



**THE TOWN OF ONOWAY
REGULAR MEETING OF COUNCIL
AGENDA**

Wednesday, June 25, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

MEETING IS BEING AUDIO/VIDEO RECORDED

Pages

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**

Recommendation:

THAT the June 25, 2025 Regular Council Meeting agenda be approved as presented.

or

THAT the June 25, 2025 Regular Council Meeting agenda be approved with the following amendments(s) (as noted at meeting time).

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

Recommendation:

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

- a. June 12, 2025 Regular Council Meeting Minutes

6 - 12

b. 11. Information Items

a) AB Munis - June 10, 2025 letter from Tyler Gandam regarding prepare for Municipal Affairs' survey on recall rules

b) Canadian Postmasters and Assistants Association (CPAA) - Rural Alberta Post Offices

c) Water Demand Management Measure A-June 9, 2025 letter from the Wild Water Commission

d) Bill 50 Resources and Amendments to JUPA's - June 16, 2025 email from Deputy Minister Jonah Mozeson

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS - n/a

7. FINANCIAL REPORTS - n/a

8. POLICIES & BYLAWS

- a. Bylaw 831-25 - Procedure Bylaw - A Request for Decision is attached.

13 - 41

Recommendation:

THAT Bylaw 831-25, The Council Procedure Bylaw, be given first reading.

Recommendation:

THAT Bylaw 831-25 be given second reading.

Recommendation:

THAT Bylaw 831-25 be considered for third reading at this meeting.

Recommendation:

THAT Bylaw 831-25 be given third and final reading and adopted.

9. ACTION ITEMS

- a. Town of Onoway Library Board 2024 Financial Statement - A Request for Decision is attached 42 - 51

Recommendation:

THAT Council approve the Town of Onoway Library Board 2024 Financial Statements from Patricia Fish Accounting as presented.

Or direction as provided from Council deliberations.

- b. Community Hall Lease Negotiations - A Request for Decision is attached 52 - 67

Recommendation:

THAT the Town of Onoway open negotiations with the Onoway Facility Enhancement Association regarding leasing of the community hall facility as per 1.3 of the lease agreement from January 1, 2023 to December 31, 2025, as contract negotiations must be opened six months prior to end of lease AND THAT member(s) of Council be appointed to work with Administration regarding negotiations.

Or direction provided as provided from Council deliberations.

- c. 2024 School Requisition Over Under Levy - A Request for Decision is attached 68 - 82

Recommendation:

THAT Council accept the 2024 School Requisition Over/Under Levy Report.

10. COUNCIL, COMMITTEE & STAFF REPORTS

83 - 86

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

Recommendation:

THAT the Council and staff reports be accepted as presented.

a. Committee of the Whole

- 1. Sanitary Sewer Inspection Detail - A Request for Decision is attached 87 - 205

Recommendation:

THAT the Committee of the Whole accept the Sanitary Sewer Line Inspection report as presented.

- 2. Elk's Park and Bretzlaff Park Improvements - A Request for Information is attached 206 - 207

Recommendation:

THAT the Committee of the Whole recommends to Council to approve Elk's Park and Bretzlaff Park improvements as presented.

11. INFORMATION ITEMS

Recommendation:

THAT the information items be accepted as presented.
Onoway Town Council Agenda June 25, 2025

- | | | |
|----|---|-----------|
| a. | AB Munis - June 10, 2025 letter from Tyler Gandam regarding prepare for Municipal Affairs' survey on recall rules | 208 - 216 |
| b. | Canadian Postmasters and Assistants Association (CPAA) - Rural Alberta Post Offices | 217 - 220 |
| c. | Water Demand Management Measure A-June 9, 2025 letter from the Wild Water Commission | 221 - 222 |
| d. | Bill 50 Resources and Amendments to JUPA's - June 16, 2025 email from Deputy Minister Jonah Mozeson | 223 - 241 |

12. CLOSED MEETING

Pursuant to Section 197(2) of the Municipal Government Act and Section 21 FOIP - Disclosure harmful to intergovernmental relations

13. ADJOURNMENT

14. UPCOMING EVENTS

July 10, 2025	9:30 a.m.	Regular Council Meeting
Aug. 14, 2025	9:30 a.m.	Regular Council Meeting
Sept. 11, 2025	9:30 a.m.	Regular Council Meeting
Sept. 25, 2025	9:30 a.m.	Regular Council Meeting
Oct. 9, 2025	9:30 a.m.	Regular Council Meeting
Oct. 23, 2025	9:30 a.m.	Regular Council Meeting



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES

June 12, 2025

9:30 a.m.

Council Chambers

Onoway Civic Centre (and Virtually Via Zoom)

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

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

1 member of the public attended the meeting in person.
3 members of the public attended the meeting via Zoom.

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Motion # 159-25

MOVED by: Councillor Robin Murray

THAT the June 12, 2025 Regular Council Meeting agenda be approved as presented.

CARRIED UNANIMOUSLY

3. PUBLIC INPUT SESSION

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

Motion # 160-25

MOVED by: Councillor Bridgitte Coninx

THAT all items on the proposed consent agenda and respective recommendations be approved; with the exception of a) and b) regarding Teric Power to be discussed later in the meeting by Council.

CARRIED UNANIMOUSLY

- a. May 22, 2025 Regular Council Meeting Minutes
- b. 11. Information Items
 - c. Town of Onoway - Development Permit 25DP04-01 - 5107 - 47 Avenue - Accessory Structure (Garage) and demolition of existing garage
 - d. Yellowhead Regional Library (YRL) 2024 Annual Report

5. PUBLIC HEARINGS

6. APPOINTMENTS/PRESENTATIONS/DELEGATIONS - n/a

7. FINANCIAL REPORTS

- a. Monthly Cheque Listing January 1-May 30, 2025

Motion # 161-25

MOVED by: Councillor Sheila Pockett

THAT Council approve the monthly cheque listing from January 1 to May 30, 2025, as presented.

CARRIED UNANIMOUSLY

8. POLICIES & BYLAWS - n/a

9. ACTION ITEMS

- a. FCSS Round 1 Applications

Motion # 162-25

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the following Committee funding amounts for the 2025 FCSS Funding Round 1 to a total amount of \$13,950:

Organization Name	Project/Program Name	Committee Funding Amount Recommendation
Lac Ste Anne Foundation (Chateau)	Flowers for residences	\$1,000
Onoway & District Heritage Society	Heritage Days	\$4,000
Onoway United Church Thrift Store	Volunteer Appreciation Dinner	\$1,000
Onoway Legion Branch 132	Remembrance Day Recognition of Veterans	\$1,250

Onoway Legion Branch 132	Valour Café	\$1,500
Onoway Golden Club	Senior Christmas Supper	\$1,000
Lac St. Anne East End Bus Society	Seniors In Motion 2025	\$1,700
Town of Onoway Public Library	Stories & Tunes for Tots & Takeaway Kits	\$2,500

AND THAT Council approve the following Committee funding amounts for the 2025 FCSS Funding Round 1 to a total amount of \$7,450 and distribute funds in the condition that an application is submitted and funding request is equal or lesser than previous year:

Organization Name	Project/Program Name	Committee Funding Amount Recommendation
Onoway & District Historical Guild	Fall Harvest Festival 2024	\$750
Onoway Facility Enhancement Association	Community Halloween Event	\$650
Onoway Facility Enhancement Association	Kids Christmas Party	\$850
Onoway Moms and Tots c/o Tracy Alden	Annual program	\$1,000
Onoway Facility Enhancement Association	Seniors Tea	\$700
Town of Onoway Public Library	Community Christmas Fair	\$500
Celebrate Kids: Onoway Children's Health and Wellness Fair	Celebrate Kids: Onoway Children's Health and Wellness Fair	\$1,000
Onoway & District Agricultural Society	Free Community Ice Use Programming/ Volunteer Drive Program	\$2,000

CARRIED UNANIMOUSLY

b. Emergency Preparedness Awareness

Motion # 163-25

MOVED by: Councillor Robin Murray

THAT Council accepts the emergency preparedness awareness for information.

CARRIED UNANIMOUSLY

10. COUNCIL, COMMITTEE & STAFF REPORTS

Motion # 164-25

MOVED by: Councillor Bridgitte Coninx

THAT the Council and staff reports be accepted as presented.

CARRIED UNANIMOUSLY

11. INFORMATION ITEMS

Information items c. and d. were approved under the Consent Agenda Motion 160-25

Motion # 165-25

MOVED by: Councillor Bridgitte Coninx

THAT Council's discussion of the Teric Power, Pioneer Power Centre Project, be accepted for information.

CARRIED UNANIMOUSLY

- a. Teric Power - Pioneer Power Centre Project - May 14, 2025 letter from Kolja Vainstein
- b. Teric Power - Pioneer Power Centre Open House - June 24, 2025
- c. Town of Onoway - Development Permit 25DP04-01 - 5107 - 47 Avenue - Accessory Structure (Garage) and demolition of existing garage
- d. Yellowhead Regional Library (YRL) 2024 Annual Report

12. CLOSED MEETING

Motion # 166-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council move into a Closed Meeting at 10:07 a.m. pursuant to Section 197(2) of the Municipal Government Act and:

Section 16 FOIP: Disclosure harmful to business interests of a third party

Section 17(4)(d) FOIP - Disclosure harmful to personal privacy

CARRIED UNANIMOUSLY

Council recessed from 10:07 a.m. to 10:10 a.m. to allow the members of the public and Recording Secretary to leave the meeting.

The following individuals attended the Closed Meeting:

Mayor Lenard Kwasny

Deputy Mayor Lisa Johnson

Councillor Bridgitte Coninx

Councillor Robin Murray

Councillor Sheila Pockett

Jennifer Thompson, Chief Administrative Officer

Gino Damo, Director of Corporate and Community Services

Ryan Bourke (10:31 a.m. to 10:58 a.m.)

Motion # 167-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Council move out of Closed Meeting at 11:45 a.m.

CARRIED UNANIMOUSLY

Motion # 168-25

MOVED by: Councillor Sheila Pockett

THAT Council awards the 2025 Student Bursary in the amount of \$500 each to the following recipients upon receipt of proof of registration and acceptance to a qualified post-secondary institution in a full-time or part-time program and be attending their first year of studies:

Brodie McLennan

Markuss Mikelsons

Sawyer Quinn McNeice

CARRIED UNANIMOUSLY

Motion # 169-25

MOVED by: Councillor Robin Murray

THAT Council deny the property tax exemption for the non-profit portion of the property being used for daycare use of tax roll 88000 due to the inability to establish a clear benefit distinction between the board of directors and the property owner.

CARRIED UNANIMOUSLY

13. ADJOURNMENT

As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the Regular Council Meeting adjourned at 11:50 a.m.

Lenard Kwasny, Mayor

Jennifer Thompson
Chief Administrative Officer

UNAPPROVED



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	June 25, 2025
Presented By:	Jennifer Thompson, Chief Administration Officer
Title:	Procedure Bylaw Revisions – MAP Review

BACKGROUND / PROPOSAL

As Administration corrects deficiencies found through the 2023-24 Municipal Accountability Program (MAP) Review, there are two sections of the current Procedure Bylaw 818-24 that are non-compliant with Section 145(1) and 153 of the Municipal Government Act.

The Procedure Bylaw 818-24 is not compliant with the MGA specifically Section 22.5 and 22.6.

- 22.5 The Chair may expel any person, including a Member, from a meeting for improper conduct.
- 22.6 If a person refuses to leave the meeting after having been expelled by the Chair, the Chair may request that the person be removed from the meeting by a Peace Officer. If the person expelled from the meeting is attending by Electronic Means and refuses to disconnect their connection, the person's electronic connection to the meeting may be terminated.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The above 2 sections (22.5 and 22.6) have been removed from the updated Procedure Bylaw 831-25 being presented to Council.

The MGA does not permit any person, including a member of Council, to be expelled from a Council or Committee meeting whether they are attending in person or via electronic means. Section 145 and 153 of the MGA are below.

MUNICIPAL GOVERNMENT ACT - Bylaws — council and council committees

145(1) A council may, by bylaw, establish the procedures to be followed by the council.

(2) A council may, by bylaw, establish council committees and other bodies.

(3) Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

RSA 2000 cM-26 s145;2015 c8 s15;2022 c16 s9(36)

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
 - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
 - (b) to participate generally in developing and evaluating the policies and programs of the municipality;
 - (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
 - (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
 - (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
 - (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
 - (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.
- RSA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

The Bylaw will now be in compliance with recommendations in the MAP review.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

None

RECOMMENDED ACTION

THAT Bylaw 831-25, The Council Procedure Bylaw, be given first reading.

THAT Bylaw 831-24 be given second reading.

THAT Bylaw 831-25 be considered for third reading at this meeting.

THAT Bylaw 831-25 be given third and final reading and adopted.

ATTACHMENTS

Bylaw 831-25 Procedural Bylaw

**BYLAW NO. 831-25
TOWN OF ONOWAY****Being a Bylaw of the Town of Onoway to regulate the proceedings and the conduct of business at Town of Onoway Council and Committee Meetings.**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c M-26, Council may pass bylaws related to the procedures to be followed by Council and Council Committees;

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

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

PART I – DEFINITIONS AND INTERPRETATION

2. DEFINITIONS.

2.1. In this bylaw:

- 2.1.1. "Act" means the Municipal Government Act, R.S.A. 2000, c M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.1.2. "Acting Mayor" means the Councillor appointed by resolution of Council to act as Mayor in the absence or incapacity of both the Mayor and the Deputy Mayor;
- 2.1.3. "Adjourn" used in relation to any meeting means to terminate the meeting;
- 2.1.4. "Administration" means the employees of the Town of Onoway, led by the CAO;
- 2.1.5. "Agenda" means the list of items comprising the agenda and the order in which those items appear on the agenda for a Regular or Special meeting of Council prepared pursuant to this bylaw;
- 2.1.6. "Bylaw" means a bylaw of the Town of Onoway;
- 2.1.7. "CAO" means the Chief Administrative Officer, or delegate, for the municipality;
- 2.1.8. "Chair" means the person who has the authority to preside over a meeting, and when in attendance at Council Meetings shall mean the Mayor;
- 2.1.9. "Closed Meeting" means a meeting or a portion of a meeting which is held without the public present in accordance with the Act and the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25;

- 2.1.10. "Committee" means a committee, board, commission, or other body established by Council under the Act, but does not include an assessment review board, or subdivision and development appeal board;
- 2.1.11. "Committee Meeting" means any gathering of quorum of a Committee where the Committee provides direction on any matter over which the Committee has jurisdiction;
- 2.1.12. "Consensus" means that no objection is raised on a non-substantive motion put to Council;
- 2.1.13. "Consent Agenda" means the items included under this heading in the Agenda, which are moved and voted on without debate in one motion, such items typically including routine business and reports;
- 2.1.14. "Council" means the Mayor and Councillors of the Town of Onoway elected pursuant to the provisions of the *Local Authorities Election Act* RSA 2000, c L-21;
- 2.1.15. "Council Chamber" means the room that has been designated for the purposes of holding regular Council Meetings;
- 2.1.16. "Councillor" means a member of Council who is duly elected and continues to hold office;
- 2.1.17. "Council Meeting" means any gathering of quorum of Council where Council provides direction on any matter over which Council has jurisdiction, and includes a Public Hearing;
- 2.1.18. "Deputy Mayor" means the Councillor who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;
- 2.1.19. "Delegation" means any person(s) acting on behalf of themselves or authorized to act as representative(s) for another person, group, or organization appearing before Council at a Council Meeting to make a request or provide a presentation, but does not include speaking to a bylaw for which a Public Hearing has been held or scheduled;
- 2.1.20. "Disruption" means any act meant to impede the proceedings of a meeting whether the source be Council members, delegates or public at large;
- 2.1.21. "Election Officers" means the persons appointed by resolution of Council under Part II of this Bylaw to conduct an election, including collection and tabulation of results for such election, where required by this bylaw;
- 2.1.22. "Electronic Means" means an electronic or telephonic communication method that enables all participants attending a meeting to hear and communicate with each other during the course of the meeting;

- 2.1.23. "General Election" means an election held for all Members of Council to fill vacancies caused by the passage of time in accordance with the *Local Authorities Election Act*, RSA 2000, c L-21;
- 2.1.24. "Hybrid Meeting" means a meeting where some participants attend by Electronic Means and some attend in person;
- 2.1.25. "Mayor" is the chief elected official of the Town;
- 2.1.26. "Member" means a Member of Council duly elected who continues to hold office, or a Member of a Committee, duly appointed by Council to that Committee, as the context requires;
- 2.1.27. "Minutes" means the record of decisions of a meeting recorded in the English language without note or comment;
- 2.1.28. "Municipality" means the Town of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- 2.1.29. "Notice of Motion" means the document by which a Member of Council brings forward an item that they wish to be considered at a subsequent Council Meeting;
- 2.1.30. "Peace Officer" means a peace officer as defined in the *Peace Officer Act*, SA 2006, c P-3.5.
- 2.1.31. "Pecuniary Interest" means a pecuniary interest as defined in the Act;
- 2.1.32. "Point of Order" means bringing to the attention of the Chair and to Members that a person has broken a rule or made an error in procedure and asking that the rule be followed or that the error in procedure be corrected;
- 2.1.33. "Point of Privilege" means a request to the Chair and to Members to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members, or of Council or a Committee as a whole, despite other pending business currently before the meeting;
- 2.1.34. "Postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- 2.1.35. "Presentation" means information provided at a Council meeting by a Delegation or by representative(s) of an outside organization;
- 2.1.36. "Public Hearing" means a public hearing held pursuant to the Act or any other legislation, whether statutory or non-statutory;

- 2.1.37. "Public Input Session" means the time set aside at a Council Meeting for the public to address Council;
- 2.1.38. "Public Notice Posting Places" means, at minimum, the Town's website or, where the website is not accessible for technical reasons, at a location at the Town Hall which is accessible by the public;
- 2.1.39. "Quorum" means the number of Members to be present at a meeting to legally conduct business at the meeting;
- 2.1.40. "Recess" means to take a short break or intermission within a meeting that does not end the meeting, after which proceedings are immediately resumed at the point where they were interrupted;
- 2.1.41. "Recorded Vote" means that a record is kept in the Minutes of the Members voting for and against a motion;
- 2.1.42. "Special Meeting" is a special council meeting called pursuant to section 194 of the Act;
- 2.1.43. "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- 2.1.44. "Town" means the Town of Onoway;
- 2.1.45. "Town Hall" means the municipal office for the Town, located at 4812 51 Street, Onoway, Alberta T0E 1V0.;
- 2.1.46. "Virtual Meeting" means a meeting at which all persons entitled to participate in that meeting participate by Electronic Means;

3. INTERPRETATION AND APPLICATION

- 3.1. This bylaw applies to all Council Meetings and those participating in and attending those meetings.
- 3.2. The precedence of rules governing the procedure of Council is:
 - 3.2.1. the Act;
 - 3.2.2. other provincial legislation;
 - 3.2.3. this bylaw; and
 - 3.2.4. the current edition of *Robert's Rules of Order – Newly Revised*.

- 3.3. Where Council makes this bylaw applicable to a Committee, it shall apply with all necessary modifications and:
- 3.3.1. any reference to the Mayor shall be treated as reference to Chair;
 - 3.3.2. any reference to Councillor shall be treated as reference to a Member; and
 - 3.3.3. any reference to Council shall be treated as reference to Committee.
- 3.4. Notwithstanding the procedures in this bylaw, if a Committee establishes procedures that differ from the procedures in this bylaw, and provided such procedures are not inconsistent with the Act or other applicable provincial legislation, the procedures established by the Committee shall take precedence to the extent of the difference.
- 3.5. Council may, by resolution in accordance with this bylaw, temporarily suspend the rules or a specific rule established by this bylaw provided that such a suspension does not conflict with the Act or another enactment. A suspension of rules is only in effect for the meeting at which the resolution is passed.

PART II - NOMINATION AND ELECTION PROCEDURES

4. NOMINATIONS AND ELECTIONS

- 4.1 The following process applies to nomination and election procedures:
- 4.1.1. Nominations must be called for three (3) times and nominations may be closed after the third call or by a "carried" motion that nominations cease.
 - 4.1.2. If only one (1) nomination is received for any one (1) position, the individual will be declared the nominee elected, by acclamation.
 - 4.1.3. If an election is required for any position, Election Officers shall be appointed by resolution of Council and the appointed Election Officers must conduct the election. Voting will be by secret ballot and each voting member must be given a ballot for this purpose.
 - 4.1.4. In the event a tie vote occurs for any position, the winner will be determined by a draw from a receptacle.
 - 4.1.5. All positions will be filled by Council appointing the candidates receiving the largest number of votes. If more than one (1) position is to be filled (including that of an alternate), on any given Committee, the candidates with the greater number of votes shall be declared appointed.
 - 4.1.6. Collection and tabulation of ballots will be performed by two (2) appointed Elections Officers with the name of the successful nominee delivered to, and announced by, the Mayor, without reference to the number of ballots cast.

- 4.1.7. Council may exercise the appointment of members to Committees, Boards, Commissions, etc. by nominations and elections or by resolution of Council.
- 4.1.8. If more than one (1) position is to be filled on any given Committee, Board, or Commission, the candidates with the greatest number of votes will be declared elected.
- 4.1.9. Once an election is completed, the appointed Election Officers must destroy all ballots from the elections held.

PART III – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR

5. DEPUTY MAYOR AND ACTING MAYOR

- 5.1. The Deputy Mayor must act as the Mayor when the Mayor is unable to perform the duties of Mayor or if the office of the Mayor is vacant. The Deputy Mayor has the same powers and responsibilities as the Mayor when acting as the Mayor.
- 5.2. In the absence of both the Mayor and the Deputy Mayor, Council may, by resolution, appoint a Councillor as Acting Mayor. The Councillor designated as Acting Mayor must act as the Mayor if both the Mayor and Deputy Mayor are unable to perform the duties of Mayor, or if the office of the Mayor and Deputy Mayor are vacant. The Acting Mayor has all the same powers and responsibilities as the Mayor when acting as the Mayor.

PART IV – MEETINGS AND NOTICE OF MEETINGS

6. INAUGURAL MEETING

- 6.1. The date of the Inaugural Meeting shall be set by the CAO and notification provided as set out in section 11.1 of this Bylaw.
- 6.2. At the first meeting of Council after a General Election:
 - 6.2.1. the CAO will call the meeting to order until the Mayor has taken the official oath, at which point the CAO shall immediately retire from the Chair and the Mayor shall take position of the Chair;
 - 6.2.2. all Members will take the official oath as prescribed by the Act and the *Oaths of Office Act*, RSA 2000, c O-1;
 - 6.2.3. all Members will affirm that they will comply with the Council Code of Conduct Bylaw;
 - 6.2.4. Council will elect a Mayor from among their Members;

- 6.2.5. Council will elect a Deputy Mayor from among their Members;
- 6.2.6. Council will complete the business required for organizational meetings under this bylaw.

7. ORGANIZATIONAL MEETINGS

- 7.1. Council shall hold an organizational meeting annually pursuant to the *Act*.
- 7.2. At the organizational meeting, Council will:
 - 7.2.1. Elect a Mayor from among their Members, to hold such office until the next organizational meeting;
 - 7.2.2. Elect a Deputy Mayor from among their Members, to hold such office until the next organizational meeting;
 - 7.2.3. provided that all Members are present, set dates, time, and locations for regularly scheduled Council Meetings, as required;
 - 7.2.4. appoint Councillors as Members of Council Committees and any external boards, committees, and commissions, as required; and
 - 7.2.5. deal with any other business on the Agenda.
- 7.3. If not all Members are present at the organizational meeting, the schedule of meetings shall be postponed until the Next Council meeting at which all Members are present, and Council shall establish the date, time and location of the next Council meeting by resolution.

8. REGULAR COUNCIL MEETINGS

- 8.1. Regular Council Meetings are ordinarily held on the second and fourth Thursday of the month at 9:30 AM, at the Town Hall.
- 8.2. Council may, by resolution, establish other regular Council Meeting dates as may be required from time to time.
- 8.3. Council may change the date, time, or place of a regularly scheduled meeting by majority vote.
- 8.4. Notice of a change in date, time, or place of any Council Meeting will be provided at least 24 hours prior to the meeting to Councillors in accordance with the Act and to the public by:
 - 8.4.1. posting a notice at the Town Hall; and
 - 8.4.2. posting a notice on the Town website.

9. SPECIAL MEETINGS

- 9.1. The Mayor may call a Special Meeting at any time by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the matters to be considered and the date, time, and location of the Special Meeting.
- 9.2. The Mayor must call a Special Meeting if a written request is received from a majority of Councillors stating the purpose for such meeting.
- 9.3. A Special Meeting requested by Councillors must be held within fourteen (14) days after the request is received by the Mayor.
- 9.4. Council may set a Special Meeting by majority vote of all Council. The resolution must specify the following:
 - 9.4.1. the business to be placed on the Agenda for consideration; and
 - 9.4.2. the date, time, and location of the Special Meeting.
- 9.5. A Special Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
- 9.6. No business other than that stated in the notice calling the Special Meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

10. ELECTRONIC MEANS AND VIRTUAL MEETINGS

- 10.1. Council meetings, including Public Hearings, and Special Meetings, may be conducted using Electronic Means, and may be Hybrid Meetings.
- 10.2. Committee meetings may be conducted using Electronic Means and may be Hybrid Meetings, in accordance with the procedures and processes established for Council.
- 10.3. The following applies to meetings conducted using Electronic Means:
 - 10.3.1. Except for Virtual Meetings, the Chair must be physically present and cannot preside over meetings by Electronic Means. To participate in a meeting that is not a Virtual Meeting by Electronic Means, the Chair must vacate the chair for that meeting;
 - 10.3.2. Except for any part of a meeting that is a Closed Meeting, the CAO will provide live, publicly available audio and video of the location where the meeting is being held;

- 10.3.3. Councillors that are physically present at the meeting location or participating by Electronic Means are deemed to be present at the meeting and will be counted towards Quorum;
- 10.3.4. Immediately after a meeting is called to order, and after any recess exceeding 30 minutes, the Chair must conduct a roll call to confirm the identity of any Councillors participating by Electronic Means; and
- 10.3.5. For any meeting, or portion of a meeting, that is a Closed Meeting, Councillors participating by Electronic Means must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed, and that they are not recording the meeting.

10.4. Where a Virtual Meeting is held, the following applies:

- 10.4.1. Virtual Meetings may be held through a video or teleconference platform. The CAO will determine and provide for the specific platform through which Virtual Meetings will be held based on accessibility and technical limitations.
- 10.4.2. The CAO must give the public at least twenty-four (24) hours' notice that a Virtual Meeting will be held;
- 10.4.3. Notice of the Virtual Meeting must provide information identifying where the meeting can be accessed electronically, and the methods through which the public may participate by Electronic Means;
- 10.4.4. The CAO:
 - 10.4.4.1. must provide for email submissions in lieu of in-person Presentations from the public;
 - 10.4.4.2. must permit the submission of audio/visual Presentations for Public Hearing items; and
 - 10.4.4.3. may provide for other methods of public submission not found in this bylaw.
- 10.4.5. The Chair will do a roll call verbally at the start of each meeting.
- 10.4.6. A Councillor must announce if they wish to leave the meeting for any purpose and their departure and rejoining shall be recorded in the Minutes.
- 10.4.7. All documents that would otherwise be available to the public before or during an in-person meeting or hearing will be made available on the Town's website.

11. NOTICE OF MEETINGS

- 11.1. Notice of regular Council Meetings and organizational meetings will be posted on the Town's website.
- 11.2. Notice of a Special Meeting, Virtual Meeting, or meeting change will be provided:
 - 11.2.1. to Members by way of a written notice delivered electronically to the email address provided by the Member; and
 - 11.2.2. to the public by way of posting notice in the Public Notice Posting Places.
- 11.3. Notice of Public Hearings shall be given in accordance with the requirements of the Act.

PART V – MEETINGS – GENERAL MATTERS

12. PUBLIC PRESENCE AT MEETINGS AND CLOSED SESSIONS

- 12.1. All Council meetings shall be open to the public unless a meeting, or part of a meeting, is a Closed Meeting.
- 12.2. Before closing all, or any part of, a meeting to the public, Council must approve by resolution:
 - 12.2.1. the part of the meeting that is to be closed; and
 - 12.2.2. the basis on which the part of the meeting is to be closed pursuant to Division 2 Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.
- 12.3. The Chair may, in consultation with the CAO, allow one or more other persons to attend a Closed Meeting, as is considered appropriate.
- 12.4. Council may exit from the Council Chamber to a meeting room that provides privacy away from the public to conduct a Closed Meeting.
- 12.5. No matters other than what was described in the resolution pursuant to section 12.2 may be discussed in a Closed Meeting. If a matter arises in a Closed Session which, in the opinion of Council, does not meet the criteria for a Closed Session, it may be referred to an open meeting.
- 12.6. All proceedings, discussions, opinions, advice, and materials provided in a Closed Meeting are confidential and must remain in confidence by those attending the Closed Meeting unless their release is authorized by resolution of Council.
- 12.7. No resolution or bylaw may be passed in a Closed Meeting except a resolution to revert to an open meeting where members of the public will be permitted to attend.

- 12.8. Before considering any motion arising from a Closed Meeting, the public will be provided with five (5) minutes notice that the meeting is back in an open meeting to allow for the public to return to the meeting.
- 12.9. Committees may vote to close all, or part of, a meeting authorized to be closed in accordance with the requirements of the Act, and in accordance with the processes established for Council.

13. QUORUM

- 13.1. Quorum for a Council meeting is a majority of all Members.
- 13.2. If Quorum is not present fifteen (15) minutes following the scheduled start time for a meeting, the meeting may be recessed to attempt to obtain Quorum.
- 13.3. If Quorum cannot be obtained within a reasonable time, the CAO will record the names of the Members present, and the meeting will be adjourned for lack of Quorum.
- 13.4. If Quorum is lost after a meeting is called to order, the meeting will be recessed until Quorum can be obtained, but if Quorum cannot be obtained within fifteen (15) minutes, the meeting will be adjourned for lack of Quorum.
- 13.5. When a Member wishes to leave a meeting while it is in progress:
 - 13.5.1. the Member shall await the formal acknowledgement of the Chair before leaving; and
 - 13.5.2. the time of the Member's departure, and return if applicable, shall be recorded in the Minutes.
- 13.6. The rules of Quorum in this bylaw apply to Committees.

14. AGENDA

- 14.1. A Member of Council, Administration, or the public may submit an item of business that they wish to be included in a Council meeting agenda to the CAO in accordance with this bylaw.
- 14.2. All written submissions of agenda items for consideration at a regular Council Meeting:
 - 14.2.1. must be received by the CAO by 4:00 PM on the Monday of the week prior to the week of the meeting; and
 - 14.2.2. must contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- 14.3. The CAO shall prepare a proposed agenda for all meetings.

14.4. The Agenda for a regular Council meeting includes the following sections as required:

1. Call to Order
2. Adoption of Agenda
3. Public Input Session
4. Consent Agenda, including approval of minutes from prior meetings
5. Public Hearings
6. Appointments/Presentations/Delegations
7. Financial Reports
8. Policies & Bylaws
9. Action Items
10. Council, Committee & Staff Reports
11. Information Items
12. Closed Meeting
13. Adjournment

14.5. The Agenda for a Special Meeting includes the following sections as required:

1. Call to Order
2. Adoption of Agenda
3. Action Items
4. Closed Meeting
5. Adjournment

14.6. The CAO shall ensure that the proposed agenda for meetings is distributed to Members and published on the Town's website as follows:

14.6.1. for regular Council meetings: by 4:30 PM on the Friday prior to the meeting;

14.6.2. for Special Meetings: as soon as practicable in the discretion of the CAO.

14.7. If, for any reason, the CAO is unable to meet the deadline required by section 14.6.1, the CAO shall prepare and distribute the agenda as soon as is reasonably possible prior to the meeting.

14.8. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.

15. ORDER OF BUSINESS

15.1. The Agenda and any amendments to it must be confirmed by a majority vote at the start of meetings.

15.2. Unless an item has been scheduled for a specific time on the Agenda, items will be discussed at meetings in the order in which they appear on the Agenda.

- 15.3. Council may change the order of the Agenda by Consensus, but an item that has been scheduled for a specific time requires a majority vote to be moved to a different time.
- 15.4. The items included on the Consent Agenda for a Council meeting are moved and voted on without debate as one motion.
- 15.5. Items for the Consent Agenda are selected by the CAO but Council may, by Consensus, add any item or items to the Consent Agenda, and any Member may remove any item or items from the Consent Agenda.
- 15.6. If the Consent Agenda is changed because of the addition or removal of items as provided for in this bylaw, then the CAO will verbally confirm the item numbers on the Consent Agenda prior to the vote.

16. MINUTES AND MEETING RECORDS

- 16.1. Minutes of meetings will be recorded without note or comment and will be included in the agenda of a subsequent meeting for adoption by a majority vote.
- 16.2. If a Member arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the Minutes.
- 16.3. The name of a Member making a motion is recorded in the Minutes.
- 16.4. Motions receiving unanimous vote shall be recorded in the Minutes as "carried unanimously" or "defeated unanimously" and in the case of a split vote as "carried" or "defeated."
- 16.5. The Minutes of a Public Hearing shall record:
 - 16.5.1. the names of Administration and applicant, or representative of the applicant, who presented at a Public Hearing; and
 - 16.5.2. the names of the members of the public who provided verbal submissions at the Public Hearing, along with a general indication of support, opposition, or neutrality, but not a summary of the verbal submissions or a copy of the written submissions.
- 16.6. The CAO will prepare and distribute the Minutes.
- 16.7. The CAO may correct clerical, typographical, and grammatical errors in Minutes.
- 16.8. All meetings of Council may be audio and/or video recorded, except for those portions of a meeting which transpire during a Closed Meeting. These recordings shall be posted to the website and retained in the municipal records.
- 16.9. Notice to the public will be made of any video recording taking place. Such notice will be provided, at minimum, by providing verbal notification at the beginning of a

meeting

17.NOTICE OF MOTION

17.1. Members may add a new matter or motions to a regular Council meeting agenda by:

17.1.1. Submitting a Notice of Motion in writing to the CAO in accordance with section 14.1, in which case the motion shall appear as a Notice of Motion in the next regular Council meeting Agenda; or

17.1.2. By giving verbal notice at a regular Council Meeting of the intention to introduce a motion at the following regular Council Meeting and submitting a Notice of Motion to the CAO in writing in accordance with section 14.1, in which case the motion shall appear as a Notice of Motion in the next regular Council Meeting Agenda.

17.2. A Notice of Motion:

17.2.1. must provide sufficient detail so that the subject matter of the motion and any proposed action can be determined;

17.2.2. may include supporting documentation; and

17.2.3. may state the date of the regular Council Meeting at which the Member wishes the motion to be included in the Agenda.

17.3. If the Member who submitted the Notice of Motion is not in attendance at the meeting when the subject of that Notice of Motion is brought forward as a business item, the Notice of Motion will be postponed until the next meeting at which the Member who submitted the Notice of Motion is in attendance.

17.4. Notice of Motion applies only to regular Council Meetings and does not apply to Special Meetings.

18.PECUNIARY INTEREST

18.1. All Members of Council shall abide by the Act with respect to Pecuniary Interest.

18.2. Where a Member declaring a Pecuniary Interest under the Act is attending a meeting by Electronic Means, the Chair will end the Member's participation in the meeting by Electronic Means while the matter is being discussed and voted upon and the Member will be invited to rejoin the meeting once the matter has been discussed and voted upon.

18.3. Where a Member has disclosed a Pecuniary Interest under the Act, this must be recorded in the Minutes.

18.4. For certainty, Pecuniary Interest applies to all Committees and Committee Members.

19. ADJOURNING THE MEETING

19.1. Regular Council Meetings shall not extend beyond four (4) hours in duration except by majority vote of Members in attendance in favour of an extension.

19.2. Any unfinished business at a regular Council Meeting shall be Adjourned until the next regular Council Meeting or a Special Meeting scheduled for the purpose of completing the unfinished business.

PART VI – ROLE OF THE CHAIR AND MEETING CONDUCT

20. ROLE OF THE CHAIR

20.1. The Chair will facilitate effective decision-making while presiding over and preserving order and decorum for all Council Meetings.

20.2. If the Chair is absent for all or part of a Council meeting, the Deputy Mayor, or in the absence of the Deputy Mayor the Acting Mayor, will assume the role of the Chair.

20.3. The Chair must leave the chair to move and speak to their own motion and must remain out of the chair until the vote is taken and the matter is concluded.

20.4. The Chair may leave the chair to speak to a motion or to debate on an item on the Agenda for a Council meeting if the Chair determines that their participation in the debate prevents them from effectively managing the meeting.

20.5. The Chair's participation in debate is subject to all rules that apply to any other Member of Council.

20.6. When the Chair leaves the chair during a Council meeting, prior to leaving the chair, the Chair will turn over the Chair to:

20.6.1. the Deputy Mayor; or

20.6.2. in the absence of the Deputy Mayor, the Acting Mayor; or

20.6.3. in the absence of both the Deputy Mayor and Acting Mayor, the Councillor confirmed by resolution of the Councillors remaining to assume the role.

20.7. The Chair may make any procedural rulings or determinations provided for in this bylaw or otherwise necessary for the conduct of a meeting.

20.8. Immediately following a Chair's ruling, a Councillor may challenge the ruling, even if another Councillor has the floor.

20.9. When a challenge is made to a Chair's ruling:

20.9.1. the Chair will provide concise reasons for the ruling;

20.9.2. the Chair will immediately put the motion to challenge the ruling to a vote by stating, "Is the Chair's ruling upheld?"; and

20.9.3. debate is not allowed on the motion to challenge the Chair's ruling.

20.10. Despite the tied vote provision of this bylaw, the Chair's ruling is upheld by a vote of 50% or greater.

20.11. A Chair's ruling that is not challenged, or that is challenged and upheld, is final.

20.12. When the Chair's ruling is not upheld on challenge, Council's decision on the ruling is final.

21. CONDUCT AT MEETINGS

21.1. Members must:

21.1.1. obey the rules of the meeting and refrain from disturbing the proceedings;

21.1.2. obey the decision of the Chair or Council on any question of order, practice, or interpretation;

21.1.3. remain at their seat while a vote is being taken and while the result is declared;

21.1.4. only interrupt a Member who is speaking to raise a Point of Order or Point of Privilege; and

21.1.5. comply with the Council Code of Conduct.

21.2. Any Member may raise a Point of Order to request that the rules be followed or that an error in procedure be corrected.

21.3. Any Member may raise a Point of Privilege to request that the Chair take action to remedy a situation negatively affecting the rights or privileges of Council despite other pending business.

21.4. The Chair may call to order any Member who is out of order.

21.5. If a Member continues to breach order or decorum, the Chair may name the Member and direct the CAO to record the name of the Member and the offence in the Minutes.

21.6. If a Member who has been named apologizes for their breach of order or decorum, the Chair may direct that the offence be removed from the Minutes.

22. CONDUCT IN THE COUNCIL CHAMBER

- 22.1. Only Councillors, the CAO, and other individuals authorized by the CAO or Chair may be present on the floor of the Council Chamber.
- 22.2. The CAO, an employee or consultant authorized by the CAO, or a scheduled Presenter or Delegation may address Council from the floor of the Council Chambers if recognized by the Chair.
- 22.3. A person may address Council from the public gallery with permission from the Chair.
- 22.4. No person present on the floor of the public gallery of the Council Chamber shall cause any Disruption, interrupt any speaker, or interfere with the action of Council.
- 22.5. During Council meetings, cell phones and personal electronic devices shall be turned off or set to a mode that will not be disruptive to the meeting, and shall not be used to make audio or video recordings, or take pictures, of the proceedings.

PART VII – RULES OF DEBATE AND LIMITS TO SPEAKING**23. RULES OF DEBATE**

- 23.1. Before a motion is put forward, an opportunity for questions to Administration will be provided. Any Member may ask questions to obtain facts relevant to the matter under discussion and necessary for a clear understanding. All questions should be stated concisely and should not be used for the purpose of making statements or assertions.
- 23.2. A motion must be made before Members can debate an item.
- 23.3. Motions do not require a seconder.
- 23.4. A Member who has made a motion may speak either in favour of, or in opposition to, the motion.
- 23.5. Unless otherwise provided for by resolution, bylaw, or permission of the Chair, a Member may speak only once on any motion or amendment to a motion.

24. LIMITS ON SPEAKING

- 24.1. The Chair will maintain the speaking order.
- 24.2. No Member may speak unless and until recognized by the Chair, except to raise a Point of Privilege or Point of Order.
- 24.3. Members may not speak more than once until every Member present has had the opportunity to speak except:

- 24.3.1. in the explanation of a material part of the speech which may have been misunderstood;
- 24.3.2. in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member made the motion in question; or
- 24.3.3. to raise a Point of Privilege or Point of Order.
- 24.4. At the discretion of the Chair, a Member may ask a series of questions relating to the matter.
- 24.5. Through the Chair, a Member may ask questions of another Member or the CAO on a point of information relevant to the matter.
- 24.6. Members will ask all the questions of debate through the Chair.

PART VIII – MOTIONS

25.MAIN MOTIONS

- 25.1. A main motion may arise out of the following sources:
 - 25.1.1. recommendations related to reports from Administration;
 - 25.1.2. recommendations related to reports from Council Committees;
 - 25.1.3. proposed motions related to a Notice of Motion; or
 - 25.1.4. proposed motion from a Member without notice in accordance with the rules for a motion without notice.
- 25.2. Recommendations and proposed motions which come before Council or Council Committees should be concise, unambiguous, and within the jurisdiction of Council.
- 25.3. A recommendation or proposed motion is not a motion and debate will not commence until it is moved.
- 25.4. A motion once passed is a resolution.
- 25.5. Any Member may require that the motion under discussion be read or displayed at any time during the debate, except when a Member is speaking.

26.WITHDRAWING A MOTION

- 26.1. The mover of a motion cannot withdraw a motion except by Consensus or by majority vote.

27.DIVIDING THE VOTE

- 27.1. Any Member may request that a motion be divided and voted on separately, but only if the divided parts can stand on their own.
- 27.2. The motion can be divided by Consensus or by majority vote.

28.AMENDMENTS

- 28.1. A motion to amend is used to change the wording of another motion before voting on it.
- 28.2. A motion to amend may not interrupt a speaker and may not be contrary to the motion it purports to amend.
- 28.3. A motion to amend is debatable.
- 28.4. An amendment to an amendment is allowed, but a third level amendment is not.
- 28.5. An amendment to an amendment is voted on prior to the vote on the amendment.
- 28.6. A motion to amend requires a majority vote.
- 28.7. A friendly amendment means a change that does not affect the substance of the motion and clarifies the motion's intent.
- 28.8. The Member making a motion, after debate on a main motion has begun, may, with Consensus, propose a friendly amendment proposed by another Member without a motion to amend.

29.MOTION TO REFER

- 29.1. A motion to refer is used to send the pending motion to a Committee or to Administration with instructions.
- 29.2. A motion to refer may not interrupt a speaker and is debatable only as to:
 - 29.2.1. the advisability of referral;
 - 29.2.2. the body to which it is referred; and
 - 29.2.3. the instructions on the referral.
- 29.3. A motion to refer requires a majority vote.

30.MOTIONS TO POSTPONE

- 30.1. A motion to postpone to a certain time is used to postpone the consideration of a main motion to a specified later meeting or to a specific time or place on the agenda.
- 30.2. The motion to postpone to a certain time may not interrupt a speaker and is only debatable or amendable as to the time to which the motion is to be postponed or the advisability of postponement.
- 30.3. A motion to postpone to a certain time requires a majority vote.
- 30.4. A motion to postpone indefinitely is used to dispose of a motion without bringing it to a direct vote.
- 30.5. The motion to postpone indefinitely may not interrupt a speaker and is debatable, including as to the merits of the main question, but is not amendable.
- 30.6. A motion to postpone indefinitely requires a majority vote.

31.MOTION TO RECESS

- 31.1. A motion to recess is used to formally request a break in the proceedings.
- 31.2. A motion to recess may not interrupt a speaker and is not debatable but can be amended as to the duration of the recess.
- 31.3. A motion to recess requires a majority vote or may be informally decided by Consensus.

32.MOTION TO CALL THE PREVIOUS QUESTION

- 32.1. A motion to call the previous question is used to close debate on a pending motion by moving to a vote immediately on a pending motion.
- 32.2. A motion to call the previous question may not interrupt a speaker and is not debatable.
- 32.3. A motion to call the previous question requires a majority vote.

33.MOTION TO SUSPEND THE RULES

- 33.1. A motion to suspend the rules is used to temporarily suspend the rules of procedure to allow Council to do something that would normally be a violation of this bylaw.
- 33.2. The motion to suspend the rules may not interrupt a speaker and is not debatable.
- 33.3. The motion to suspend the rules requires a unanimous vote.

34. MOTION TO RECONSIDER

- 34.1. A motion to reconsider is used to reconsider a decision after the taking of the vote on a motion at the same meeting.
- 34.2. A motion to reconsider may be moved after a motion has been voted upon but may only be moved prior to the meeting being adjourned.
- 34.3. A motion to reconsider must be moved by a Member who voted with the prevailing side.
- 34.4. The Member making the motion to reconsider must state the reason for reconsideration.
- 34.5. Debate on a motion to reconsider must be limited to reasons for or against reconsideration.
- 34.6. A motion to reconsider requires a majority vote.
- 34.7. If a motion to reconsider is carried, the reconsidered motion is then the next order of business.

35. MOTION TO RESCIND

- 35.1. A motion to rescind is used to overturn a motion made at a previous meeting.
- 35.2. A motion to rescind is debatable as to the merits of the motion it is proposing to rescind.
- 35.3. If a motion to rescind relates to an action taken at a previous meeting and the matter does not appear on the Agenda, a Notice of Motion, is required to introduce the motion to rescind.
- 35.4. A motion to rescind is not in order if it proposes to undo irrevocable actions that have been taken as a result of the motion previously passed.

36. MOTION TO AMEND SOMETHING PREVIOUSLY ADOPTED

- 36.1. The motion to amend something previously adopted is guided by the same rules as the motion to rescind; however, a motion to amend something previously adopted is used to change part of the text or to substitute alternative wording for a motion made at a previous meeting.

37. MOTION TO RENEW

- 37.1. If a motion fails, the same or substantially the same motion may not be renewed unless:

- 37.1.1. it is brought more than 6 months after the date of the original motion;
- 37.1.2. it is brought after a General Election which has taken place since the original motion; or
- 37.1.3. the Member who wishes to have Council renew a motion provides prior Notice of Motion setting out in writing what special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.

38.OBJECTION TO THE CONSIDERATION OF A QUESTION

- 38.1. An objection to the consideration of a question is used to avoid a main motion altogether when it is undesirable for the main motion to come before Council.
- 38.2. The objection to the consideration of a question must be raised before there has been any debate on the motion and before any subsidiary motion has been stated by the Chair.
- 38.3. The objection to the consideration of a question is neither debatable nor amendable and requires a unanimous vote.

39.MOTION TO ADJOURN

- 39.1. A motion to adjourn may be used to end the meeting, may not interrupt a speaker, and is neither debatable nor amendable.
- 39.2. The motion to adjourn requires a majority vote; however where there are no more agenda items to be addressed, the Chair may adjourn the meeting without a motion.

PART IX – VOTING

40.VOTING

- 40.1. Each Member must vote on every motion unless the Member is required or permitted to abstain from voting under the Act.
- 40.2. No Member shall leave the meeting after a motion is put to a vote until the vote is taken, unless during this timeframe the Member becomes aware of a Pecuniary Interest at which time the Member will declare the conflict of interest and leave the meeting.
- 40.3. A vote on any motion or bylaw will be conducted as follows:
 - 40.3.1. the Chair must call for a vote;

- 40.3.2. all Members present must be silent from the moment the vote is called until the results of the vote are declared;
- 40.3.3. all Members present must vote by raising their hand, verbally by stating "in favour" or "opposed" if participating by Electronic Means, or by another method agreed upon by the Members;
- 40.3.4. the Chair must declare the results of the vote.
- 40.4. A vote is final once declared by the Chair. However, if immediately after a vote the Chair determines that either the voting procedures prescribed by this bylaw were not followed, or one or more Members may have been mistaken as to the subject matter of the vote, the Chair may recall the vote and immediately call for another vote.
- 40.5. If there are an equal number of votes for and against a motion or bylaw reading, the motion or bylaw is defeated.
- 40.6. The Minutes will include a Recorded Vote for every motion.

PART X – PUBLIC INPUT OTHER THAN PUBLIC HEARINGS

41. PUBLIC INPUT SESSIONS

- 41.1. The Agenda for each regular Council Meeting shall contain a Public Input Session after the adoption of the Agenda.
- 41.2. The Public Input Session shall be no longer than fifteen (15) minutes in length.
- 41.3. Members of the public who wish to address Council during a Public Input Session are encouraged to register with the CAO, and those persons registered will be heard first. Walk in speakers will be allowed to speak if the allotted time has not been exhausted by registered presenters.
- 41.4. Speakers at a Public Input Session may address Council for a maximum of five (5) minutes, excluding questions from Council, unless:
 - 41.4.1. the Chair, in their discretion, extends the amount of time; or
 - 41.4.2. Council, by resolution, extends the amount of time.
- 41.5. If required by a Member, a vote must be taken to approve an extension of time given by the Chair.
- 41.6. Speakers at Public Input Sessions are permitted to discuss:
 - 41.6.1. items on the current Agenda;

41.7. Speakers at Public Input Sessions are not permitted to discuss:

- 41.7.1. items that are before the Subdivision and Development Appeal Board;
- 41.7.2. items that are before the Assessment Review Board; or
- 41.7.3. items currently being dealt with in a statutory Public Hearing.

42. PRESENTATIONS AND DELEGATIONS

42.1. Members of the public may request in writing to be included in the "Presentations and Delegations" section on an agenda for a Council Meeting. The written request may be submitted through the Town's website or dropped off or mailed to the Town Hall and must:

- 42.1.1. include the name(s), address(es) and telephone number(s) of the person(s) or group wishing to make the presentation;
- 42.1.2. clearly identify the topic to be discussed;
- 42.1.3. clearly identify the request being made to Council, if applicable;
- 42.1.4. contain any background information to support the request, if applicable; and
- 42.1.5. be submitted to the CAO no later than 4:00 PM on the Wednesday of the week prior to the week of the Meeting.

42.2. When a Presentation or Delegation is scheduled, any written materials the presenter or Delegation wishes to be included in the Agenda package must be submitted no later than 4:00 PM on the Wednesday of the week prior to the week of the meeting.

42.3. Presentations and Delegations shall be heard in the order that they are placed on the Agenda; however, Council may change the order by a majority vote of Members present.

42.4. A Presentation or Delegation shall not exceed fifteen (15) minutes, including questions of Council unless:

- 42.4.1. the Chair, at their discretion, extends the amount of time; or
- 42.4.2. Council, by resolution, extends the amount of time.

42.5. If requested by a Member, a vote of Members must be taken to approve an extension of time for a Presentation or Delegation given by the Chair.

42.6. A Member may ask questions of the presenter, Delegation, or Administration to clarify or correct information but must not enter debate about the subject of the Presentation or Delegation and Council will not enter into debate on the information received.

PART XI – PUBLIC HEARINGS

43. PUBLIC HEARINGS

- 43.1. Council shall hold Public Hearings in accordance with the Act and the procedures set out in this bylaw.
- 43.2. When Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before the second reading of the bylaw or before Council votes on the resolution.
- 43.3. Council may direct Administration through a resolution of Council to hold a non-statutory Public Hearing in accordance with the Act.
- 43.4. Public Hearings shall be held in conjunction with regular Council Meetings, and every effort shall be made to commence a Public Hearing as close as possible to the advertised time.
- 43.5. Council may change the date, time, and location of a Public Hearing by resolution. If any of the date, time, or location is changed, the Public Hearing must be re-advertised.
- 43.6. Any person who claims to be affected by the subject matter of the Public Hearing will be afforded a reasonable opportunity to present written submissions or to be heard by Council in person or through an agent.
- 43.7. A person wishing to file a written submission in response to advertised Public Hearing matters shall file a submission with the CAO at least ten (10) days before the Public Hearing to be included in the published Public Hearing Agenda package.
- 43.8. Written materials received less than ten (10) days before the Public Hearing but before the close of the Public Hearing will be distributed to Council on the date of the Public Hearing and included in the Public Hearing record.
- 43.9. Any Member or member of the public may review the written submissions received before the commencement of the Public Hearing or during the Public Hearing.
- 43.10. All members of the public providing written submissions, or a verbal submission, must include their full name and indicate if their comment(s) are in favour of or opposed to the bylaw, or a general comment.
- 43.11. The order of business for a Public Hearings include:
 - 43.11.1. the Chair will explain the process of the Public Hearing;
 - 43.11.2. the Chair will open and state the purpose of the Public Hearing;

- 43.11.3. Administration will provide an overview and summary of the proposed bylaw;
- 43.11.4. the Chair will invite members of the public who wish to provide a verbal submission in favour of the proposed bylaw to come forward;
- 43.11.5. the Chair will invite members of the public who wish to provide a verbal submission in opposition to the bylaw to come forward;
- 43.11.6. once Council has heard from the public, Council may ask questions of Administration on any points raised by the public that were not answered in previous questioning; however, Council may not debate the subject of the Public Hearing.
- 43.12. Once a Public Hearing is closed, Council cannot receive any additional information on the bylaw proposed without holding another Public Hearing.
- 43.13. The Public Hearing must be closed before Council votes on second reading of the proposed bylaw.
- 43.14. Depending on the nature of the bylaw and the need for additional public circulation and response, Council may continue with subsequent readings of the bylaw at the same meeting or at subsequent meetings.
- 43.15. If a Member misses the entirety of the Public Hearing, the Member cannot vote on the matter.
- 43.16. If a Member misses only a portion of the Public Hearing, the Member can determine whether they will vote on the matter.

PART XII – BYLAWS

44. BYLAWS

- 44.1. A bylaw is passed after it receives three readings and is signed by the Mayor and the CAO.
- 44.2. A proposed bylaw must not be given more than two (2) readings at the same meeting, except with a unanimous vote of all Members present at the meeting.
- 44.3. If a vote on authorization for third reading is not adopted unanimously, the CAO will place third reading of the proposed bylaw on the Agenda for the next regular Council Meeting, or a Special Meeting called for that purpose.
- 44.4. If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded.
- 44.5. If a proposed bylaw has not received any readings within two (2) years from the date that it is first presented to Council, the proposed bylaw is deemed to have been abandoned.

44.6. The CAO may consolidate a bylaw by incorporating all amendments to it into one (1) bylaw.

44.7. A copy of any bylaw, resolution, or record certified by the CAO as a true copy of the original is *prima facie* proof of the bylaw, resolution, or record.

PART XIII – ADMINISTRATION AND APPROVAL

45. SIGNATURES

45.1. A bylaw, or any other document requiring signature pursuant to this bylaw, may be signed by the application of an electronic or digital signature.

46. REVIEW

46.1. This bylaw shall be reviewed at least once in every Council term.

47. SEVERABILITY

47.1. Should any provision of this bylaw be invalid, then such provision shall be severed, and the remainder of the bylaw shall remain in force.

48. TRANSITION AND COMING INTO FORCE

48.1. This bylaw takes effect on the final passing thereof and, on such final passing, Bylaw 818-24 is repealed.

READ A FIRST TIME THIS ____ DAY OF _____, 2025

READ A SECOND TIME THIS ____ DAY OF _____, 2025

UNANIMOUS CONSENT to proceeding to third reading this ____ DAY OF _____, 2025

READ A THIRD TIME THIS ____ DAY OF _____, 2025

TOWN OF ONOWAY

LENARD KWASNY
Mayor

JENNIFER THOMPSON
Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	June 25, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Town of Onoway Library Board Financial Statements

BACKGROUND / PROPOSAL

At the May 20, 2025, Town of Onoway Library Board meeting, the board made the following motion regarding the Town of Onoway Library Board Financial Statements:

MOVED by Shirley Boissonnault that the Board accept and recommend to the Town of Onoway the 2024 Year End Financial Statements for the Onoway Public Library, as prepared by Patricia Fish.

Section 9(b) of the Libraries Act states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to Council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to Council.

At the February 13, 2025 Regular Council Meeting, Council passed the following resolution:

MOVED by Councillor Sheila Pockett that Council appoint Patricia Fish of Onoway to complete the 2024 Financial Review of the Onoway Public Library.

Section 9(c) of the Libraries Act states that upon completion, the library board shall submit the financial report to Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration has received the completed 2024 Financial Statements from Patricia Fish Accounting. It is important to note that these statements are reviewed and **not** audited to meet Section 9(c) requirement of the Libraries Act. Council is being requested to approve the 2024 Financial Statements as recommended by the Town of Onoway Library Board.

Also, in addition the 2024 Financial Statements presented to the Board contained a keying error. On page 3 under Disbursements, Program and Events, the amount presented to the Board was \$5,107 however it should be \$8,107 which changes the Total Disbursements amount from \$114,577 to \$117,577 and the net operating surplus amount from \$27,497 to \$24,797.

STRATEGIC ALIGNMENT

Financial Sustainability

Good Governance

COSTS / SOURCE OF FUNDING

n/a

RECOMMENDED ACTION

THAT Council approve the Town of Onoway Library Board 2024 Financial Statements from Patricia Fish Accounting as presented.

Or direction as provided after Council deliberations.

ATTACHMENTS

- Town of Onoway Library Board 2024 Financial Statements Presented to Board May 20, 2025, Highlighted.
- Town of Onoway Library Board 2024 Financial Statements Amended Highlighted.

Financial Statements
The Town of Onoway Library Board

**For the year ended
December 31, 2024**

Presented to the Board May 20, 2025

Prepared by
Patricia Fish – Accountant
Division of 1354705 Alberta Ltd

May 16, 2025

The Town of Onoway Library Board

FINANCIAL STATEMENTS

For the year ended December 31, 2024

Table of Contents

Review Opinion

Statement of Balances

Statement of Receipts and Disbursements

PATRICIA FISH ACCOUNTANT

**A Division of 1354705 AB LTD
BOX 774 ONOWAY ALBERTA T0E 1V0**

Reviewer's Opinion

I have reviewed the knowledge, experience, record keeping, and security practices of Town of Onoway and Onoway Library staff involved in the financial activities of The Town of Onoway Library Board.

In my professional opinion, the accompanying financial statements present fairly, in all material respects, the financial activities and financial position of The Town of Onoway Library Board as at December 31, 2024 in accordance with Generally Accepted Accounting Principles (GAAP) and current Taxation Laws.



Patricia Fish - Accountant

May 16, 2025
Lac Ste Anne County, Alberta

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Town of Onoway Library Board
Statement of Balances
As at December 31, 2024

	2024	2023
ASSETS		
Current Assets		
Bank and Float	122,084	92,918
Amounts Receivable	464	599
Total Current Assets	122,548	93,516
Fixed Assets		
Net Equipment (Book value)	11,470	14,337
Total Fixed Assets	11,470	14,337
TOTAL ASSETS	134,018	107,854
LIABILITIES & SURPLUS		
Liabilities		
Amounts payable	3,217	1,550
Total Liabilities	3,217	1,550
Annual Surplus /Deficit		
Accumulated Surplus Prior Year	106,304	92,970
Net Operating Surplus	24,497	13,334
Accumulated Surplus End of Year	130,801	106,304
TOTAL LIABILITIES & SURPLUS	134,018	107,854

Town of Onoway Library Board
Receipts and Disbursements
Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
Receipts		
Fees/Sales/Fines	3,845	4,075
Office Services	2,225	2,534
Donations	11,199	4,023
Grants		
FOPL CONTRIBUTIONS	0	3,400
Grant - 2024 Canada Post Grant	0	1,146
Grant - FCSS	6,000	5,200
Grant - Miscellaneous	2,250	15
Grant OPL Municipal Affairs	14,762	14,762
Yellowhead Regional Library	3,533	3,533
Total Grants	<u>26,545</u>	<u>28,056</u>
Municipal Contribution		
LSAC Lib. Municipal	20,812	20,812
LSAC Operating	55,472	53,784
Summer Village Contributions	2,500	1,000
Town of Onoway Operating	10,000	12,500
Total Municipal Contribution	<u>88,784</u>	<u>88,096</u>
Revenue in Kind *	9,477	9,477
Total Receipts	<u>142,074</u>	<u>136,261</u>
Disbursements		
Amortization of Assets	2,867	3,584
Office & Administration	10,322	9,499
Professional Fees	0	1,500
Programs and Events	5,107	15,798
Rent	20,400	20,400
Wages and Benefits	66,403	62,669
Expense In Kind *	9,477	9,477
Total Disbursements	<u>114,577</u>	<u>122,927</u>
Net Operating Surplus (Deficit)	<u>27,497</u>	<u>13,334</u>

Financial Statements
The Town of Onoway Library Board
For the year ended
December 31, 2024

UPDATED

Prepared by
Patricia Fish – Accountant
Division of 1354705 Alberta Ltd

May 16, 2025

Town of Onoway Library Board
Statement of Balances
As at December 31, 2024

	<u>2024</u>	<u>2023</u>
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Current Assets		
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TOTAL ASSETS	<u><u>134,018</u></u>	<u><u>107,854</u></u>
LIABILITIES & SURPLUS		
Liabilities		
Amounts payable	3,217	1,550
Total Liabilities	<u>3,217</u>	<u>1,550</u>
Annual Surplus /Deficit		
Accumulated Surplus Prior Year	106,304	92,970
Net Operating Surplus	24,497	13,334
Accumulated Surplus End of Year	<u>130,801</u>	<u>106,304</u>
TOTAL LIABILITIES & SURPLUS	<u><u>134,018</u></u>	<u><u>107,854</u></u>

Town of Onoway Library Board

Receipts and Disbursements

Year Ended December 31, 2024

	2024	2023
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Fees/Sales/Fines	3,845	4,075
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Professional Fees	0	1,500
Programs and Events	8,107	15,798
Rent	20,400	20,400
Wages and Benefits	66,403	62,669
Expense In Kind *	9,477	9,477
Total Disbursements	117,577	122,927
Net Operating Surplus (Deficit)	24,497	13,334



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	June 25, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Community Hall Lease Negotiations

BACKGROUND / PROPOSAL

The Town of Onoway entered into a lease agreement with the Onoway Facility Enhancement Association (OFEA) for 36 months. The lease agreement ends December 31, 2025.

Jan 26, 2023 meeting - Motion #023/23

MOVED by Councillor Robin Murray that the Town of Onoway authorize the renewal of the Onoway Facility Enhancement Association lease for three years, ending December 31, 2025.

CARRIED

Within the agreement, contract renewal will commence 6 months prior to the expiry of the agreement.

1.3The Term. The Tenant shall, subject to this Lease, have and hold the Leased Premises for and during the term (the "Term") of 36 months from January 1, 2023 (the "Commencement Date"), to December 31, 2025 unless earlier terminated pursuant to the terms of this Lease. Both parties agree that negotiations for contract renewal will commence 6 months prior to the expiry of this agreement.

This report is prepared to initiate discussions with the Onoway Facility Enhancement Association regarding agreement negotiations.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The community hall is owned by the Town of Onoway and operated, maintained and upkept by the Onoway Facility Enhancement Association.

If the Town does not have an agreement with a community group to operate and maintain the community hall, the operations and maintenance costs would be an addition to operational expenses of the Town. At this time, Administration is not aware of the operational costs of the facility.

The lease agreement is attached for reference. Council may wish to appoint a member of Council to work with Administration and OFEA regarding the lease agreement.

At this time, Administration has not spoken with representatives for OFEA however would appreciate a formal acknowledgement from Council to open negotiations.

STRATEGIC ALIGNMENT

Service Delivery
Good governance

COSTS / SOURCE OF FUNDING

Unknown at this time.

RECOMMENDED ACTION

THAT the Town of Onoway open negotiations with the Onoway Facility Enhancement Association regarding leasing of the community hall facility as per 1.3 of the lease agreement from January 1, 2023 to December 31, 2025, as contract negotiations must be opened six months prior to end of lease AND THAT member(s) of Council be appointed to work with Administration regarding negotiations.

Or

Direction provided from deliberations

ATTACHMENTS

Current Town of Onoway & OFEA Lease Agreement

LEASE AGREEMENT

THIS LEASE made this 1st day of January, 2023.

BETWEEN:

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

(the "Landlord")

OF THE FIRST PART;

-and-

**The Onoway Facility Enhancement Association ("OFEA"),
Box 524, Onoway, Alberta T0E 1V0
a Society under the laws of the Province of Alberta,**

(the "Tenant")

OF THE SECOND PART;

THE AGREEMENT:

1. ARTICLE ONE - GRANT AND TERM

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

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

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

- 1.2. Ownership and Control. The Landlord at all times retains ownership of the Leased Premises and, as such, reserves all rights with respect to the Leased Premises not otherwise granted to the Tenant.
- 1.3. The Term. The Tenant shall, subject to this Lease, have and hold the Leased Premises for and during the term (the "Term") of 36 months from January 1, 2023 (the "Commencement Date"), to December 31, 2025 unless earlier terminated pursuant to the terms of this

Lease. Both parties agree that negotiations for contract renewal will commence 6 months prior to the expiry of this agreement.

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

2. ARTICLE TWO – RENT.

2.1. Rent.

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

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

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

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

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

- 4.1. Tenant to Pay Utilities. The Tenant shall be solely responsible for and shall promptly pay all charges for water, sewer, gas, electricity, telephone and other utilities used or consumed in the Leased Premises. In no event shall the Landlord be liable for, nor have any obligation with respect to, an interruption or cessation of, or a failure in the supply of any such utilities, services or systems, including without limitation the water and sewage systems, to the Lands or to the Leased Premises whether or not supplied by the Landlord or others.
- 4.2. Heating and Air-Conditioning. The Tenant shall, throughout the Term, operate, maintain and regulate the heating, ventilating and air-conditioning equipment if any, within, or installed by or on behalf of the Tenant for the Leased Premises in such a manner as to maintain reasonable conditions of temperature and humidity within the Leased Premises. The Tenant shall be solely responsible for the cost of heating, ventilating and air-conditioning, which costs shall include, without being limited to, fuel, water electricity, supplies, general maintenance and repairs that can be reasonably associated with and attributed to the day to day operations of the Leased

Premises.

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

5. ARTICLE FIVE — MAINTENANCE, REPAIRS AND ALTERATIONS

- 5.1. Maintenance and Repairs by Tenant. The Tenant, at its own expense, shall maintain and keep the Leased Premises and every part thereof in good order and condition. The Tenant shall also, at its own cost, promptly complete all general maintenance and general repairs that can be reasonably associated with and attributed to the day to day operations of the Leased Premises. The Tenant shall keep the Leased Premises well painted, clean and in such condition as a careful owner would do. Major structural repairs shall be the responsibility of the Landlord, or the Landlord and Tenant in partnership as agreed upon between the two parties.

- 5.2. Improvements, Alterations, Partitions. The Tenant shall not install or construct fixtures, partitions, or other permanent improvements, or make structural alterations, to the Leased Premises without the advance approval of the Landlord in writing. Should the Tenant propose, and the Landlord agree in writing to such improvements, alterations or partitions, these shall be completed in a professional and workmanlike manner by a qualified tradesperson for that specific scope of work (electrician, plumber, carpenter etc) at the Tenant's sole expense. Any such improvements, alterations, or partitions, shall become the property of the Landlord at the end of the Term without compensation to the Tenant.

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

5.4. Entry by Landlord.

- a. General. The Tenant covenants that it shall be lawful for the Landlord and its agent(s) at all reasonable times during the Term and upon twenty-four hours (24) notice by telephone or other means to enter the Leased Premises to inspect its condition. Where an inspection reveals that repairs are necessary, the Landlord shall give to the Tenant notice in writing, and immediately thereafter the Tenant will forthwith proceed to make all necessary repairs in a good and workmanlike manner, using at all times new materials, and to the satisfaction of the Landlord, so as to complete same within the reasonable time or times provided for in the notice delivered by the Landlord as aforesaid. The failure by the Landlord to give notice shall not relieve the Tenant from any of its obligations to repair

in accordance with the provisions hereof.

- b. Emergency Entry. The Tenant also acknowledges and agrees that it shall be lawful for the Landlord and its agents to enter the Leased Premises during the Term without notice if the Landlord perceives there is an emergency and immediate entry to the Leased Premises is necessary.
- c. Emergency or Disaster within or near Town: The Tenant also acknowledges and agrees that it shall be lawful for the Landlord and its agents to enter the Leased Premises during the Term without notice if the Landlord perceives this facility is required to house or host an Incident Command Centre or individuals during an Emergency or Disaster Incident in or near the Town.

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

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

5.7. Overloading. The Tenant will not bring upon the Leased Premises any machinery, equipment, article or thing that by reason of its weight, size or use might damage the floors of the Leased Premises and if any damage is caused to the Leased Premises by any machinery, equipment, article or thing or by overloading or by any act, neglect or misuse on the part of the Tenant or any of its servants, agents, or employees or any persons having business with the Tenant, the Tenant will forthwith repair the same using, at all times, new materials or pay to the Landlord the cost of making good the same, forthwith upon demand.

5.8. Tenant not to Overload Utility Facilities. The Tenant will not install any equipment which

would exceed or overload the capacity of the utility facilities in the Leased Premises.

5.9. Plumbing Facilities. The plumbing facilities in the Leased Premises shall not be used for any other purpose than that for which they are constructed.

5.10. Garbage. The Tenant will keep the Leased Premises and its surrounding area and every part thereof in a clean and tidy condition and will not permit waste paper, garbage, ashes or waste or objectionable material to accumulate thereon.

5.11. Tenant Shall Discharge All Liens. The Tenant shall promptly pay all its contractors and suppliers and shall do all things necessary to minimize the possibility of a lien attaching to the Leased Premises or to any or part of the Lands. Should any such lien be made or filed, the Tenant shall discharge the same forthwith at the Tenant's expense. In the event the Tenant shall fail to cause any such lien to be discharged as aforesaid, then, in addition to any other right or remedy of the Landlord, the Landlord may, but it shall not be so obligated, discharge same by paying the amount claimed to be due, together with interest costs and other amounts required to so discharge and vacate the said lien into Court or directly to any such lien claimant and the amount so paid by the Landlord and all costs and expenses including solicitor's fees (on a solicitor and his client basis) incurred herein for the discharge of such lien shall be due and payable by the Tenant to the Landlord on demand.

5.12. Inspect Premises. During the Term any person or persons may inspect the Leased Premises and all parts thereof upon twenty-four (24) hours notice by telephone or other means at all reasonable times, on producing a written order to that effect signed by the Landlord or its agents for the purpose related to the obligations or responsibilities of either party under the Lease.

6. ARTICLE SIX — USE OF LEASED PREMISES/ SERVICES

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

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

6.2. Services provided by Landlord. The Landlord will provide snow plowing services for the parking lot at no cost to the Tenant. However, these services will be provided in accordance

with the Landlord's municipal plan and associated priorities for snow clearance of roads and other municipal properties, in its sole discretion.

- 6.3 Use of Premises. The Tenant covenants that it will not use or permit to be used any part of the Leased Premises for any dangerous, noxious or offensive trade or business, and will not cause or maintain any nuisance in, at or on the Leased Premises.
- 6.4 Compliance with Laws, etc. The Tenant shall promptly comply with all requirements of all applicable statutes, laws, bylaws, rules, regulations, ordinances and orders from time to time in force during the Term hereof, whether municipal, provincial, federal, or otherwise, including all lawful requirements of the local board of health, police and fire departments and municipal authorities and with every applicable regulation, or of any liability or fire insurance company by which the Landlord and Tenant or either of them may be insured at any time during the Term hereof.
- 6.5 Nuisance. The Tenant will not do or omit to do or permit to be done or omit anything upon or in respect of the Leased Premises, the doing or omission of which (as the case may be) shall be or result in a nuisance or menace to the Landlord or to local residents or businesses.

7. ARTICLE SEVEN — INSURANCE

7.1. Tenant's Insurance

- a. The Tenant covenants and agrees at its own cost and expense to take out and keep in full force and effect and in the names of the Tenant and the Landlord as their respective interests may appear, the following insurance:
- i. insurance upon property of every description and kind owned by the Tenant, or for which the Tenant is legally liable or installed by or on behalf of the Tenant and which is located within the Lands, the Building and Leased Premises including, without limitation, stock-in-trade, furniture, fittings, installations, alterations, additions, partitions, fixtures and anything in the nature of a leasehold improvement in an amount of not less than one hundred percent (100%) of the full replacement cost thereof, with minimum coverage against at least, the perils of fire, and standard extended coverage including sprinkler leakages (where applicable), earthquake, flood and collapse. In the event that there is a dispute as to the amount which comprises full replacement cost, the decision of the Landlord shall be conclusive;
 - ii. Tenant's legal liability insurance for the full replacement cost of the Leased Premises, including loss of use thereof;
 - iii. property damage and public liability insurance including personal liability, contractual liability, non-owned automobile liability and owner's and contractors' protective insurance coverage with respect to the Leased Premises, and the Tenant's use of the Common Areas and Facilities, coverage to include the business operations conducted by the Tenant and any other person on the Leased Premises. Such

policies shall be written on a comprehensive basis with limits of not less than **\$5,000,000** for bodily injury to any one or more persons, or property damage, and such higher limits as the Landlord may reasonably requires from time to lime, and all such policies shall contain a cross-liability clause;

- iv. broad form blanket repair and replacement coverage on boilers, pressure vessels, air-conditioning equipment and miscellaneous apparatus;
- v. any other form or forms of insurance as the Tenant or the Landlord reasonably requires from time to time in form, in amounts and for insurance risks against which a prudent Tenant would protect itself;
- b. all property policies written on behalf of the Tenant shall contain if reasonably available, a waiver of subrogation rights which the Tenant's insurers may have against the Landlord and against those for whom the Landlord is in law responsible whether any such damage is caused by the act, omission or negligence of the Landlord or those for whom the Landlord is in law responsible;
- c. all policies of Insurance purchased by the Tenants shall be taken out with insurers acceptable to the Landlord and shall be in a form satisfactory from time to time to the Landlord. The Tenant agrees that certificates of insurance or, if required by the Landlord, certified copies of each such insurance policy, will be delivered to the Landlord as soon as practicable after the placing of the required insurance. All policies shall contain an undertaking by the insurers to notify the Landlord in writing not less than thirty (30) days or such reasonable period of time as may be provided in such policies prior to any material change, cancellation or termination thereof;
- d. if the Tenant fails to take out or to keep in force any such insurance referred to in this Section, or should any such insurance not be approved and the Tenant does not rectify the situation within twenty-four (24) hours after written notice by the Landlord to the Tenant, the Landlord has the right without assuming any obligation in connection therewith, to effect such insurance at the sole cost of the Tenant and all outlays by the Landlord shall be immediately paid by the Tenant to the Landlord on the first day of the next month following said payment by the Landlord without prejudice to any other rights and remedies of the Landlord under this Lease; and
- e. the Tenant covenants and agrees, at its sole cost and expense to replace any plate glass or other glass that has been broken or removed during the Term and will at all times keep the plate glass on the Leased Premises fully insured, pay the premiums therefor and provide the Landlord with a certificate of such plate glass insurance.

7.2. Increase in Insurance Premiums. If the Tenant's use and occupation of the Leased Premises, whether or not the Landlord has consented to same, causes any premium increase in casualty and other types of insurance that may be carried by the Landlord from time to time in respect of the Lands, the Tenant shall pay any such increase in premiums within ten (10) days after a bill for such additional premiums shall be rendered by the Landlord. In

determining whether such increased premiums are a result of the Tenant's use and occupancy of the Leased Premises, a schedule issued by the organization making the insurance rates on the Lands showing the various components of such rate shall be conclusive evidence of the several items and charges which make up such rate. The Tenant shall comply promptly with all requirements of any insurer, now or hereafter in effect, pertaining to or affecting the Leased Premises.

- 7.3. Cancellation of Insurance. If any insurance upon the Lands or any part thereof shall be cancelled or shall be threatened by the insurer to be cancelled, or the coverage thereunder reduced in any way by the insurer by reason of the use and occupation of the Leased Premises or any part thereof by the Tenant or by any sub-tenant of the Tenant or by anyone permitted by the Tenant to be upon the Leased Premises and if the Tenant fails to remedy the condition giving rise to the cancellation, threatened cancellation or reduction of coverage within twenty-four (24) hours after notice thereof by the Landlord, the Landlord may, at its option, either: (1) re-enter the Leased Premises forthwith by leaving upon the Leased Premises a notice in writing of its intention so to do and thereupon the Landlord's rights and remedies contained in Article Nine shall apply; or (2) enter upon the Leased Premises and remedy the condition giving rise to such cancellation, threatened cancellation or reduction and the Tenant shall forthwith on demand pay the costs thereof to the Landlord and the Landlord shall not be liable for any damage or injury caused to any property of the Tenant or of others located on the Leased Premises as a result of such entry, whether caused by the negligence of the Landlord, its agents, servants, employees or persons for whom it is in law responsible.
- 7.4. Loss or Damage. The Landlord shall not be liable for any death or injury arising from or out of any occurrence in, upon, at, or relating to the Lands, the Building or the Leased Premises, or damage to property of the Tenant or of others located on the Leased Premises nor shall it be responsible for any loss of or damage to any property of the Tenant or others from any cause whatsoever. Without limiting the generality of the foregoing, the Landlord shall not be liable for any injury or damage to any persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, flood, snow or leaks from any part of the Leased Premises or from the pipes, appliances, plumbing works, roof, or subsurface of any floor or ceiling or from the street or any other place or by dampness or by any other cause whatsoever. The Landlord shall not be liable for any such damage caused by other tenants or persons in the Building or on the Lands or by occupants of adjacent property thereto, or the public, or caused by construction, or caused by any private, public or quasi-public work or utility, including any interruption, cessation or failure of same. All property of the Tenant kept or stored on the Leased Premises shall be so kept or stored at the risk of the Tenant only and the Tenant shall indemnify and save harmless from any claims arising out of any damages to the same including, without limitation, any subrogation claims by the Tenant's insurers. The contents of this section shall survive the termination or surrender of this Lease notwithstanding anything in this Lease to the contrary.
- 7.5. Indemnification of Landlord. Notwithstanding any other terms, covenants and conditions contained in this Lease, the Tenant shall indemnify the Landlord and save it harmless from and

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

8. ARTICLE EIGHT — ASSIGNMENT AND SUBLETTING

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

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

9. ARTICLE NINE — DEFAULT

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

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

- a. the Tenant dissolves, becomes inactive, or its status as a Society ceases or lapses, for failure to file necessary corporate registry returns or notices, or any other reason;
- b. the Tenant fails to pay any Rent or other sums due hereunder on the day or dates appointed for the payment thereof, and docs not remit such payment within five (5) days of receipt of written notice from the Landlord demanding the payment thereof; or
- c. the Tenant fails to observe or perform any other of the terms, covenants or conditions of this Lease to be observed or performed by the Tenant (provided the Landlord first gives the Tenant thirty (30) days written notice or no notice in case of a real or apprehended

emergency of any such failure to perform) and the Tenant within such period of thirty (30) days fails to cure or takes reasonable steps to cure any such failure to perform; or

- d. the Tenant assigns, transfers, encumbers, sublets or permits the occupation or use or the parting with or sharing possession of all or any part of the Leased Premises by anyone except in a manner permitted by this Lease; or
- e. the Tenant is late in the payment of rent or any other sum due hereunder on three (3) separate occasions during any twelve month period; or
- f. re-entry is permitted under any other terms of this Lease;

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

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

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

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

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

10. ARTICLE TEN —SUCCESSORS

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

11. ARTICLE ELEVEN — LANDLORD'S COVENANTS AND OBLIGATIONS

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

12. ARTICLE TWELVE — MISCELLANEOUS

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

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

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

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

Box 524, Onoway, Alberta T0E 1V0

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

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

12.4. Entire Agreement. This Lease, together with the rules and regulations promulgated by the Landlord, from time to time, set forth all the covenants, promises, agreements, conditions and understandings between the Landlord and the Tenant concerning the Leased Premises and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than are herein set forth. This Lease replaces any prior agreement between the parties as to the lease of the Leased Premises. Except as herein otherwise provided no subsequent alteration, amendment, change or addition to this Lease shall be binding upon the Landlord or the Tenant unless in writing and signed by each of them.

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

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

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

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

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

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

) The Landlord:

)

) The Town of Onoway

) Per:



) Name: Len Kwasny

) Position: Mayor

)

) 

Name: Jennifer Thompson

Position: Chief Administrative Officer

(SEAL)

Signed by the said

Tenant

in the presence of:



(witness)



(witness)

) The Tenant:

)

) Onoway Facility Enhancement Association

) Per:

)

)

) Name: Sheila Doka

) Position: President

)

)

) Name: Robt Murray

) Position: Treasurer

Approved by Town Council at the January 26, 2023 Regular Council Meeting.

Approved by Onoway Facility Enhancement Association at the _____, 2023 Regular Meeting.



Town of Oneway Request for Decision

Meeting:	Council Meeting
Meeting Date:	June 25, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 School Requisition Over/Under Levy

BACKGROUND / PROPOSAL

During the May 8, 2025, Council Meeting, Council made the following motions regarding the 2025 Property Tax Rate Bylaw # 828-25:

b. Bylaw 828-25 - Tax Rate Bylaw

Motion # 125-25

MOVED by: Deputy Mayor Lisa Johnson

THAT Bylaw # 828-25 the Property Tax Rate Bylaw be given first reading.

CARRIED UNANIMOUSLY

Motion # 128-25

MOVED by: Councillor Sheila Pockett

THAT Bylaw # 828-25 the Property Tax Rate Bylaw be given third and final reading and be adopted.

CARRIED UNANIMOUSLY

Motion # 126-25

MOVED by: Councillor Bridgitte Coninx

THAT Bylaw # 828-25 the Property Tax Rate Bylaw be given second reading.

CARRIED UNANIMOUSLY

Motion # 127-25

MOVED by: Councillor Robin Murray

THAT Bylaw # 828-25 the Property Tax Rate Bylaw be considered for third reading at this meeting.

CARRIED UNANIMOUSLY

On page 1 of the bylaw, for transparency purposes, the 2024 Alberta School Foundation Fund (ASFF) Requisition under levy amounts for residential (\$23,194.00) and non-residential (\$26,955.00) were shown separately.

Alberta School Foundation Fund Over/Under Levy (Source: Alberta Government)

On occasion, municipalities may collect too much or too little revenue to pay requisitions. These over or under collections can occur as a result of Municipal Government Board decisions or other assessment changes after local tax rates are set. Section 359(3) of the Municipal Government Act (MGA) states that *"If in any year the property tax imposed to pay the requisitions results in too much or too little revenue being raised for that purpose, the council must accordingly reduce or increase the amount of revenue to be raised for that purpose in the next year."*

2024 Alberta School Foundation Fund Requisition Increase (October 24, 2024 Council Meeting)

During this Council meeting, Administration brought forward the attached report outlining the \$44,297.49 (14%) increase in the ASFF annual payment from 2023 & 2024.

Payment Schedule

Schedule is updated every quarter with information from Municipal Affairs.

Due Date	Total Education Property Tax	Opted-out Payments	Your Payment
29-Mar-24	\$78,012.09	\$0.00	\$78,012.09
28-Jun-24	\$78,012.09	\$0.00	\$78,012.09
30-Sep-24	\$111,235.20	\$0.00	\$111,235.20
31-Dec-24	\$89,086.46	\$0.00	\$89,086.46
	\$356,345.84	\$0.00	\$356,345.84

The above schedule indicates that the increase occurred in Q3 and Q4. In comparison below is the 2023 payment schedule.

Payment Schedule

Schedule is updated every quarter with information from Municipal Affairs.

Due Date	Total Education Property Tax	Opted-out Payments	Your Payment
31-Mar-23	\$78,975.54	\$0.00	\$78,975.54
30-Jun-23	\$78,975.54	\$0.00	\$78,975.54
29-Sep-23	\$78,975.54	\$0.00	\$78,975.54
29-Dec-23	\$75,121.73	\$0.00	\$75,121.73
	\$312,048.35	\$0.00	\$312,048.35

The main purpose of the report was to make Council aware that the \$44,297.49 increase from 2023 to 2024 would not be collected in 2024 as the property tax notices were printed and sent but will be included in the 2025 property tax Alberta School Foundation Fund (ASFF) levy as a potential increase. Also, any payment increases or decreases in 2025 would be included in the 2025 ASFF levy.

Administration was aware of the increase and the significant impact it would have in creating the 2025 Property Tax Rate Bylaw hence it was important the information be presented to Council as soon as it was received. Having said this Administration understood that the 2025 property tax season would be very challenging.

2025 Property Tax Rate Bylaw # 828-25 (May 8, 2025 Council Meeting)

During this Council meeting, Administration brought forward the 2025 Property Tax Rate Bylaw. Page 1 of the bylaw contained the 2024 Under levy ASFF Residential School Requisition amount of \$23,194.00 and 2024 Under levy ASFF Non-Residential School Requisition amount of \$26,955.00. 2025 was the first year that the previous years under levy for residential and non-residential were separated to provide a distinction as well as clarity on the under levy amounts.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

With the background information provided above the next steps are to provide a breakdown on the following calculations:

- The 2024 ASFF Tax Levy and under levy amounts in the Property Tax Bylaw #811-24.
- The 2024 ASFF tax levy increase from 2023 as indicated in both reports above as well as the 2025 Property Tax Newsletter.
- The 2025 ASFF tax levy increase from 2024 as indicated in the 2025 Property Tax Bylaw report as well as the 2025 Property Tax Newsletter.

2024 ASFF Tax Levy Calculation for Property Tax Bylaw #811-24			
	Residential/Farmland	Non-Residential	Total
March 8, 2024 ASFF Invoice	\$ 198,356.30	\$ 113,692.05	\$ 312,048.35
Add:			
2023 underlevy (overlevy)	\$ 2,809.13	\$ (6,662.94)	\$ (3,853.81)
2022 underlevy (overlevy)	\$ 918.06	\$ (1,550.70)	\$ (632.64)
Total (Property Tax Bylaw # 811-24)	\$ 202,083.49	\$ 105,478.41	\$ 307,561.90
2024 School Levy within system			
Levy within system	\$ 202,083.87	\$ 105,478.00	\$ 307,561.87
Less:			
Property Tax Adjustments based on assessment revisions	\$ 1,365.43	\$ -	\$ 1,365.43
Total at 2024 Year End	\$ 200,718.44	\$ 105,478.00	\$ 306,196.44
Less:			
Q1 2024 Payment	\$ 49,589.08	\$ 28,423.01	\$ 78,012.09
Q2 2024 Payment	\$ 49,589.08	\$ 28,423.01	\$ 78,012.09
Q3 2024 Payment	\$ 70,712.22	\$ 40,522.98	\$ 111,235.20
Q4 2024 Payment	\$ 54,022.03	\$ 35,064.43	\$ 89,086.46
Total	\$ 223,912.41	\$ 132,433.43	\$ 356,345.84
2024 underlevy as per Page 1 of Property Tax Rate Bylaw # 828-25	\$ 23,193.97	\$ 26,955.43	\$ 50,149.40

RATE	TAX LEVY	ASSESSMENT	TAX (in mills)
Alberta School Foundation Fund (ASFF)			
Residential/Farmland	202,083		
Subtotal (Class 1 and 3)	202,083	85,034,680	2.37648
Non-residential	105,478		
Subtotal (Class 2 and 4*)	105,478	34,032,770	3.09932
<i>*excludes machinery and equipment</i>			
TOTAL	\$307,562	\$119,067,450	

BYLAW NO. 828-25
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26

BEING A BYLAW OF THE TOWN OF ONOWAY TO AUTHORIZE THE SEVERAL RATES OF TAXATION IMPOSED FOR ALL PURPOSES FOR THE YEAR 2025

WHEREAS the total requirements for the Town of Onoway in the Province of Alberta as shown in the budget estimates, rounded to the nearest dollar where applicable, are as follows:

Municipal General (incl Provincial Policing of \$49,673.00)	3,412,520.00
Lac Ste. Anne Foundation Seniors Housing Residential Requisition	20,852.00
Lac Ste. Anne Foundation Seniors Housing Non-Residential Requisition	8,618.00
ASFF Residential School Requisition	239,272.00
ASFF Residential School Requisition (2024 Underlevy)	23,194.00
ASFF Non-Residential School Requisition	134,295.00
ASFF Non-Residential School Requisition (2024 Underlevy)	26,955.00
Designated Industrial Property Requisition	293.00
TOTAL:	\$3,865,999.00

3
BYLAW NO. 811-24
TOWN OF ONOWAY

As shown above, the 2024 underlevy per Page 1 of Property Tax Rate Bylaw # 828-25 amounts and as per section 359(3) of the MGA stated above include the 2023 underlevy/overlevy and 2022 underlevy/overlevy amounts. Typically, when an underlevy occurs from the previous year it is normally collected the next year so that the levy balance is brought to \$0 however in addition to the 2023 and 2022 underlevies, there was a significant underlevy in 2024. Finally, after the levy is entered within the system, any property tax adjustments based on assessment revisions impact the over/under levy.

2024 ASFF Levy Increase from 2023			
	Residential/Farmland	Non-Residential	Total
Q1 2022 Payment	\$ 49,740.53	\$ 31,143.17	\$ 80,883.70
Q2 2022 Payment	\$ 49,740.53	\$ 31,143.17	\$ 80,883.70
Q3 2022 Payment	\$ 49,740.53	\$ 31,143.17	\$ 80,883.70
Q4 2022 Payment	\$ 46,325.58	\$ 26,925.48	\$ 73,251.06
2022 Total	\$ 195,547.17	\$ 120,354.99	\$ 315,902.16
Q1 2023 Payment	\$ 48,886.79	\$ 30,088.75	\$ 78,975.54
Q2 2023 Payment	\$ 48,886.79	\$ 30,088.75	\$ 78,975.54
Q3 2023 Payment	\$ 48,886.79	\$ 30,088.75	\$ 78,975.54
Q4 2023 Payment	\$ 46,500.35	\$ 28,621.38	\$ 75,121.73
2023 Total	\$ 193,160.72	\$ 118,887.63	\$ 312,048.35
Q1 2024 Payment	\$ 49,589.08	\$ 28,423.01	\$ 78,012.09
Q2 2024 Payment	\$ 49,589.08	\$ 28,423.01	\$ 78,012.09
Q3 2024 Payment	\$ 70,712.22	\$ 40,522.98	\$ 111,235.20
Q4 2024 Payment	\$ 54,022.03	\$ 35,064.43	\$ 89,086.46
2024 Total	\$ 223,912.41	\$ 132,433.43	\$ 356,345.84
2024 ASFF Levy Increase from 2023 reported	\$ 30,751.69	\$ 13,545.80	\$ 44,297.49
2024 ASFF Levy Increase from 2024 to 2025			
	2024 Total Education Requisition	2025 Total Education Requisition	Increase
	\$ 356,346.00	\$ 373,566.00	\$ 17,220



Town of Onoway TAX NEWSLETTER

MAY 2025

CONTACT INFO:

www.onoway.ca
Ph.: 780-967-5338
Fax: 780-967-3226
info@onoway.ca
4812-51 Street
Box 540
Onoway, AB
T0E 1V0

PRE-AUTHORIZED TAX PAYMENT PLAN

If you wish to pay your municipal taxes in monthly installments, please contact the Town Office to enroll in the PAT Plan.

PRE-AUTHORIZED UTILITY PAYMENTS

If you wish to pay utility bills through

MESSAGE FROM MAYOR LENARD KWASNY

The 2025 Operating and Capital Budgets have been approved by Council. I am pleased to say that Administration worked hard and were able to keep our Operating Budget at an increase of only 7.67% (3.89%-Amortization & (0.96%)-Expenses & 2.82%-Reserves).

The residential-improved rate in 2025 is 7.84, compared with 7.78 in 2024 and non-residential-improved rate in 2025 is 21.46, compared with 21.82 in 2024.

In this day and age, the cost-of-living is expensive for everybody and for municipalities too. We have seen increased cost of service and cost of products and so to hold it at 7.67 per cent I think Council is satisfied with that number.

The provincial education tax for 2025 is \$373,566, a 20 per cent increase over 2024. The increase is a combination of the Government of Alberta increasing the tax requisition in September 2024 by \$44,297 (14%) after the tax notices were sent out. In 2025, this tax further increased by \$17,220 (5%). This tax is collected by the town and paid directly to the Government of Alberta mandatorily.

The budget for 2025 includes an overall base tax increase to cover inflation and amortization for future capital improvements to ensure services levels are maintained at the current level. Also, in 2024, the town had one lot sale budgeted at \$28K which subsidized the increase in 2024 but affects 2025 budget as the land sale revenue was removed and needed to be offset by property taxation. In context, approximately \$17k equals 1% of total taxes

2025 Education Property Tax Requisition Comparison Report

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

In addition to 2023 underlevy/overlevy, 2022 underlevy/overlevy and 2024 under levy amounts there is a large in ASFF increase in 2025 that was also accounted for in Property Tax Rate Bylaw # 828-25. In 2025 the total education requisition will increase another 5% from \$356,346 (2024) to \$373,566 (2025). As shown in the below payment schedule from the recently received June 6, 2025, ASFF Invoice, the total education property tax has not increased. According to the Statement of Intent from the province, June and September Invoice will continue to reflect 2024 requisition amounts until the 2025 Order in Council has been approved. The Order in Council sets the mill rates for the year.

Payment Schedule

Schedule is updated every quarter with information from Municipal Affairs.

Due Date	Total Education Property Tax	Opted-out Payments	Your Payment
31-Mar-25	\$89,086.46	\$0.00	\$89,086.46
30-Jun-25	\$89,086.46	\$0.00	\$89,086.46
29-Sep-25	\$89,086.46	\$0.00	\$89,086.46
31-Dec-25	\$89,086.46	\$0.00	\$89,086.46
	\$356,345.84	\$0.00	\$356,345.84

According to AB Munis, in 2026 the Government of Alberta is planning to increase its provincial property tax on homes and property by 10%.

2025 Property Tax Rate Bylaw #828-25 amounts vs Property Tax Posting

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate (in mills)</u>
General Municipal			
Residential-Improved	\$ 716,293	\$ 91,409,620	7.836078
Residential-Vacant	\$ 19,201	\$ 903,600	21.249045
Non-Residential-Improved	\$ 709,329	\$ 33,058,960	21.456475
Non-Residential-Vacant	\$ 24,931	\$ 1,279,400	19.486244
Farmland	\$ 712	\$ 67,350	10.573475
Linear & Machinery & Equipment	\$ 79,332	\$ 3,841,570	20.651015
Minimum Tax- Residential Improved	\$ 8,216		
Minimum Tax- Non-Residential Vacant	\$ 6,400		
TOTAL	\$ 1,564,413	\$ 130,560,500	

Alberta School Foundation Fund (ASFF)

Residential / Farmland (Class 1 and 3)	\$ 262,466	\$ 92,380,570	2.841134
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3
BYLAW NO. 828-25
TOWN OF ONOWAY

BYLAW NO. 828-25 Town of Onoway Municipal Government Act RSA 2000 Chapter M-26

Non-Residential (Class 2 and 4*) *excludes machinery equipment	\$ 161,251	\$ 37,456,720	4.304985
TOTAL	\$ 423,716	\$ 129,837,290	

Lac Ste. Anne Seniors Foundation

Residential / Farmland	\$ 20,852	\$ 92,380,570	0.225716
Non-Residential	\$ 8,618	\$ 38,179,930	0.225716
TOTAL	\$ 29,470	\$ 130,560,500	

Designated Industrial Properties

Non-Residential	\$ 293	\$ 3,831,720	0.076500
TOTAL	\$ 293	\$ 3,831,720	

Description	Total
DESIGNATED INDUSTRIAL REQU.	293.12
LAC STE. ANNE FOUNDATION	29,469.53
NORTHERN GATEWAY REGION NO. 10	423,716.27
RECREATION	23,149.19
TOWN OF ONOWAY	1,549,797.42
TOWN OF ONOWAY Min. Tax	14,615.61
Grand Total	2,041,041.14

The above shows the comparison between the Tax Levy sections within pages 3 & 4 of the 2025 Property Tax Rate Bylaw and what was posted in the property tax system.

STRATEGIC ALIGNMENT

- Financial Sustainability

COSTS / SOURCE OF FUNDING

N/A

RECOMMENDED ACTION

- That Council accept the 2024 School Requisition Over/Under Levy Report.

ATTACHMENTS

- RFD 2024 Alberta School Foundation Fund Requisition Increase- October 24, 2024, Council Meeting.
- RFD 2025 Property Tax Rate Bylaw # 828-25-May 8, 2025, Council Meeting.



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	October 24, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2024 Alberta School Foundation Fund Requisition Increase

BACKGROUND / PROPOSAL

As per the Province of Alberta website “*The education property tax provides Alberta's education system with a stable and sustainable source of revenue. The tax supports all public and separate school students and helps pay for basic instruction costs, including teacher salaries, textbooks and other classroom resources. All property owners pay the education property tax (with some exceptions, such as non-profit organizations and seniors' lodge facilities). Municipalities collect the education property tax from all property owners in Alberta. The money collected through this tax is pooled into the ASFF and then distributed to public education system school boards on an equal per-student rate.*”

The Town of Onoway collects the education property tax along with municipal property tax, seniors housing foundation tax and Designated Industrial Property (DIP) tax on the annual property tax notice. Conversely, the Province of Alberta collects the education property tax from the Town on a quarterly basis.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

On September 6, 2024, Administration received the payment schedule below from the province. For Q3, the payment will increase to the amount of \$33,223.11 from \$78,012.09 to \$111,235.20. For Q4, the payment will decrease to the amount of \$22,148.74 from \$111,235.20 to \$89,086.46. The 2024 total payment is \$356,345.84. In comparison, the 2023 total payment was \$312,048.35, which equates to an increase of \$44,297.49 or approximately 14% from 2023 to 2024.

Payment Schedule

Schedule is updated every quarter with information from Municipal Affairs.

Due Date	Total Education Property Tax	Opted-out Payments	Your Payment
29-Mar-24	\$78,012.09	\$0.00	\$78,012.09
28-Jun-24	\$78,012.09	\$0.00	\$78,012.09
30-Sep-24	\$111,235.20	\$0.00	\$111,235.20
31-Dec-24	\$89,086.46	\$0.00	\$89,086.46
	\$356,345.84	\$0.00	\$356,345.84

2024 Operating Budget

During the 2024 operating budget presentation, the following amounts were presented by Administration and approved.

General Ledger	Description	2024 Approved Budget	Notes
REQUISITIONS			
2-19-00-750	SCHOOL REQUISITION RESIDENTIAL	198,356	Based on requisition received in March 2024.
2-19-00-755	SCHOOL REQUISITION NON-RESIDENTIAL	113,692	Based on requisition received in March 2024.
2-19-00-756	SCHOOL REQUISITION OVER/UNDER LEVY RESID.	(3,294)	In 2023, \$189,866.87 (GL 1-19-00-750) in school req. was collected as per 2023 actual (Jan-Dec) however \$193,160.72 (GL 2-19-00-750) was paid to GOA.
2-19-00-754	SCHOOL REQUISIT. OVER/UNDER LEVY NON-RES	(1,340)	In 2023, \$117,548 (GL 1-19-00-754) in school req. was collected as per 2023 actual (Jan-Dec) however \$118,887.63 (GL 2-19-00-755) was paid to GOA.

The original and up to date correspondence via requisition was received in March and included in the finalized budget. Once the budget was approved, above amounts were included in the 2024 Alberta School Foundation Fund levy in the 2024 property tax rate bylaw as shown below:

<u>RATE</u>	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX (in mills)</u>
Alberta School Foundation Fund (ASFF)			
Residential/Farmland	<u>202,083</u>		
Subtotal (Class 1 and 3)	202,083	85,034,680	2.37648
Non-residential	<u>105,478</u>		
Subtotal (Class 2 and 4*)	105,478	34,032,770	3.09932
<i>*excludes machinery and equipment</i>			
TOTAL	\$307,562	\$119,067,450	

The above tax levies include the below 2022 & 2023 over/under levy calculations below.

<u>2023 Over/Under Levy Calculation</u>	
Total	\$ 3,854
Residential / Farmland	\$ (2,809)
Non-Residential	\$ 6,663
Total	\$ 3,854

<u>2022 Over/Under Levy Calculation</u>	
Total	\$ 633
Residential / Farmland	\$ (918)
Non-Residential	\$ 1,551
Total	\$ 633

Equalized Assessment Definition

Similar to municipal property tax, the main driver for a tax increase are the residential/farmland and non-residential property equalized assessment increase.

To provide further information on equalized assessment as per the province, "...in Alberta, equalized assessment is the means of comparing property wealth in a uniform manner for all municipalities. Alberta uses an ad valorem assessment and tax system where property taxes are based on wealth and wealth is measured by the value of

property expressed as an assessment. Equalizing an assessment is simply a process of adjusting each municipality's taxable assessment to a common year in accordance with current legislation and policy. The equalization process results in a common provincial assessment base that is used to determine the amount of requisition for each requisitioning body."

In 2023, the equalized assessment is highlighted below for residential/farmland and non-residential.

Summary of Municipal Affairs Equalized Assessments

		Mill Rate	Total Payment
Residential & Farm Land	\$77,482,930.00	2.56	\$198,356.30
Non-Residential	\$30,237,248.00	3.76	\$113,692.05
	\$107,720,178.00		\$312,048.35

In comparison, below is the highlighted 2024 equalized assessment for residential/farmland and non-residential.

Summary of Municipal Affairs Equalized Assessments

		Mill Rate	Total Payment
Residential & Farm Land	\$84,415,490.00	2.56	\$216,103.65
Non-Residential	\$37,298,454.00	3.76	\$140,242.19
	\$121,713,944.00		\$356,345.84

From 2023 to 2024, residential/farmland has increased \$6,932,560 or approximately 9% and non-residential has increased \$7,061,206 or approximately 23%. As mentioned above, equalized assessment reflects the municipality's taxable assessment and in the case of the 2024 equalized assessment, it is reflective of the municipal taxable assessment submitted or declared by the Town's assessor as of December 31, 2023. This municipal taxable assessment was included in the 2024 property tax bylaw calculations.

STRATEGIC ALIGNMENT

Financial Sustainability

COSTS / SOURCE OF FUNDING

The \$44,297.49 increase from 2023 to 2024 will not be collected in 2024 but will be included in the 2025 property tax Alberta School Foundation Fund (ASFF) levy as a

potential increase. Also, any payment increases or decreases in 2025 will be included in the 2025 ASFF levy.

RECOMMENDED ACTION

- That Council accept the 2024 Alberta School Foundation Fund Requisition Increase report for information.

ATTACHMENTS

N/A



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 8, 2025
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2025 Property Tax Rate Bylaw # 828-25

BACKGROUND / PROPOSAL

During the April 24, 2025, Council Meeting, Council made the following motion regarding the 2025 Operating Budget:

Motion # 116-25

MOVED by: Councillor Bridgitte Coninx

THAT Council approve the 2025-2028 Operating Budget as amended with a 7.67% increase for 2025.

CARRIED UNANIMOUSLY

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The attached property tax rate bylaw contains three important elements that are worth going through as below:

1. 2025 Operating Budget

The 2025 Operating Budget proposed a 7.67% (3.89%-Amortization & (0.96%)-Expenses & 2.82%-Reserves) operational base tax revenue increase

2. 2025 Alberta School Foundation Fund (ASFF) Levy Increase

2024 ASFF Levy

In Q3 2024, the ASFF levy increased by \$44,297.49 or approximately 14% from \$312,048 in 2023 to \$356,346 in 2024. \$17,747 of the above increase is allocated towards the Residential and Farmland assessment subclass and \$26,550 is the Non-residential assessment subclass. As the above increase was not collected in 2024, the increases are included in the attached bylaw.

2024 Equalized Assessment

Similar to municipal property tax, the main driver for a tax increase are the residential/farmland and non-residential property equalized assessment increase. As shown below:

2023
Summary of Municipal Affairs Equalized Assessments

		Mill Rate	Total Payment
Residential & Farm Land	\$77,482,930.00	2.56	\$198,356.30
Non-Residential	\$30,237,248.00	3.76	\$113,692.05
	\$107,720,178.00		\$312,048.35

2024
Summary of Municipal Affairs Equalized Assessments

		Mill Rate	Total Payment
Residential & Farm Land	\$84,415,490.00	2.56	\$216,103.65
Non-Residential	\$37,298,454.00	3.76	\$140,242.19
	\$121,713,944.00		\$356,345.84

From 2023 to 2024, residential/farmland has increased \$6,932,560 or approximately 9% and non-residential has increased \$7,061,206 or approximately 23%. Equalized assessment reflects the municipality's taxable assessment and in the case of the 2024 equalized assessment, it is reflective of the municipal taxable assessment submitted or declared by the Town's assessor as of December 31, 2023. This municipal taxable assessment was included in the 2024 property tax bylaw calculations.

2025 ASFF Levy

In 2025, the ASFF levy increased by an additional \$17,220 or approximately 5% from \$356,346 in 2024 to \$373,566 in 2025. \$23,167 of the above increase is allocated towards the Residential and Farmland assessment subclass and \$5,947 decrease is the Non-residential assessment subclass. The above increase is included in the attached bylaw.

3. 2024 Assessment Year Increase

Attached is an updated 2024 & 2023 Assessment Summary comparison to proactively provide the current assessment values that is part of the attached bylaw.

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

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

- Code 202 - Commercial Imp/Site - 18% increase based on Market growth impact from July 2023 - July 2024.
- Code 203 – Industrial Imp/Site – 9% increase based on Market growth impact from July 2023 - July 2024.

For the 2024 assessment year the residential median assessment amount is \$255,000 and the non-residential median assessment amount is \$256,100.

To provide an impact the above elements have on a residential-improved property, Administration compared the current total property tax owing for a property with a current assessment amount of \$255,000 to reflect the residential median amount to the previous year total property tax owing below:

	2024	2025	Variance (\$)	Variance (%)
Assessment Value	\$ 216,100	\$ 255,000	\$ 38,900	18%
General Municipal Levy	\$ 1,681.85	\$ 1,998.20	\$ 316.35	19%
Recreation Tax	\$ 49.78	\$ 49.57	\$ (0.21)	-0.4%
ASFF Levy	\$ 513.56	\$ 724.49	\$ 210.93	41%
Lac Ste. Anne Seniors Foundation Levy	\$ 55.65	\$ 57.56	\$ 1.91	3%
Total Taxes	\$ 2,300.84	\$ 2,829.82	\$ 528.98	23%

In comparison the below table shows the impact if the assessment value remained at \$216,100 in 2025.

	2024	2025	Variance (\$)	Variance (%)
Assessment Value	\$ 216,100	\$ 216,100	\$ -	0%
General Municipal Levy	\$ 1,681.85	\$ 1,693.38	\$ 11.53	1%
Recreation Tax	\$ 49.78	\$ 49.57	\$ (0.21)	-0.4%
ASFF Levy	\$ 513.56	\$ 613.97	\$ 100.41	20%
Lac Ste. Anne Seniors Foundation Levy	\$ 55.65	\$ 48.78	\$ (6.87)	-12%
Total Taxes	\$ 2,300.84	\$ 2,405.70	\$ 104.86	5%

STRATEGIC ALIGNMENT

Fiscal Sustainability

COSTS / SOURCE OF FUNDING

General Municipal Tax Levy- \$1,564,413.

Alberta School Foundation Fund - \$423,716.

Lac Ste Anne Foundation - \$29,470.

Recreation Tax- \$23,150.

RECOMMENDED ACTION

- That Bylaw # 828-25 the Property Tax Rate Bylaw be given first reading.
- That Bylaw # 828-25 the Property Tax Rate Bylaw be given second reading.
- That Bylaw # 828-25 the Property Tax Rate Bylaw be considered for third reading at this meeting.
- That Bylaw # 828-25 the Property Tax Rate Bylaw be given third and final reading and be adopted.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- a) Proposed Bylaw # 828-25 – Property Tax Rate Bylaw.
- b) 2024 Assessment Summary.
- c) 2024 & 2023 Assessment Summary comparison.



ADMINISTRATION MONTHLY REPORT-

May/June 2025

COMPLETED BY: Jennifer Thompson, CAO

TASKS

- General Election planning – voter list work, training schedule, website information updated
- Economic Development – communication with interested entrepreneurs regarding the Alberta Advantage Immigration Program – Rural Entrepreneur Stream – met with three interested entrepreneurs and one immigration consultant.
- Wrapping up of Onoway Regional Fire Services – will complete the final financial numbers before the end of June
- Met with Teric Power on the proposed power generation facility
- Met with Carol Tissington of the Greater Parkland Chamber of Commerce
- Review CCTV of sewer lines and commence 2026 capital planning
- Met with LSAC regarding lease of bays
- Attended the Things to Know About Volunteer Run Facilities
- Progress made toward Municipal Accountability Program compliance
- A concerned citizen called in on June 18 regarding the Town lagoon overrunning and when the lagoon was going to be upgraded. The citizen asked for a fecal test to be completed on Devils Lake. This is a request that would need to be made to Alberta Environment. The citizen was unhappy with Administration's response. Staff did inspect the lagoon immediately after the phone call. There are no overruns at the Town of Onoway lagoon.
- Explored software upgrades of Enterprise Resource Planning (ERP system)
- Answered questions regarding assessment and taxation

UPCOMING

- Risk Assessment with Suncorp Valuations – free service for all municipal buildings as part of our insurance
 - Joint Use Planning Agreement – Northern Gateway School Division
 - Municipal Leaders Caucus on June 26
-



DIRECTOR OF CORPORATE AND COMMUNITY SERVICES MONTHLY REPORT- June 2025

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

COMPLETED & ONGOING TASKS

- **Drafting and presented RFD 2025 FCSS Applications Round 1 for June 12, 2025, Council meeting.**
- **Drafting and presented RFD Emergency Preparedness Awareness for June 12, 2025, Council meeting.**
- **Drafting and presented Monthly Financial Report- Jan. 1 to May 30, 2025, for June 12, 2025, Council meeting.**
- **Drafting and presented RFD 2025 Student Bursary Submissions for June 12, 2025, Council meeting.**
- **Attended Seniors Appreciation Afternoon Tea on Tuesday June 3, 2025, in the Open Area at the Onoway Heritage Centre.**
- **Working on finalizing Roving Energy Manager Program.**
- **Working on 2025 Public Engagement Survey report with Catalyst Communications.**

- **Drafted and presented 2025 Tri-Village Committee FCSS Applications Round 2 during June 3, 2025, Tri-Village Committee meeting.**
- **Drafting and presenting 2024 Town of Onoway Library Board Financial Statements for June 25, 2025, Council meeting.**
- **Drafting and presenting 2025 Fees and Charges Bylaw # 832-25 for June 25, 2025, Council meeting.**



PUBLIC WORKS MONTHLY REPORT- June 2025

COMPLETED BY: Gary Mickalyk

UPDATE:

- Flower baskets are hanging and beautifying the Town
 - Road bans on until early June (unless otherwise advised)
 - Let's Get Spiffy was a huge success
 - Canadian Fiber completed remediation work
 - Elk's Park tree trimming completed
 - Grass cutting is on a routine schedule
 - Weed control began on June 17
 - Work Orders completed as received
-

PROJECTS:

- Water valve maintenance and testing ongoing in June
- Storm water culvert flushing completed
- Sanitary sewer main flushing and video inspection in scheduled areas was completed
- Elk's Park storm water outfall completed



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	June 25, 2025
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Sanitary Sewer Line Inspection Information

BACKGROUND / PROPOSAL

As part of Asset Management progress year one of the sanitary sewer line video inspection was completed the end of May 2025. This inspection included all residential sewer lines east of 48th Street and a portion of Lac Ste Anne Trail North. Overall the sewer lines for their age in fair/good condition.

The premise behind CCTV of the sewer lines is to determine the health of the sewer infrastructure. This allows for future planning. If a sewer line is in poor condition, it would most likely mean full replacement. When planning other infrastructure renewal, the deep infrastructure health needs to be assessed. It is difficult to allocate funds to pavement replacement, if the deep infrastructure needs to be replaced before the end of life of new pavement.

There are a couple areas of concern, that are detailed in this report and attached for information.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

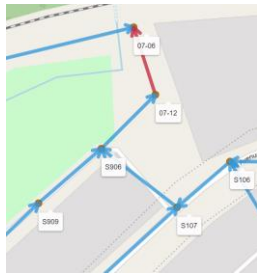
There was approximately 3,580 m of sewer line flushed and CCTV'd. Within the areas of concern, there is a total of 916 m being reviewed by Council. The remainder of the lines are in good condition. That is encouraging when looking into other infrastructure investment. The west side of the Town from 48th Street will be completed in 2026.

The attached reports while bulky provide detail of the areas of concern where maintenance will occur in the coming weeks. On the following chart, please note that there are segments that appear twice. This indicates that there will be multiple remedies applied for maintenance. An example is S912:S913 where there is root destroyer work and cut and chase work scheduled for maintenance.

Upstream Manhole	Downstream Manhole	Line Id	QC Notes
07-12	07-06	07-12:07-06	Flush Immediately
S906	07-12	S906:07-12	Flushing might lower water level
S204	S103	S204:S103	Flushing might lower water level.
S851	S852	S851:S852	Flushing might lower water level.

S911	S912	S911:S912	Root Destroyer
S911	S912	S911:S912	Root Destroyer
S912	S913	S912:S913	Root Destroyer
S975	S974	S975:S974	Root Destroyer
S957	S977	S957:S977	Root Destroyer Monitor
S910	S903	S910:S903	Root Destroyer Cut & Chase
S900	S901	S900:S901	Cut & Chase
S900	S901	S900:S901	Cut & Chase
S903	S904	S903:S904	Cut & Chase
S904	S107	S904:S107	Cut & Chase
S904	S107	S904:S107	Cut & Chase
S909	S906	S909:S906	Cut & Chase
S912	S913	S912:S913	Cut & Chase
S910	S903	S910:S903	Cut & Chase monitor

Report PSR: 07-12:07-06 shows an obstruction that is concerning. This looks to be extreme sludge and grease buildup. This location is the east side of Elk's Park.



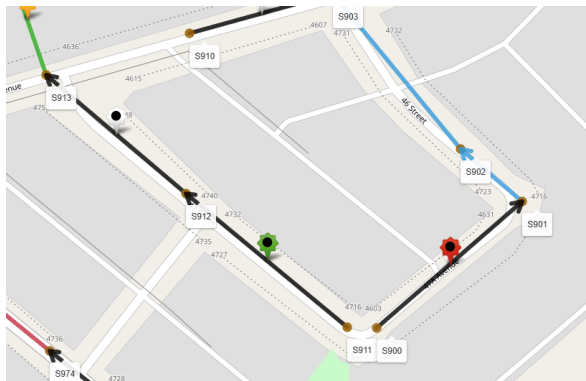
Staff are able to provide the visuals through the program used by the contractor during the meeting.

S906-07-12 this line is upstream from 07-12:07-06. There is higher water level in this line. It could indicate a sag however additional flushing is going to occur to try and reduce the water level.

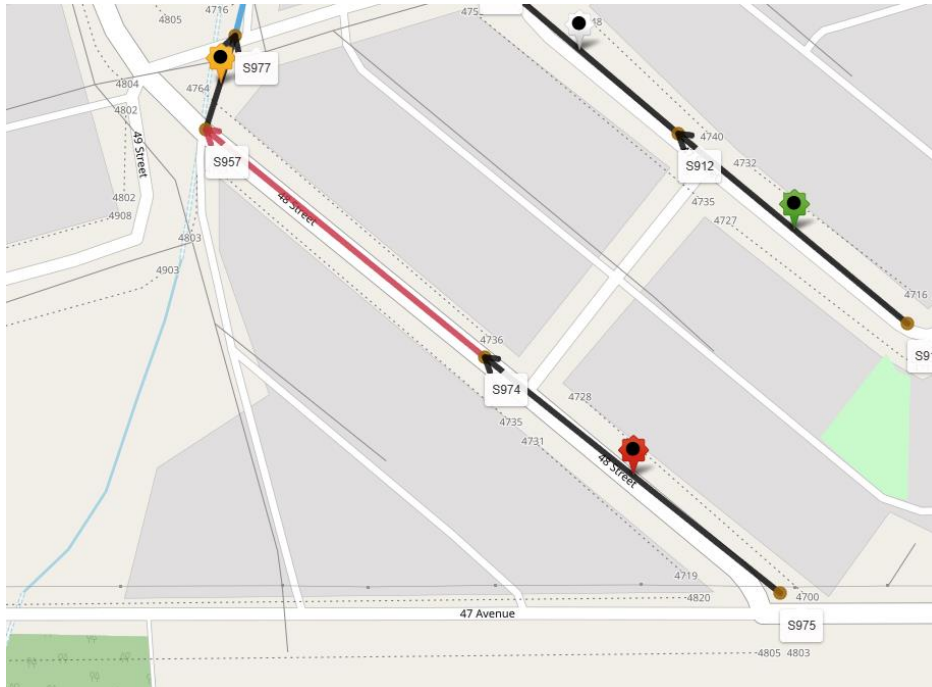
S204-S103 this is an expansion line at 47A Avenue & 44 Street



S851-S852 camera was underwater which suggests a bit of a sag in the line

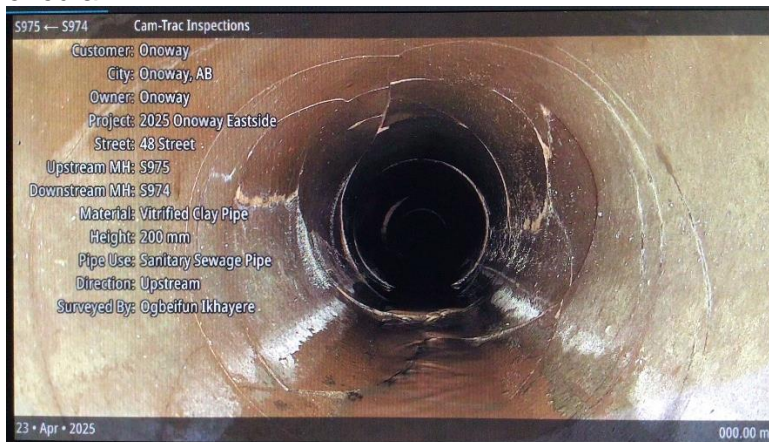


S911:S912 The report shows a few areas of concern. This line needs further assessment. From the initial report, there a lot of cracks, a small accumulation of roots
 S912:S913 This line segment shows more root buildup. This is to be expected with the mature trees on this street.

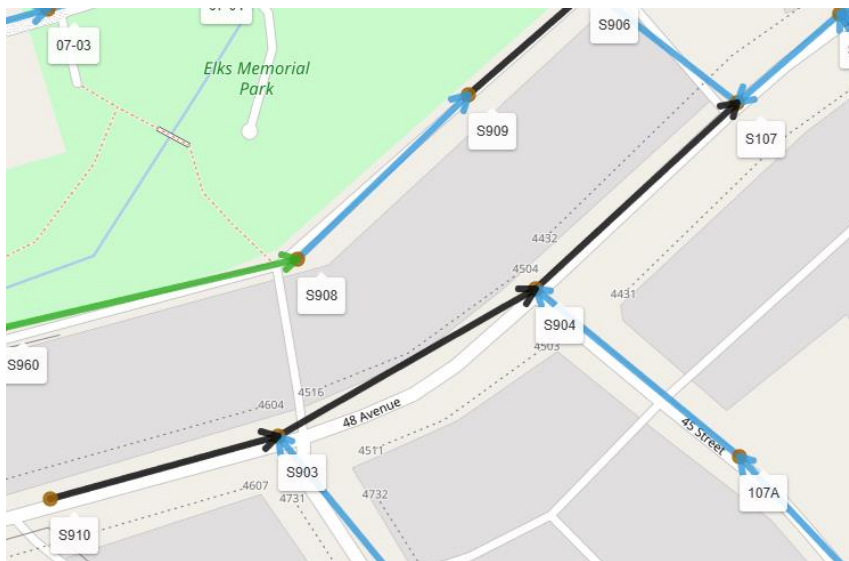
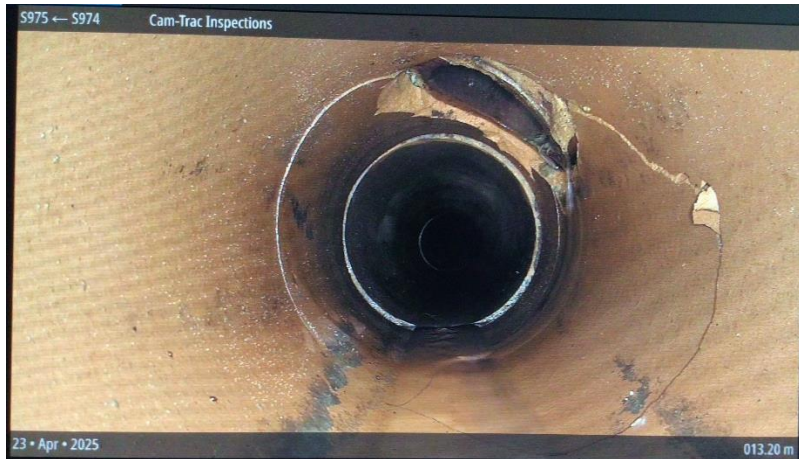


S975:S974 has some cracking and breakage. This does not affect the ability of the sewage to move through the system however this line needs to be prioritized for repair. Where they have noted a lateral connection blockage, that is a service line.

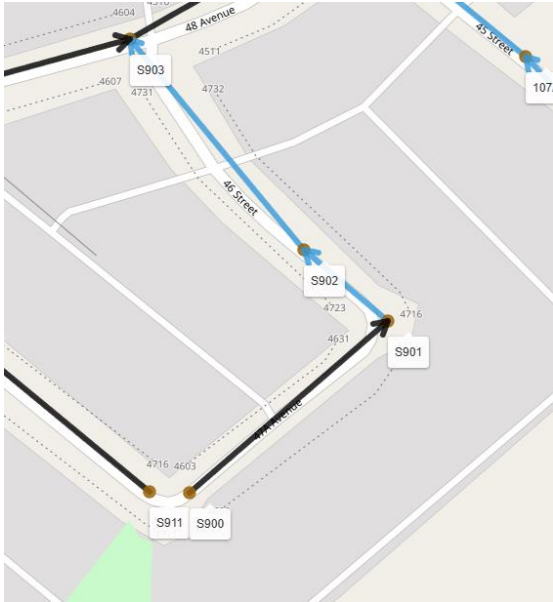
S957:S977 has some cracking although for the age of the asset, it is to be expected. The issue here is that the cracking is starting to collapse, the shape is oblong not circular.



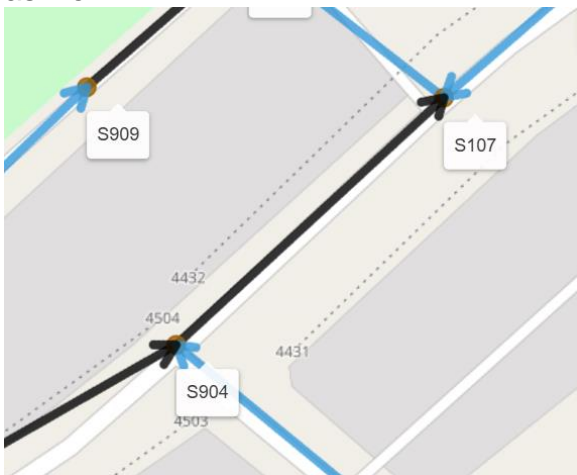
Further down on that same line is a large crack as well.



S910:S903 has root infiltration and some cracking.
 S903:S904 has some deposit build up and some cracking.



S900:S901 has some cracking and root infiltration. There are some joint misalignments as well.



This is on 48th Avenue as well

S904:S107 There is some breakage at joints. There is also encrustation. In other areas there is some water level issues however, it is not significant to cause major concern.

CONCLUSION

The highest priority for repair will need to be 48th Street due to the cracking of the clay tile. Staff will inquire into the cost a trenchless sewer repair, which is the product that lines the existing sewer. This can extend the useful life significantly. The would be a preferred method to fix as the repair time is quicker, there isn't significant construction delays, as well as no disruption to the road base.

The majority of the blockages and roots noted in this report will be remediated the week of July 14th, 2025. The cost for root removal and debris removal is \$15,630

STRATEGIC ALIGNMENT

Sustainable Infrastructure

Service Excellence

COSTS / SOURCE OF FUNDING

2-42-00-250 Sewer Line Repair/Maintenance \$15,630

RECOMMENDED ACTION

THAT the Committee of the Whole accept the Sanitary Sewer Line Inspection report as presented.

Asset

Owner: Onoway
PSR: 07-12:07-06
Upstream MH: 07-12
Downstream MH: 07-06

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 300 mm (Circular)
Material: Polyvinyl Chloride
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 039.00 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: NI =1m; no reversal due to blockage

Inspection

Media Date/Time: 2025-04-29 17:37
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Upstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: No Pre-Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 038.00 m
Weather: Dry - No Precipitation During Survey

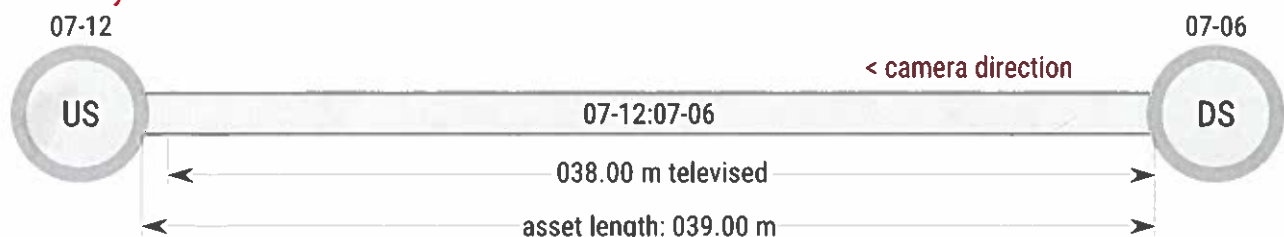
Location

Address: E of 50 Ave., Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Easement/Right of Way
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	0000	5100	5100
$\sum_{i=1}^5 sc_i$ Pipe Rating (OR):	0	5	5
Rating Index (RI):	0	5	5
Consequence of Failure:			

Summary



Observations

07-12



Snapshots



Miscellaneous Survey Abandoned at 038.00 m | Due to OBZ



[Grade 5] Obstruction Other at 037.60 m, 3 - 9 o'clock | pipe opening blocked



Miscellaneous General Observation at 032.20 m | General Pipe Conditions



Miscellaneous General Observation at 017.30 m | General Pipe Conditions



Access Point Manhole at 000.00 m | Start Survey: 07-06



Miscellaneous Water Level at 000.00 m

Asset

Owner: Onoway
PSR: S906:07-12
Upstream MH: S906
Downstream MH: 07-12

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 250 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 036.50 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: .

Inspection

Media Date/Time: 2025-04-28 16:13
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: No Pre-Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 036.50 m
Weather: Dry - No Precipitation During Survey

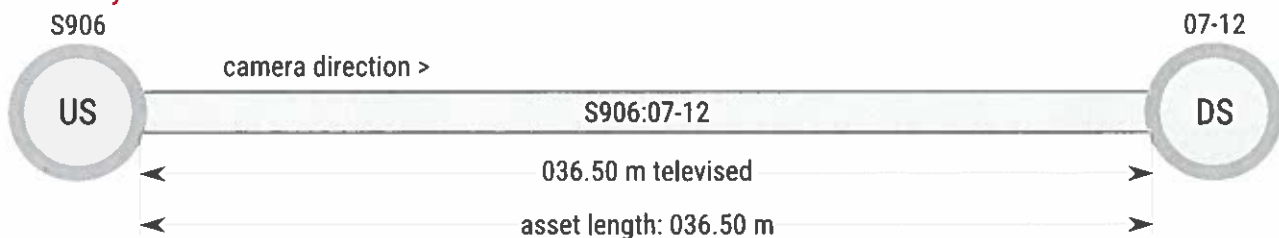
Location

Address: N of 48 Ave., Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Alley
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	4100	4127	4227
$\sum_{i=1}^S SG_i$ Pipe Rating (OR):	4	19	23
Rating Index (RI):	4	2.1	2.3
Consequence of Failure:			

Summary



Observations

S906

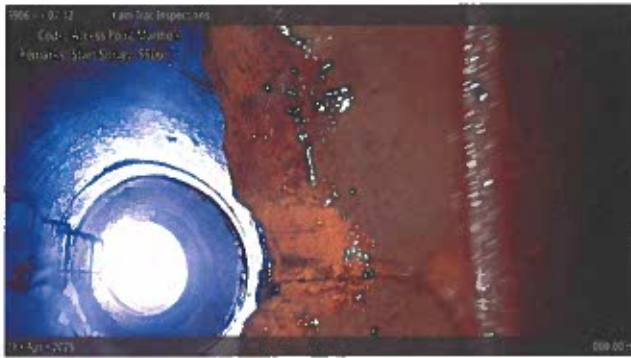
camera direction >

flow >

Metres	Code	Clock	Value	Grade	Description	Remarks
000.00	AMH				Access Point Manhole	Start Survey: S906
	MWL		65%		Miscellaneous Water Level	
	MCU			4	Miscellaneous Camera	
					Underwater	
	MWL		35%		Miscellaneous Water Level	
000.70	ISJ	8 - 4		1	Infiltration Stain Joint	
003.10	MWL		45%		Miscellaneous Water Level	
003.70	MWL		55%		Miscellaneous Water Level	
004.30	MWL		25%		Miscellaneous Water Level	
005.80	DAE	12 - 4	5%	2	Deposits Attached Encrustation	
006.70	MWL		15%		Miscellaneous Water Level	
007.30	DAE	8 - 4	5%	2	Deposits Attached Encrustation	
010.00	DAE	8 - 12	5%	2	Deposits Attached Encrustation	
011.40	DAE	8 - 4	10%	2	Deposits Attached Encrustation	
011.70	MWL		25%		Miscellaneous Water Level	
012.80	DAE	8 - 4	10%	2	Deposits Attached Encrustation	
013.10	MWL		15%		Miscellaneous Water Level	
014.60	MWL		5%		Miscellaneous Water Level	
021.10	DAE	10 - 5	5%	2	Deposits Attached Encrustation	
022.60	MWL		15%		Miscellaneous Water Level	
025.40	DAE	8 - 4	5%	2	Deposits Attached Encrustation	
026.30	MWL		5%		Miscellaneous Water Level	
029.40	MWL		15%		Miscellaneous Water Level	
032.00	MWL		5%		Miscellaneous Water Level	
033.60	JOL			4	Joint Offset Large	
033.70	MMC				Miscellaneous Material Change	to PVC
035.90	MGO				Miscellaneous General Observation	drop structure (full?)
036.10	MGO				Miscellaneous General Observation	debris in drop structure
036.50	ATC	6	150 mm		Access Point Tee Connection	End Survey (Drop structure) : 07-12

07-12

Snapshots



Access Point Manhole at 000.00 m | Start Survey: S906



Miscellaneous Water Level at 000.00 m



[Grade 4] Miscellaneous Camera Underwater at 000.00 m



Miscellaneous Water Level at 000.00 m



[Grade 1] Infiltration Stain Joint at 000.70 m, 8 - 4 o'clock



Miscellaneous Water Level at 003.10 m



Miscellaneous Water Level at 003.70 m

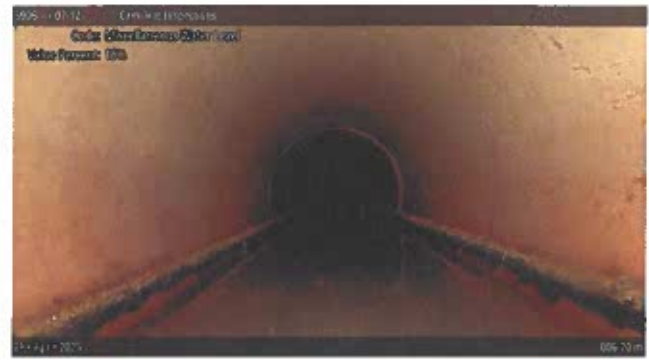


Miscellaneous Water Level at 004.30 m

Snapshots



[Grade 2] Deposits Attached Encrustation at 005.80 m, 12 - 4 o'clock



Miscellaneous Water Level at 006.70 m



[Grade 2] Deposits Attached Encrustation at 007.30 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 010.00 m, 8 - 12 o'clock



[Grade 2] Deposits Attached Encrustation at 011.40 m, 8 - 4 o'clock



Miscellaneous Water Level at 011.70 m



[Grade 2] Deposits Attached Encrustation at 012.80 m, 8 - 4 o'clock



Miscellaneous Water Level at 013.10 m

Snapshots



Miscellaneous Water Level at 014.60 m



[Grade 2] Deposits Attached Encrustation at 021.10 m, 10 - 5 o'clock



Miscellaneous Water Level at 022.60 m



[Grade 2] Deposits Attached Encrustation at 025.40 m, 8 - 4 o'clock



Miscellaneous Water Level at 026.30 m



Miscellaneous Water Level at 029.40 m



Miscellaneous Water Level at 032.00 m



[Grade 4] Joint Offset Large at 033.60 m

Snapshots



Miscellaneous Material Change at 033.70 m | to PVC



Miscellaneous General Observation at 035.90 m | drop structure (full?)



Miscellaneous General Observation at 036.10 m | debris in drop structure



Access Point Tee Connection at 036.50 m, 6 o'clock | End Survey (Drop structure) : 07-12

Asset

Owner: Onoway
PSR: S204:S103
Upstream MH: S204
Downstream MH: S103

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Polyvinyl Chloride
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 020.00 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: .

Inspection

Media Date/Time: 2025-04-23 15:07
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Upstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 020.00 m
Weather: Dry - No Precipitation During Survey

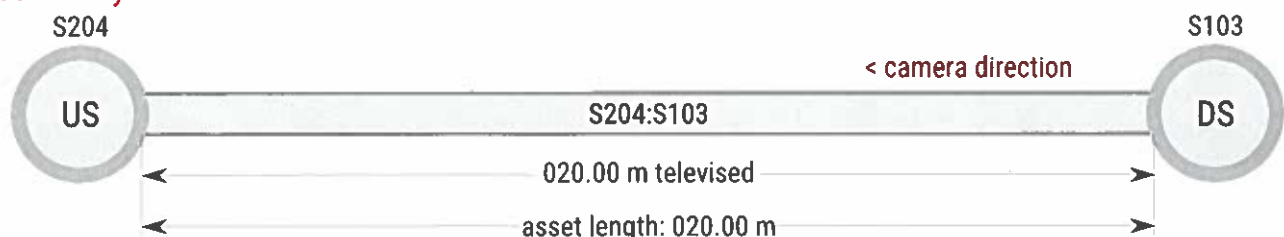
Location

Address: 44 St. & 47A Ave., Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	0000	4300	4300
$\sum_{i=1}^n s_i$ Pipe Rating (OR):	0	12	12
Rating Index (RI):	0	4	4
Consequence of Failure:			

Summary



Observations

S204

Metres	Code	Clock	Value	Grade	Description	Remarks
020.00	AEP				Access Point End of Pipe	End Survey: Plug
019.90	MCU	01		x3	Miscellaneous Camera Underwater	
	MGO				Miscellaneous General Observation	PLug??
016.60	MWL		60%		Miscellaneous Water Level	
016.00	MCU	01		4	Miscellaneous Camera Underwater	
015.60	MWL		50%		Miscellaneous Water Level	
014.80	MWL		40%		Miscellaneous Water Level	
014.10	MWL		30%		Miscellaneous Water Level	
013.80	MWL		20%		Miscellaneous Water Level	
010.90	MWL		10%		Miscellaneous Water Level	
000.00	MWL AMH		0%		Miscellaneous Water Level Access Point Manhole	Start Survey: S103

< MWL >

camera direction >

S103

Snapshots



Access Point End of Pipe at 020.00 m | End Survey: Plug



[Grade 4] Miscellaneous Camera Underwater (finish) at 019.90 m



Miscellaneous General Observation at 019.90 m | PLug??



Miscellaneous Water Level at 016.60 m



[Grade 4] Miscellaneous Camera Underwater (start) at 016.00 m



Miscellaneous Water Level at 015.60 m



Miscellaneous Water Level at 014.80 m



Miscellaneous Water Level at 014.10 m

Snapshots



Miscellaneous Water Level at 013.80 m



Miscellaneous Water Level at 010.90 m



Access Point Manhole at 000.00 m | Start Survey: S103



Miscellaneous Water Level at 000.00 m

Asset

Owner: Onoway
PSR: S851:S852
Upstream MH: S851
Downstream MH: S852

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Polyvinyl Chloride
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 105.10 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: .

Inspection

Media Date/Time: 2025-04-28 10:14
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 105.10 m
Weather: Dry - No Precipitation During Survey

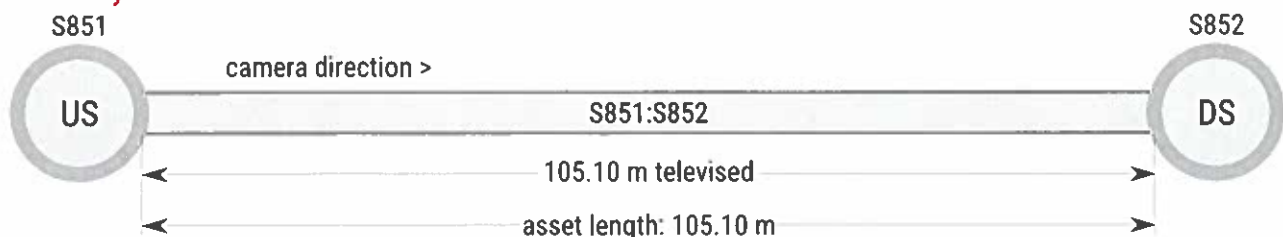
Location

Address: Lac St Anne Trail, Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

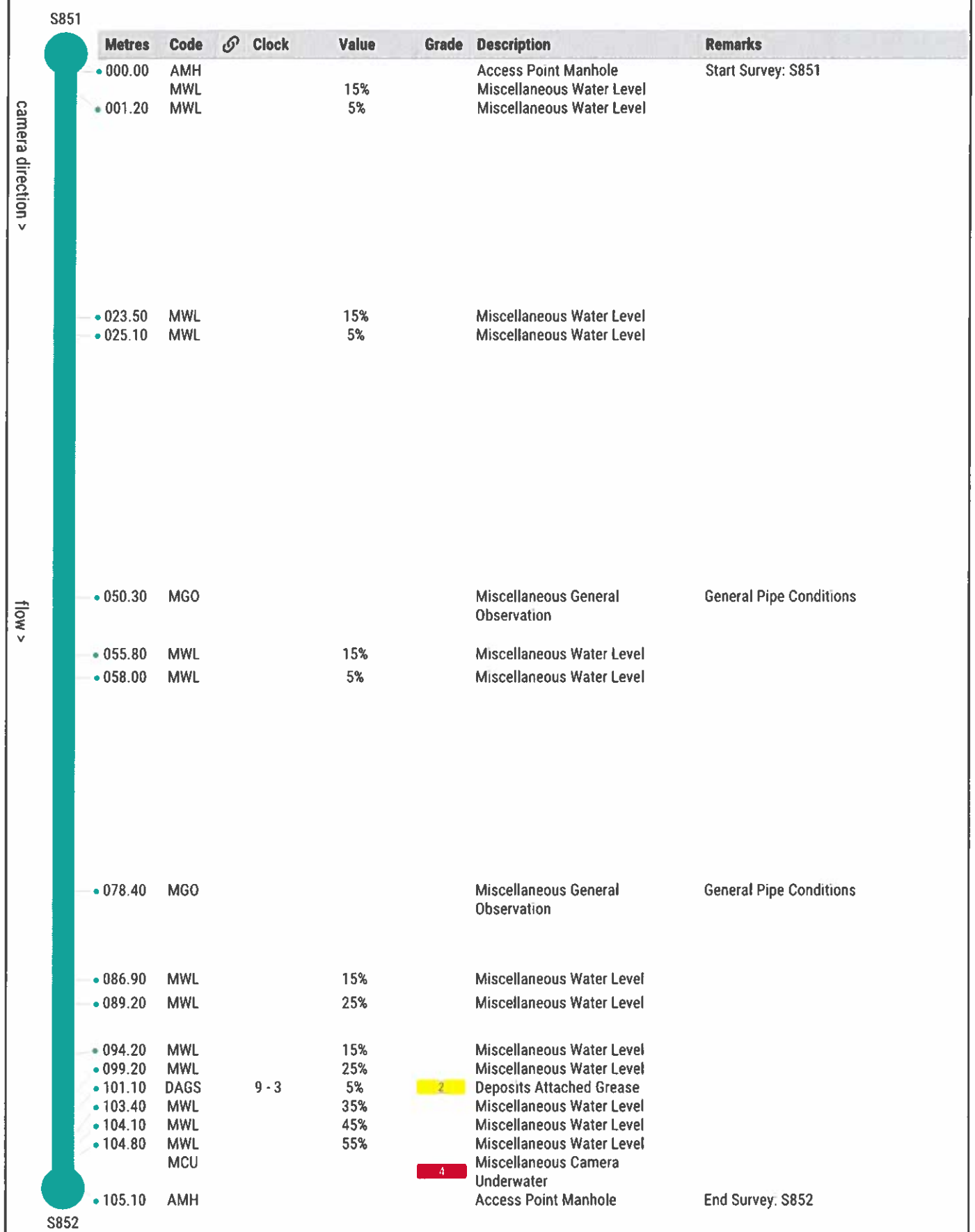
Ratings

	Structural	O & M	Overall
Quick:	0000	4121	4121
$\sum_{i=1}^n SG_i$ Pipe Rating (OR):	0	6	6
Rating Index (RI):	0	3	3
Consequence of Failure:			

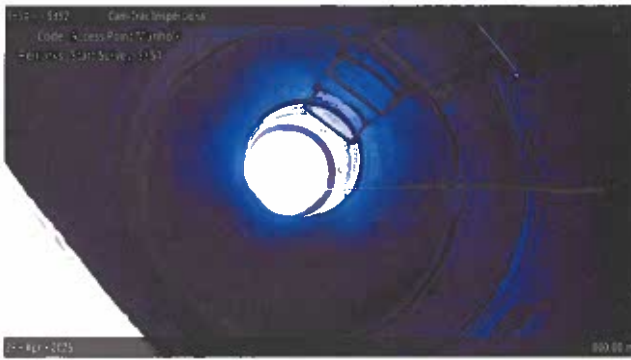
Summary



Observations



Snapshots



Access Point Manhole at 000.00 m | Start Survey: S851



Miscellaneous Water Level at 000.00 m



Miscellaneous Water Level at 001.20 m



Miscellaneous Water Level at 023.50 m



Miscellaneous Water Level at 025.10 m



Miscellaneous General Observation at 050.30 m | General Pipe Conditions



Miscellaneous Water Level at 055.80 m



Miscellaneous Water Level at 058.00 m

Snapshots



Miscellaneous General Observation at 078.40 m | General Pipe Conditions



Miscellaneous Water Level at 086.90 m



Miscellaneous Water Level at 089.20 m



Miscellaneous Water Level at 094.20 m



Miscellaneous Water Level at 099.20 m



[Grade 2] Deposits Attached Grease at 101.10 m, 9 - 3 o'clock



Miscellaneous Water Level at 103.40 m



Miscellaneous Water Level at 104.10 m

Snapshots



Miscellaneous Water Level at 104.80 m



[Grade 4] Miscellaneous Camera Underwater at 104.80 m



Access Point Manhole at 105.10 m | End Survey: S852

Asset

Owner: Onoway
PSR: S911:S912
Upstream MH: S911
Downstream MH: S912

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 096.20 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: Reverse to Upstream.

Inspection

Media Date/Time: 2025-04-28 12:49
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Upstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 000.70 m
Weather: Dry - No Precipitation During Survey

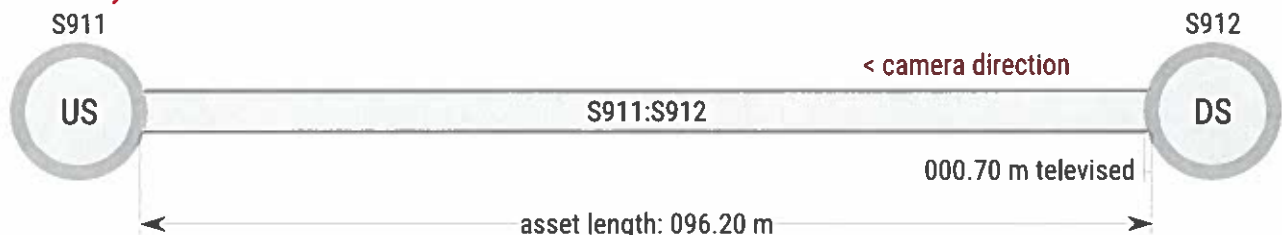
Location

Address: 47 Street, Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	0000	0000	0000
$\sum_{i=1}^5 s_{gi}$ Pipe Rating (OR):	0	0	0
Rating Index (RI):	0	0	0
Consequence of Failure:			

Summary



Observations

S911

Metres	Code	Clock	Value	Grade	Description	Remarks
000.70	MSA				Miscellaneous Survey Abandoned	matchpoint

< flow >

camera direction >



S912

000.00	MWL AMH		15%		Miscellaneous Water Level Access Point Manhole	Start Survey: S912
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Snapshots



Miscellaneous Survey Abandoned at 000.70 m | matchpoint



Access Point Manhole at 000.00 m | Start Survey: S912



Miscellaneous Water Level at 000.00 m

Asset

Owner: Onoway
PSR: S911:S912
Upstream MH: S911
Downstream MH: S912

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: (unspecified)

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: .

Inspection

Media Date/Time: 2025-04-22 13:45
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 095.50 m
Weather: Dry - No Precipitation During Survey

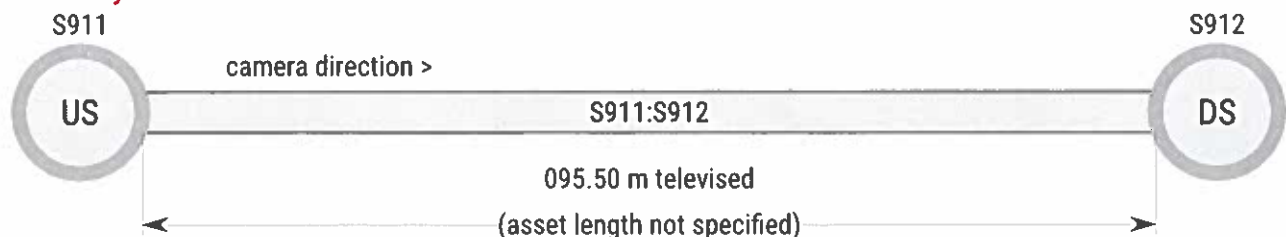
Location

Address: 47 Street, Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	4233	5143	5145
$\sum_{i=1}^3 S_{G_i}$ Pipe Rating (OR):	41	121	162
Rating Index (RI):	2.4	1.9	2
Consequence of Failure:			

Summary



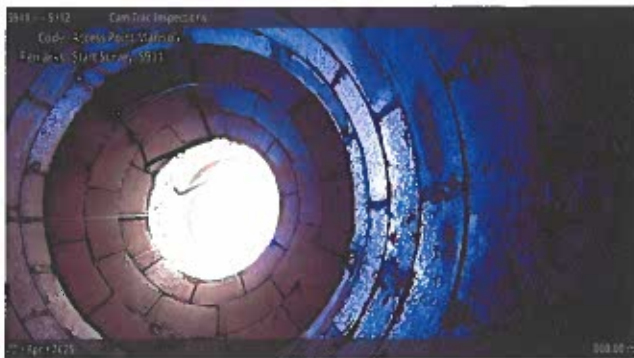
Observations

S911		Metres	Code	Clock	Value	Grade	Description	Remarks
camera direction >	000.00	AMH					Access Point Manhole	Start Survey: S911
		MWL			5%		Miscellaneous Water Level	
		CH3		9 - 3		3	Crack Longitudinal Hinge, 3	
		FC		(all)		2	Fracture Circumferential	
	003.30	CS		8 - 11		2	Crack Spiral	
	003.60	TB		10	100 mm		Tap Break-in/Hammer	
	003.90	CS		6 - 10		2	Crack Spiral	
	004.30	TBA		3	100 mm		Tap Break-in Activity	
	004.40	RFC		2 - 4		1	Roots Fine Connection	
	004.50	CS		4 - 6		2	Crack Spiral	
flow >	005.90	RFJ		7 - 10		1	Roots Fine Joint	
	010.20	RFJ		9		1	Roots Fine Joint	
	016.80	TBI		11	100 mm 10 mm	2	Tap Break-in Intruding	
	017.10	CL		10		2	Crack Longitudinal	
	019.80	MGO					Miscellaneous General Observation	LL
	021.30	DSF	01	6	5%	2	Deposits Settled Fine	
	021.70	TBI		3	100 mm 10 mm	2	Tap Break-in Intruding	
	024.90	DSF	01	6	5%	x2	Deposits Settled Fine	
	033.60	RFJ		8 - 4		1	Roots Fine Joint	
	035.10	RFJ		8 - 11		1	Roots Fine Joint	
	035.40	FC		6 - 11		2	Fracture Circumferential	from tap
		RFC		10 - 2		1	Roots Fine Connection	
		TBI		12	100 mm 10 mm	2	Tap Break-in Intruding	
	035.50	FC		3 - 10		2	Fracture Circumferential	from tap
	038.10	DSF		6	5%	2	Deposits Settled Fine	
	039.20	RFJ		8 - 4		1	Roots Fine Joint	
	040.70	RFJ		8 - 4		1	Roots Fine Joint	
	040.80	TBI		10	100 mm 10 mm	2	Tap Break-in Intruding	
		RFC		10 - 11		1	Roots Fine Connection	
	042.30	RFJ		3 - 5		1	Roots Fine Joint	
	044.80	RFJ		8 - 4		1	Roots Fine Joint	
	046.20	RFJ		8 - 4		1	Roots Fine Joint	
	046.90	CL		2		2	Crack Longitudinal	from tap
	047.00	TBI		1	100 mm 10 mm	2	Tap Break-in Intruding	
	047.40	MGO					Miscellaneous General Observation	roots in lateral
		RFJ		8 - 4		1	Roots Fine Joint	
	048.90	RFJ		8 - 4		1	Roots Fine Joint	
	050.30	RFJ		8 - 4		1	Roots Fine Joint	
	051.70	RFJ		8 - 4		1	Roots Fine Joint	
	053.10	RFJ		8 - 4		1	Roots Fine Joint	
	054.40	RFJ		9 - 4		1	Roots Fine Joint	
	054.50	JOM				3	Joint Offset Medium	
	055.80	RFJ		9 - 3		1	Roots Fine Joint	
	057.60	RFJ		8 - 4		1	Roots Fine Joint	
	058.60	RMJ		8 - 4	10%	3	Roots Medium Joint	
	059.90	RMJ		8 - 4	15%	3	Roots Medium Joint	
	061.30	RFJ		9 - 3		1	Roots Fine Joint	
		JOM				3	Joint Offset Medium	
	061.50	TBI		2	100 mm 20 mm	2	Tap Break-in Intruding	activity
	062.20	RMC		10 - 11	10%	3	Roots Medium Connection	
		TBD		11	100 mm 10 mm	3	Tap Break-in/Hammer Defective	roots around tap
	062.60	MGO					Miscellaneous General Observation	Lateral
	062.80	RMJ		8 - 4	10%	3	Roots Medium Joint	
	064.20	RMJ		8 - 4	15%	3	Roots Medium Joint	
	065.50	RMJ		8 - 4	20%	3	Roots Medium Joint	
	066.90	RMJ		8 - 4	20%	3	Roots Medium Joint	
	068.30	RMJ		8 - 4	20%	3	Roots Medium Joint	
	069.70	RFJ		9 - 3		1	Roots Fine Joint	
S912								

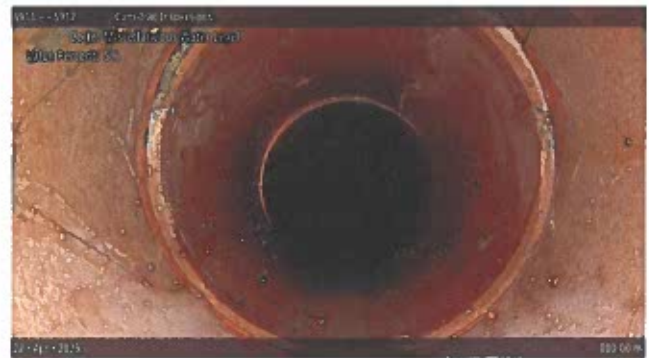
Observations (continued)

S911									
Metres	Code	Clock	Value	Grade	Description	Remarks			
071.10	RFJ	9 - 3		1	Roots Fine Joint				
072.50	RFJ	8 - 4		1	Roots Fine Joint				
073.90	RMJ	8 - 4	15%	3	Roots Medium Joint				
075.40	RMJ	8 - 4	10%	3	Roots Medium Joint				
077.00	RFJ	1 - 4		1	Roots Fine Joint				
078.10	RFJ	9 - 5		1	Roots Fine Joint				
080.00	RFJ	8 - 3		1	Roots Fine Joint				
081.30	RFJ	8 - 4		1	Roots Fine Joint				
082.30	RFJ	8 - 4		1	Roots Fine Joint				
083.60	RMJ	8 - 4	20%	3	Roots Medium Joint				
085.10	RMJ	8 - 11	10%	3	Roots Medium Joint				
086.40	RMJ	8 - 4	20%	3	Roots Medium Joint				
087.80	RFJ	8 - 4		1	Roots Fine Joint				
088.00	CL	2		2	Crack Longitudinal	from tap activity			
088.10	TBI	1	100 mm 20 mm	2	Tap Break-in Intruding				
088.20	RFC	12 - 3		1	Roots Fine Connection				
088.30	FC	2 - 10		2	Fracture Circumferential				
089.10	RMJ	8 - 4	10%	3	Roots Medium Joint				
090.60	RMJ	8 - 4	10%	3	Roots Medium Joint				
091.90	RFJ	8 - 4		1	Roots Fine Joint				
093.50	RFJ	8 - 4		1	Roots Fine Joint				
093.90	B	12 - 5		4	Broken				
094.00	FC	7 - 11		2	Fracture Circumferential				
094.20	RMB	6 - 1	25%	4	Roots Medium Barrel				
094.30	TBD	2	100 mm	3	Tap Break-in/Hammer Defective	blocked with roots; activity			
094.40	RBB	8 - 5	80%	5	Roots Ball Barrel				
094.70	MGO				Miscellaneous General Observation	soap suds			
094.80	B	(all)		4	Broken				
094.90	RMB	8 - 4	15%	4	Roots Medium Barrel				
095.00	MWL		15%		Miscellaneous Water Level				
095.10	MWL		25%		Miscellaneous Water Level				
095.10	MGO				Miscellaneous General Observation	General Pipe Conditions			
095.40	RMB	8 - 4	15%	4	Roots Medium Barrel				
095.40	FC	12 - 5		2	Fracture Circumferential				
095.50	MWL		15%		Miscellaneous Water Level				
095.50	MSA				Miscellaneous Survey Abandoned	due to broken pipe			
S912									

Snapshots



Access Point Manhole at 000.00 m | Start Survey: S911



Miscellaneous Water Level at 000.00 m



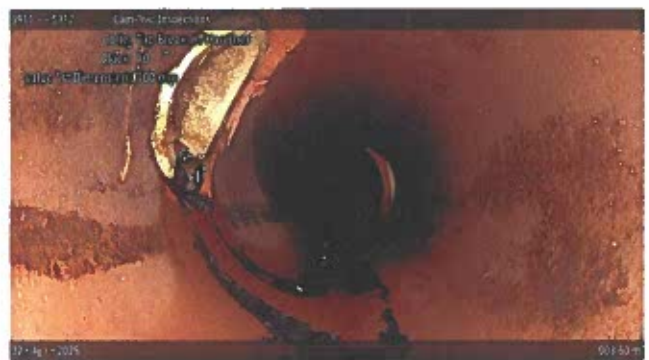
[Grade 3] Crack Longitudinal Hinge, 3 at 000.00 m, 9 - 3 o'clock



[Grade 2] Fracture Circumferential at 000.00 m, (all clock positions)



[Grade 2] Crack Spiral at 003.30 m, 8 - 11 o'clock



Tap Break-in/Hammer at 003.60 m, 10 o'clock



[Grade 2] Crack Spiral at 003.90 m, 6 - 10 o'clock



Tap Break-in Activity at 004.30 m, 3 o'clock

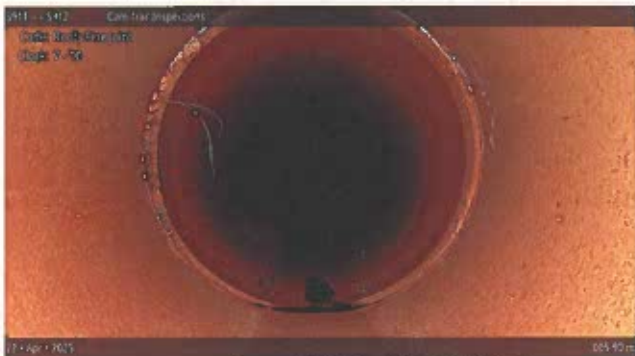
Snapshots



[Grade 1] Roots Fine Connection at 004.40 m, 2 - 4 o'clock



[Grade 2] Crack Spiral at 004.50 m, 4 - 6 o'clock



[Grade 1] Roots Fine Joint at 005.90 m, 7 - 10 o'clock



[Grade 1] Roots Fine Joint at 010.20 m, 9 o'clock



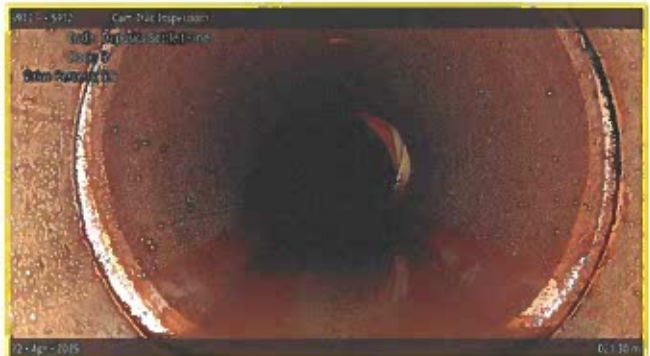
[Grade 2] Tap Break-in Intruding at 016.80 m, 11 o'clock



[Grade 2] Crack Longitudinal at 017.10 m, 10 o'clock

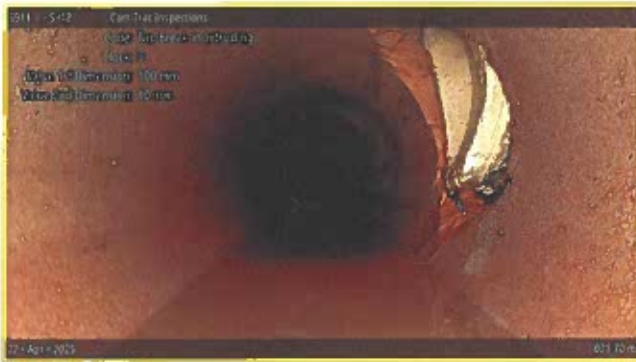


Miscellaneous General Observation at 019.80 m | LL



[Grade 2] Deposits Settled Fine (start) at 021.30 m, 6 o'clock

Snapshots



[Grade 2] Tap Break-in Intruding at 021.70 m, 3 o'clock



[Grade 2] Deposits Settled Fine (finish) at 024.90 m, 6 o'clock



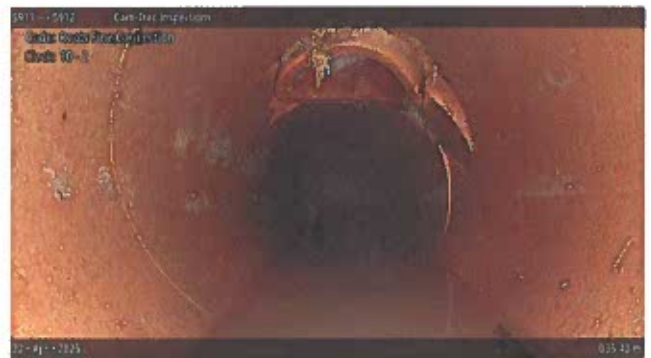
[Grade 1] Roots Fine Joint at 033.60 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 035.10 m, 8 - 11 o'clock



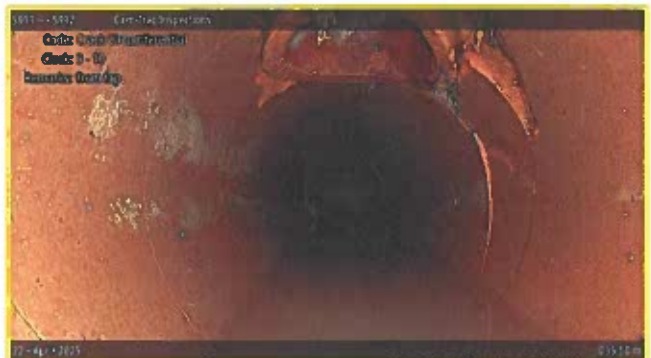
[Grade 2] Fracture Circumferential at 035.40 m, 6 - 11 o'clock | from tap



[Grade 1] Roots Fine Connection at 035.40 m, 10 - 2 o'clock



[Grade 2] Tap Break-in Intruding at 035.40 m, 12 o'clock

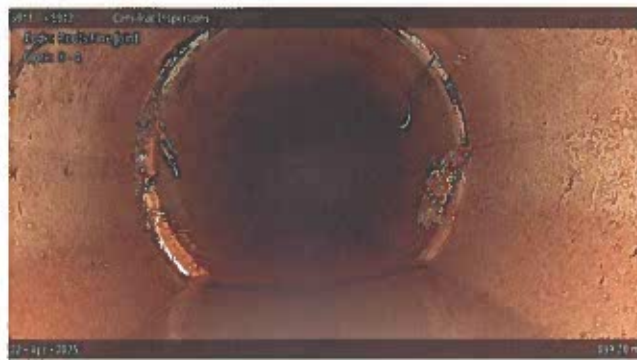


[Grade 2] Fracture Circumferential at 035.50 m, 3 - 10 o'clock | from tap

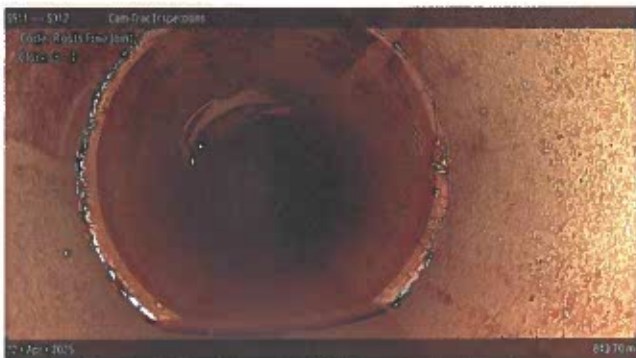
Snapshots



[Grade 2] Deposits Settled Fine at 038.10 m, 6 o'clock



[Grade 1] Roots Fine Joint at 039.20 m, 8 - 4 o'clock



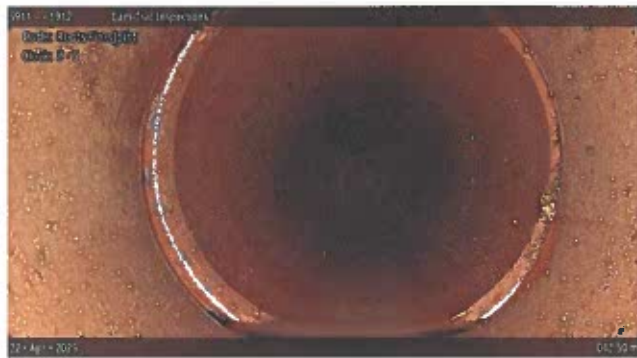
[Grade 1] Roots Fine Joint at 040.70 m, 8 - 4 o'clock



[Grade 2] Tap Break-in Intruding at 040.80 m, 10 o'clock



[Grade 1] Roots Fine Connection at 040.80 m, 10 - 11 o'clock



[Grade 1] Roots Fine Joint at 042.30 m, 3 - 5 o'clock



[Grade 1] Roots Fine Joint at 044.80 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 046.20 m, 8 - 4 o'clock

Snapshots



[Grade 2] Crack Longitudinal at 046.90 m, 2 o'clock | from tap



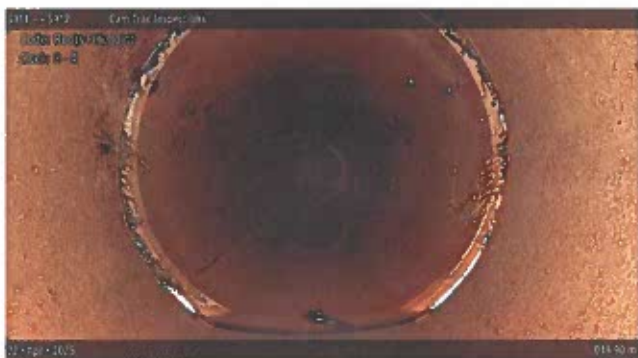
[Grade 2] Tap Break-in Intruding at 047.00 m, 1 o'clock



Miscellaneous General Observation at 047.40 m | roots in lateral



[Grade 1] Roots Fine Joint at 047.40 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 048.90 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 050.30 m, 8 - 4 o'clock

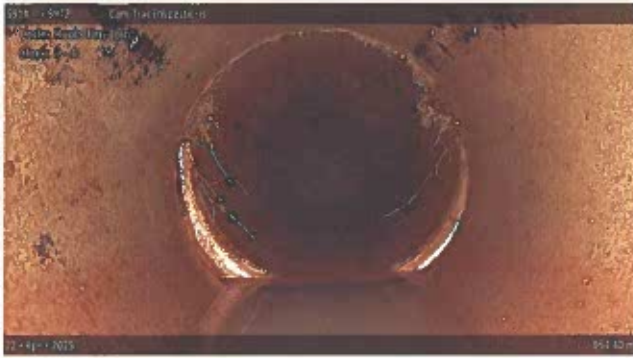


[Grade 1] Roots Fine Joint at 051.70 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 053.10 m, 8 - 4 o'clock

Snapshots



[Grade 1] Roots Fine Joint at 054.40 m, 9 - 4 o'clock



[Grade 3] Joint Offset Medium at 054.50 m



[Grade 1] Roots Fine Joint at 055.80 m, 9 - 3 o'clock



[Grade 1] Roots Fine Joint at 057.60 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 058.60 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 059.90 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 061.30 m, 9 - 3 o'clock



[Grade 3] Joint Offset Medium at 061.30 m

Snapshots



[Grade 2] Tap Break-in Intruding at 061.50 m, 2 o'clock | activity



[Grade 3] Roots Medium Connection at 062.20 m, 10 - 11 o'clock



[Grade 3] Tap Break-in/Hammer Defective at 062.20 m, 11 o'clock | roots around tap



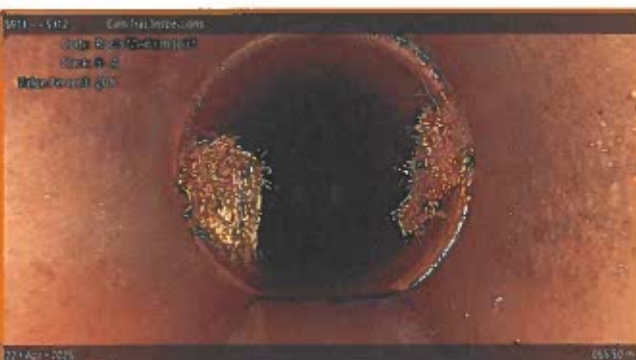
Miscellaneous General Observation at 062.60 m | Lateral



[Grade 3] Roots Medium Joint at 062.80 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 064.20 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 065.50 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 066.90 m, 8 - 4 o'clock

Snapshots



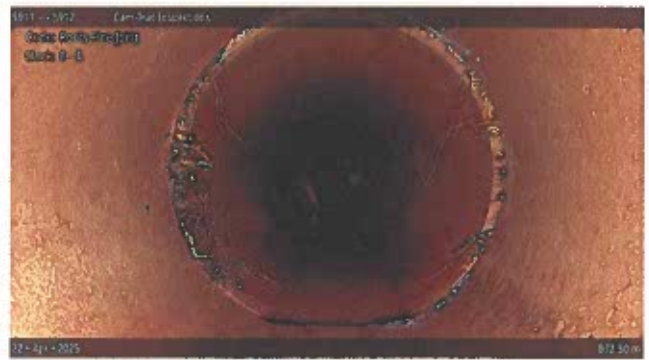
[Grade 3] Roots Medium Joint at 068.30 m, 8 - 4 o'clock



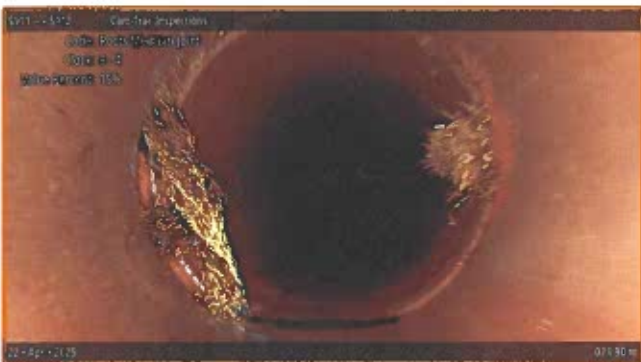
[Grade 1] Roots Fine Joint at 069.70 m, 9 - 3 o'clock



[Grade 1] Roots Fine Joint at 071.10 m, 9 - 3 o'clock



[Grade 1] Roots Fine Joint at 072.50 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 073.90 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 075.40 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 077.00 m, 1 - 4 o'clock



[Grade 1] Roots Fine Joint at 078.10 m, 9 - 5 o'clock

Snapshots



[Grade 1] Roots Fine Joint at 080.00 m, 8 - 3 o'clock



[Grade 1] Roots Fine Joint at 081.30 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 082.30 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 083.60 m, 8 - 4 o'clock



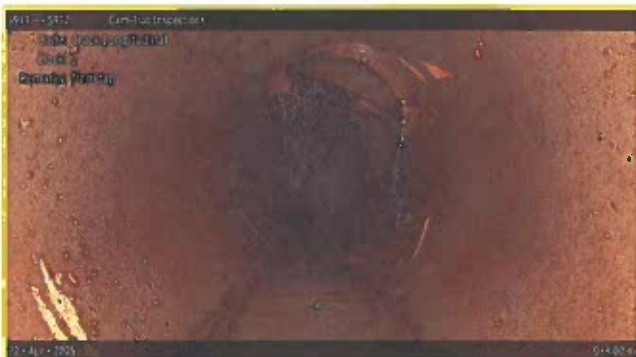
[Grade 3] Roots Medium Joint at 085.10 m, 8 - 11 o'clock




[Grade 3] Roots Medium Joint at 086.40 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 087.80 m, 8 - 4 o'clock



[Grade 2] Crack Longitudinal at 088.00 m, 2 o'clock | from tap

[illegible]

Page 127 of 241

Snapshots



[Grade 2] Fracture Circumferential at 094.00 m, 7 - 11 o'clock



[Grade 4] Roots Medium Barrel at 094.00 m, 6 - 1 o'clock



[Grade 3] Tap Break-in/Hammer Defective at 094.20 m, 2 o'clock | blocked with roots; activity



[Grade 5] Roots Ball Barrel at 094.30 m, 8 - 5 o'clock



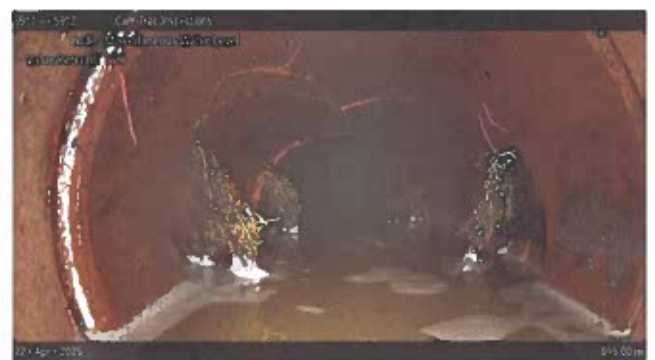
Miscellaneous General Observation at 094.70 m | soap suds



[Grade 4] Broken at 094.80 m, (all clock positions)



[Grade 4] Roots Medium Barrel at 094.90 m, 8 - 4 o'clock



Miscellaneous Water Level at 095.00 m

Snapshots



Miscellaneous Water Level at 095.00 m



Miscellaneous General Observation at 095.10 m | General Pipe Conditions



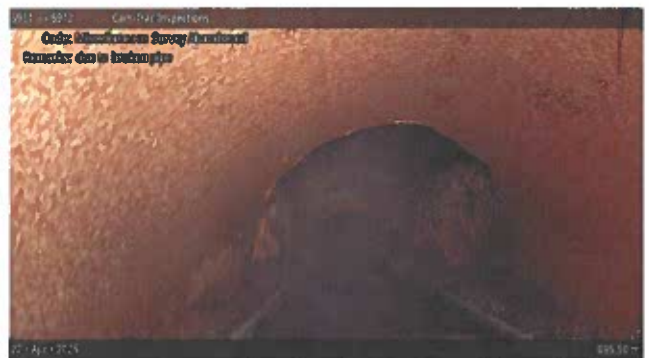
[Grade 4] Roots Medium Barrel at 095.10 m, 8 - 4 o'clock



[Grade 2] Fracture Circumferential at 095.40 m, 12 - 5 o'clock



Miscellaneous Water Level at 095.40 m



Miscellaneous Survey Abandoned at 095.50 m | due to broken pipe

Asset

Owner: Onoway
PSR: S912:S913
Upstream MH: S912
Downstream MH: S913

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: (unspecified)

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: reversal needed

Inspection

Media Date/Time: 2025-04-28 12:57
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 059.50 m
Weather: Dry - No Precipitation During Survey

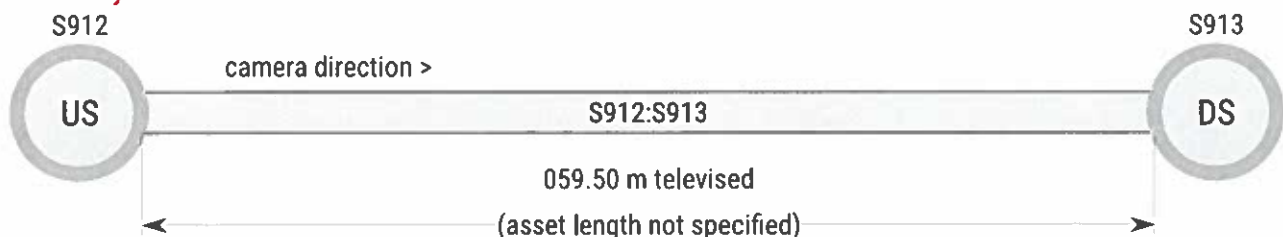
Location

Address: 47 Street, Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	4122	3B23	413B
$\sum_{i=1}^5 s_{gi}$ Pipe Rating (OR):	8	87	95
Rating Index (RI):	2.7	1.8	1.9
Consequence of Failure:			

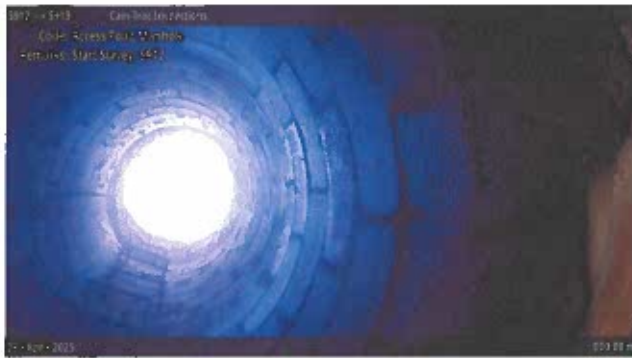
Summary



Observations

S912		Metres	Code	Clock	Value	Grade	Description	Remarks
camera direction >	000.00	AMH					Access Point Manhole	Start Survey: S912
		MWL			5%		Miscellaneous Water Level	
		FC		8 - 4		2	Fracture Circumferential	
		RFB		3 - 8		2	Roots Fine Barrel	
	000.10	RFJ		8 - 4		1	Roots Fine Joint	
	000.80	RMC		9 - 1	20%	3	Roots Medium Connection	
		TBD		11	100 mm	3	Tap Break-in/Hammer Defective	roots around tap
	002.70	CL		10		2	Crack Longitudinal	
		RMJ		8 - 4	10%	3	Roots Medium Joint	
	004.10	RFJ		3 - 5		1	Roots Fine Joint	
	004.60	VZ				1	Vermin Other	
	005.50	RFJ		8 - 4		1	Roots Fine Joint	
	006.80	RFJ		9 - 4		1	Roots Fine Joint	
	008.30	RFJ		8 - 4		1	Roots Fine Joint	
	009.60	RFJ		7 - 12		1	Roots Fine Joint	
	011.00	RMJ		8 - 4	15%	3	Roots Medium Joint	
	012.40	RMJ		1 - 4	10%	3	Roots Medium Joint	
	013.70	RMJ		8 - 4	10%	3	Roots Medium Joint	
	015.10	RMJ		8 - 4	10%	3	Roots Medium Joint	
	016.50	RMJ		8 - 4	10%	3	Roots Medium Joint	
	017.50	TBD		11	100 mm	3	Tap Break-in/Hammer Defective	roots in lateral
	017.90	RMJ		8 - 4	10%	3	Roots Medium Joint	
		B		6 - 7		4	Broken	
	019.30	RMJ		8 - 4	10%	3	Roots Medium Joint	
	020.70	RFJ		8 - 4		1	Roots Fine Joint	
	022.00	RFJ		11 - 5		1	Roots Fine Joint	
	023.50	RFJ		8 - 4		1	Roots Fine Joint	
	024.90	RFJ		7 - 9		1	Roots Fine Joint	
	026.30	RFJ		7 - 11		1	Roots Fine Joint	
		TBI		2	100 mm 10 mm	2	Tap Break-in Intruding	
	027.60	RMJ		8 - 4	20%	3	Roots Medium Joint	
	028.90	RFJ		8 - 4		1	Roots Fine Joint	
	030.30	RMJ		8 - 4	10%	3	Roots Medium Joint	
	031.30	TB		10	100 mm		Tap Break-in/Hammer	
	031.70	RMJ		8 - 4	25%	3	Roots Medium Joint	
	033.10	RMJ		8 - 4	15%	3	Roots Medium Joint	
	034.40	RMJ		8 - 4	20%	3	Roots Medium Joint	
	035.80	RFJ		8 - 4		1	Roots Fine Joint	
	037.20	RMJ		8 - 4	20%	3	Roots Medium Joint	
	037.40	TBD		1	100 mm	3	Tap Break-in/Hammer Defective	roots around tap
	038.60	RFJ		7 - 10		1	Roots Fine Joint	
	040.00	RTJ		8 - 3	5%	2	Roots Tap Joint	
	041.40	RFJ	01	8 - 4		1	Roots Fine Joint	
flow >	050.70	TB		10	100 mm		Tap Break-in/Hammer	
	059.50	RFJ	01	8 - 4		x12	Roots Fine Joint	
		MSA					Miscellaneous Survey Abandoned	loss of traction
S913								

Snapshots



Access Point Manhole at 000.00 m | Start Survey: S912



Miscellaneous Water Level at 000.00 m



[Grade 2] Fracture Circumferential at 000.00 m, 8 - 4 o'clock



[Grade 2] Roots Fine Barrel at 000.00 m, 3 - 8 o'clock



[Grade 1] Roots Fine Joint at 000.10 m, 8 - 4 o'clock



[Grade 3] Roots Medium Connection at 000.80 m, 9 - 1 o'clock



[Grade 3] Tap Break-in/Hammer Defective at 000.80 m, 11 o'clock | roots around tap

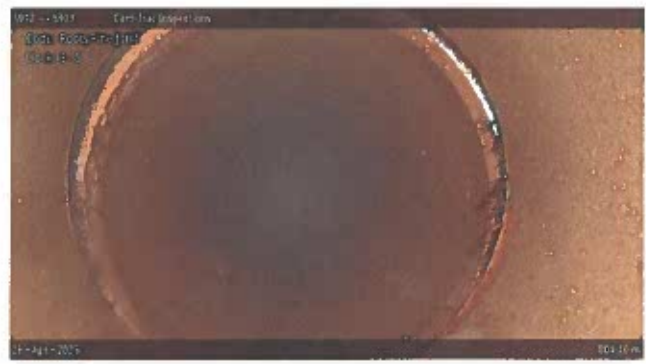


[Grade 2] Crack Longitudinal at 002.70 m, 10 o'clock

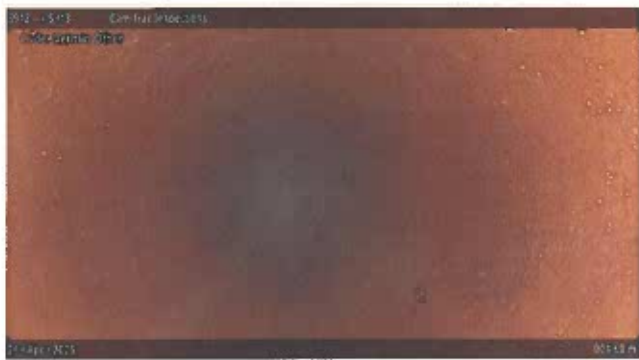
Snapshots



[Grade 3] Roots Medium Joint at 002.70 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 004.10 m, 3 - 5 o'clock



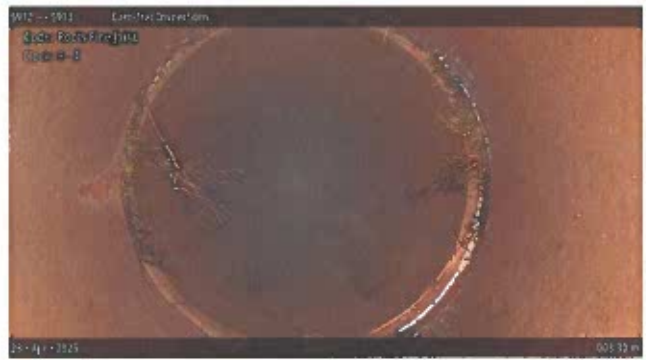
[Grade 1] Vermin Other at 004.60 m



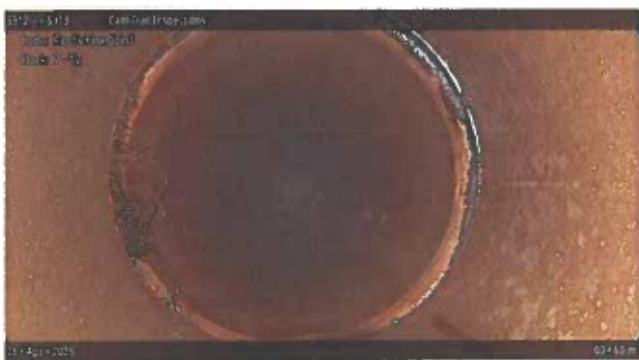
[Grade 1] Roots Fine Joint at 005.50 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 006.80 m, 9 - 4 o'clock



[Grade 1] Roots Fine Joint at 008.30 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 009.60 m, 7 - 12 o'clock



[Grade 3] Roots Medium Joint at 011.00 m, 8 - 4 o'clock

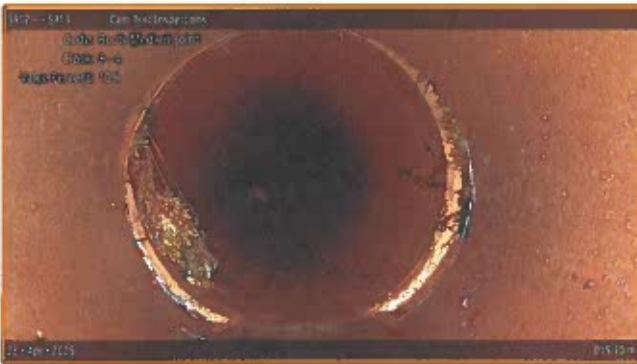
Snapshots



[Grade 3] Roots Medium Joint at 012.40 m, 1 - 4 o'clock



[Grade 3] Roots Medium Joint at 013.70 m, 8 - 4 o'clock



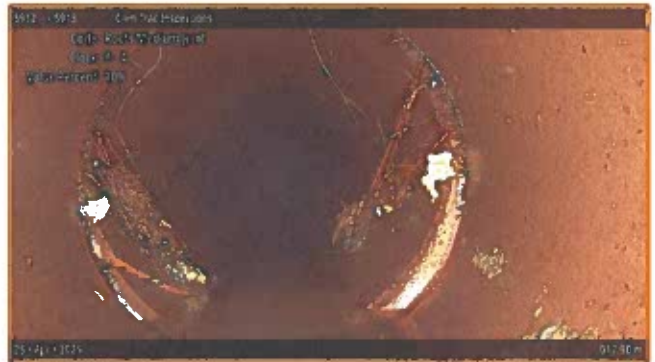
[Grade 3] Roots Medium Joint at 015.10 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 016.50 m, 8 - 4 o'clock



[Grade 3] Tap Break-in/Hammer Defective at 017.50 m, 11 o'clock | roots in lateral



[Grade 3] Roots Medium Joint at 017.90 m, 8 - 4 o'clock



[Grade 4] Broken at 017.90 m, 6 - 7 o'clock



[Grade 3] Roots Medium Joint at 019.30 m, 8 - 4 o'clock

Snapshots



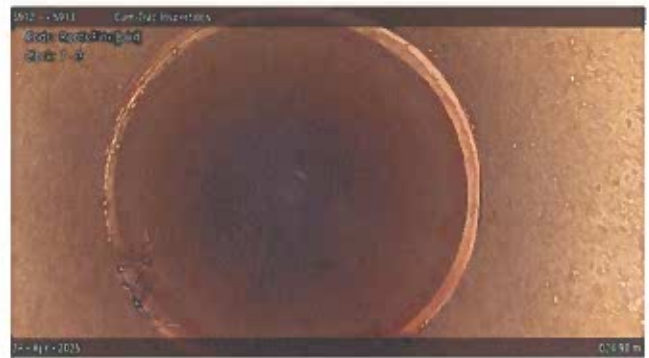
[Grade 1] Roots Fine Joint at 020.70 m, 8 - 4 o'clock



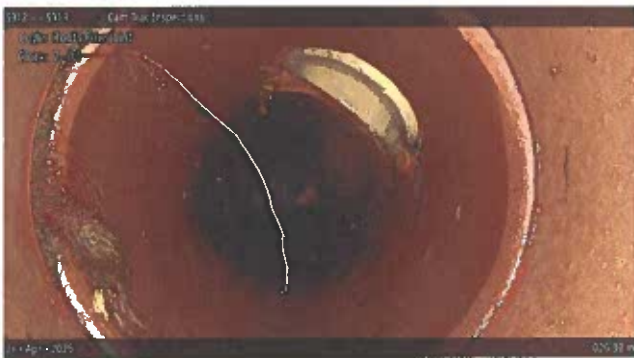
[Grade 1] Roots Fine Joint at 022.00 m, 11 - 5 o'clock



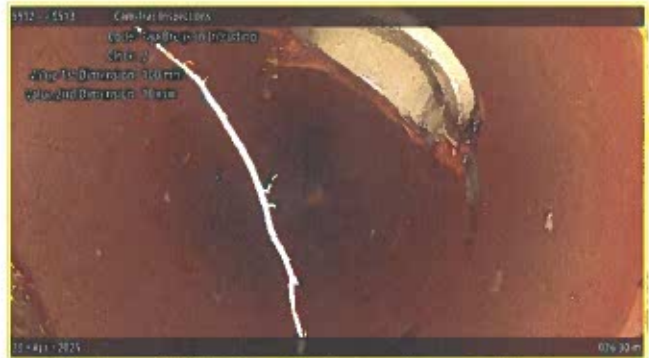
[Grade 1] Roots Fine Joint at 023.50 m, 8 - 4 o'clock



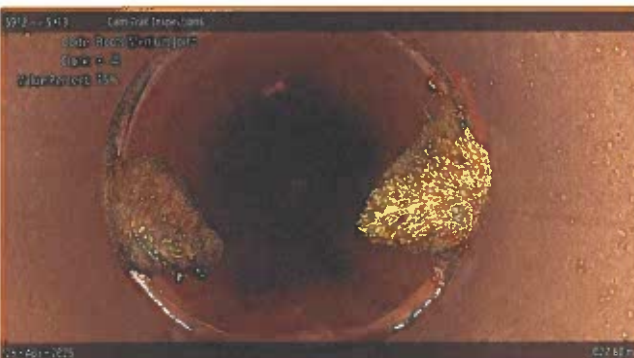
[Grade 1] Roots Fine Joint at 024.90 m, 7 - 9 o'clock



[Grade 1] Roots Fine Joint at 026.30 m, 7 - 11 o'clock



[Grade 2] Tap Break-in Intruding at 026.30 m, 2 o'clock



[Grade 3] Roots Medium Joint at 027.60 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 028.90 m, 8 - 4 o'clock

Snapshots



[Grade 3] Roots Medium Joint at 030.30 m, 8 - 4 o'clock



Tap Break-in/Hammer at 031.30 m, 10 o'clock



[Grade 3] Roots Medium Joint at 031.70 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 033.10 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 034.40 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 035.80 m, 8 - 4 o'clock



[Grade 3] Roots Medium Joint at 037.20 m, 8 - 4 o'clock

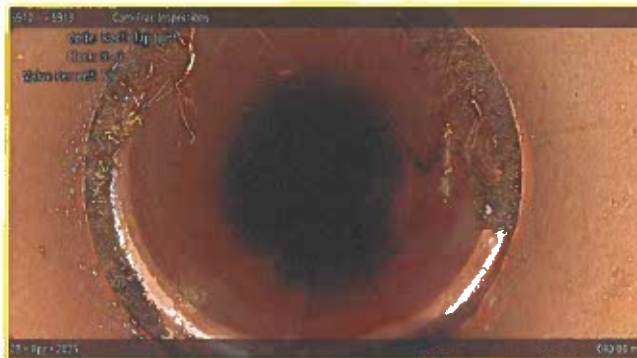


[Grade 3] Tap Break-in/Hammer Defective at 037.40 m, 1 o'clock | roots around tap

Snapshots



[Grade 1] Roots Fine Joint at 038.60 m, 7 - 10 o'clock



[Grade 2] Roots Tap Joint at 040.00 m, 8 - 3 o'clock



[Grade 1] Roots Fine Joint (start) at 041.40 m, 8 - 4 o'clock



Tap Break-in/Hammer at 050.70 m, 10 o'clock



[Grade 1] Roots Fine Joint (finish) at 059.50 m, 8 - 4 o'clock



Miscellaneous Survey Abandoned at 059.50 m | loss of traction

Asset

Owner: Onoway
PSR: S975:S974
Upstream MH: S975
Downstream MH: S974

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: (unspecified)

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: reversal needed

Inspection

Media Date/Time: 2025-04-23 08:53
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 107.30 m
Weather: Dry - No Precipitation During Survey

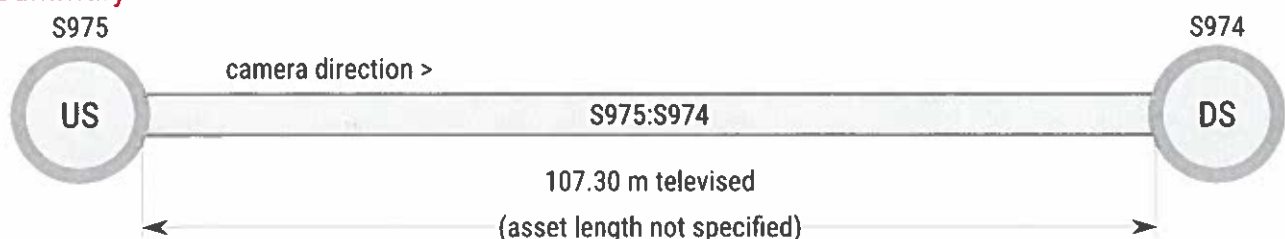
Location

Address: 48 Street & 47 Ave., Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	4231	372H	4238
$\sum_{i=1}^5 SG_i$ Pipe Rating (OR):	18	142	160
Rating Index (RI):	2.6	1.8	1.8
Consequence of Failure:			

Summary



Observations

S975		Metres	Code	Clock	Value	Grade	Description	Remarks
camera direction >	000.00	AMH					Access Point Manhole	Start Survey: S975
		MWL			5%		Miscellaneous Water Level	
		FM	(all)			4	Fracture Multiple	
		DSGV	6		5%	2	Deposits Settled Gravel	
	000.10	B	5 - 7			4	Broken	
	001.10	CL	12			2	Crack Longitudinal	
	002.90	TBI	3		100 mm 20 mm	2	Tap Break-in Intruding	
	003.20	CS	2 - 3			2	Crack Spiral	
	003.30	DSF	6		5%	2	Deposits Settled Fine	
	007.30	DSF	01 6		5%	2	Deposits Settled Fine	
	011.10	DSF	01 6		5%	2	Deposits Settled Fine	
	014.20	TB	2		100 mm	3	Tap Break-in/Hammer	
	014.70	JOM				3	Joint Offset Medium	
	021.70	RFJ	3			1	Roots Fine Joint	
	023.10	RFJ	8 - 4			1	Roots Fine Joint	
	024.50	RFJ	9 - 11			1	Roots Fine Joint	
	025.30	TBD	2		100 mm	3	Tap Break-in/Hammer Defective	roots
		RFC	2 - 3			1	Roots Fine Connection	
	025.60	MGO					Miscellaneous General Observation	roots in lateral
	025.90	RFJ	1 - 5			1	Roots Fine Joint	
	027.20	RMJ	8 - 2		10%	3	Roots Medium Joint	
flow >	028.60	RFJ	8 - 4			1	Roots Fine Joint	
	030.00	RFJ	8 - 4			1	Roots Fine Joint	
	031.40	RFJ	8 - 4			1	Roots Fine Joint	
	032.80	RFJ	9 - 3			1	Roots Fine Joint	
	034.10	RFJ	12 - 3			1	Roots Fine Joint	
	035.50	RFJ	8 - 4			1	Roots Fine Joint	
	038.30	RFJ	8 - 4			1	Roots Fine Joint	
	039.70	RFJ	12 - 2			1	Roots Fine Joint	
	042.40	RMJ	9 - 3		10%	3	Roots Medium Joint	
	043.30	CL	2			2	Crack Longitudinal	at tap
		TB	2		100 mm		Tap Break-in/Hammer	
		RFC	12 - 3			1	Roots Fine Connection	
	043.80	DSF	6		5%	2	Deposits Settled Fine	
	043.90	RFJ	8 - 4			1	Roots Fine Joint	
	045.20	RFJ	8 - 11			1	Roots Fine Joint	
	046.60	RMJ	8 - 4		25%	3	Roots Medium Joint	
	046.90	DSF	02 6		5%	2	Deposits Settled Fine	
	048.10	RFJ	8 - 3			1	Roots Fine Joint	
	049.40	RFJ	8 - 4			1	Roots Fine Joint	
	050.90	RMJ	7 - 12		10%	3	Roots Medium Joint	
S974	053.60	RFJ	8 - 4			1	Roots Fine Joint	
	053.80	TBA	1		100 mm		Tap Break-in Activity	
		RFC	12 - 2			1	Roots Fine Connection	
	054.00	CC	4 - 1			1	Crack Circumferential	at tap
	058.30	TBI	11		100 mm 10 mm	2	Tap Break-in Intruding	
	072.60	TB	10		100 mm		Tap Break-in/Hammer	
	073.10	RFJ	1			1	Roots Fine Joint	
	081.50	RFJ	2 - 5			1	Roots Fine Joint	
	082.60	TBD	1		100 mm	3	Tap Break-in/Hammer Defective	roots around tap and in lateral
		RFC	12 - 3			1	Roots Fine Connection	
	083.10	MGO					Miscellaneous General Observation	blocked Lateral by roots
		RFJ	8 - 4			1	Roots Fine Joint	
	094.70	RFC	10 - 11			1	Roots Fine Connection	
		TBD	10		100 mm	3	Tap Break-in/Hammer Defective	roots around tap
	107.30	DSF	02 6		5%	40	Deposits Settled Fine	
		MSA					Miscellaneous Survey Abandoned	due to loss of traction

Snapshots



Access Point Manhole at 000.00 m | Start Survey: S975



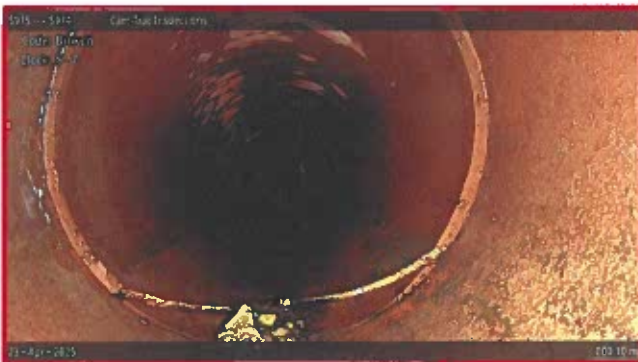
Miscellaneous Water Level at 000.00 m



[Grade 4] Fracture Multiple at 000.00 m, (all clock positions)



[Grade 2] Deposits Settled Gravel at 000.00 m, 6 o'clock



[Grade 4] Broken at 000.10 m, 5 - 7 o'clock



[Grade 2] Crack Longitudinal at 001.10 m, 12 o'clock



[Grade 2] Tap Break-in Intruding at 002.90 m, 3 o'clock



[Grade 2] Crack Spiral at 003.20 m, 2 - 3 o'clock

Snapshots



[Grade 2] Deposits Settled Fine at 003.30 m, 6 o'clock



[Grade 2] Deposits Settled Fine (start) at 007.30 m, 6 o'clock



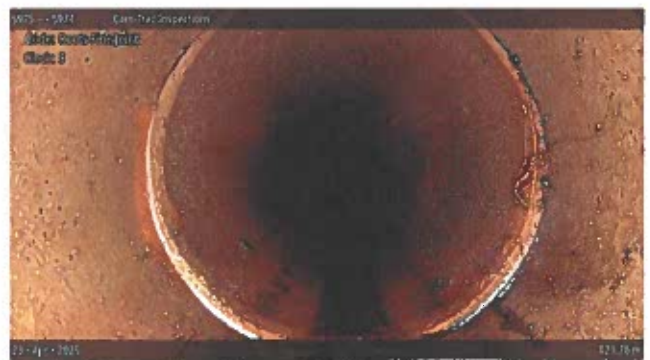
[Grade 2] Deposits Settled Fine (finish) at 011.10 m, 6 o'clock



Tap Break-in/Hammer at 014.20 m, 2 o'clock



[Grade 3] Joint Offset Medium at 014.70 m



[Grade 1] Roots Fine Joint at 021.70 m, 3 o'clock



[Grade 1] Roots Fine Joint at 023.10 m, 8 - 4 o'clock

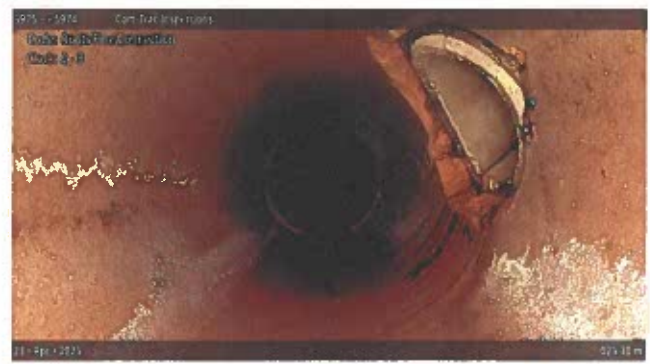


[Grade 1] Roots Fine Joint at 024.50 m, 9 - 11 o'clock

Snapshots



[Grade 3] Tap Break-in/Hammer Defective at 025.30 m, 2 o'clock | roots



[Grade 1] Roots Fine Connection at 025.30 m, 2 - 3 o'clock



Miscellaneous General Observation at 025.60 m | roots in lateral



[Grade 1] Roots Fine Joint at 025.90 m, 1 - 5 o'clock



[Grade 3] Roots Medium Joint at 027.20 m, 8 - 2 o'clock



[Grade 1] Roots Fine Joint at 028.60 m, 8 - 4 o'clock

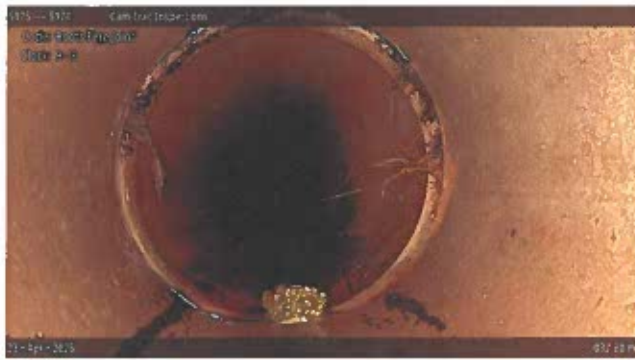


[Grade 1] Roots Fine Joint at 030.00 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 031.40 m, 8 - 4 o'clock

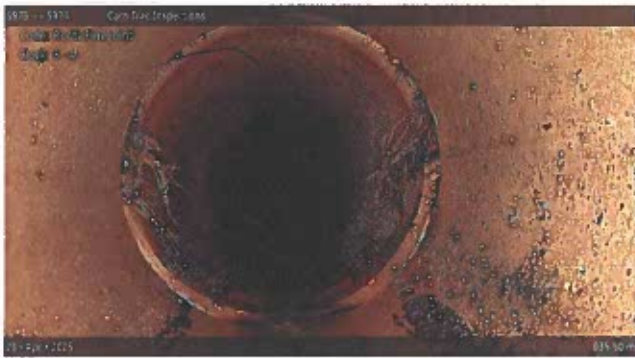
Snapshots



[Grade 1] Roots Fine Joint at 032.80 m, 9 - 3 o'clock



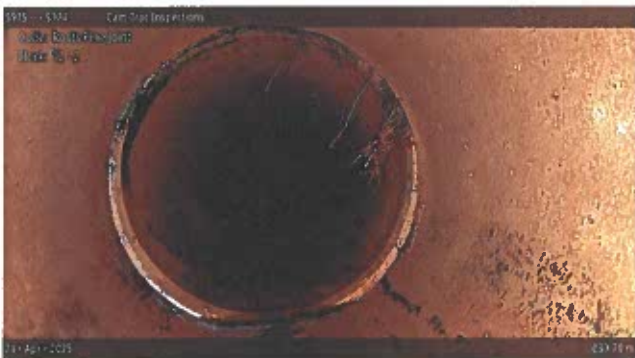
[Grade 1] Roots Fine Joint at 034.10 m, 12 - 3 o'clock



[Grade 1] Roots Fine Joint at 035.50 m, 8 - 4 o'clock



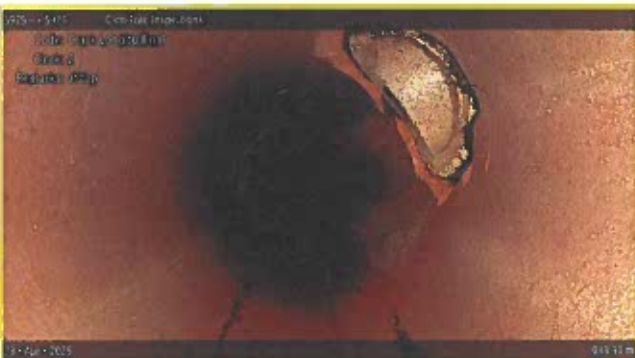
[Grade 1] Roots Fine Joint at 038.30 m, 8 - 4 o'clock



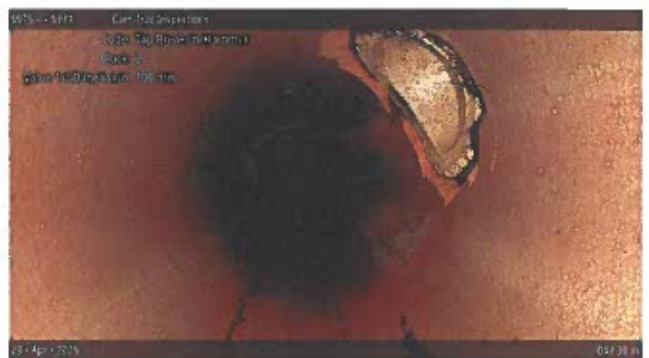
[Grade 1] Roots Fine Joint at 039.70 m, 12 - 2 o'clock



[Grade 3] Roots Medium Joint at 042.40 m, 9 - 3 o'clock



[Grade 2] Crack Longitudinal at 043.30 m, 2 o'clock | at tap



Tap Break-in/Hammer at 043.30 m, 2 o'clock

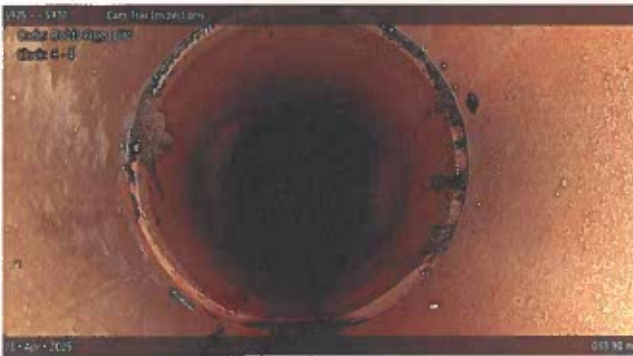
Snapshots



[Grade 1] Roots Fine Connection at 043.30 m, 12 - 3 o'clock



[Grade 2] Deposits Settled Fine at 043.80 m, 6 o'clock



[Grade 1] Roots Fine Joint at 043.90 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 045.20 m, 8 - 11 o'clock



[Grade 3] Roots Medium Joint at 046.60 m, 8 - 4 o'clock



[Grade 2] Deposits Settled Fine (start) at 046.90 m, 6 o'clock



[Grade 1] Roots Fine Joint at 048.10 m, 8 - 3 o'clock



[Grade 1] Roots Fine Joint at 049.40 m, 8 - 4 o'clock

Snapshots



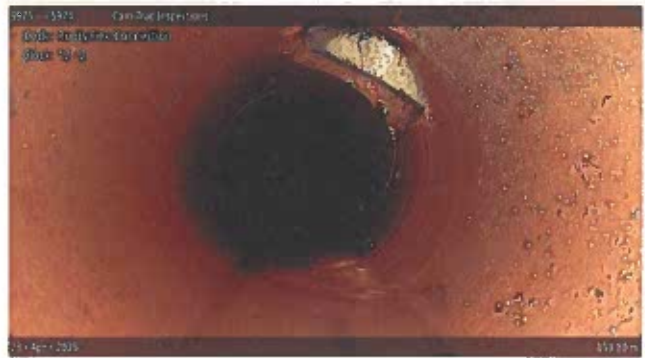
[Grade 3] Roots Medium Joint at 050.90 m, 7 - 12 o'clock



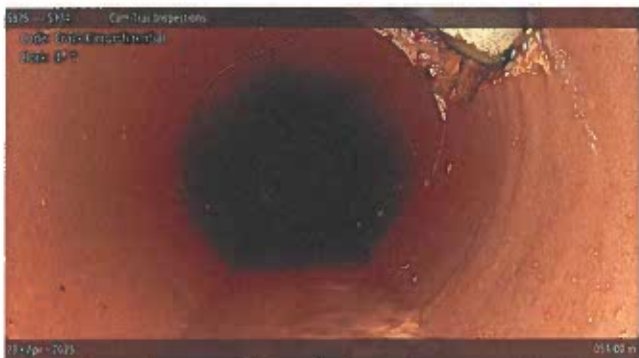
[Grade 1] Roots Fine Joint at 053.60 m, 8 - 4 o'clock



Tap Break-in Activity at 053.80 m, 1 o'clock



[Grade 1] Roots Fine Connection at 053.80 m, 12 - 2 o'clock



[Grade 1] Crack Circumferential at 054.00 m, 4 - 1 o'clock | at tap



[Grade 2] Tap Break-in Intruding at 058.30 m, 11 o'clock



Tap Break-in/Hammer at 072.60 m, 10 o'clock



[Grade 1] Roots Fine Joint at 073.10 m, 1 o'clock

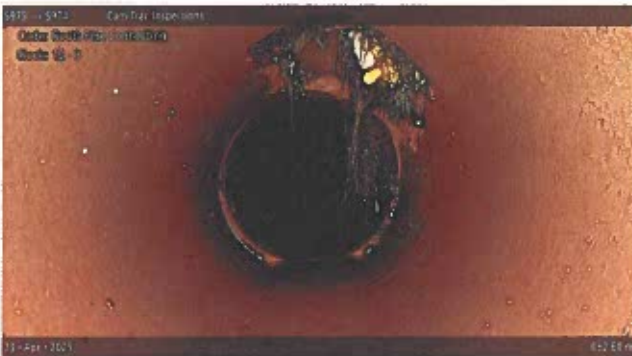
Snapshots



[Grade 1] Roots Fine Joint at 081.50 m, 2 - 5 o'clock



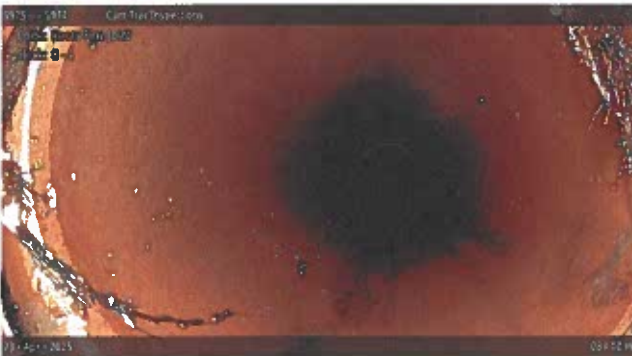
[Grade 3] Tap Break-in/Hammer Defective at 082.60 m, 1 o'clock | roots around tap and in lateral



[Grade 1] Roots Fine Connection at 082.60 m, 12 - 3 o'clock



Miscellaneous General Observation at 083.10 m | blocked Lateral by roots



[Grade 1] Roots Fine Joint at 083.10 m, 8 - 4 o'clock



[Grade 1] Roots Fine Connection at 094.70 m, 10 - 11 o'clock



[Grade 3] Tap Break-in/Hammer Defective at 094.70 m, 10 o'clock | roots around tap



[Grade 2] Deposits Settled Fine (finish) at 107.30 m, 6 o'clock

Snapshots



Miscellaneous Survey Abandoned at 107.30 m | due to loss of traction

Asset

Owner: Onoway
PSR: S957:S977
Upstream MH: S957
Downstream MH: S977

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 034.50 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: .

Inspection

Media Date/Time: 2025-04-28 08:44
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 034.50 m
Weather: Dry - No Precipitation During Survey

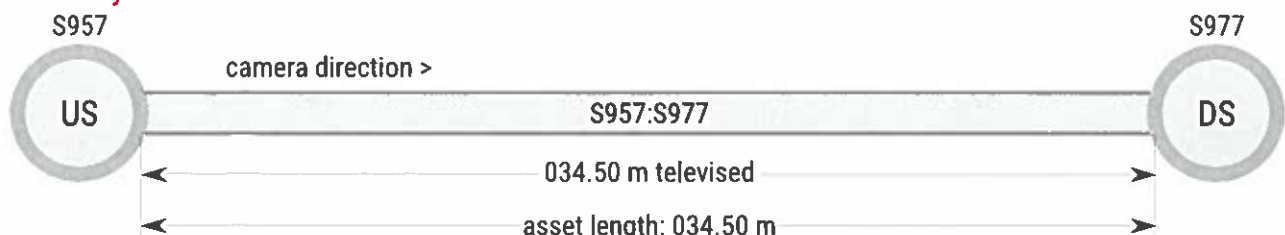
Location

Address: 48 St., Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	2300	322A	322B
$\sum_{i=1}^S SG_i$ Pipe Rating (OR):	6	33	39
Rating Index (RI):	2	1.9	2
Consequence of Failure:			

Summary



Observations

S957		Metres	Code	Clock	Value	Grade	Description	Remarks
camera direction >	• 000.00	AMH					Access Point Manhole	Start Survey: S957
		MWL			45%		Miscellaneous Water Level	
		CS	8 - 9			2	Crack Spiral	
		MWL			25%		Miscellaneous Water Level	
	• 000.70	MWL			15%		Miscellaneous Water Level	
	• 001.10	DAE	8 - 10		5%	2	Deposits Attached Encrustation	
	• 005.00	DAE	8 - 4		5%	2	Deposits Attached Encrustation	
	• 006.50	RFJ	3			1	Roots Fine Joint	
	• 006.90	MWL			5%		Miscellaneous Water Level	
	• 007.90	DAE	7 - 11		5%	2	Deposits Attached Encrustation	
		RFJ	2 - 5			1	Roots Fine Joint	
	• 011.90	RFJ	11 - 2			1	Roots Fine Joint	
	• 014.80	IWJ	8 - 4			2	Infiltration Weeper Joint	
	• 016.20	DAE	2 - 5		5%	2	Deposits Attached Encrustation	
	• 017.50	DAE	8 - 4		5%	2	Deposits Attached Encrustation	
flow >	• 020.40	MWL			15%		Miscellaneous Water Level	
	• 021.80	DAE	1 - 4		5%	2	Deposits Attached Encrustation	
		MWL			5%		Miscellaneous Water Level	
	• 024.50	DAE	12 - 5		10%	2	Deposits Attached Encrustation	
	• 025.90	DAE	8 - 4		15%	3	Deposits Attached Encrustation	
	• 027.50	TB	2		100 mm		Tap Break-in/Hammer	
		DAE	4 - 5		5%	2	Deposits Attached Encrustation	from tap
	• 030.00	DAE	9 - 5		15%	3	Deposits Attached Encrustation	
	• 030.70	CS	7 - 9			2	Crack Spiral	
	• 030.80	DAE	6 - 11		10%	2	Deposits Attached Encrustation	
	• 031.40	DAE	8 - 4		10%	2	Deposits Attached Encrustation	
	• 033.30	DAE	8 - 4		10%	2	Deposits Attached Encrustation	at MH
	• 033.40	FC	5 - 7			2	Fracture Circumferential	
	• 034.50	AMH					Access Point Manhole	End Survey: S977
S977								

Snapshots



Access Point Manhole at 000.00 m | Start Survey: S957



Miscellaneous Water Level at 000.00 m



[Grade 2] Crack Spiral at 000.00 m, 8 - 9 o'clock



Miscellaneous Water Level at 000.00 m



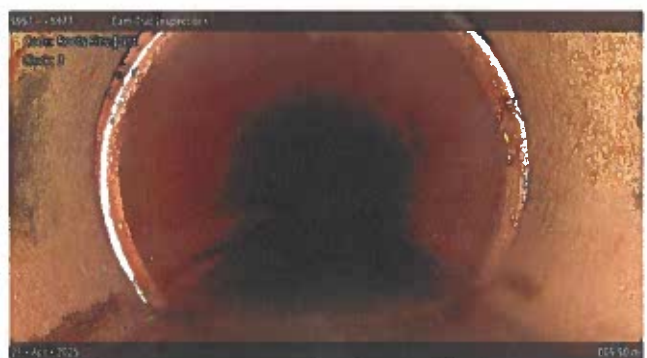
Miscellaneous Water Level at 000.70 m



[Grade 2] Deposits Attached Encrustation at 001.10 m, 8 - 10 o'clock



[Grade 2] Deposits Attached Encrustation at 005.00 m, 8 - 4 o'clock

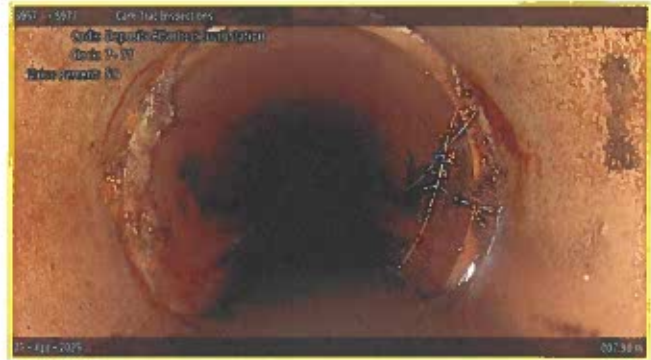


[Grade 1] Roots Fine Joint at 006.50 m, 3 o'clock

Snapshots



Miscellaneous Water Level at 006.90 m



[Grade 2] Deposits Attached Encrustation at 007.90 m, 7 - 11 o'clock



[Grade 1] Roots Fine Joint at 007.90 m, 2 - 5 o'clock



[Grade 1] Roots Fine Joint at 011.90 m, 11 - 2 o'clock



[Grade 2] Infiltration Weeper Joint at 014.80 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 016.20 m, 2 - 5 o'clock



[Grade 2] Deposits Attached Encrustation at 017.50 m, 8 - 4 o'clock

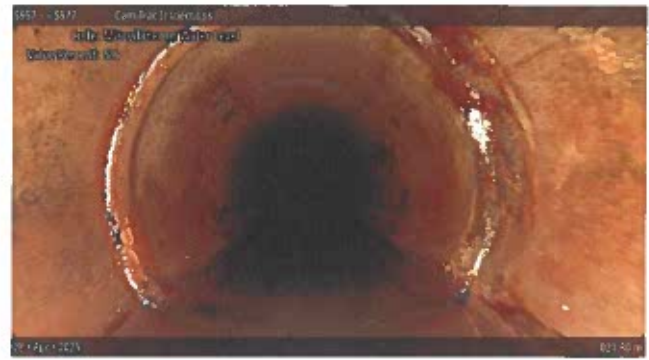


Miscellaneous Water Level at 020.40 m

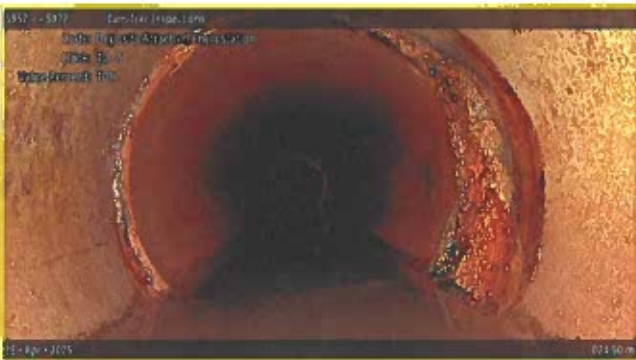
Snapshots



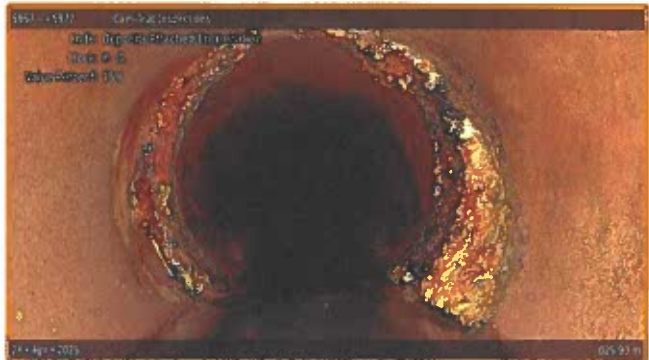
[Grade 2] Deposits Attached Encrustation at 021.80 m, 1 - 4 o'clock



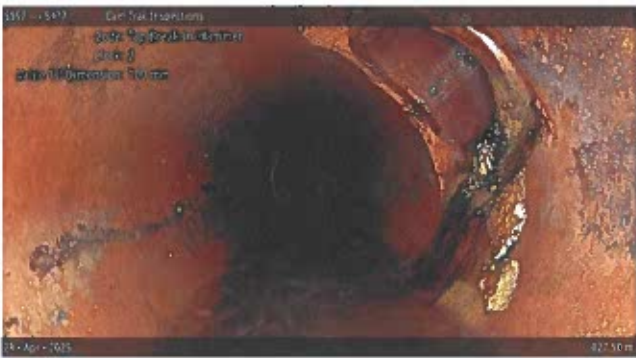
Miscellaneous Water Level at 021.80 m



[Grade 2] Deposits Attached Encrustation at 024.50 m, 12 - 5 o'clock



[Grade 3] Deposits Attached Encrustation at 025.90 m, 8 - 4 o'clock



Tap Break-in/Hammer at 027.50 m, 2 o'clock



[Grade 2] Deposits Attached Encrustation at 027.50 m, 4 - 5 o'clock | from tap



[Grade 3] Deposits Attached Encrustation at 030.00 m, 9 - 5 o'clock



[Grade 2] Crack Spiral at 030.70 m, 7 - 9 o'clock

Snapshots



[Grade 2] Deposits Attached Encrustation at 030.80 m, 6 - 11 o'clock



[Grade 2] Deposits Attached Encrustation at 031.40 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 033.30 m, 8 - 4 o'clock | at MH



[Grade 2] Fracture Circumferential at 033.40 m, 5 - 7 o'clock



Access Point Manhole at 034.50 m | End Survey: S977

Asset

Owner: Onoway
PSR: S910:S903
Upstream MH: S910
Downstream MH: S903

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: (unspecified)

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: reversal needed

Inspection

Media Date/Time: 2025-04-24 15:04
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Upstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 044.00 m
Weather: Dry - No Precipitation During Survey

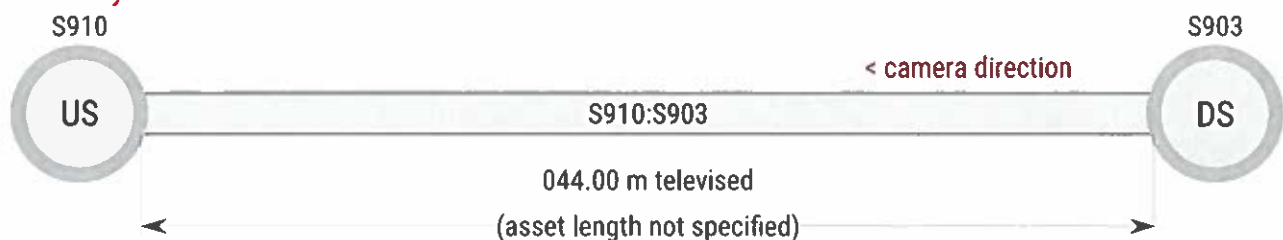
Location

Address: 48 Ave & 46 Street, Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	3123	322A	332A
$\sum_{i=1}^5 SC_i$ Pipe Rating (OR):	10	30	40
Rating Index (RI):	2	2	2
Consequence of Failure:			

Summary



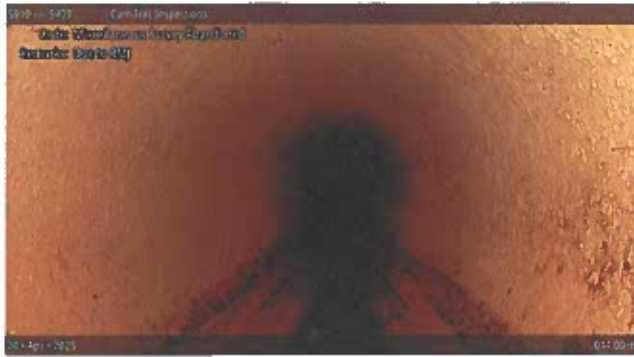
Observations

S910

	Metres	Code	Clock	Value	Grade	Description	Remarks
	044.00	MSA				Miscellaneous Survey Abandoned	Due to RMJ
	043.50	RMJ	6 - 9	30%	3	Roots Medium Joint	
	040.90	RMJ	8 - 4	10%	3	Roots Medium Joint	
	038.10	RFJ	8 - 4		1	Roots Fine Joint	
	036.80	RFJ	9 - 4		1	Roots Fine Joint	
	036.30	CS	10 - 2		2	Crack Spiral	
		TB	9	100 mm		Tap Break-in/Hammer	
	036.00	DAE	7 - 3	5%	2	Deposits Attached Encrustation	
	032.90	DAE	7 - 8	5%	2	Deposits Attached Encrustation	
		TBI	12	100 mm 10 mm	2	Tap Break-in Intruding	
	021.60	DAE	9 - 4	5%	2	Deposits Attached Encrustation	
	019.00	DAE	11 - 5	5%	2	Deposits Attached Encrustation	
	018.90	CC	10 - 12		1	Crack Circumferential	
	018.50	CS	7 - 8		2	Crack Spiral	
	018.40	DAE	8 - 11	5%	2	Deposits Attached Encrustation	from tap
		TB	9	100 mm		Tap Break-in/Hammer	around lateral
	014.70	DAE	8 - 4	5%	2	Deposits Attached Encrustation	
	012.00	DAE	10 - 4	5%	2	Deposits Attached Encrustation	
	010.60	DAE	3 - 5	5%	2	Deposits Attached Encrustation	
	009.20	DAE	7 - 10	5%	2	Deposits Attached Encrustation	
	005.40	FC	(all)		2	Fracture Circumferential	
	001.30	MWL		5%		Miscellaneous Water Level	
	000.40	MWL		15%		Miscellaneous Water Level	
	000.10	CM	8 - 4		3	Crack Multiple	
	000.00	DAE	8 - 4	5%	2	Deposits Attached Encrustation	from MH
		MWL		5%		Miscellaneous Water Level	
		AMH				Access Point Manhole	Start Survey: S903

S903

Snapshots



Miscellaneous Survey Abandoned at 044.00 m | Due to RMJ



[Grade 3] Roots Medium Joint at 043.50 m, 6 - 9 o'clock



[Grade 3] Roots Medium Joint at 040.90 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 038.10 m, 8 - 4 o'clock



[Grade 1] Roots Fine Joint at 036.80 m, 9 - 4 o'clock



Tap Break-in/Hammer at 036.30 m, 9 o'clock



[Grade 2] Crack Spiral at 036.30 m, 10 - 2 o'clock



[Grade 2] Deposits Attached Encrustation at 036.00 m, 7 - 3 o'clock

Snapshots



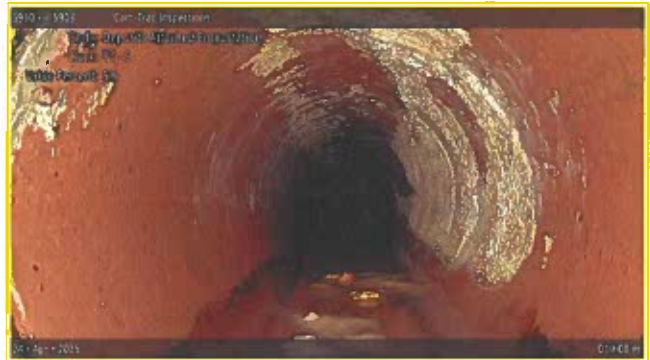
[Grade 2] Tap Break-in Intruding at 032.90 m, 12 o'clock



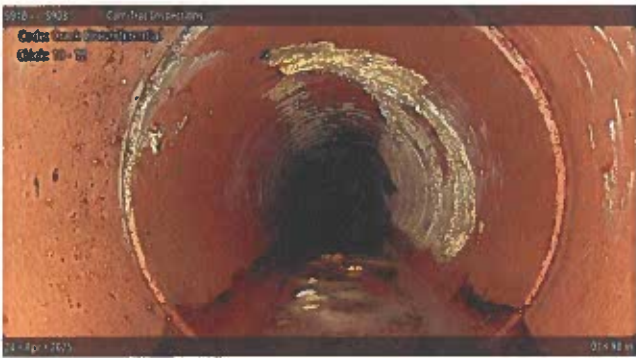
[Grade 2] Deposits Attached Encrustation at 032.90 m, 7 - 8 o'clock



[Grade 2] Deposits Attached Encrustation at 021.60 m, 9 - 4 o'clock



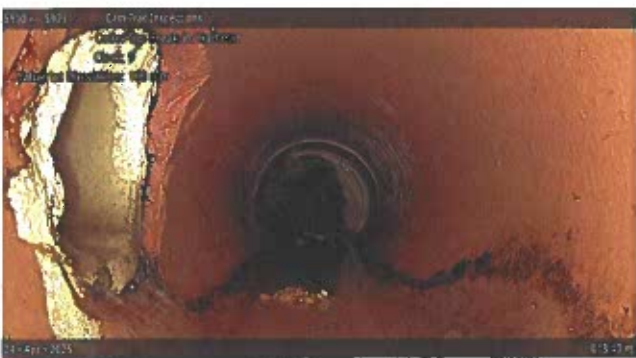
[Grade 2] Deposits Attached Encrustation at 019.00 m, 11 - 5 o'clock



[Grade 1] Crack Circumferential at 018.90 m, 10 - 12 o'clock



[Grade 2] Crack Spiral at 018.50 m, 7 - 8 o'clock | from tap

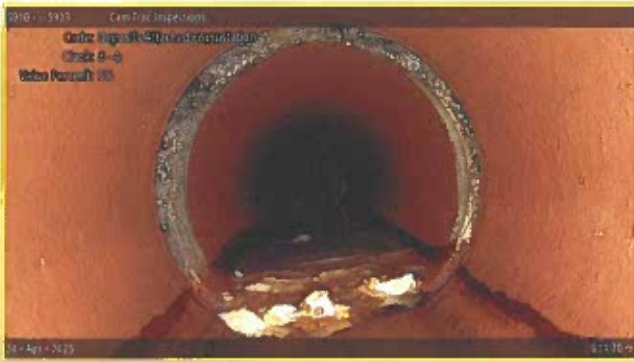


Tap Break-in/Hammer at 018.40 m, 9 o'clock



[Grade 2] Deposits Attached Encrustation at 018.40 m, 8 - 11 o'clock | around lateral

Snapshots



[Grade 2] Deposits Attached Encrustation at 014.70 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 012.00 m, 10 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 010.60 m, 3 - 5 o'clock



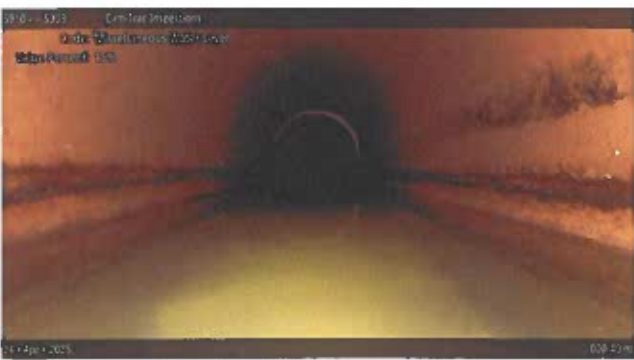
[Grade 2] Deposits Attached Encrustation at 009.20 m, 7 - 10 o'clock



[Grade 2] Fracture Circumferential at 005.40 m, (all clock positions)



Miscellaneous Water Level at 001.30 m



Miscellaneous Water Level at 000.40 m



[Grade 3] Crack Multiple at 000.10 m, 8 - 4 o'clock

Snapshots



Access Point Manhole at 000.00 m | Start Survey: S903



Miscellaneous Water Level at 000.00 m



[Grade 2] Deposits Attached Encrustation at 000.00 m, 8 - 4 o'clock | from MH

Asset

Owner: Onoway
PSR: S910:S903
Upstream MH: S910
Downstream MH: S903

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 073.30 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: Reverse to Downstream.
NI = 20m

Inspection

Media Date/Time: 2025-04-25 08:33
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 009.30 m
Weather: Dry - No Precipitation During Survey

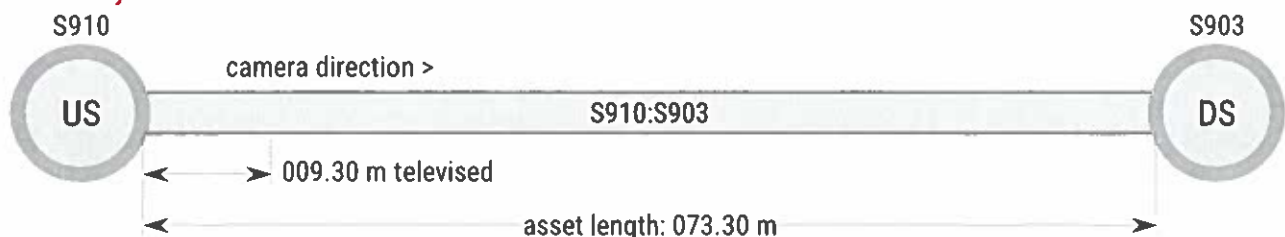
Location

Address: 48 Ave , Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

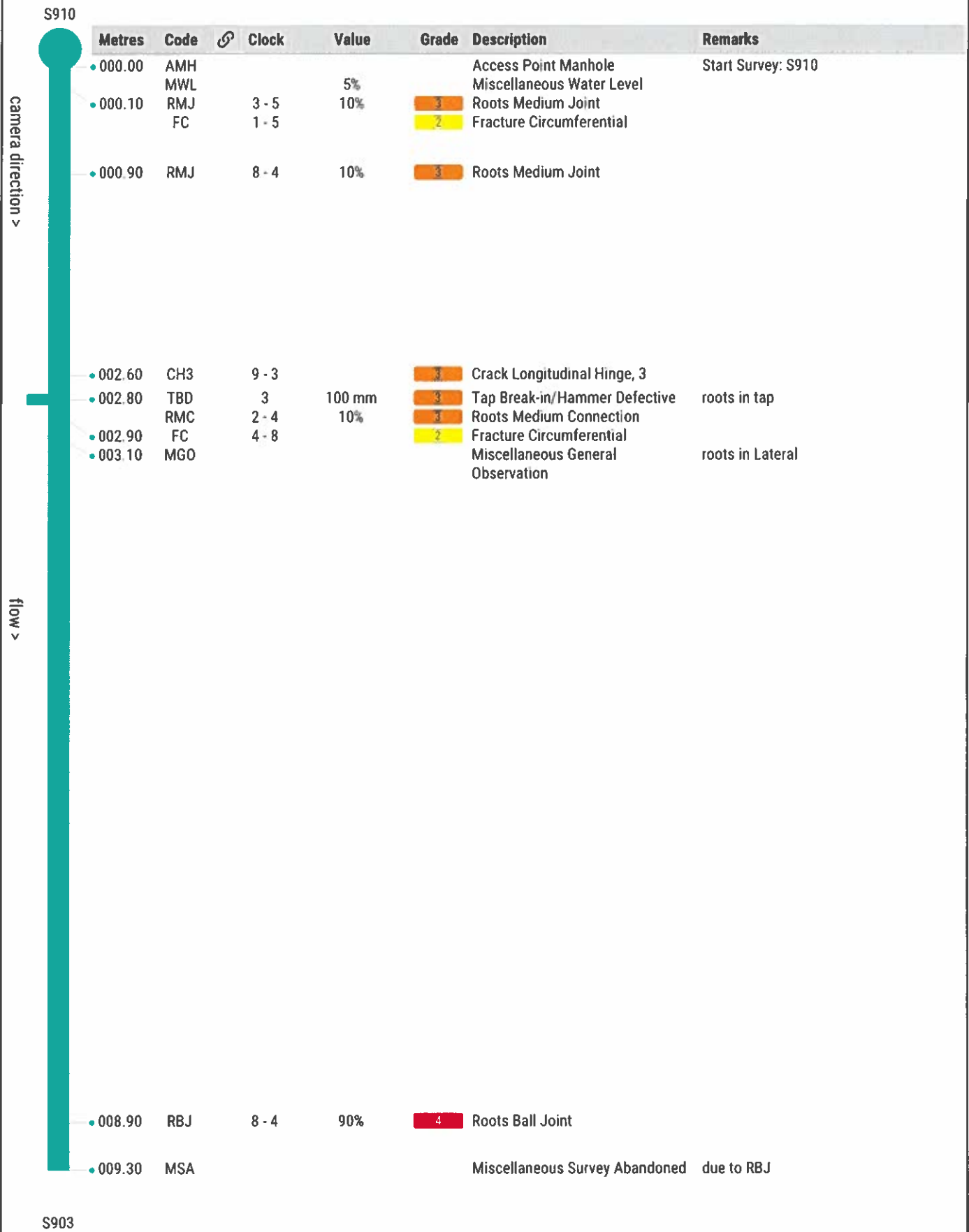
Ratings

	Structural	O & M	Overall
Quick:	3122	4134	4135
$\sum_{i=1}^5 SG_i$ Pipe Rating (OR):	7	16	23
Rating Index (RI):	2.3	3.2	2.9
Consequence of Failure:			

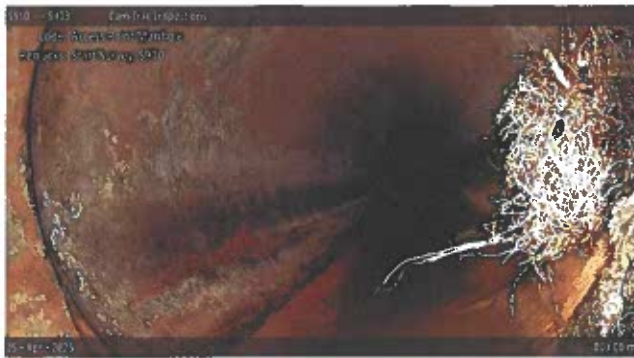
Summary



Observations



Snapshots



Access Point Manhole at 000.00 m | Start Survey: S910



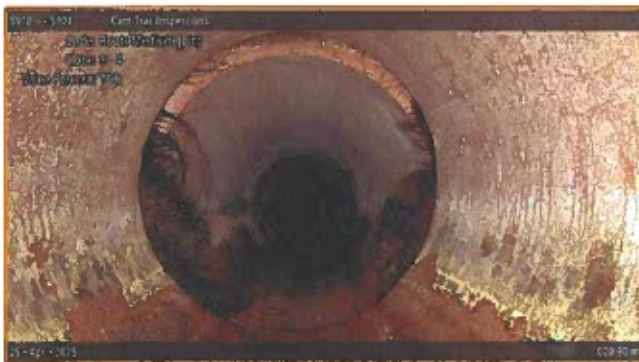
Miscellaneous Water Level at 000.00 m



[Grade 3] Roots Medium Joint at 000.10 m, 3 - 5 o'clock



[Grade 2] Fracture Circumferential at 000.10 m, 1 - 5 o'clock



[Grade 3] Roots Medium Joint at 000.90 m, 8 - 4 o'clock



[Grade 3] Crack Longitudinal Hinge, 3 at 002.60 m, 9 - 3 o'clock



[Grade 3] Tap Break-in/Hammer Defective at 002.80 m, 3 o'clock | roots in tap



[Grade 3] Roots Medium Connection at 002.80 m, 2 - 4 o'clock

Snapshots



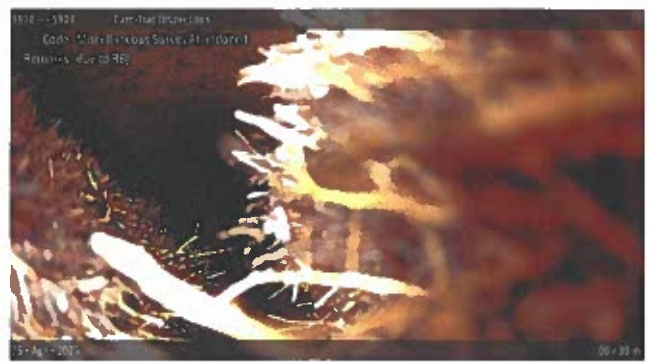
[Grade 2] Fracture Circumferential at 002.90 m, 4 - 8 o'clock



Miscellaneous General Observation at 003.10 m | roots in Lateral



[Grade 4] Roots Ball Joint at 008.90 m, 8 - 4 o'clock



Miscellaneous Survey Abandoned at 009.30 m | due to RBJ

Asset

Owner: Onoway
PSR: S900:S901
Upstream MH: S900
Downstream MH: S901

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: (unspecified)

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: reversal needed

Inspection

Media Date/Time: 2025-04-22 15:03
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 016.80 m
Weather: Dry - No Precipitation During Survey

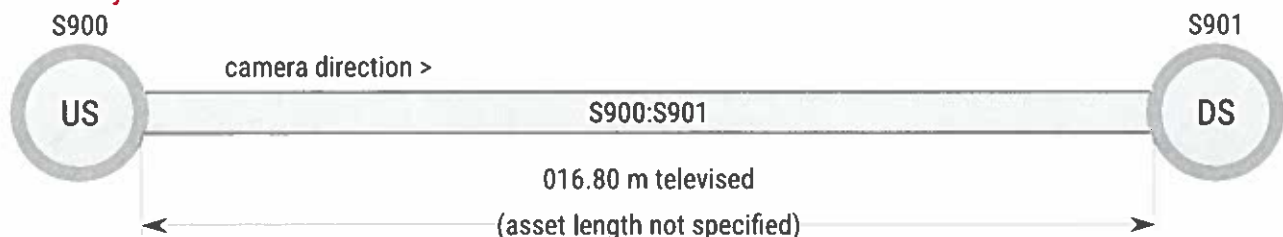
Location

Address: 47 Street & 47A Ave, Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

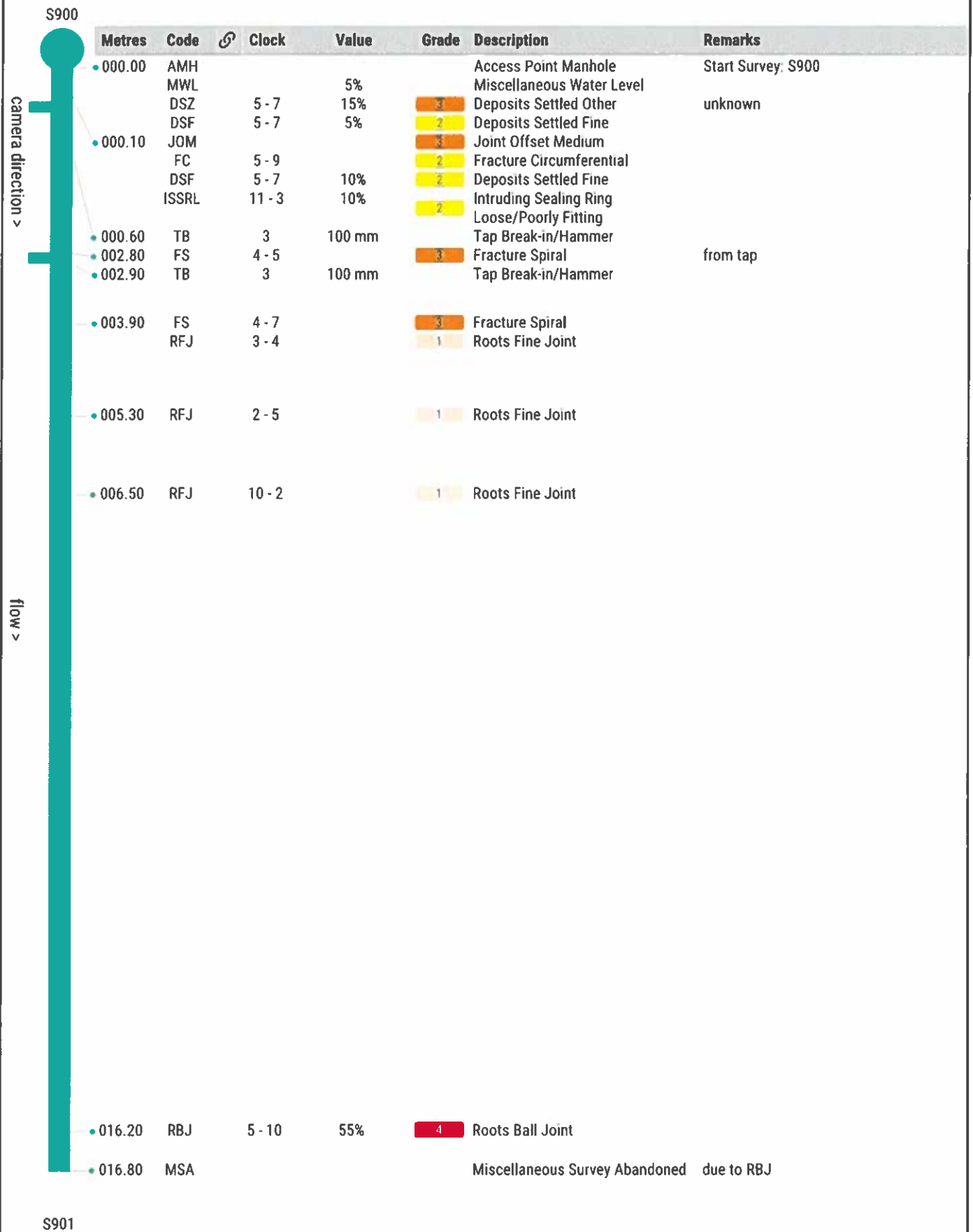
Ratings

	Structural	O & M	Overall
Quick:	3321	4131	4134
$\sum_{i=1}^S s_{G_i}$ Pipe Rating (OR):	11	16	27
Rating Index (RI):	2.8	2	2.3
Consequence of Failure:			

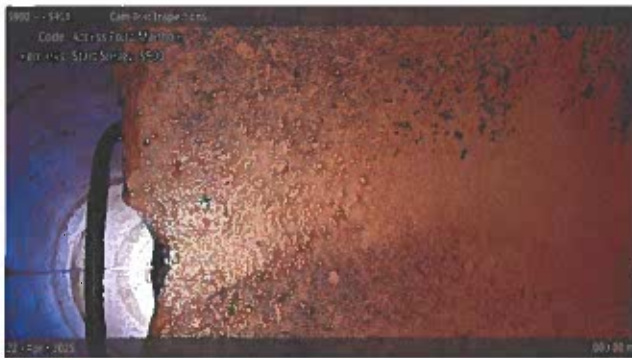
Summary



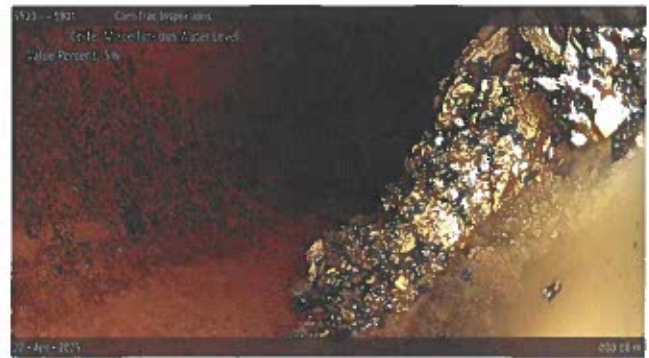
Observations



Snapshots



Access Point Manhole at 000.00 m | Start Survey: S900



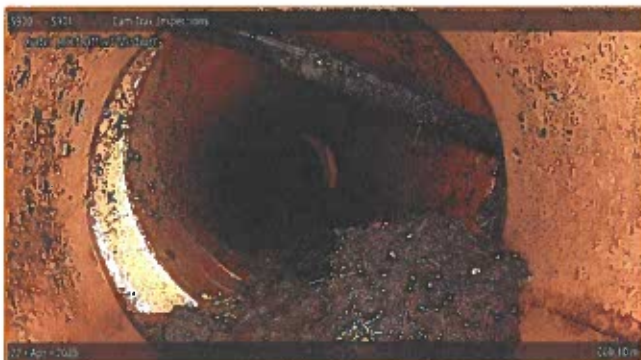
Miscellaneous Water Level at 000.00 m



[Grade 3] Deposits Settled Other at 000.00 m, 5 - 7 o'clock | unknown



[Grade 2] Deposits Settled Fine at 000.00 m, 5 - 7 o'clock



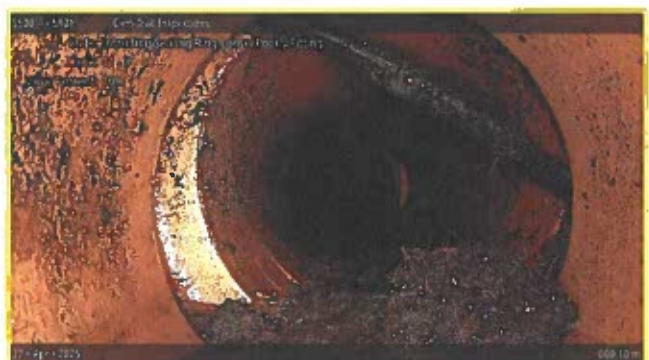
[Grade 3] Joint Offset Medium at 000.10 m



[Grade 2] Fracture Circumferential at 000.10 m, 5 - 9 o'clock



[Grade 2] Deposits Settled Fine at 000.10 m, 5 - 7 o'clock



[Grade 2] Intruding Sealing Ring Loose/Poorly Fitting at 000.10 m, 11 - 3 o'clock

Snapshots



Tap Break-in/Hammer at 000.60 m, 3 o'clock



[Grade 3] Fracture Spiral at 002.80 m, 4 - 5 o'clock | from tap



Tap Break-in/Hammer at 002.90 m, 3 o'clock



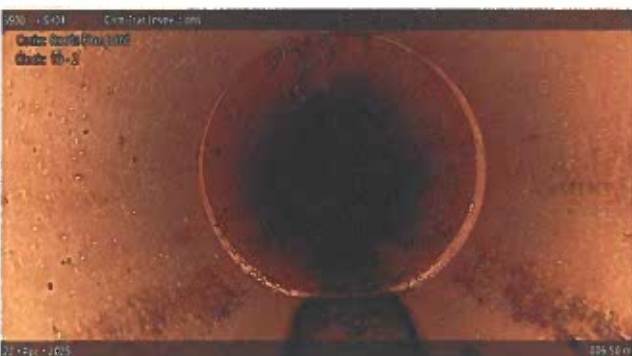
[Grade 3] Fracture Spiral at 003.90 m, 4 - 7 o'clock



[Grade 1] Roots Fine Joint at 003.90 m, 3 - 4 o'clock



[Grade 1] Roots Fine Joint at 005.30 m, 2 - 5 o'clock



[Grade 1] Roots Fine Joint at 006.50 m, 10 - 2 o'clock



[Grade 4] Roots Ball Joint at 016.20 m, 5 - 10 o'clock

Snapshots



Miscellaneous Survey Abandoned at 016.80 m | due to RBJ

Asset

Owner: Onoway
PSR: S900:S901
Upstream MH: S900
Downstream MH: S901

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 095.00 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: Reverse to Upstream.
NI = 7.8m

Inspection

Media Date/Time: 2025-04-22 15:42
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Upstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 070.40 m
Weather: Dry - No Precipitation During Survey

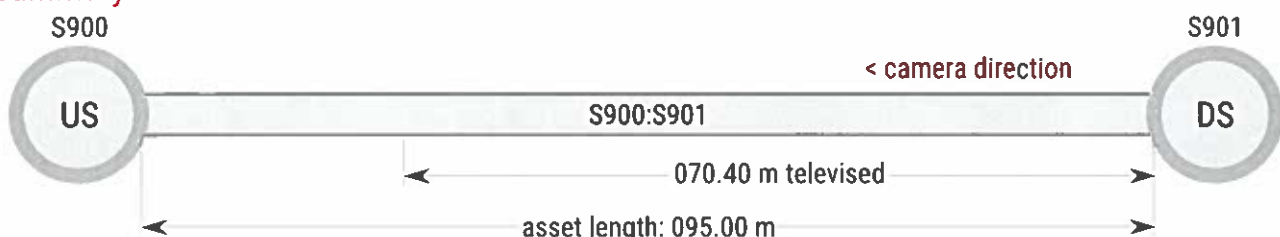
Location

Address: 46 Street & 47A Ave, Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	4132	4121	4232
$\sum_{i=1}^S S_{Gi}$ Pipe Rating (OR):	14	6	20
Rating Index (RI):	2.3	3	2.5
Consequence of Failure:			

Summary



Observations

S900

Metres	Code	Clock	Value	Grade	Description	Remarks
070.40	MSA				Miscellaneous Survey Abandoned	due RMB
069.80	RMB	6 - 10	35%	4	Roots Medium Barrel	
066.70	TB	9	100 mm		Tap Break-in/Hammer	
066.50	CM	11 - 5		3	Crack Multiple	
066.10	B	(all)		4	Broken	
048.90	TB	9	100 mm		Tap Break-in/Hammer	
010.00	TB	9	100 mm		Tap Break-in/Hammer	
005.40	JOM			3	Joint Offset Medium	
	CL	6		2	Crack Longitudinal	
000.60	CC	10 - 5		1	Crack Circumferential	
000.50	TBI	9	100 mm	2	Tap Break-in Intruding	activity from tap
000.30	CC	10 - 5		1	Crack Circumferential	
000.00	MWL		5%		Miscellaneous Water Level	
	AMH				Access Point Manhole	Start Survey: S901

S901

Snapshots



Miscellaneous Survey Abandoned at 070.40 m | due RMB



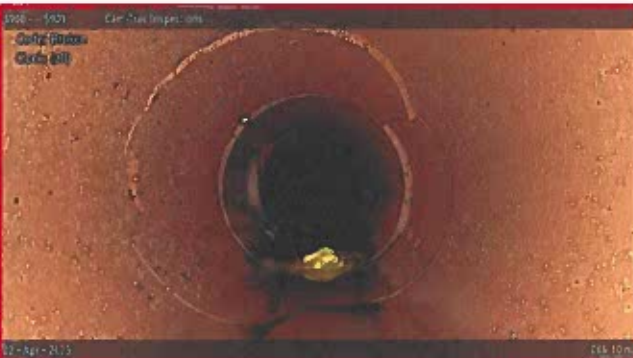
[Grade 4] Roots Medium Barrel at 069.80 m, 6 - 10 o'clock



Tap Break-in/Hammer at 066.70 m, 9 o'clock



[Grade 3] Crack Multiple at 066.50 m, 11 - 5 o'clock



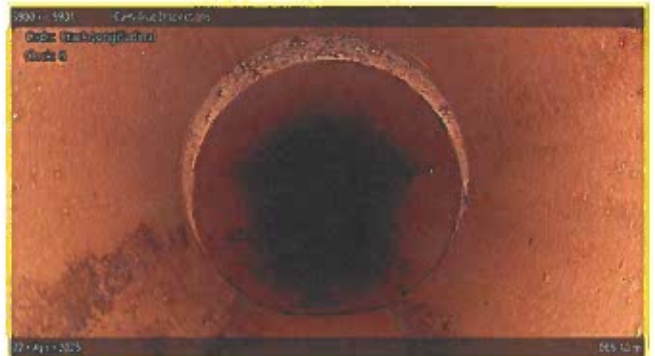
[Grade 4] Broken at 066.10 m, (all clock positions)



Tap Break-in/Hammer at 048.90 m, 9 o'clock



Tap Break-in/Hammer at 010.00 m, 9 o'clock



[Grade 2] Crack Longitudinal at 005.40 m, 6 o'clock

Snapshots



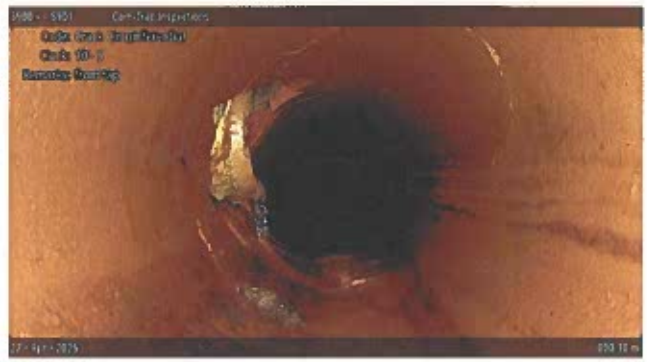
[Grade 3] Joint Offset Medium at 005.40 m



[Grade 1] Crack Circumferential at 000.60 m, 10 - 5 o'clock



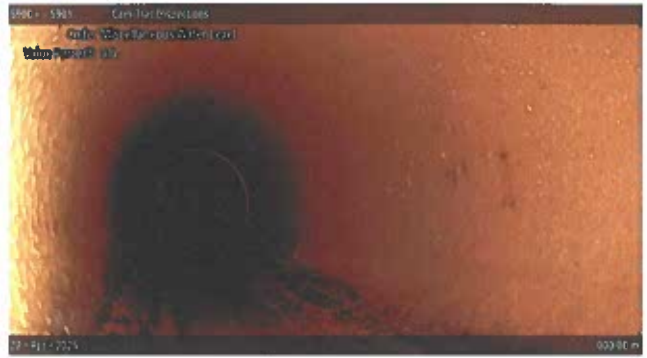
[Grade 2] Tap Break-in Intruding at 000.50 m, 9 o'clock | activity



[Grade 1] Crack Circumferential at 000.30 m, 10 - 5 o'clock | from tap



Access Point Manhole at 000.00 m | Start Survey: S901



Miscellaneous Water Level at 000.00 m

Asset

Owner: Onoway
PSR: S903:S904
Upstream MH: S903
Downstream MH: S904

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 093.50 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: .

Inspection

Media Date/Time: 2025-04-24 15:42
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 093.50 m
Weather: Dry - No Precipitation During Survey

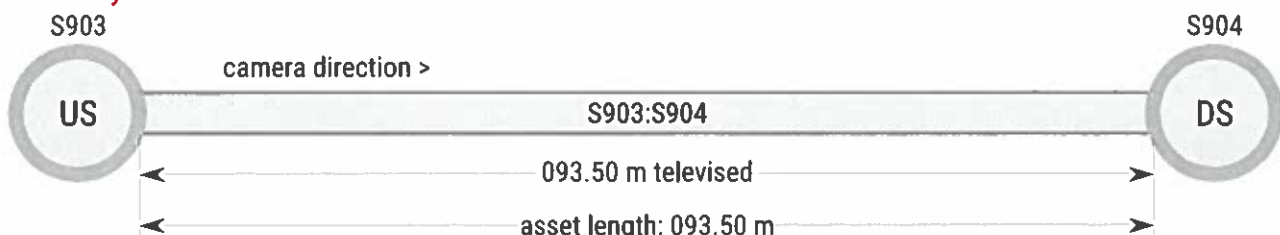
Location

Address: 48 Ave & 46 Street, Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	4223	342L	4234
$\sum_{i=1}^5 sg_i$ Pipe Rating (OR):	14	144	158
Rating Index (RI):	2.8	2.1	2.1
Consequence of Failure:			

Summary



Observations

	Metres	Code		Clock	Value	Grade	Description	Remarks
camera direction >	000.00	AMH					Access Point Manhole	Start Survey: S903
		MWL			5%		Miscellaneous Water Level	
		FM		8 - 4		4	Fracture Multiple	
		DAE		3 - 6	5%	2	Deposits Attached Encrustation	
	004.30	CH2		9 - 3		2	Crack Longitudinal Hinge, 2	
	005.70	DAE		8 - 4	5%	2	Deposits Attached Encrustation	
	008.50	DAE		8 - 4	5%	2	Deposits Attached Encrustation	
	011.30	DAE		12 - 4	5%	2	Deposits Attached Encrustation	
	014.00	DAE		8 - 4	5%	2	Deposits Attached Encrustation	
	016.80	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
flow >	020.50	DAE		1 - 4	10%	2	Deposits Attached Encrustation	at tap
	020.60	IDC		1		3	Infiltration Dripper Connection	
		TBD		2	100 mm	3	Tap Break-in/Hammer Defective	DAE around tap
	020.90	MGO					Miscellaneous General Observation	DAE in Lateral
		DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	023.70	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	024.70	DAE	01	8 - 4	5%	2	Deposits Attached Encrustation	
	028.50	DAE		8 - 10	5%	2	Deposits Attached Encrustation	around tap
	028.60	TBD		10	100 mm	3	Tap Break-in/Hammer Defective	DAE around tap
	028.80	DAE		7 - 11	10%	2	Deposits Attached Encrustation	
		MGO					Miscellaneous General Observation	Lateral
	031.40	DAE		7 - 11	10%	2	Deposits Attached Encrustation	
	032.00	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	035.00	DAE		8 - 4	5%	2	Deposits Attached Encrustation	
	039.50	TBD		2	100 mm	3	Tap Break-in/Hammer Defective	DAE in lateral
	039.70	MGO					Miscellaneous General Observation	DAE in Lateral
	042.30	DAE	01	8 - 4	5%	x12	Deposits Attached Encrustation	
		DAE	02	8 - 4	10%	2	Deposits Attached Encrustation	
	052.80	DAE	02	8 - 4	10%	x7	Deposits Attached Encrustation	
		DAE	03	8 - 4	5%	2	Deposits Attached Encrustation	
	055.40	CL		10		2	Crack Longitudinal	from tap
	055.50	DAE		7 - 9	5%	2	Deposits Attached Encrustation	
		TB		10	100 mm		Tap Break-in/Hammer	
	056.30	TB		2	100 mm		Tap Break-in/Hammer	
	058.60	DAE		2 - 5	10%	2	Deposits Attached Encrustation	
	062.80	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	065.50	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	071.10	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	078.00	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	078.60	TB		9	100 mm		Tap Break-in/Hammer	
	079.00	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
		FC		5 - 7		2	Fracture Circumferential	
	079.20	TB		3	100 mm		Tap Break-in/Hammer	
		FM		4 - 8		4	Fracture Multiple	
	079.30	DAE		2 - 5	10%	2	Deposits Attached Encrustation	
	084.70	DAE		7	10%	2	Deposits Attached Encrustation	
	086.10	DAE	03	8 - 4	5%	x22	Deposits Attached Encrustation	
	087.60	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	092.80	DAE		3 - 10	5%	2	Deposits Attached Encrustation	from MH
	093.50	AMH					Access Point Manhole	End Survey: S904

Snapshots



Access Point Manhole at 000.00 m | Start Survey: S903



Miscellaneous Water Level at 000.00 m



[Grade 4] Fracture Multiple at 000.00 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 000.00 m, 3 - 6 o'clock



[Grade 2] Crack Longitudinal Hinge, 2 at 004.30 m, 9 - 3 o'clock



[Grade 2] Deposits Attached Encrustation at 005.70 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 008.50 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 011.30 m, 12 - 4 o'clock

Snapshots



[Grade 2] Deposits Attached Encrustation at 014.00 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 016.80 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 020.50 m, 1 - 4 o'clock | at tap



[Grade 3] Infiltration Dripper Connection at 020.60 m, 1 o'clock



[Grade 3] Tap Break-in/Hammer Defective at 020.60 m, 2 o'clock | DAE around tap



Miscellaneous General Observation at 020.90 m | DAE in Lateral

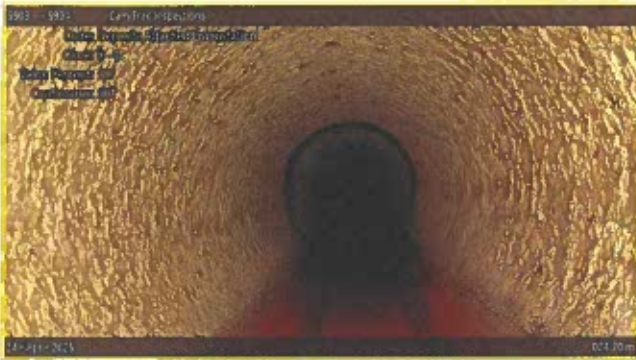


[Grade 2] Deposits Attached Encrustation at 020.90 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 023.70 m, 8 - 4 o'clock

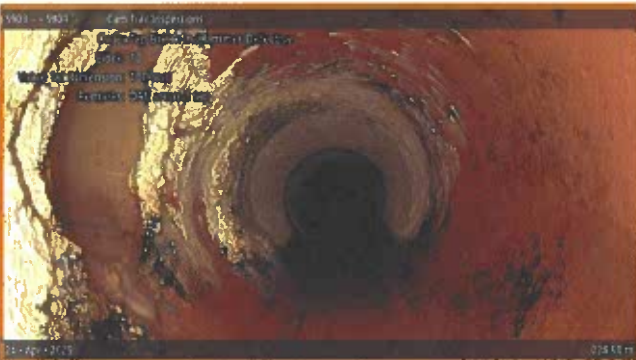
Snapshots



[Grade 2] Deposits Attached Encrustation (start) at 024.70 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 028.50 m, 8 - 10 o'clock | around tap



[Grade 3] Tap Break-in/Hammer Defective at 028.60 m, 10 o'clock | DAE around tap



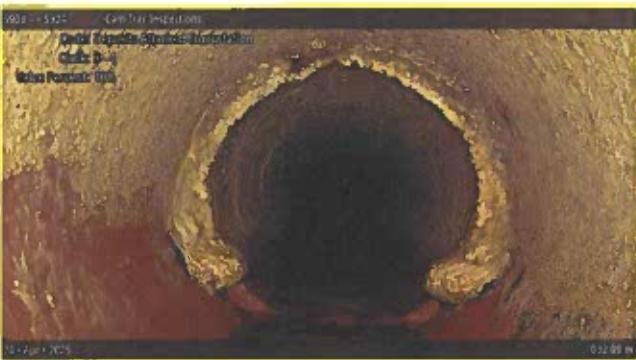
[Grade 2] Deposits Attached Encrustation at 028.80 m, 7 - 11 o'clock



Miscellaneous General Observation at 028.80 m | Lateral



[Grade 2] Deposits Attached Encrustation at 031.40 m, 7 - 11 o'clock



[Grade 2] Deposits Attached Encrustation at 032.00 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 035.00 m, 8 - 4 o'clock

Snapshots



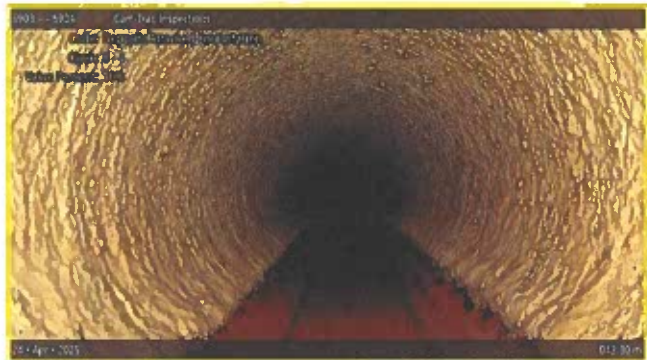
[Grade 3] Tap Break-in/Hammer Defective at 039.50 m, 2 o'clock | DAE in lateral



Miscellaneous General Observation at 039.70 m | DAE in Lateral



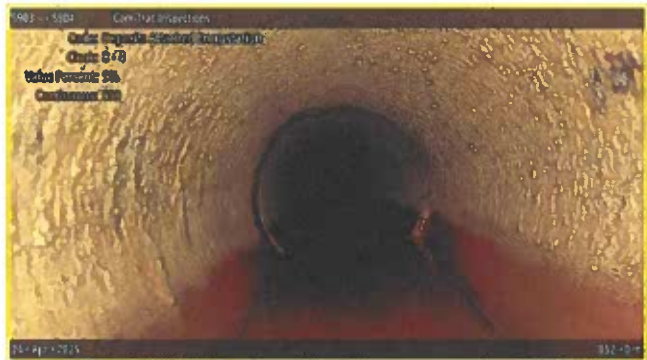
[Grade 2] Deposits Attached Encrustation (finish) at 042.30 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation (start) at 042.30 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation (finish) at 052.80 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation (start) at 052.80 m, 8 - 4 o'clock



[Grade 2] Crack Longitudinal at 055.40 m, 10 o'clock | from tap

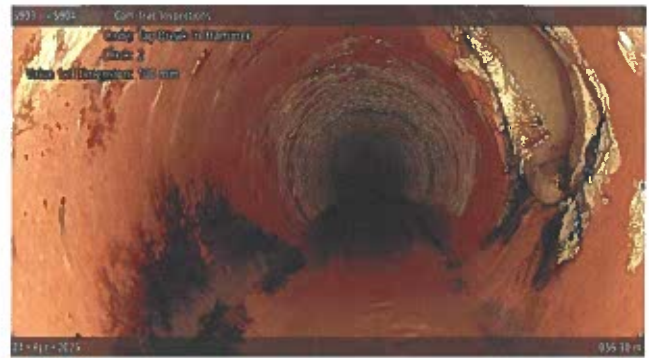


[Grade 2] Deposits Attached Encrustation at 055.50 m, 7 - 9 o'clock

Snapshots



Tap Break-in/Hammer at 055.50 m, 10 o'clock



Tap Break-in/Hammer at 056.30 m, 2 o'clock



[Grade 2] Deposits Attached Encrustation at 058.60 m, 2 - 5 o'clock



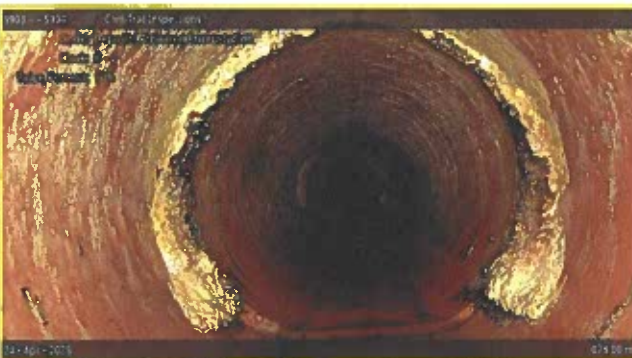
[Grade 2] Deposits Attached Encrustation at 062.80 m, 8 - 4 o'clock



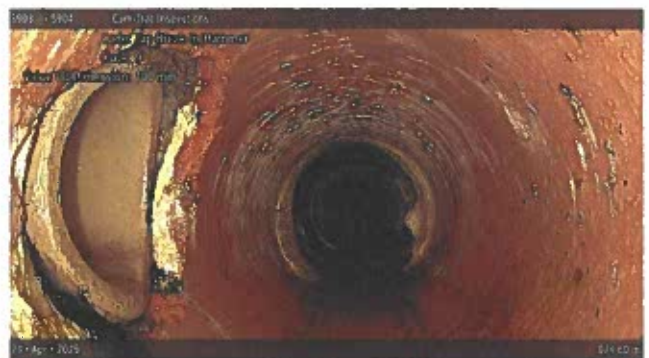
[Grade 2] Deposits Attached Encrustation at 065.50 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 071.10 m, 8 - 4 o'clock

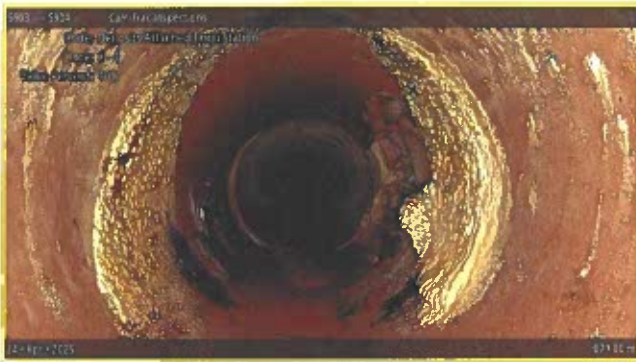


[Grade 2] Deposits Attached Encrustation at 078.00 m, 8 - 4 o'clock



Tap Break-in/Hammer at 078.60 m, 9 o'clock

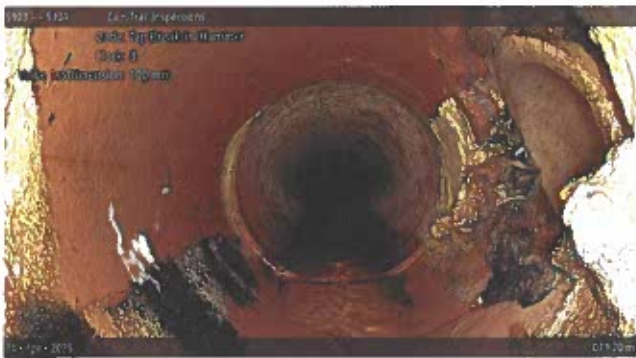
Snapshots



[Grade 2] Deposits Attached Encrustation at 079.00 m, 8 - 4 o'clock



[Grade 2] Fracture Circumferential at 079.00 m, 5 - 7 o'clock



Tap Break-in/Hammer at 079.20 m, 3 o'clock



[Grade 4] Fracture Multiple at 079.20 m, 4 - 8 o'clock



[Grade 2] Deposits Attached Encrustation at 079.30 m, 2 - 5 o'clock



[Grade 2] Deposits Attached Encrustation at 084.70 m, 7 o'clock



[Grade 2] Deposits Attached Encrustation (finish) at 086.10 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 087.60 m, 8 - 4 o'clock

Snapshots



[Grade 2] Deposits Attached Encrustation at 092.80 m, 3 - 10 o'clock | from MH



Access Point Manhole at 093.50 m | End Survey: S904

Asset

Owner: Onoway
PSR: S904:S107
Upstream MH: S904
Downstream MH: S107

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: (unspecified)

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: reversal needed
mistake in header; DS MH is S107

Inspection

Media Date/Time: 2025-04-25 09:28
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 062.60 m
Weather: Dry - No Precipitation During Survey

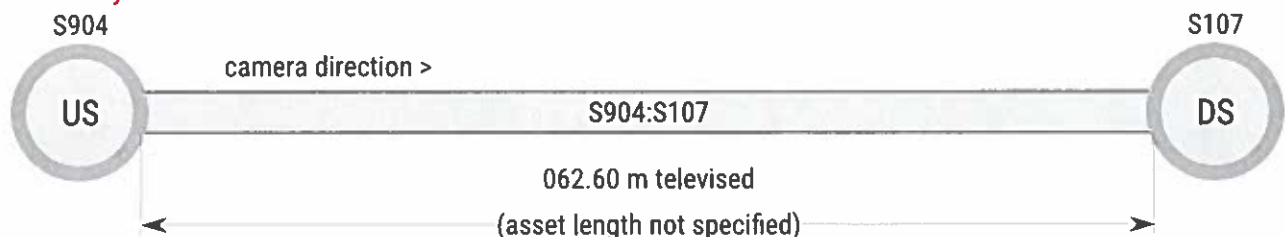
Location

Address: 48 Ave., Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	2200	372J	372K
$\sum_{i=1}^n S_{Gi}$ Pipe Rating (OR):	4	139	143
Rating Index (RI):	2	2.1	2.1
Consequence of Failure:			

Summary



Observations

S904		Metres	Code	Clock	Value	Grade	Description	Remarks
camera direction >	000.00	AMH					Access Point Manhole	Start Survey: S904
		MWL			15%		Miscellaneous Water Level	
	000.10	DAE		8 - 4	10%	2	Deposits Attached Encrustation	at MH
	001.00	DAE		8 - 4	15%	3	Deposits Attached Encrustation	
		MWL			5%		Miscellaneous Water Level	
	002.50	DAE	01	8 - 4	5%	2	Deposits Attached Encrustation	
	003.70	DAE		8 - 4	5%	2	Deposits Attached Encrustation	
	004.20	DAE		7 - 9	10%	2	Deposits Attached Encrustation	around tap
	004.30	TBD		10	100 mm	3	Tap Break-in/Hammer Defective	DAE around tap
	009.10	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
flow >	013.30	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	021.80	TBD		10	100 mm	3	Tap Break-in/Hammer Defective	DAE around tap
		DAE		7 - 11	5%	2	Deposits Attached Encrustation	
		IDC		10		3	Infiltration Dripper Connection	
	022.10	MGO					Miscellaneous General Observation	DAE around Lateral
	024.40	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	025.50	TBD		2	100 mm	3	Tap Break-in/Hammer Defective	DAE around tap
		DAE		2 - 5	10%	2	Deposits Attached Encrustation	around tap
	025.90	DAE		4 - 5	10%	2	Deposits Attached Encrustation	
	028.60	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	030.00	DAE		1 - 4	5%	2	Deposits Attached Encrustation	
	035.40	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	039.70	DAE		7 - 10	10%	2	Deposits Attached Encrustation	
	039.80	TBD		10	100 mm	3	Tap Break-in/Hammer Defective	DAE around tap
	039.90	CL		3		2	Crack Longitudinal	
	040.30	TBI		2	100 mm 20 mm	2	Tap Break-in Intruding	
	040.50	DAE		4 - 5	10%	2	Deposits Attached Encrustation	from tap
	043.80	DAE		3 - 5	10%	2	Deposits Attached Encrustation	
	053.40	DAE		8 - 4	10%	2	Deposits Attached Encrustation	
	054.60	DAE	01	8 - 4	5%	x35	Deposits Attached Encrustation	
S107	054.80	DAE		8 - 4	5%	2	Deposits Attached Encrustation	
	055.50	DAE		8 - 11	5%	2	Deposits Attached Encrustation	
	055.70	CL		10		2	Crack Longitudinal	
	055.80	TB		9	100 mm		Tap Break-in/Hammer	
	056.00	DAE		7 - 9	5%	2	Deposits Attached Encrustation	
	058.90	DAE		8 - 4	5%	2	Deposits Attached Encrustation	
	059.90	DSF		6	5%	2	Deposits Settled Fine	
	060.40	DAE		8 - 4	5%	2	Deposits Attached Encrustation	
	062.10	DAE		2 - 6	10%	2	Deposits Attached Encrustation	around tap
		TBD		3	100 mm	3	Tap Break-in/Hammer Defective	DAE around tap
	062.60	MSA					Miscellaneous Survey Abandoned	Due to DAE

Snapshots



Access Point Manhole at 000.00 m | Start Survey: S904



Miscellaneous Water Level at 000.00 m



[Grade 2] Deposits Attached Encrustation at 000.00 m, 8 - 4 o'clock | at MH



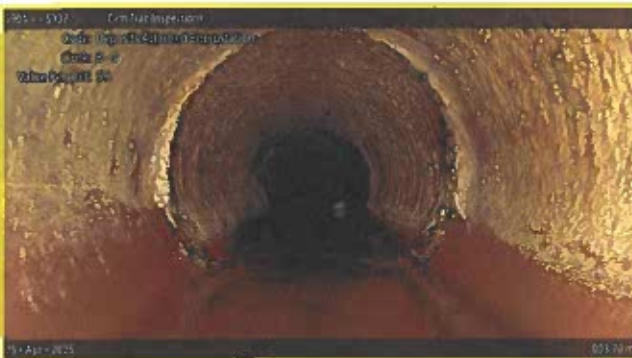
[Grade 3] Deposits Attached Encrustation at 000.10 m, 8 - 4 o'clock



Miscellaneous Water Level at 001.00 m



[Grade 2] Deposits Attached Encrustation (start) at 002.50 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 003.70 m, 8 - 4 o'clock

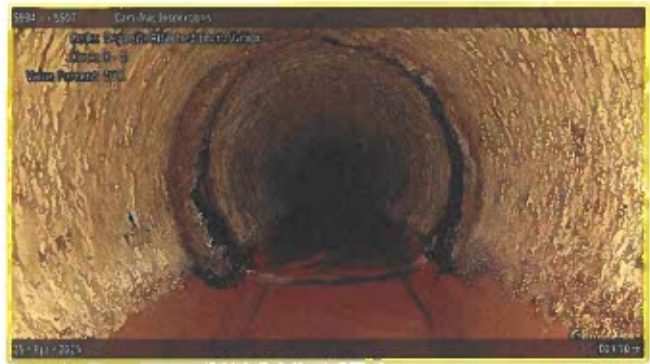


[Grade 2] Deposits Attached Encrustation at 004.20 m, 7 - 9 o'clock | around tap

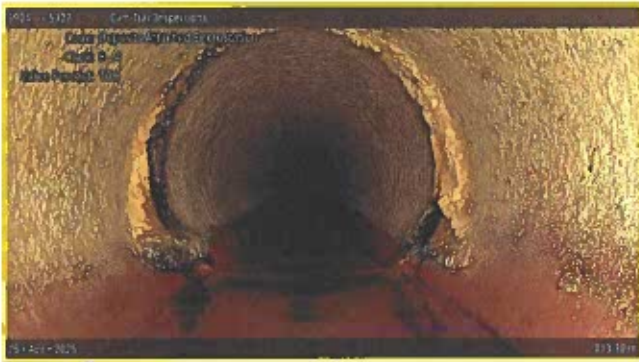
Snapshots



[Grade 3] Tap Break-in/Hammer Defective at 004.30 m, 10 o'clock | DAE around tap



[Grade 2] Deposits Attached Encrustation at 009.10 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 013.30 m, 8 - 4 o'clock



[Grade 3] Tap Break-in/Hammer Defective at 021.80 m, 10 o'clock | DAE around tap



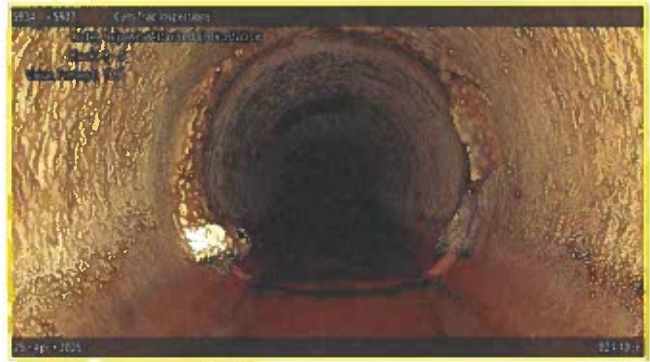
[Grade 2] Deposits Attached Encrustation at 021.80 m, 7 - 11 o'clock



[Grade 3] Infiltration Dripper Connection at 021.80 m, 10 o'clock



Miscellaneous General Observation at 022.10 m | DAE around Lateral



[Grade 2] Deposits Attached Encrustation at 024.40 m, 8 - 4 o'clock

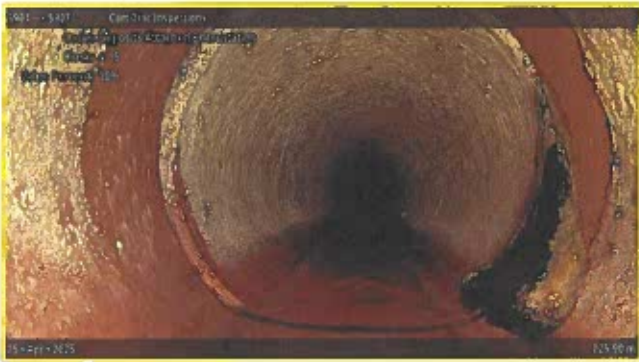
Snapshots



[Grade 3] Tap Break-in/Hammer Defective at 025.50 m, 2 o'clock | DAE around tap



[Grade 2] Deposits Attached Encrustation at 025.50 m, 2 - 5 o'clock | around tap



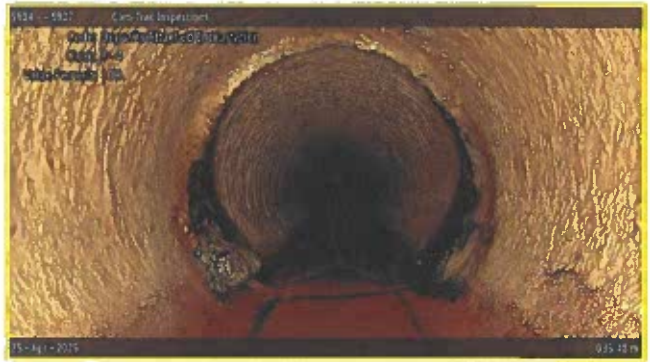
[Grade 2] Deposits Attached Encrustation at 025.90 m, 4 - 5 o'clock



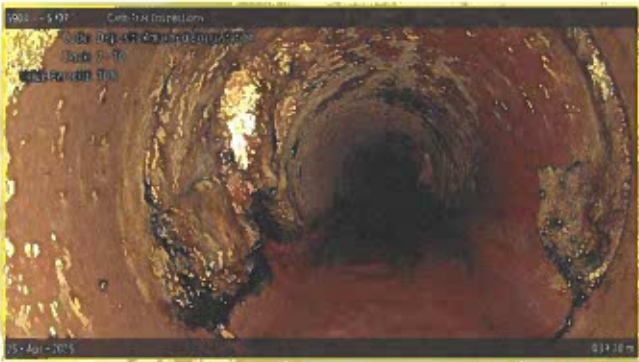
[Grade 2] Deposits Attached Encrustation at 028.60 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 030.00 m, 1 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 035.40 m, 8 - 4 o'clock

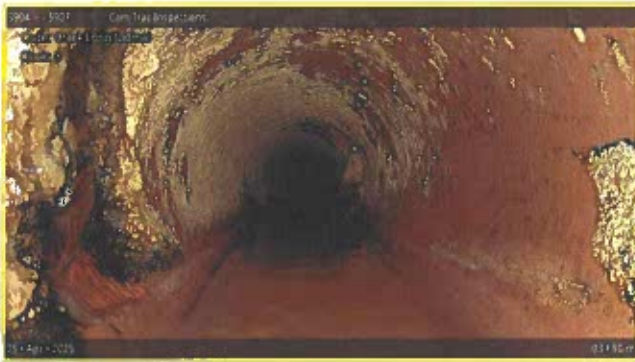


[Grade 2] Deposits Attached Encrustation at 039.70 m, 7 - 10 o'clock

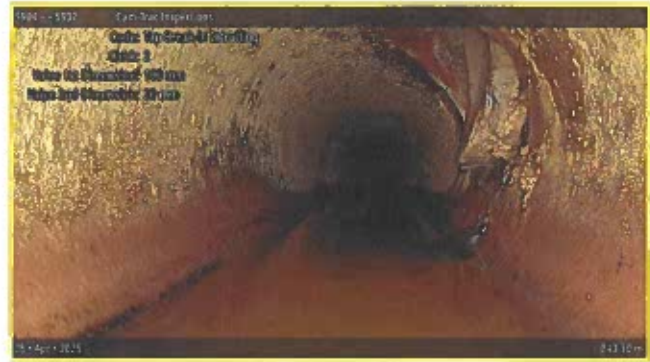


[Grade 3] Tap Break-in/Hammer Defective at 039.80 m, 10 o'clock | DAE around tap

Snapshots



[Grade 2] Crack Longitudinal at 039.90 m, 3 o'clock



[Grade 2] Tap Break-in Intruding at 040.30 m, 2 o'clock



[Grade 2] Deposits Attached Encrustation at 040.50 m, 4 - 5 o'clock | from tap



[Grade 2] Deposits Attached Encrustation at 043.80 m, 3 - 5 o'clock



[Grade 2] Deposits Attached Encrustation at 053.40 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation (finish) at 054.60 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 054.80 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 055.50 m, 8 - 11 o'clock

Snapshots



[Grade 2] Crack Longitudinal at 055.70 m, 10 o'clock



Tap Break-in/Hammer at 055.80 m, 9 o'clock



[Grade 2] Deposits Attached Encrustation at 056.00 m, 7 - 9 o'clock



[Grade 2] Deposits Attached Encrustation at 058.90 m, 8 - 4 o'clock



[Grade 2] Deposits Settled Fine at 059.90 m, 6 o'clock



[Grade 2] Deposits Attached Encrustation at 060.40 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 062.10 m, 2 - 6 o'clock | around tap



[Grade 3] Tap Break-in/Hammer Defective at 062.10 m, 3 o'clock | DAE around tap

Snapshots



Miscellaneous Survey Abandoned at 062.60 m | Due to DAE

Asset

Owner: Onoway
PSR: S904:S107
Upstream MH: S904
Downstream MH: S107

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 200 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 086.00 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: Reverse to Upstream
matchpoint reached

Inspection

Media Date/Time: 2025-04-29 08:48
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Upstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 023.40 m
Weather: Dry - No Precipitation During Survey

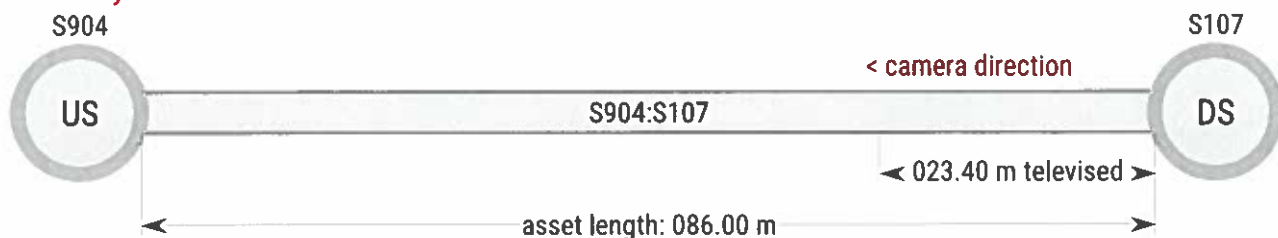
Location

Address: 48 Ave., Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Local/Rural Street
Location Details:

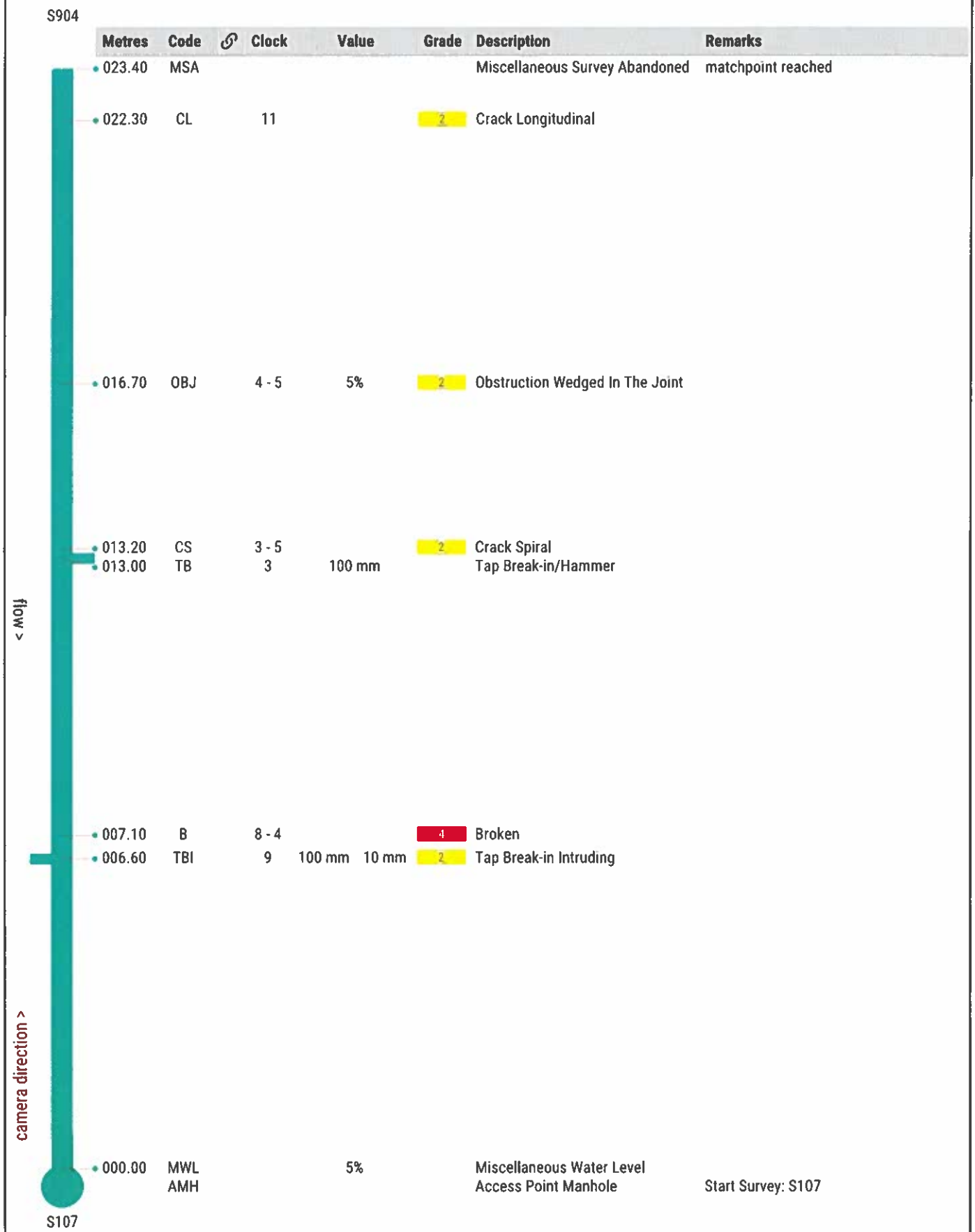
Ratings

	Structural	O & M	Overall
Quick:	4122	2200	4124
$\sum_{i=1}^n sg_i$ Pipe Rating (OR):	8	4	12
Rating Index (RI):	2.7	2	2.4
Consequence of Failure:			

Summary



Observations



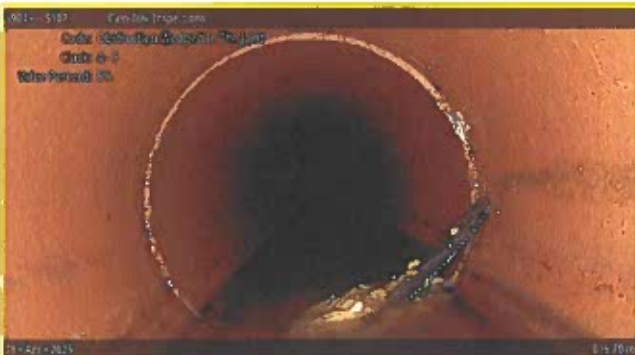
Snapshots



Miscellaneous Survey Abandoned at 023.40 m | matchpoint reached



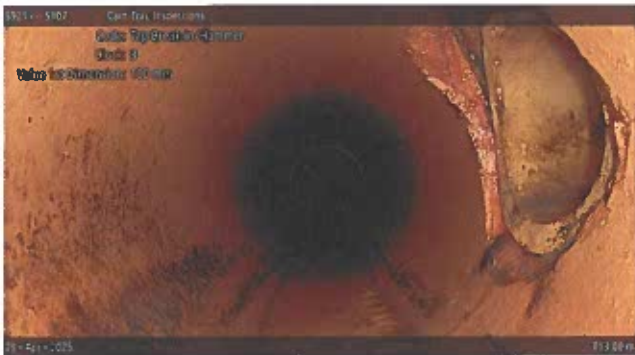
[Grade 2] Crack Longitudinal at 022.30 m, 11 o'clock



[Grade 2] Obstruction Wedged In The Joint at 016.70 m, 4 - 5 o'clock



[Grade 2] Crack Spiral at 013.20 m, 3 - 5 o'clock



Tap Break-in/Hammer at 013.00 m, 3 o'clock



[Grade 4] Broken at 007.10 m, 8 - 4 o'clock



[Grade 2] Tap Break-in Intruding at 006.60 m, 9 o'clock



Access Point Manhole at 000.00 m | Start Survey: S107

Snapshots



Miscellaneous Water Level at 000.00 m

Asset

Owner: Onoway
PSR: S909:S906
Upstream MH: S909
Downstream MH: S906

USMH **DSMH**

Rim to Invert:
Rim to Grade:
Pipe Geometry: 250 mm (Circular)
Material: Vitrified Clay Pipe
Lining Method:
Coating Method:
Constructed:
Pipe Use: Sanitary Sewage Pipe
Total Length: 055.30 m

Project

Project: 2025 Onoway Eastside
WorkOrder: 25-088C
Customer: Onoway
PO Number:
Additional Info: .

Inspection

Media Date/Time: 2025-04-28 15:04
Surveyed By: Ogbeifun Ikhayere (U0621704M0207)
Reviewed By: Richard Tremblay (U041707006317)
Direction: Downstream
Purpose: Routine assessment
Technology: CCTV
PreCleaning: Light Cleaning
Date Cleaned:
Flow Control: Not Controlled
Length Surveyed: 055.30 m
Weather: Dry - No Precipitation During Survey

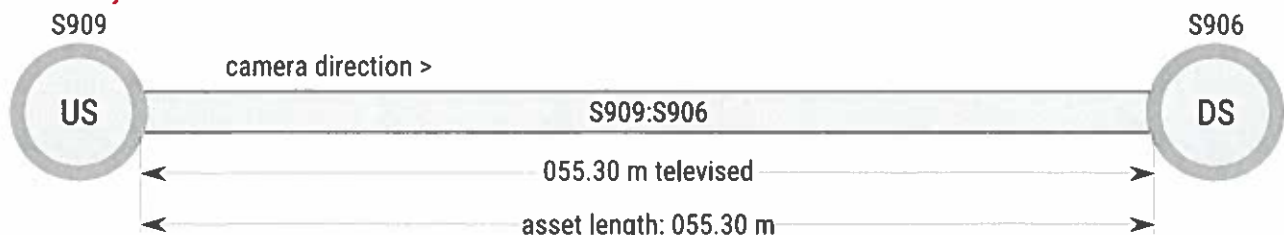
Location

Address: N of 48 Ave., Onoway, AB
Drainage Area:
Latitude:
Longitude:
Elevation:
GPS Accuracy:
Location Code: Alley
Location Details:

Ratings

	Structural	O & M	Overall
Quick:	4432	5241	5245
$\sum_{i=1}^S s_{Gi}$ Pipe Rating (OR):	26	58	84
Rating Index (RI):	3.3	2.4	2.6
Consequence of Failure:			

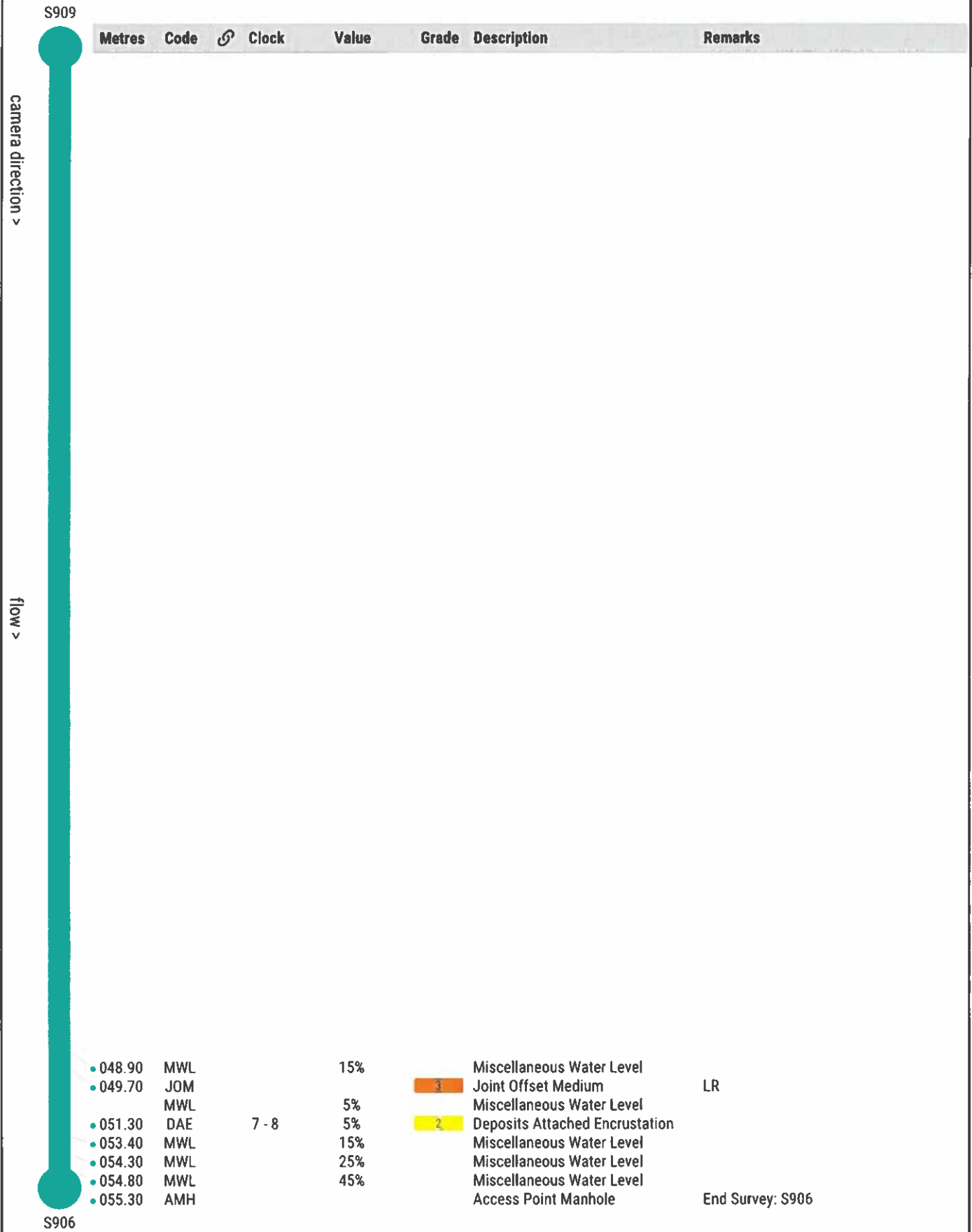
Summary



Observations

S909		Metres	Code	Clock	Value	Grade	Description	Remarks
camera direction >	000.00	AMH					Access Point Manhole	Start Survey: S909
		MWL			5%		Miscellaneous Water Level	
	000.10	DAE	8 - 4		15%	2	Deposits Attached Encrustation	from MH
		ID	8 - 11			2	Infiltration Dripper	
	002.40	FC	6 - 12			2	Fracture Circumferential	
	003.90	DAE	1 - 3		5%	2	Deposits Attached Encrustation	
	007.60	MWL			15%		Miscellaneous Water Level	
	007.90	FM	6 - 12			4	Fracture Multiple	
	009.20	MWL			25%		Miscellaneous Water Level	
	009.30	DAE	8 - 4		5%	2	Deposits Attached Encrustation	
	012.30	MWL			35%		Miscellaneous Water Level	
	013.50	DAE	8 - 4		5%	2	Deposits Attached Encrustation	
	014.80	MWL			25%		Miscellaneous Water Level	
	014.90	DAE	8 - 4		5%	2	Deposits Attached Encrustation	
		FC	4 - 6			2	Fracture Circumferential	
	016.10	MWL			15%		Miscellaneous Water Level	
	017.00	MWL			5%		Miscellaneous Water Level	
	021.80	DAE	2 - 5		5%	2	Deposits Attached Encrustation	
	023.30	DAE	4 - 5		5%	2	Deposits Attached Encrustation	
	025.10	MWL			15%		Miscellaneous Water Level	
	027.40	MWL			25%		Miscellaneous Water Level	
flow >		FM	8 - 4			4	Fracture Multiple	
	027.60	DAE	1 - 4		5%	2	Deposits Attached Encrustation	
	028.80	MWL			35%		Miscellaneous Water Level	
	030.10	DAE	12 - 4		5%	2	Deposits Attached Encrustation	
	030.40	MWL			45%		Miscellaneous Water Level	
	030.90	MWL			55%		Miscellaneous Water Level	
	031.40	MWL			65%		Miscellaneous Water Level	
		MCU	01			4	Miscellaneous Camera Underwater	
	032.50	MCU	01				Miscellaneous Camera Underwater	
		MWL			25%		Miscellaneous Water Level	
	032.80	DAE	8 - 4		10%	2	Deposits Attached Encrustation	
	033.20	MWL			15%		Miscellaneous Water Level	
	034.20	MWL			5%		Miscellaneous Water Level	
		DAE	2 - 5		5%	2	Deposits Attached Encrustation	
	035.10	MWL			15%		Miscellaneous Water Level	
	035.60	MWL			35%		Miscellaneous Water Level	
		DAE	9 - 3		5%	2	Deposits Attached Encrustation	
	035.70	MWL			45%		Miscellaneous Water Level	
	036.90	MWL			35%		Miscellaneous Water Level	
	037.00	DAE	8 - 4		10%	2	Deposits Attached Encrustation	
	038.30	MWL			25%		Miscellaneous Water Level	
	039.70	MWL			15%		Miscellaneous Water Level	
	043.20	MWL			5%		Miscellaneous Water Level	
		IWJ	6 - 11			2	Infiltration Weeper Joint	
	043.30	IGJ	4 - 5			5	Infiltration Gusher Joint	
		DAE	7 - 11		5%	2	Deposits Attached Encrustation	
	044.20	JOM				3	Joint Offset Medium	
		DAE	4 - 5		5%	2	Deposits Attached Encrustation	
	045.50	DAE	8 - 4		5%	2	Deposits Attached Encrustation	
	046.70	MWL			15%		Miscellaneous Water Level	
	046.90	JAL				4	Joint Angular Large	LL
	047.00	DAE	3 - 4		5%	2	Deposits Attached Encrustation	
	047.10	MWL			35%		Miscellaneous Water Level	
	048.20	MWL			45%		Miscellaneous Water Level	
		DAE	9 - 3		5%	2	Deposits Attached Encrustation	
		JOL				4	Joint Offset Large	
	048.40	IGJ	8 - 10			5	Infiltration Gusher Joint	
	048.60	MWL			35%		Miscellaneous Water Level	
S906								

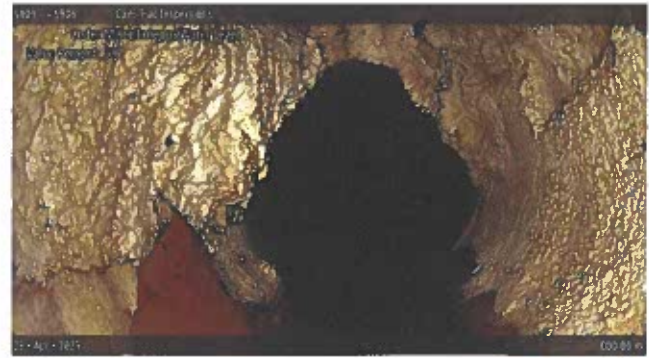
Observations (continued)



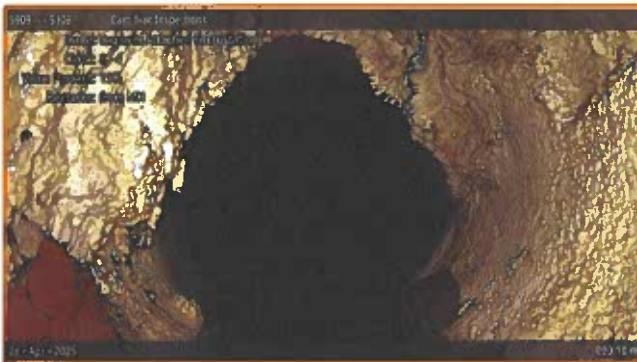
Snapshots



Access Point Manhole at 000.00 m | Start Survey: S909



Miscellaneous Water Level at 000.00 m



[Grade 3] Deposits Attached Encrustation at 000.10 m, 8 - 4 o'clock | from MH



[Grade 3] Infiltration Dripper at 000.10 m, 8 - 11 o'clock



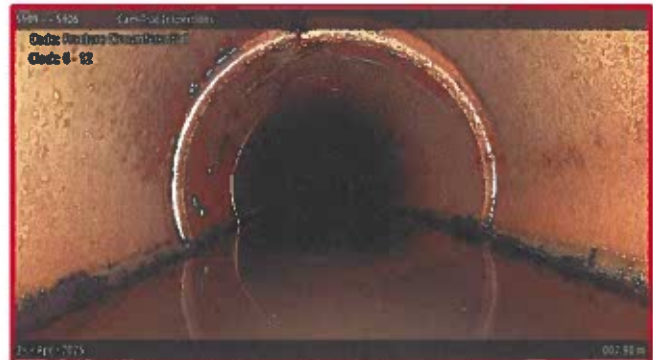
[Grade 2] Fracture Circumferential at 002.40 m, 6 - 12 o'clock



[Grade 2] Deposits Attached Encrustation at 003.90 m, 1 - 3 o'clock



Miscellaneous Water Level at 007.60 m



[Grade 4] Fracture Multiple at 007.90 m, 6 - 12 o'clock

Snapshots



Miscellaneous Water Level at 009.20 m



[Grade 2] Deposits Attached Encrustation at 009.30 m, 8 - 4 o'clock



Miscellaneous Water Level at 012.30 m



[Grade 2] Deposits Attached Encrustation at 013.50 m, 8 - 4 o'clock



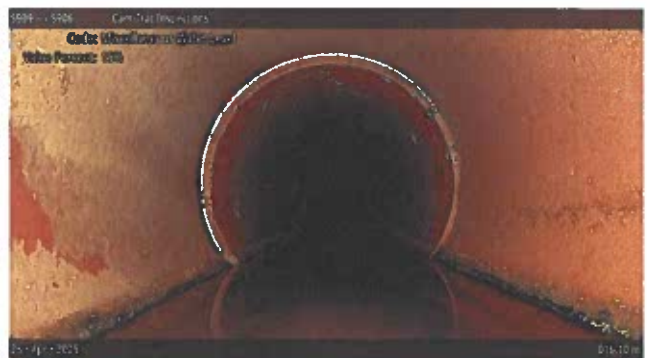
Miscellaneous Water Level at 014.80 m



[Grade 2] Deposits Attached Encrustation at 014.90 m, 8 - 4 o'clock



[Grade 2] Fracture Circumferential at 014.90 m, 4 - 6 o'clock



Miscellaneous Water Level at 016.10 m

Snapshots



Miscellaneous Water Level at 017.00 m



[Grade 2] Deposits Attached Encrustation at 021.80 m, 2 - 5 o'clock



[Grade 2] Deposits Attached Encrustation at 023.30 m, 4 - 5 o'clock



Miscellaneous Water Level at 025.10 m



Miscellaneous Water Level at 027.40 m



[Grade 4] Fracture Multiple at 027.40 m, 8 - 4 o'clock



[Grade 2] Deposits Attached Encrustation at 027.60 m, 1 - 4 o'clock



Miscellaneous Water Level at 028.80 m

Snapshots



[Grade 2] Deposits Attached Encrustation at 030.10 m, 12 - 4 o'clock



Miscellaneous Water Level at 030.40 m



Miscellaneous Water Level at 030.90 m



Miscellaneous Water Level at 031.40 m



[Grade 4] Miscellaneous Camera Underwater (start) at 031.40 m



[Grade 4] Miscellaneous Camera Underwater (finish) at 032.50 m



Miscellaneous Water Level at 032.50 m



[Grade 2] Deposits Attached Encrustation at 032.80 m, 8 - 4 o'clock

Snapshots



Miscellaneous Water Level at 033.20 m



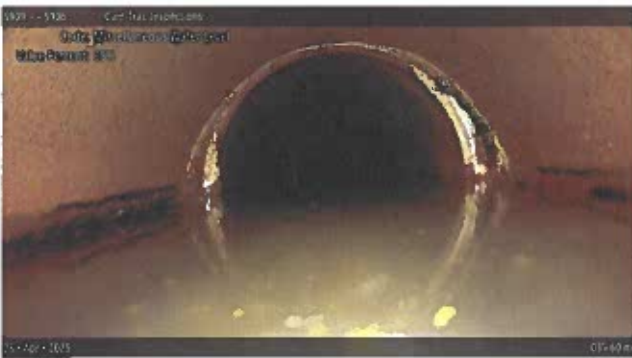
Miscellaneous Water Level at 034.20 m



[Grade 2] Deposits Attached Encrustation at 034.20 m, 2 - 5 o'clock



Miscellaneous Water Level at 035.10 m



Miscellaneous Water Level at 035.60 m



[Grade 2] Deposits Attached Encrustation at 035.60 m, 9 - 3 o'clock



Miscellaneous Water Level at 035.70 m



Miscellaneous Water Level at 036.90 m

Snapshots



[Grade 2] Deposits Attached Encrustation at 037.00 m, 8 - 4 o'clock



Miscellaneous Water Level at 038.30 m



Miscellaneous Water Level at 039.70 m



Miscellaneous Water Level at 043.20 m



[Grade 2] Infiltration Weeper Joint at 043.20 m, 6 - 11 o'clock



[Grade 5] Infiltration Gusher Joint at 043.30 m, 4 - 5 o'clock



[Grade 2] Deposits Attached Encrustation at 043.30 m, 7 - 11 o'clock

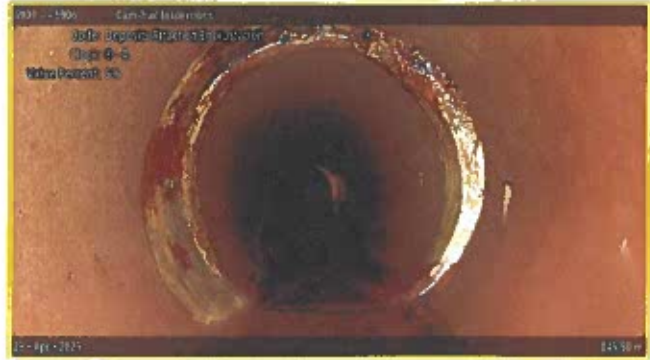


[Grade 3] Joint Offset Medium at 044.20 m

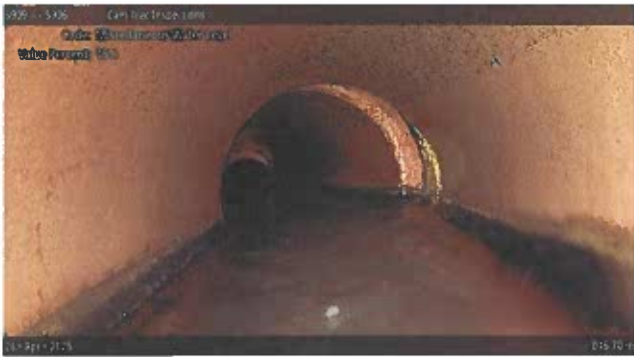
Snapshots



[Grade 2] Deposits Attached Encrustation at 044.20 m, 4 - 5 o'clock



[Grade 2] Deposits Attached Encrustation at 045.50 m, 8 - 4 o'clock



Miscellaneous Water Level at 046.70 m



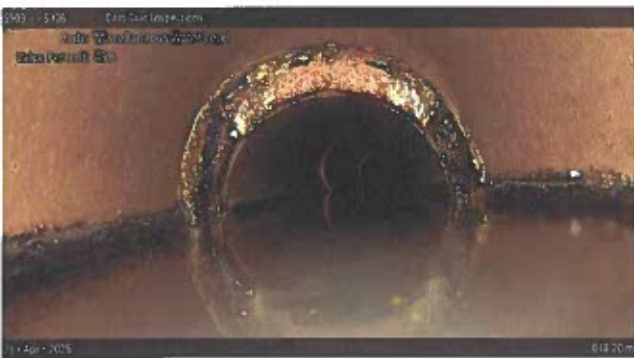
[Grade 4] Joint Angular Large at 046.90 m | LL



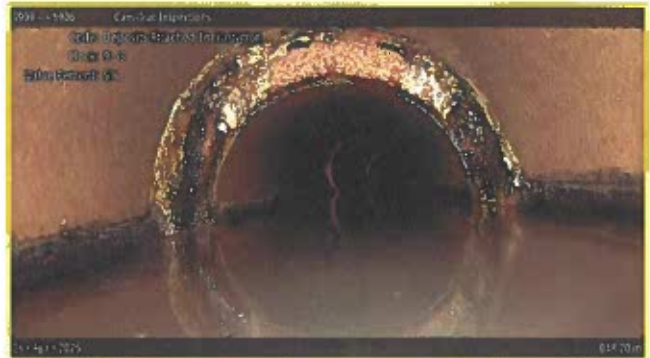
[Grade 2] Deposits Attached Encrustation at 047.00 m, 3 - 4 o'clock



Miscellaneous Water Level at 047.10 m



Miscellaneous Water Level at 048.20 m



[Grade 2] Deposits Attached Encrustation at 048.20 m, 9 - 3 o'clock

Snapshots



[Grade 4] Joint Offset Large at 048.20 m



[Grade 5] Infiltration Gusher Joint at 048.40 m, 8 - 10 o'clock



Miscellaneous Water Level at 048.60 m



Miscellaneous Water Level at 048.90 m



[Grade 3] Joint Offset Medium at 049.70 m | LR



Miscellaneous Water Level at 049.70 m



[Grade 2] Deposits Attached Encrustation at 051.30 m, 7 - 8 o'clock



Miscellaneous Water Level at 053.40 m

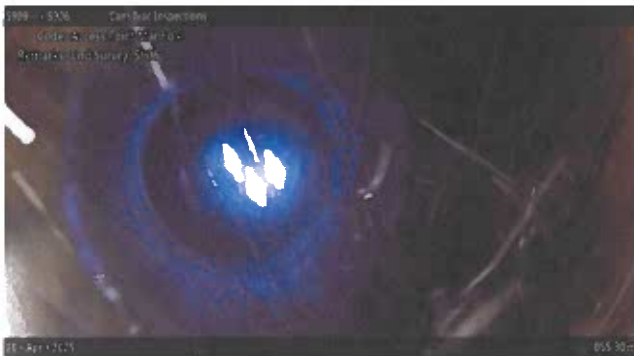
Snapshots



Miscellaneous Water Level at 054.30 m



Miscellaneous Water Level at 054.80 m



Access Point Manhole at 055.30 m | End Survey: S906



Town of Onoway Request for Information

Meeting:	Committee of the Whole meeting
Meeting Date:	June 25, 2025
Presented By:	Gary Mickalyk, Public Works Manager
Title:	Elks Park Improvements

BACKGROUND / PROPOSAL

At the Committee of the Whole meeting of March 13, 2025, Council requested Public Works provide more information and costs associated with the discussed improvements in Elk's Park .

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES OUTHOUSE

Public works investigated the condition of the out houses and determined the building is in good shape. A deep clean, a fresh coat of paint and installing door latches on the partition doors is needed. This work would be completed by public works staff, and is a 2-day process. Exterior doors would be installed for functionality and security, to secure the facility when required. Public works was able to find a Contractor in Edmonton that would be able to complete the exterior door build and install. The lead time to build and install is less than 2 weeks.

Allmar Inc.: Exterior door supply & install \$2,511.00
Public works time and materials: \$600.00

POWER AT THE PARK

After discussions with EPCOR it was noted an existing pole by the skate park with a Rate 41 service, which is a small general service with a wire size of 2 and 100 amps was de-energized but still has all the infrastructure to be put back into service. There would be no cost to install an electrical meter at this pole however there is a cost to supply a 100amp/12 circuit breaker panel with all weatherproof boxes and 2 grounding rods. Materials and labour are estimated at \$2,231 from a local contractor.

SKATEPARK

Should power in the park be restored, the current skate park would need to be relocated. Public Works recommend the skate park be moved to Bretzlaff Park. Public Works staff would be able to complete this work, and it is estimated to take 3 days. The existing asphalt pad is suitable for the skate park but not large enough to accommodate the whole structure.

Some components would be installed at Bretzlaff Park and the remaining put in storage.

The current concrete pad will be washed and cleaned of any graffiti or debris once the

skatepark components are relocated.

Future works would be to extend the pad approx. 6m X 5m and overlay the existing pad to provide a smooth riding surface.

Asphalt extension cost: \$9,490.00

Public works labour and supplies: \$1,560.00

STRATEGIC ALIGNMENT

Sustainable Infrastructure

Service Excellence

COSTS / SOURCE OF FUNDING

Total Estimated Costs are \$16,392 (Outhouse costs=\$3,111, Power at the Park costs=\$2,231 and Skatepark relocation costs=\$11,050.)

There is an operating budget available for the above costs.

RECOMMENDED ACTION

That the Committee of the Whole recommends to Council to approve Elk's Park and Bretzlaff Park improvements as presented.

ATTACHMENTS:

N/A

FW: Prepare for Municipal Affairs' survey on recall rules

From Jennifer Thompson <CAO@onoway.ca>

Date Wed 6/11/2025 8:53 AM

To Debbie Giroux <Debbie@onoway.ca>

Cc Gino Damo <Gino@onoway.ca>

 1 attachment (370 KB)

ABmunis Preliminary Recommendations on Recall of a Municipal Elected Official 20250609.pdf;

For agenda please

From: Tyler Gandam <president@abmunis.ca>

Sent: June 10, 2025 3:40 PM

To: Jennifer Thompson <CAO@onoway.ca>

Subject: Prepare for Municipal Affairs' survey on recall rules

Dear Mayors, Councillors, and CAOs:

Alberta Municipal Affairs has begun to engage Alberta Municipalities and other municipal associations on potential changes to the rules for recall of a municipal elected official. We understand that Municipal Affairs may send an online survey to municipalities in the near future. Fortunately, we are ready for this engagement. In fall 2024, we met with administrators from municipalities that managed a recall petition in the last two years and in early 2025, we workshopped the issue through our Municipal Governance Committee and Small Communities Committee. This enabled our Board to approve a series of preliminary recommendations.

ABmunis' Preliminary Recommendations on Recall

Attached is a report of our recommendations which we encourage you to review prior to completing the province's online survey when it comes out.

Alberta Municipalities is still reviewing specific aspects of recall and intends to make a written submission to Municipal Affairs later this month. This is one of the reasons that recall is one of our featured topics at our [Summer Municipal Leaders' Caucus](#) this month so that we can collect more input from members.

We hope the attached report will help inform your understanding of recall rules so you feel prepared to participate in the province's upcoming survey.

Clarity on what legislation applies

Please note that the rules for recall of a municipal elected official are prescribed in Part 7.1 of the Municipal Government Act. Alberta has a Recall Act, but that legislation only applies to Members of the Legislative Assembly (MLAs).

If you have questions about our position on recall rules, please email our Policy and Advocacy Team at advocacy@abmunis.ca.

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 |
www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official



 **Alberta
Municipalities**
Strength
In Members

June 9, 2025

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Activities During a Recall Petition	5
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Background

Through amendments to the *Municipal Government Act*, in April 2023, Albertans gained the ability to launch a petition to recall a municipal elected official from office. Based on concerns with how recall petitions were being used in some communities, Alberta Municipalities (ABmunis) sent a letter to Alberta Municipal Affairs in March 2024 recommending that the Government of Alberta create a regulation to prescribe further rules for recall petitions. At the time, our concerns focused on the:

- Lack of rules to prevent petition organizers from offering financial incentives to sign a petition,
- Lack of rules on fundraising for a recall petition, and
- No requirement for the petition organizer to submit the petition whether successful or not.

The Government of Alberta has not yet created a regulation but in spring 2024 it made one improvement to recall rules through Bill 20, the *Municipal Affairs Statements Amendment Act, 2024*. Bill 20 changed the rules so that the CAO is no longer responsible for validating a recall petition and the Minister is now responsible for that process.

ABmunis' Review of Recall Rules

Between October 2024 and February 2025, ABmunis conducted a broader review of all rules related to recall petitions and collected input from municipal representatives to explore opportunities for improvement. Input was collected from:

- Administrators from most of the nine municipalities that managed a recall petition(s) in 2023 or 2024.
- ABmunis' Municipal Governance Committee and Small Communities Committee.

Our review focused on four themes of issues:

1. Criteria to launch a recall petition
2. Eligible period to launch a recall petition
3. Activities during a recall petition
4. Number of signatures required to recall a municipal elected official

This review led to the development of the following recommendations that were approved by ABmunis' Board of Directors in February 2025.

Municipal Affairs' Upcoming Engagement on Recall

It is our understanding that Alberta Municipal Affairs plans to survey municipalities in the near future to collect input on possible improvements to recall rules. ABmunis is sharing this report with our members to help inform your participation in that survey.

Recall rules will also be a featured topic at our Summer Municipal Leaders' Caucus in June 2025. The input we collect will inform our final submission to Municipal Affairs' consultation.

Note

The rules for recalling a municipal elected official are prescribed in the *Municipal Government Act*. Alberta has a *Recall Act*, but that legislation only applies to Members of the Legislative Assembly (MLAs).

Criteria to Launch a Recall Petition

1. Should there be criteria to determine whether a recall petition may be launched?

Yes, there should be guardrails that prevent a resident from launching a recall petition for unjustified or spurious reasons. Examples of unjustified recall petitions may include:

- Decisions of a previous council.
- Decisions of the current council, but the petition only targets the mayor or a minority group of the current council members.
- Differing political views.
- Personal grudge towards a member(s) of council.

The MGA should define the criteria for which a recall petition may be launched. Suggestions include:

- Found to be in contravention of the *Municipal Government Act* or *Local Authorities Election Act*.
- Found guilty of fraud, assault, or other criminal offence that is unjust of the office.
- Ethical misconduct as determined by an independent ethics commissioner or panel.

2. Should there be an independent body appointed to review and determine if there is reasonable justification for a recall petition to proceed?

Yes, an independent ethics commissioner should be responsible to vet the rationale for each petition application and rule on whether the recall petition can proceed. This process would enable an opportunity for education with the organizer to overcome any potential confusion or misinformation on a matter before the organizer launches a petition. It would also provide an opportunity for an independent body to manage an informal resolution process for frivolous matters.

Recall petitions are costly to the municipality in terms of a drain on municipal administrative resources, the possible need to hire support for communications, legal support, and people to verify signatures on the petition. Recall petitions can also take councils off their focus on the larger community priorities. Therefore, having an independent body to verify that there is merit to the issue before the petition is authorized will save municipal governments time and costs.

Eligible Period to Launch a Petition

3. What should be the minimum time that passes after an election before a recall petition may be launched?

The waiting period after an election should be reduced from the current 18 months to 12 months. This would align with the rules for recall of MLAs and finds a balance where the elected official has sufficient time to perform on the job before being subject to a recall petition and also recognizing that 18 months is a long period in which an unethical councillor could cause damage for the municipal organization and community.

4. Should residents have the ability to launch a recall petition in the year of an election?

System without an Ethics Commissioner to oversee recall petitions

If the province maintains the current system where a recall petition may be launched for any reason, then recall petitions should not be allowed in an election year.

System with an Ethics Commissioner to oversee recall petitions

If the province creates a system with guardrails that define eligible criteria for a recall petition, then there may be some merit to allow recall petitions to proceed in an election year as the commissioner would ensure there is sufficient merit for the recall petition. However, if municipal staff continue to be responsible to

Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official

manage recall petitions (instead of an ethics commissioner), then it could present significant capacity challenges for legislative staff to prepare for the general election while managing the signature verification of a recall petition and related petition activities.

Activities During a Recall Petition

5. What requirements should be placed on the petition organizer?

- Require the petition organizer to clearly state in writing the reasons for why the elected official should be recalled. The reasons should be stated on the petition application and visible on the petition forms that every signatory signs.
- The petition organizer must confirm that each person is an eligible voter in the municipality before allowing them to sign the petition.
- Require the petition organizer to submit the final list of signatures even if there is an insufficient number of signatures. This improves transparency for the community and may help repair a councillor's reputation if there is a low number of signatures.
- Requirement to abide by all municipal bylaws (e.g. use of lawn signs).
- The MGA should define that the petition organizer must remove a person's signature if requested by the signatory. Currently, the MGA only prescribes how a signatory can request removal from a petition after the petition has been submitted.

6. What activities should be banned during a recall petition?

- The ability to offer financial incentives to residents to sign a petition.
- The ability to change the reasons for the recall petition after signatures have been collected.
- Attempts to keep a copy of the petition and/or distributing/selling the personal contact information on the petition.
- Public comments by other members of the council (whether in favour of or opposed to the petition).
- Public statements by employees of the municipality.
- Collection of signatures through electronic means.
- Collection of signatures by groups unless they have been authorized by the petition organizer.

The MGA should define the penalty if any of the banned activities take place (e.g. the petition is deemed null and void).

7. How many days should a petition organizer have to collect the required number of signatures?

- Maintain the current period of 60 days.

8. Other matters related to activities of a recall petition

- To avoid the risk of a completed petition being declared invalid due to errors in the petition form, the Government of Alberta should create a template form that must be used by every petition organizer to collect signatures.
- Municipalities need more clarity on what is considered a verified signature.
- Review if the current 45-day period is a reasonable amount of time for a municipality to count and verify signatures if the signature threshold is in the hundreds of thousands.

Number of Signatures Required

9. What metric should be used for calculating the minimum number of signatures required to recall a municipal elected official (except for summer villages)?

ABmunis' has reviewed three different metrics that could be used as the threshold for the number of signatures required for a successful recall petition (excluding summer villages).

1. Percentage of eligible voters (**ABmunis' recommendation**)
2. Percentage of population (*current system*)
3. Percentage of people that voted in the last general election (*same as MLA recall*)

ABmunis' is recommending option 1, percentage of eligible voters because it is the option with the least complications and challenges.

Problems with percentage of population (current system)

- Unfair threshold to meet if the community has a high number of ineligible voters (e.g. children and immigrants without citizenship).

Problems with percentage of people that voted in the last general election (same as MLA recall)

- If council was acclaimed, there is no voting data available. This is common as shown over the last three general elections dating back to 2013, between 26 per cent and 37 per cent of candidates were acclaimed.
- Referring to voter turnout numbers from previous elections may be problematic if the council or the elected official has been acclaimed for several elections and the population of the municipality has changed since then.
- Voter turnout can be lower when there is no contest for the mayor's seat.

10. What metric should be used for calculating the minimum number of signatures required to recall a municipal elected official in a summer village?

The current criteria to recall an elected official of a summer village is to collect signatures equivalent to at least 50 per cent of the number of residences in the summer village.

Municipal Affairs has not yet indicated whether the rules for summer villages will be in scope for their current review. ABmunis notes unique challenges with the signature threshold for summer villages:

- Summer villages are not required to maintain a list of eligible voters.
- Population counts for a summer village only represents the number of permanent residents.
- Voter data is limited since almost half of summer village councils were acclaimed in the last general election.

If the threshold for summer villages is included in Municipal Affairs' current review, ABmunis will collaborate with the Association of Summer Villages of Alberta to provide input to the province.



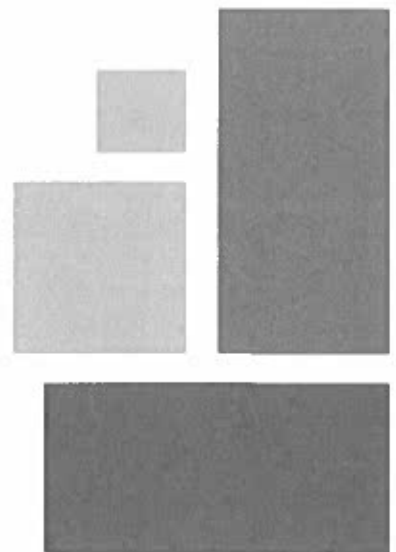
Alberta Municipalities

Strength In Members

Connect

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780.433.4431 ■ 310.MUNI

abmunis.ca





Canadian Postmasters
and
Assistants Association



L'Association canadienne
des maîtres
de poste et adjoints

Alberta, Northwest Territories and Nunavut Branch - Section de l'Alberta, Territoires du Nord-Ouest et Nunavut

Dear Sir or Madam

Since 1902 the Canadian Postmasters and Assistants Association (CPAA) have fought for the rights of the rural post office employees and for the full access to postal services for all rural Canadians. Our struggles have focused on employment equity, pay equity, various benefits and the fight against rural post office closures.

With the release of the Kaplan inquiry and the recommendations for CPC to lift the moratorium against post office closures by the Industrial Inquiry Commission, All CPAA members are struck with great fear of our future.

I am a rural Postmaster in Northern Alberta. I can tell you with 100% accuracy that I love my job, my community, my customers, and would not choose any other career for myself.

The rural post office is the heartbeat of all communities, a gathering place, a place to find out what is going on, a place to meet your friends, have a catch up, solve the world's problems, government entity, condolences, congratulations, and sometimes the only person someone talks to all day.

More often than not, post offices in villages and hamlets have buildings supplied by their postmasters as part of their hire stipulation and CPC pays a nominal amount of rent for the use of the premises. (Between \$113.08 - \$535.83 a month) It is very common that these (group) offices end up taking monies from their pay to cover the overhead to provide the office for their communities. Lately we have been seeing their communities stepping up to help subsidize the cost of maintaining a building to keep a post office in their rural communities.

With the release of the Kaplan Inquiry, they are pushing for more CMBs (community mailboxes) in fact that is what CPC tells communities they can have if their postmaster retires! I want everyone to know that all rural communities have a voice and these voices must get loud and fight for a post office to remain open in their community. A customer living 3 kms north of town is just as important as a businessman in the middle of Red Deer.

There are 3075 post offices across Canada that are represented by CPAA and employ more than 8500 members. Our area is Alberta, Northwest Territories and Nunavut, we have 280 offices that employ 587 members currently. We are a board of 6 Postmasters from all over Alberta that have been elected into our positions. I am the President and I work from home and on the road. The other 5 members work in their offices as well as do CPAA when they are available. There are several unions within CPC, most people only hear about CUPW, which are the depot workers, letter carriers, RSMCs . They are the union that is fighting for their rights and demands and are on the verge of a strike for the second time in a year. CPAA does not strike, we have always had a No-Strike clause in our collective agreement. We continue to work the front lines and help rural Canada.

I am asking for members of Alberta to send a letter to your MPs and simply say WE WANT TO SAVE OUR POST OFFICE. Send a message to your RM/ Village/ Town office asking them to reach out to their Postmasters and let them know about Canada Posts offer of CMBs in your town, they will in turn reach out to us CPAA, and we can attend your community and present what your rural community can do to help.

No CMBs! we want to save (keep) our post offices.

We are only strong if we all help each other out!

Sincerely,

Alberta Northwest Territories and Nunavut CPAA

Xan Moffatt-Toews President Postmaster/ Fairview, Ab xan@abntnucpaa.com

Gerry Henry Vice President Postmaster/ Warner, Ab gerry@abntnucpaa.com

Kathy Simmons Sec. Trea. Postmaster/ Islay, Ab kathy@abntnucpaa.com

Arlene Baird Director Postmaster/ Nisku, AB arlene@abntnucpaa.com

Karen Luger Director Postmaster /Lamont, Ab karen@abntnucpaa.com

John Pelley Director Postmaster /Fort MacLeod,AB john@abntnucpaa.com

BREAKING NEWS



SERVING RURAL CANADIANS SINCE 1902!

We believe that it is especially important to retain a federal government presence in rural Canada through the postal network. This network can play an integral role in the future of our country as we strive for equality of service for all Canadians regardless of where they live.

We have been proudly serving 3000 rural communities across Canada for over 100 years, our union is the second largest within Canada Post and we are here to serve you! Customers are our number one consideration. Tell your MPs and any leaders about us and keep the rural post offices vital.

LEARN MORE ONLINE AND HOW TO SUPPORT US!

Onoway Town Council Agenda June 25, 2025

WE CHOOSE TO
STAND UP AND
WORK FOR OUR
FELLOW CANADIAN



WE DO NOT STRIKE!

~~STRIKE
STRIKE!
STRIKE!
STRIKE!
STRIKE!~~



FW: Water Demand Management Measure A - Effective Immediately

From Jennifer Thompson <CAO@onoway.ca>

Date Mon 6/9/2025 12:42 PM

To Bridgitte Coninx <bconinx@onoway.ca>; Len Kwasny <lkwasny@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>; Robin Murray <rmurray@onoway.ca>; Sheila Pockett <spockett@onoway.ca>

Cc Gary Mickalyk <Pwmanager@onoway.ca>; Debbie Giroux <Debbie@onoway.ca>; Gino Damo <Gino@onoway.ca>; Melinie Beaulieu <Melinie@onoway.ca>; Penny Frizzell <penny@onoway.ca>; Shelley Klein <ShelleyK@onoway.ca>

For information.

From: WILD Water Commission <wildwatercommission@gmail.com>

Sent: June 9, 2025 11:42 AM

To: Jennifer Thompson <CAO@onoway.ca>; aboffice <aboffice@albertabeach.com>; Summer Village West Cove <svwestcove@outlook.com>; Robert McGowan <robert.mcgowan@parklandcounty.com>; Neil Jamieson <neil.jamieson@parklandcounty.com>; Trista Court <tcourt@lsac.ca>; office <office@svyellowstone.ca>; Samantha Alexis <publicworks@ansn.ca>; robin.rainbird@paulfirstnation.com; micheal.rain@paulfirstnation.com; cao <cao@rosshaven.ca>; svseba@telusplanet.net; svcastle <svcastle@telus.net>; cao <cao@svnakamun.com>; Summer Village Administration <svsandyb@xplornet.ca>; svsunrisebeach@wildwillowenterprises.com; cao@valquentin.ca; cao@lakeview.ca; office <office@sunsetpoint.ca>; emily@milestonemunicipalservices.ca

Subject: Water Demand Management Measure A - Effective Immediately

June 9, 2025

Dear Members:

Re: WILD Water Commission - Water Demand Management Measure A - Effective Immediately

Please be advised that a **Measure A Water Restriction** is now in effect. This restriction has been initiated by the capital region system and impacts all stakeholders, including the WILD Water Commission membership. The restriction requires a ban on non-essential potable water use for all **municipal operations**. The ban is expected to last until we receive some relief in the form of rainfall. Warm weather and dry conditions are causing increased demand on the regional system and stressing the system's ability to meet recommended draw rates during peak times.

In keeping with the effort of our regional partners, please restrict non-essential potable water use drawn from the WILD Water System by immediately suspending the following activities in your municipality:

Onoway Town Council Agenda June 25, 2025

- Water main flushing
- Sewer main flushing
- Fire-fighting training
- Street sweeping
- Irrigation
- Fleet vehicle washing (including buses)
- Other non-essential water use (non-essential use is defined by all water not used for human consumption)

At this time, the restriction does not include limitations to residential or commercial uses. We will update members with additional information or any changes in the status of this restriction as the situation develops.

As always, thank you for your cooperation in addressing the matter.

Operations Team

WILD Water Commission

780-499-7832 (Operations)

780-967-0271 (Office)

FW: Bill 50 Resources and Amendments to the Joint Use and Planning Agreements

From Jennifer Thompson <CAO@onoway.ca>

Date Mon 6/16/2025 3:43 PM

To Debbie Giroux <Debbie@onoway.ca>

Cc Gino Damo <Gino@onoway.ca>

For agenda please

From: municipalservicesdivision@gov.ab.ca <municipalservicesdivision@gov.ab.ca>

Sent: June 16, 2025 3:42 PM

To: Jennifer Thompson <CAO@onoway.ca>

Subject: Bill 50 Resources and Amendments to the Joint Use and Planning Agreements

I am writing to share information and resources with you regarding Bill 50, *the Municipal Affairs Statutes Amendment Act, 2025*, and to notify you about recent changes to the Joint Use and Planning Agreements Regulations.

As you may know, Bill 50 received Royal Assent on May 15, 2025, and includes amendments to the *Municipal Government Act* and the *Local Authorities Election Act*. A collection of fact sheets and detailed information about these legislative changes and how they may impact your municipality are available on Open Alberta:

- [Changes to the Municipal Government Act](#)
- [Changes to the Local Authorities Election Act](#)

Additionally, amendments to the Joint Use and Planning Agreements (JUPAs) Regulation have also been made, and came into force on May 31, 2025. These amendments make JUPAs voluntary for municipalities and school boards that do not own or occupy a school building or have an approved new school project within their boundaries. JUPAs will continue to be mandatory for municipalities and school boards with a school or approved school project within their boundaries.

Should you have any questions about the *Municipal Affairs Statutes Amendment Act, 2025*, or JUPAs, please contact ma.advisory@gov.ab.ca.

Sincerely,

Onoway Town Council Agenda June 25, 2025

Jonah Mozeson

Deputy Minister

Changes to the *Municipal Government Act (MGA)* 2024

Assessed Person for Electric Generation System (EGS)

Relevant *MGA* section

- *MGA* s. 304 and 437

Previous *MGA* requirements

There was a lack of consistency and clarity regarding who was the assessed person for the land associated with electric generation systems.

What has changed

MGA amendments provide clarity on the definition of an 'assessed person'. An assessed person for an EGS is the operator of the EGS. This means the holder of the lease, license, or permit, or the person who occupies the land with the consent of the landowner.

What municipalities need to know

Assessment Services Branch, under the direction of the Provincial Assessor, will use the amended legislation to determine the assessed person. No further action is required by municipalities.

Effective date

This change took effect on October 31, 2024.

Resources

To learn more, please refer to:

- Strengthening local elections and councils:
<https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Amendment summary for Bill 20:
<https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>

Contact us

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Email: ma.advisory@gov.ab.ca

Changes to the *Municipal Government Act (MGA)* 2024

Conflicts of Interest

Relevant *MGA* sections

- *MGA* s. 170
- *MGA* s. 172.1
- *MGA* s. 172.2

Previous *MGA* requirements

Prior to this amendment, elected officials were only permitted to abstain from discussion and voting on matters before council when they had a pecuniary interest or missed all or part of a public hearing on a matter.

What has changed

The *MGA* was amended to allow elected officials to recuse themselves from discussing and/or voting on a matter in front of council due to a conflict of interest, that may extend beyond a pecuniary interest.

What municipalities need to know

If a councillor knows, or should know, that they have a real or perceived conflict of interest, they may disclose the interest and follow the process outlined in s. 172.1 of the *MGA*.

For additional clarification, a councillor will have to take into consideration the specific circumstances and facts of the matter before the council and determine if the matter affects a private interest. This allows a councillor to disclose something that a reasonable person would believe is a conflict of interest – such as a group that the councillor has supported in the past being a beneficiary of a council decision.

It also allows for the councillor, should they choose, to recuse themselves from the discussion. However, this is not intended to be a tool for councillors to avoid difficult decisions.

S. 172.2 clarifies that the actions a councillor chooses to make or not make regarding conflict of interest, cannot be considered in relation to any hearing respecting potential disqualification or compliance with the code of conduct.

If a councillor is concerned that council may be discussing a matter where they may have a conflict of interest or pecuniary interest, it is recommended they seek legal advice or, if available, speak to their municipality's integrity commissioner.

How to know if you have a conflict of interest

The approach to determine if a councillor has a conflict of interest relies on the definition of 'private interest.'

It is not possible to foresee every circumstance in which an individual may have a conflict of interest. To provide clarity, the *MGA* includes a definition of private interest. The language is very similar to the *Conflicts of Interest Act*, which defines the ethics rules for members of the legislative assembly.

A private interest does not:

- have general application to a person as part of the broader public;
- concern the person's pay and benefits; or
- have a minimal level of impact or is trivial in nature.

A councillor's private interest extends beyond their personal benefit. It is also considered a private interest if the councillor knows or should know that it affects the private interests of their family or employer. S. 169 and 170(2) of the *MGA* provide definitions for family and employer.

It is up to each councillor, on a case-by-case basis, to evaluate the matter before council and determine if the matter meets the threshold of a 'private interest'.

Statement of Disclosure Bylaw

Determination of conflict of interest may be facilitated by a bylaw created under s. 171 of the *MGA*.

Establishing this type of bylaw would require councillors to provide a list of potential people or entities who may be affected by a matter before the council. This can help ensure a councillor's family and employer are considered when determining if a pecuniary interest, or non-pecuniary conflict of interest, exists.

What happens when several councillors declare a conflict of interest and council loses quorum

In the unlikely event that there is no quorum due to a councillor(s) abstaining from a vote due to a conflict of interest, the Minister has authority to address the situation under s. 168 of the *MGA*. The Minister may order that the remaining councillors constitute quorum, or the remaining councillors constitute quorum and appoint an official administrator for supervision, or

appoint an official administrator who has all the powers and duties of council.

Effective date

This change took effect upon proclamation of Bill 20 October 31, 2024.

Resources

To learn more, please refer to:

- Strengthening local elections and councils:
<https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Amendment summary for Bill 20:
<https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>
- Pecuniary Interest for Municipal Councillors:
http://www.municipalaffairs.alberta.ca/documents/Pecuniary_interest_%202017.pdf

Contact us

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Email: ma.advisory@gov.ab.ca

Municipal Government Act Change Summary

Municipal Affairs Statutes Amendment Act, 2025 (MASAA 2025)

Code of Conduct and Meeting Procedures

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Municipal Government Act* Sections

- Section 145(4) to (12);
- Section 146.1 (now repealed)
- MASAA 2025 Transitional clauses

Previous *Municipal Government Act* requirements

The *Municipal Government Act* previously required a code of conduct bylaw in accordance with Part 5 Division 1.1 of the *Municipal Government Act* and the Code of Conduct for Elected Officials Regulation.

Municipalities could also establish, by bylaw, the procedures to be followed for council meetings, committees, and other bodies.

What has changed

All code of conduct provisions within the *Municipal Government Act* have been repealed. Further, a council may not make a bylaw or a resolution that addresses the behaviour or conduct of councillors or of members of council committees who are not councillors.

The Minister of Municipal Affairs now has the authority to establish standard meeting procedures for municipal councils via Ministerial Order.

What it means

All existing code of conduct bylaws will become null and void as soon as the legislation comes into force, as will any ongoing code of conduct complaints being reviewed or investigated. Any current sanctions which are in place for any council member will no longer be in effect as well.

Municipalities may still adopt their own procedural bylaws, but these bylaws must not conflict with the Meeting Procedures Ministerial Order, if one is created.

What municipalities have to do

Upon the legislation coming into force, municipalities must ensure that any sanctions imposed upon any member of council through a code of conduct must be immediately ended.

Municipalities who wish to supplement the Minister's standard meeting procedures, should they be established, may do so provided that additional procedures do not conflict with the Minister's established standard procedures.

Effective date

This change took effect upon MASAA 2025's royal assent in the legislature.

Resources

To learn more, please refer to:

- [Municipal Affairs Statutes Amendment Act, 2025](#)
 - [Amendment Summary for MASAA 2025](#)

Contact us

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Changes to the *Municipal Government Act (MGA)* 2024

Councillor Disqualification Procedure

Relevant *MGA* section

- *MGA* s. 174

Previous *MGA* requirements

Prior to this amendment, if a councillor met the disqualification criteria set out in the *MGA*, they would be required to resign prior to their seat being considered vacant. If they refused to resign, the council or an elector would need to apply to a judge of the Court of King's Bench for an order declaring the councillor to be disqualified.

What has changed

The *MGA* was amended to create an expedited process for certain disqualifying criteria. In specific circumstances, the council can declare a councillor disqualified and the councillor's seat vacant without first requiring that councillor to resign.

What municipalities need to know

The new process no longer requires a resignation by the councillor for certain disqualifying circumstances and the seat is treated as vacant from the date of the declaration by council.

Circumstances for expedited disqualification

The specific circumstances under which a council can declare a councillor disqualified and the councillor's seat vacant, are outlined in *MGA* sections:

- **174(1)(b.1)** Failed to file disclosure statements required under the *Local Authorities Election Act*;
- **174(1)(c)** Accepted a position or voted in as a judge, Senator, MP, or MLA;
- **174(1)(d)** Absent from all regular council meetings for 60 days unless they were on parental leave or authorized by council;
- **174(1)(e)** Convicted of an offence punishable by imprisonment for five or more years or an offence under Sections 123-125 of the *Criminal Code* (Canada); or
- **174(1)(j)** Became an employee of the municipality.

All other disqualifying criteria continue to require the councillor to resign.

Dispute Process

To ensure procedural fairness, a councillor who is disqualified by a declaration of council may appeal the

disqualification to the Court of King's Bench within 30 days of the declaration. The disqualified councillor must show the court that they should not be disqualified. The ministry recommends that municipalities do not call a by-election to replace a disqualified councillor until the 30-day appeal period has lapsed.

Effective date

This change took effect upon proclamation of Bill 20 on October 31, 2024.

Resources

To learn more, please refer to:

- Strengthening local elections and councils:
<https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Amendment summary for Bill 20:
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Contact us

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Councillor Orientation

Changes to the *Municipal Government Act (MGA)*

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

What changed?

Municipalities are required to offer orientation training and each councillor is now required to attend orientation training offered by the municipality. Previously, the municipality was only required to offer training to councillors.

What topics must be covered in the training?

The topics that must be covered are broken into two parts.

The topics in the **first group** are:

- role of municipalities in Alberta;
- municipal organization and function;
- roles and responsibilities of council and councillors;
- the municipality's code of conduct; and
- roles and responsibilities of the chief administrative officer and staff.

The topics in the **second group** are:

- key municipal plans, policies and projects;
- budgeting and financial administration;
- public participation; and
- any other topic prescribed by the regulations.

What are the timelines for the training?

Training on the **first group** of topics must be held prior to or on the same day as the organizational meeting following a general election. In the case of a by-election, training on the first group of topics must be held on or before the day the councillor takes the oath of office.

Training on the **second group** of topics must be held prior to or on the same day as the first regularly scheduled council meeting, or in the case of a councillor elected via by-election, within 90 days after that councillor takes the oath of office.

For the second group of topics, council has the authority to extend the time for this training, by resolution, by up to 90 days.

Who is impacted by the change?

Councillors and municipal staff are both impacted by changes to councillor orientation requirements. Councillors are required to attend the training and administrative staff will have to ensure training materials are available and delivered with these timelines in mind.

Who can I contact for more information?

If you have questions about new councillor orientation requirements, please contact municipal advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: ma.advisory@gov.ab.ca.

Where can I find additional resources?

- The ministry will develop a further resource on this topic and notify municipalities when the training is available.
- The *MGA*, available on the King's Printer: https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_ty pe=Acts&isbncln=9780779846009
- Bill 20:
Legislative Assembly of Alberta: <https://www.assembly.ab.ca/assembly-business/bills/bill?billid=12039&from=bills>

Local Authorities Election Act Change Summary

Municipal Affairs Statutes Amendment Act, 2024 (MASAA 2024) and Municipal Affairs Statutes Amendment Act, 2025 (MASAA 2025)

Automated Voting Equipment

Relevant *Local Authorities Election Act* sections

- *Local Authorities Election Act (LAEA)* sections 84 and 84.1

Previous *Local Authorities Election Act* requirements

The *LAEA* establishes the framework for local elections in Alberta for 332 municipalities and 61 school boards. The *LAEA* governs processes and procedures for election workers, voters, and candidates during the nomination, election, and post-election periods. The *LAEA* also regulates campaign finances, third party advertising, and the chief electoral officer role in local elections.

The *LAEA* previously permitted municipalities to, by bylaw, provide for the taking of the votes of electors by means of voting machines, vote recorders or automated voting systems, and established what must be included in the bylaw.

What has changed

Alternative voting equipment is now prohibited. Local authorities are no longer permitted to use voting machines, voting recorders, or tabulators for the taking or counting of votes.

Local authorities may, by bylaw, provide for elector assistance terminals for those who are unable to vote in the usual manner.

An elector assistance terminal is a machine that allows an elector to mark a ballot by an accessible means, including by use of Braille coded keypad, touch screen, pressure sensitive paddle, or breath enabled marking. These terminals do not count ballots, are not connected to the Internet, and print out a paper ballot as required by Alberta law.

What municipalities need to know

For the upcoming general elections all ballots must be provided to electors in paper copy, and the ballots and election results must be determined by hand counting the ballots cast. Any bylaws previously enacted under the Section 84 authority are null and void.

Municipalities wishing to provide elector assistance terminals must pass the required bylaw outlined in section 84.1 prior to June 30, 2025.

Effective date

The change prohibiting electronic voting equipment took effect upon proclamation of *MASAA 2024* on October 31, 2024.

The change enabling municipalities to, by bylaw, offer elector assistance terminals took effect upon *MASAA 2025*'s royal assent in the legislature, May 15, 2025.

These amendments are in effect for the 2025 local general elections.

Resources

To learn more, please refer to:

- [*Municipal Affairs Statutes Amendment Act, 2024*](#)
 - [Amendment summary for MASAA 2024](#)
- [*Municipal Affairs Statutes Amendment Act, 2025*](#)
 - [Amendment Summary for MASAA 2025](#)
- [Municipal elections – Overview](#)

Contact us

Phone:	780-427-2225
Toll-free in Alberta:	310-0000
Email:	ma.advisory@gov.ab.ca

Changes to the *Local Authorities Election Act (LAEA)* 2024

Candidate and Returning Officer Eligibility Criteria

Relevant *LAEA* sections

- *LAEA* s. 13
- *LAEA* s. 22
- *LAEA* s. 23.1

Previous *LAEA* requirements

The *LAEA* establishes the framework for local elections in Alberta for 332 municipalities and 61 school boards. The *LAEA* governs processes and procedures for election workers, voters, and candidates during the nomination, election, and post-election periods. The *LAEA* also regulates campaign finances, third party advertising, and the chief electoral officer role in local elections.

Previously, candidate eligibility criteria in the *LAEA* and councillor disqualification criteria in the *Municipal Government Act (MGA)* did not align. This could result in a councillor being eligible to run as a candidate, but not hold office if they were elected.

Prior to the changes, individuals who were employed by the Office of the Ombudsman were permitted to be candidates without taking a leave of absence.

In 2018 the scope of the Alberta Ombudsman's office expanded to include municipal matters creating a potential conflict of interest for employees who chose to run in a local election.

The *LAEA* prohibits a candidate from being a returning officer (RO) in the jurisdiction they are running in.

What has changed

Candidate eligibility changes: Criminal offences

Eligibility and disqualification criteria are now aligned between the *LAEA* and the *MGA*. The *LAEA* amendments clarify that a candidate is disqualified if, after their nomination has been accepted, the candidate is:

- convicted of an offence punishable by imprisonment for five or more years;
- convicted of an offence related to municipal corruption, influencing a municipal official, or financial abuse of an elected office (Sections 123, 124 or 125 of Canada's *Criminal Code*); or
- convicted of using or expending anonymous or unauthorized contributions (*LAEA* Section 147.23).

Candidate eligibility changes: Ombudsman

New candidate eligibility criteria establish that an individual who is employed by the Office of the Ombudsman is ineligible to be a candidate unless they take a leave of absence. This change will reduce the possibility of a real or perceived conflict of interest for employees of the Office of the Ombudsman who choose to run for office.

Candidate eligibility changes: Anonymous or unauthorized contributions

Changes also establish that a person who has filed an intent to run and begins fundraising and campaigning is not eligible to be nominated as a candidate if the person uses or expends anonymous or unauthorized contributions.

Returning officer eligibility changes

In addition to prohibiting a candidate from being a RO in the jurisdiction they are running in, the Act now prohibits a candidate's spouse, adult interdependent partner, child, parent, or sibling from being a RO in the jurisdiction they are running in. This change will increase public confidence in the fair and impartial conduct of the elections.

What municipalities need to know

For the upcoming local general elections, local jurisdictions should review and update any candidate criteria on official documentation or websites to reflect this change.

An individual cannot be appointed to be the RO of a local jurisdiction if they are a candidate's spouse, adult interdependent partner, child, parent, or sibling.

An individual who is employed by the Office of the Ombudsman who is interested in becoming a candidate must take a leave of absence.

Effective date

This change took effect upon proclamation of Bill 20 on October 31, 2024. This legislation will be in effect for the 2025 local general elections.

Nominations for the next general election are open between January 1, 2025, and September 20, 2025.

For summer villages, the nomination period occurs between June or July, with election day held four weeks after the nomination period closes.

Resources

To learn more, please refer to:

- Strengthening local elections and councils:
<https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Amendment summary for Bill 20:
<https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>
- Municipal elections – Overview:
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Contact us

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Changes to the *Local Authorities Election Act (LAEA)* 2024

Candidate Criminal Record Checks

Relevant *LAEA* sections

- *LAEA* s. 21.1
- *LAEA* s. 27
- *LAEA* s. 28

Previous *LAEA* requirements

The *LAEA* establishes the framework for local elections in Alberta for 332 municipalities and 61 school boards. The *LAEA* governs processes and procedures for election workers, voters, and candidates during the nomination, election, and post-election periods. The *LAEA* also regulates campaign finances, third party advertising, and the chief electoral officer role in local elections.

Previously, the *LAEA* contained no provisions regarding criminal record checks for candidates.

What has changed

Under Bill 20, a new provision was added to the *LAEA* allowing municipal councils, by bylaw, to require a criminal record check for candidates in an upcoming local election.

What municipalities need to know

For the upcoming general elections council may, by bylaw, require criminal record checks for candidates. Bylaws must be passed before December 31 of year before a general election.

If a bylaw is passed under *LAEA* s. 21.1, in addition to completed nomination forms, candidates must also submit their criminal record check. Returning officers (ROs) cannot accept nomination packages that are not accompanied by the criminal record check if such a bylaw is in place.

Filed nomination papers, including criminal record checks where required by bylaw, must be made available in partial or redacted form, during regular business hours and in the presence of a RO, to a person who has requested to examine the papers.

The results of the criminal record check made available must not be withheld or redacted under subsection (6.1) except to ensure that the mailing address of the candidate and of the candidate's official agent is not disclosed.

Effective date

This change took effect upon proclamation of Bill 20 on October 31, 2024. This legislation will be in effect for the 2025 local general elections.

Nominations for the next general election are open between January 1, 2025, and September 20, 2025. For summer villages, the nomination period occurs between June or July, with election day held four weeks after the nomination period closes.

Resources

To learn more, please refer to:

- Strengthening local elections and councils: <https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20: https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Amendment summary for Bill 20: <https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>
- Municipal elections – Overview: <https://www.alberta.ca/municipal-elections-overview>

Contact

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Changes to the *Local Authorities Election Act (LAEA)* 2024

Campaign Financing

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

What changed?

The campaign period for general elections is now the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election, and both intended and nominated candidates must give notice in their local jurisdictions before they may accept contributions or incur campaign expenses.

The Expense Limits Regulation has been created, which establishes campaign expense limits for candidates for chief elected official (CEO) and councillor in each year of the election cycle.

No campaign expense limits were established for candidates for school board trustee.

Who is impacted by the change?

Prospective candidates, nominated candidates, contributors, and local jurisdictions are all impacted by the changes to campaign financing rules.

What does this change mean for me?

No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice (Section 147.22).

Individuals who intend to be nominated or who have been nominated to run for election must give written notice to the local jurisdiction. Written notice must include:

- the full name, address, and contact information of the individual;
- the address of the place(s) where records are maintained, and of the place to which communications may be sent;
- the names and addresses of the financial institutions to be used as depositories for campaign contributions; and
- the names of the signing authorities for each financial institution to be used for campaign contributions.

No candidate or person acting for a candidate shall accept a contribution in respect of an election outside the campaign period for that election.

Local jurisdictions must maintain a register of candidates who have given notice. The register must be made publicly available on the local jurisdiction's website until December 31 immediately following a general election, or 60 days following a by-election (Section 147.221).

The register must be made available in a partial or redacted form with the mailing address of the candidate and candidate's agent, and any personal information that the returning officer, deputy, or secretary believes would compromise the personal safety of the candidate, removed. If a criminal record check was filed with a candidate's nomination papers, the results must not be withheld or redacted.

Who is prohibited from making contributions?

No individual ordinarily resident outside of Alberta, or a prohibited organization, or trade union or employee organization other than an Alberta trade union or Alberta employee organization, shall make a contribution to a candidate (Section 147.1). Prohibited organizations include:

- A municipality,
- A corporation controlled by a municipality that meets the test in Section 1(2) of the *Municipal Government Act*,
- A non-profit organization that has received a grant, or real or personal property from a municipality since the last general election,
- A provincial corporation as defined in the *Financial Administration Act*, including management bodies within the meaning of the *Alberta Housing Act*,
- A Metis settlement,
- A board of trustees under the *Education Act*,
- A public post-secondary institution as defined in the *Post-secondary Learning Act*,
- A corporation that does not carry on business in Alberta,

- A registered party as defined in the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada), or
- An organization designated by the Lieutenant Governor in Council as a prohibited organization.



What is the campaign period for the 2025 General Election?

For the 2025 General Election, the campaign period begins once the amendments are in force on October 31, 2024, and ends on December 31, 2025.

In the case of a by-election, the campaign period begins on the day after the resolution or bylaw is passed to set the election day for the by-election and ends 60 days after the by-election.

For more information, please refer to Municipal Affairs' Returning Officers Manual Module 3.

What are the limits on contributions?

Subject to candidate self-contributions in Section 147.2(4), contributions by an individual ordinarily resident in Alberta shall not exceed, in the case of a general election, in a calendar year during the campaign period, or, in the case of a by-election, during the campaign period,

- (a) \$5,000 in the aggregate to all candidates for election as a councillor in a particular municipality,
- (b) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the *Education Act*, and
- (c) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*.

Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period \$5,000 in the aggregate to all candidates for election as above.

A candidate may contribute up to \$10,000 during the campaign period of the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period (Section 147.2(4)).

Any amount paid by a candidate for campaign expenses from the candidate's own funds not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, is a contribution to the candidate's own campaign (Section 147.2(5)).

No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization, or an individual ordinarily resident outside Alberta, or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization (Section 147.2(6)).

No candidate or person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the amount of the contribution will exceed the amounts referred to above (Section 147.2(7)).

What are the campaign expense limits for municipal candidates?

The Expense Limits Regulation establishes the following campaign expense limits for municipal candidates are based on the population in the most recently published Municipal Affairs Population List. The population list may be viewed at: <https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>

A candidate for election as a councillor or their chief financial officer (in the case of a local political party) may not incur campaign expenses in the first two years of a campaign period after a general election.

In the year before a general election:

- In municipalities with no wards:
 - Candidates for and councillor may incur campaign expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
 - Candidates for CEO may incur expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
 - Candidates for councillor other than the CEO may incur campaign expenses up to \$10,000 or \$0.50 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

In the year of a general election:

- In municipalities with no wards:
 - Candidates for CEO and councillor may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
 - Candidates for CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
 - Candidates for councillor other than the CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

- Local Political Parties, Slates and Campaign Expense Limits:
<https://www.alberta.ca/system/files/ma-local-parties-and-campaign-expense-limits-fact-sheet.pdf>

For by-elections, candidates for both CEO and councillor will have campaign expense limits equal to the limits for the year of a general election.

When will these changes take effect?

The changes under the *Municipal Affairs Statutes Amendment Act, 2024* came into force on October 31, 2024.

Who can I contact for more information?

If you have questions about campaign financing, please contact municipal advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: ma.advisory@gov.ab.ca.

Where can I find additional resources?

- *Local Authorities Election Act*, King's Printer:
https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779839575&search_by=link
- Bill 20: *Municipal Affairs Statutes Amendment Act*, Legislative Assembly of Alberta:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf.
- Manuals and election resources:
<https://www.alberta.ca/municipal-elections-overview>
- Expense Limits Regulation MSD:073/24:
https://kings-printer.alberta.ca/Documents/MinOrders/2024/MunicipalAffairs/2024_MSD073-24_Municipal_Affairs.pdf

Changes to the *Local Authorities Election Act (LAEA)* 2024

Campaign Period, Donations, and Candidate Campaign Finances

Relevant *LAEA* sections

- *LAEA* s. 147.1 to 147.84

Previous *LAEA* requirements

The *LAEA* establishes the framework for local elections in Alberta for 332 municipalities and 61 school boards. The *LAEA* governs processes and procedures for election workers, voters, and candidates during the nomination, election, and post-election periods. The *LAEA* also regulates campaign finances, third party advertising, and the Chief Electoral Officer role in local elections.

The *LAEA* defined the "campaign period" as:

- In the case of a general election, the period of time from January 1 to December 31 in a year in which a general election is held, and
- in the case of a by-election, the period of time set by bylaw or resolution to 60 days immediately following the by-election.

Unions and corporations were prohibited from contributing to candidates and candidates were required to file financial disclosures by March 1 immediately following a general election.

The *LAEA* required municipalities to make candidates' campaign financial disclosure statements available to the public during regular business hours for four years after an election.

If a candidate's campaign had a surplus of \$1,000 or more, the candidate had 60 days after filing the disclosure statement to donate a sufficient amount to a registered charity, so the surplus was reduced to less than \$1,000.

What has changed

Campaign period

In Bill 20, the definition of the "campaign period" has been expanded to be January 1 of the year following a general election and ending December 31 immediately following the next general election period. This enables candidates to fundraise and incur campaign expenses throughout the full four-year election cycle.

Local jurisdictions will also be required to maintain a register of candidates who provide written notice they intend to run prior to the year of the election.

Individuals who intend to file and intend to run or become nominated cannot accept a contribution or incur a campaign expense unless they have provided written notice to the local jurisdiction in accordance with s. 147.22.

Candidates who have filed and intend to run or have become nominated are required to, by March 1, submit a financial disclosure for the previous calendar year if the candidate accepted contributions or incurred expenses in that year.

Corporate and union donations

Corporations and unions may donate to candidate campaigns; such donations may not exceed:

- \$5,000 in total to all candidates in a municipality during the campaign period;
- \$5,000 in total to all candidates per school board election during the campaign period; and
- \$5,000 in total to all candidates per separate school board election during the campaign period.

For example, a corporation or union may donate to the campaigns of several candidates in a municipality throughout the 4-year campaign period. The combined total of the donations over the course of the 4-year campaign period cannot exceed \$5,000.

Corporations associated with one another under the *Income Tax Act* (Canada) are considered a single corporation for campaign finance purposes, and union locals are considered to be part of the same union.

Candidate campaign financial disclosures and campaign surplus

The amendments to the *LAEA* now require candidate financial disclosures to be available on the local jurisdiction's website in perpetuity.

The *LAEA* already contained requirements for how campaign surpluses must be handled. Changes clarify that these provisions also apply to candidates who have filed an intent to run but withdraw from an election.

In both circumstances, if the surplus is \$1,000 or more the candidate has 60 days after filing the disclosure

statement to donate a sufficient amount to a registered charity so that the surplus is reduced to less than \$1,000.

What municipalities need to know

Municipalities should review and ensure that the information on official resources or websites are up to date.

Starting October 31, 2024, individuals were able to become candidates and begin accepting contribution and incurring expenses by submitting a notice of intent to run with the local jurisdiction in which the individuals intend to be nominated.

Municipal Affairs has developed a sample non-prescribed 'Notice of Intent' form, which is available at: <https://forms.mgmt.gov.ab.ca/Public/LGS14717.xdp>.

Candidates who have submitted a notice of intent are subject to the same finance and disclosure rules as nominated candidates.

If candidates receive contributions or incur expenses in 2024, they must submit a financial disclosure in accordance with s. 147.4 by March 1, 2025.

Unions and corporations may contribute to candidates for the upcoming election, and must not contribute more than the maximums allowed.

Local jurisdictions must publish candidate financial disclosures on their websites, and they must be available in perpetuity.

Effective date

This change took effect on October 31, 2024. This legislation will be in effect for the 2025 local general election.

Nominations for the next general election are open between January 1, 2025, and September 20, 2025. For summer villages, the nomination period occurs between June or July, with election day held four weeks after the nomination period closes.

Resources

To learn more, please refer to:

- Strengthening local elections and councils: <https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20: https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf

- Amendment summary for Bill 20: <https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>
- Municipal elections – Overview: <https://www.alberta.ca/municipal-elections-overview>

Contact

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Email: ma.advisory@gov.ab.ca

Changes to the *Local Authorities Election Act (LAEA)* 2024

Nomination Deposits

Relevant *LAEA* sections

- *LAEA* s. 30

Previous *LAEA* requirements

The *LAEA* establishes the framework for local elections in Alberta for 332 municipalities and 61 school boards. The *LAEA* governs processes and procedures for election workers, voters, and candidates during the nomination, election, and post-election periods. The *LAEA* also regulates campaign finances, third party advertising, and the chief electoral officer role in local elections.

Previously, nomination deposits could only be made by cash, certified cheque, or money order.

What has changed

Under Bill 20, the *LAEA* now permits deposits to be made by e-transfer, debit, and credit cards, in addition to cash, certified cheque, or money order.

What municipalities need to know

For the upcoming general elections, municipalities and school boards must accept nomination deposits by cash, certified cheque, money order, e-transfer, debit, and credit cards.

Effective date

This change took effect upon proclamation of Bill 20 on October 31, 2024. This legislation will be in effect for the 2025 local general elections.

Resources

To learn more, please refer to:

- Strengthening local elections and councils:
<https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Amendment summary for Bill 20:
<https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>
- Municipal elections – Overview:
<https://www.alberta.ca/municipal-elections-overview>

Contact

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