increased percentage of the cost of living index applicable to the Province of Alberta, as calculated by Statistics Canada, in any given year.

For greater certainty, but not so as to restrict the generality of the foregoing:

- (a) In the event that a cost of living index increase is not applied in any given year, any subsequent cost of living index increase will be limited to the most recent annual increase (i.e. no accumulation of annual increases); and
- (b) YRL may seek such other increases as they deem appropriate, but subject to any requirements of this Agreement (s.18 amendments), or the Act (membership approval).

General:

Each municipal and school division Member, respectively, shall pay the amounts required by the above to the YRL Board, unless such amounts are subject to increase in accordance with the amending procedure provided for in this Agreement, in which case, the increased amounts shall be paid.

Parties shall make two equal instalments on January 1st and July 1st of each year.

Goods and Services Tax:

GST is payable by the municipal or intermunicipal library board or the school division on the allotment amount only.

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**Alberta's Regional Library Systems
Membership Levies**

August 2019

	2009	2014	2019	2020	2021
Chinook Arch Regional Library System, Lethbridge	\$5.09	\$6.99	\$8.01	\$8.01	\$8.01
Marigold Library System, Strathmore	\$4.50	\$5.25	\$6.06	<i>TBC</i>	<i>TBC</i>
Northern Lights Library System, Elk Point	\$4.08	\$4.87	\$8.14	<i>TBC</i>	<i>TBC</i>
Parkland Regional Library, Lacombe	\$4.03	\$7.50	\$8.25	<i>TBC</i>	<i>TBC</i>
Peace Library System, Grande Prairie	\$3.15	\$5.50	\$6.37	<i>TBC</i>	<i>TBC</i>
Shortgrass Library System, Medicine Hat	\$4.27	\$4.80	\$5.12	<i>TBC</i>	<i>TBC</i>
Yellowhead Regional Library	\$4.30	\$4.30	\$4.30	\$4.39	\$4.46

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