Regular Meeting of the Village of Alix Council, to be held on
Wednesday, September 17, 2025 at 6:00 P.M.

AGENDA

1. Call to Order:	
2. Agenda	Amendments and Adoption
3. Adoption of the Minutes:	a) Minutes of the Regular Meeting – September 3, 2025 – 6:00 P.M.
4. Delegation:	None
5. Bylaws:	None
6. Unfinished Business:	None
7. New Business:	a) Water Mutual Aid – Request for Decision 25-46 b) Winterize Your Home Policy - Request for Decision 25-45
8. Financial Reports:	a) Accounts Payable Cheque Listing – September 3, 2025 b) Bank Reconciliation – July 31, 2025 c) Tax Trial Balance – September 11, 2025
9. Committee Reports:	a) Parkland Community Planning Services – Councillor J. Besuijen
10. Administrative Reports:	a) CAO Report
11. Correspondence:	a) Alberta Municipalities 2025 Award of Excellence – Councillor Fehr b) Alix Mirror Wellness Supports Society – 2nd Quarter Update c) Alberta Municipalities – Submission to Alberta Municipal Affairs Re: Implementation of Bill 50 Changes d) Stakeholder Consultation Sessions – Real Property Governance K-12 School Ownership Changes e) Fortis Alberta – 2026 Franchise Fee Calculator
12. Closed Meeting:	None
13. Adjournment:	

Village of Alix
"A Way of Life"

Mission

"We foster an open, cooperative government that encourages public participation and ensures levels of service our citizens expect and deserve"

Vision

"Vibrant Village by the lake"

Core Values

Community

We will help citizens maintain the Village's unique qualities, foster a strong sense of belonging and strive to meet needs locally

Fiscal Responsibility

As stewards of community resources, we will deliver municipal services in a cost-effective way

Innovation

We will seek innovative solutions or the growth and success of the community.

Respect

We will treat each other with respect and act with integrity.

Safety

We will work in partnership with the community to prevent crime and protect lives, property, and the public realm.

Teamwork

We will build strong relationships with our public, employees, and partners under the shared goal of continuous improvement.

Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, September 3, 2025, at 6:00 P.M. in the Village of Alix Council Chambers.

Present: Mayor Tim Besuijen, Councillors Barbara Gilliat, Janice Besuijen, Edwin Cole and Rob Fehr.

Also Present: Michelle White, Chief Administrative Officer

Call to Order: Mayor T. Besuijen called the meeting to order at 6:00 P.M.

Amendments/Deletions to Agenda: Mayor T. Besuijen called for amendments to the agenda.

Approval of Agenda:

Resolution #160/25: Moved by Councillor Gilliat that the Village of Alix Council approve the agenda as presented.

CARRIED

Minutes: a) Regular Meeting – August 6, 2025

Resolution #161/25: Moved by Councillor Fehr that the minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, August 6, 2025, be accepted as presented.

CARRIED

Delegation: None

Bylaws: None

Unfinished Business: None

New Business: a) Water Meter Expenses – Request for Decision 25-42

Resolution #162/25: Moved by Councillor Gilliat that the Village of Alix Council hereby authorizes the use of Water Reserve funds to cover water meter purchase expenses in excess of the budgeted $60,000.00 for the 2025 year.

CARRIED

b) Public Participation Policy No. 36 – Request for Decision 25-43

Resolution #163/25: Moved by Councillor Cole that the Village of Alix Council hereby directs administration to amend Policy No. 36, Public Participation as follows:

Under Policy Expectations 1) a) Remove "Freedom of Information and Protection of Privacy Act" and replace it with "Access to Information Act, Protection of Privacy Act"; and,

set a review date for Policy No. 36 of 2029.

CARRIED

c) Strategic Planning – Request for Decision 25-44

Resolution #164/25: Moved by Councillor Cole that the Village of Alix Council hereby accepts Request for Decision 25-44 as information.

CARRIED

Financial Reports: a) Accounts Payable Cheque Listing – July 31 – August 26, 2025

b) Tax Trial Balance – August 27, 2025

Resolution #165/25: Moved by Councillor Fehr that the Village of Alix Council hereby accept the Financial Reports as presented.

CARRIED

Committee Reports: None

Administrative Reports: a) Chief Administrative Officer's Report

Resolution #166/25: Moved by Councillor J. Besuijen that the Village of Alix Council hereby accept the Chief Administrative Officer's Report as presented.

CARRIED

Correspondence and Information: a) Elected Officials Education Program

b) Regional Employer Supports – Jobs, Economy, Trade and Immigration - Government of Alberta

Resolution #167/25: Moved by Councillor Fehr that Correspondence Items (a) and (b) be accepted as information.

CARRIED

Closed Meeting: a) Access to Information Act – Section 28(1) Local Public Body Confidences Re: Fire Services Agreement Meeting

Resolution #168/25: Moved by Councillor Gilliat that the Village of Alix Council go into a Closed Meeting at 6:37 P.M. to discuss Access to Information Act s. 28(1), Local Public Body Confidences Re: Fire Services Agreement Meeting.

CARRIED

Resolution #169/25: Moved by Councillor Gilliat that the Village of Alix Council return to the Public Meeting at 7:15 P.M.

CARRIED

Adjournment:

Resolution #170/25: Moved by Councillor Fehr that this Regular Meeting of the Village of Alix Council be adjourned at 7:15 P.M.

CARRIED

Mayor

Chief Administrative Officer

ADMINISTRATION REPORT

Date: September 11, 2025 RFD 25-46
Memo To: Village Council
From: Michelle White
Subject: Water Mutual Aid

1. **PURPOSE** – To present Council with a draft Water/Wastewater Mutual Aid Operator Agreement for consideration.

2. **BACKGROUND** – The Town of Bashaw has requested temporary mutual aid assistance for water and wastewater operations for their municipality. If Alix is to grant this request, an agreement for services provided should be done so all parties understand the nature of the agreement being made.

3. **OPTIONS** – 1. To provide mutual aid to the Town of Bashaw and enter into a service agreement

   2. To decline the Town's request

4. **DISCUSSION** – Bashaw is one of our neighbouring communities and is of similar size. They require a licensed Level 1 Water Operator and Level 1 Wastewater Operator to provide those services to their residents.

5. **FINANCIAL IMPLICATIONS** – The agreement includes financial compensation for staff time and mileage for any services provided under the agreement.

   Schedule A has intentionally been excluded from the attachment as it deals with staff wages and economic interests of a public body. If Council would like to review Schedule A, a resolution should be made to go into a Closed Meeting for review and discussion.

6. **LEGAL** – The *Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System* and the *Code of Practice for Wastewater Systems Using a Wastewater Lagoon* set out legal requirements for Certified Operators, including what Level of Operator is needed for a community based on population served.

   There is no legal requirement to provide mutual aid services to another community, however, we have the ability to do it.

7. **POLITICAL/PUBLIC IMPLICATIONS** – Providing mutual aid to Bashaw falls under the Village of Alix Strategic Planning Goal:

   "**Develop collaborative relationships with external organizations, neighbouring communities and other levels of government**"

8. **OTHER COMMENTS** – After speaking with the Bashaw CAO, I spoke with our Public Works Foreman about this. He did a site visit and is comfortable working with Bashaw's Lead Hand to ensure Bashaw continues to meet their legislated requirement for certified operator supervision.

9. **RECOMMENDATIONS** – Option #1, I recommend the following resolution:

"that the Village of Alix Council hereby agrees to provide mutual aid services to the Town of Bashaw in accordance with the Water/Wastewater Mutual Aid Operator Agreement."

Author

WATER/WASTEWATER MUTUAL AID OPERATOR AGREEMENT

THIS AGREEMENT MADE THIS _____ DAY OF SEPTEMBER, 2025.

BETWEEN:

VILLAGE OF ALIX

and

TOWN OF BASHAW

(Hereinafter collectively referred to as the "Parties")

WHEREAS:

A. Section 54 of the Municipal Government Act permits a municipality to provide any service that it provides in all of part of the municipality in another municipality with the agreement of the other municipality; and
B. Operations of water and wastewater infrastructure and services are critical to the Parties; and
C. From time to time there is a need for the Parties to access qualified operators from each other to operate their water and wastewater services; and
D. The Parties each employ qualified operators; and
E. The Parties have agreed to enter into an agreement to mutually provide water and wastewater services when required by either Party.

IT IS AGREED THAT FOR MUTUAL CONSIDERATIONS:

1. In this Agreement:
   a) "Services" means those things required to operate either a municipal water or wastewater system, including but not limited to daily inspections, testing, equipment maintenance and checks required to meet Provincial Codes of Practice.
   b) "Qualified Operator" means an individual that has received the appropriate certification from the Province of Alberta to operate a water or wastewater system.
2. When either Party requires the services under this agreement, that Party shall notify the other in writing of the following:
   a) What services are to be provided;
   b) How long they may be needed (commencement and estimated termination dates).
3. Services under this agreement are intended to be short-term in nature. Should a Party require long-term services a separate arrangement will be made.
4. Where the requesting Party and the responding Party require services at the same time (simultaneously), then the responding Party will take priority and will not be expected to provide services to the requesting Party.
5. Parties will only be permitted to provide services that they are qualified to provide. Either Party may deny a request if the qualified operators are not available.

6. The requesting Party indemnifies the responding Party for all costs incurred by the responding Party by reason of any damage to its equipment in the course of providing services and against any cost incurred by the responding Party by reason of personal injury or death caused to any of its personnel in the course of responding to a call unless such damage, injury or death results from the gross negligence of the responding Party.
7. The requesting Party agrees to save and hold harmless the responding Party and any of its departments, agencies, officers or employees from all costs (including court costs, litigation expenses and legal fees), injuries and damages incurred to any person or property that may result from its actions in providing water or wastewater services to the requesting Party.
8. The costs for the provision of water and wastewater services shall be in accordance with "Schedule A".
9. The Parties shall, at all times, comply with the requirements of applicable Federal, Provincial and Municipal legislation.
10. This Agreement shall commence on the date of signing and shall continue in force until terminated in accordance with Section 11 of this Agreement.
11. Either Party may terminate this Agreement by giving three months written notice to that effect to the other Party.
12. Any notice permitted or required by this Agreement shall be deemed to be given if delivered personally, by electronic means, or sent by mail addressed to the Party at its principal address.

IN WITNESS WHEREOF, the Parties have hereunto set their seals and hands of their duly authorized signing officers in that behalf on the day and year first above written.

VILLAGE OF ALIX

Per: _____

Per: _____

TOWN OF BASHAW

Per: _____

Per: _____

ADMINISTRATION REPORT

Date: September 10, 2025 RFD 25-45
Memo To: Village Council
From: Michelle White
Subject: Winterize Your Home Policy

1. **PURPOSE** – To present a draft Winterize Your Home Policy and associated Public Participation Plan for Council consideration

2. **BACKGROUND** – In March of this year, Council directed administration to develop a policy for a Winterize Your Home program dealing with how to protect a water service line and water meter in winter.

   Public Works (PW) staff spend a significant amount of time each winter and spring dealing with frozen water lines on private property. This happens more often for trailer units than stick built dwellings, but all dwelling types have a list of common tasks that can help ensure infrastructure is kept safe and properly maintained.

3. **OPTIONS** – 1. To approve Policy #49 as presented

   2. To approve Policy #49 with amendments

   3. To defeat a resolution for the policy, terminating the program

4. **DISCUSSION** – The attached policy was developed in collaboration with Public Works staff to ensure it covered the majority of problem areas they have seen while working in the field.

5. **FINANCIAL IMPLICATIONS** – Expense of the program would be staff time for site visits plus approximately $100 to put together a 'demonstration kit' – visual aids for staff use.

   It is expected this would be offset by cost savings from fewer emergency site visits due to failed infrastructure.

6. **LEGAL** – MGA s. 3 "The purposes of a municipality are (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality"

   Public Participation Policy #36 states:

   "a) CAO shall develop and implement a Public Participation Plan in the following circumstances:
   i) when new programs or services are being established;"

7. **POLITICAL/PUBLIC IMPLICATIONS** – Working with the community in a preventative way helps both residents and staff. Residents may be able to avoid costly plumbing bills or bills for replacement of water meters. The Village could avoid damage to curb stops that would result in the need to dig and replace infrastructure.

8. **OTHER COMMENTS** – The attached survey is intended to provide feedback to staff that can be used to improve successful resident engagements as the program moves forward.

9. **RECOMMENDATIONS** – Option #1 – I recommend the following resolution:

"that the Village of Alix Council hereby approves Policy #49, Winterize Your Home Program as presented."

Author

Department: Public Works
Policy No: 49
Policy Title: Winterize Your Home Program
Resolution:
Date:
Review Date:

Policy Statement:

The Village of Alix recognizes that not all homeowners may be aware of steps to take and/or products to use for the protection and maintenance of their property during a cold Alberta winter. The Winterize Your Home Program is intended to increase awareness of how to protect your home, specifically related to the water service connection and water meter, from freezing temperatures.

Commitment to the Community

Village Council and staff recognize the important role of equitable and inclusive community outreach for the purpose of public education and the overall benefit to the community by avoiding costly infrastructure repairs.

Guidelines/Procedures:

1. Residents wanting to participate in the Winterize Your Home Program must fill out the attached Schedule A and return it to the office.

2. Administrative staff will coordinate with the resident and Public Works staff to book an appointment date and time during regular work hours for Village staff.

3. Two Public Works staff will attend the home with a kit of supplies that will be used for educational purposes only. Staff may enter onto private property during the course of the appointment, but **WILL NOT** do work on the property. "Work" includes, but is not limited to plumbing, insulating, installation of any materials, clean-up or debris removal.

4. During the appointment, an information sheet will be provided to the resident as shown in attached Schedule B.

General:

5. This program is intended to provide basic information only as it relates specifically to water service lines and water meters.

6. The Village will endeavour to work with local businesses to source materials for the supply kit related to this program so that all residents will have easy access to supplies they may need.

_____

Mayor

_____

CAO

_____

Date

Schedule A

Winterize Your Home Appointment Booking

Date of Request: _____

Resident(s) Name: _____ Phone Number: _____

Civic Address: _____ Email Address: _____

Preferred dates/times (Mon-Fri, 8 am-4 pm): _____

AGREEMENT

I, _____ hereby make application to the Village of Alix for an appointment with municipal staff regarding how to winterize and protect my water meter and service connection. I do further agree that the service shall be subjected to the Guidelines stated in Policy 49; Winterize Your Home Program of the Village of Alix.

I understand and agree that:

a) Village staff will be entering onto my property to provide information to the best of their ability. It is not to be considered 'expert advice.'

b) The products being shown to me during the appointment are not the only products that can be used, nor does Village staff specifically endorse those products.

c) I am responsible for the repair and maintenance and protection from freezing of any and all water pipes to / from the building to the property line.

d) I am responsible to safeguard the water meter from damage including freezing.

e) I will not hold the Village of Alix or its staff liable for any damage that may occur on my property as a result of the staff entering my property or due to following the advice provided.

_____ _____

Signature of Applicant Accepted by the Village of Alix

Scheduled appointment date and time_____

*This information is collected under the authority of the Municipal Government Act and the Protection of Privacy Act for the purpose of participation in municipal programs. If you have any questions with respect to the collection or release of this information, please contact the Village of Alix Privacy Officer at (403) 747-2495.

Schedule B

Winterize Your Home Information Sheet

HEAT TAPE

Ensure that you have the proper type of Heat Tape for your home's water lines.

Ensure proper installation of Heat Tape. Do Not coil around pipe. Run Heat Tape along the bottom length of the pipe and along the bottom of the frost plate portion of the water meter or up the sides of the water meter.

INSULATION OF PIPES

Ensure proper installation of Insulation while being mindful of fire-retardant rating of materials being used.

Types of Insulation available: Foam, Pipe Wrap, Foil, Cotton Batton or Fiberglass.

CRAWL SPACE OPENING

Proper hatch cover for Crawl Space Opening. Hatch cover should be insulated.

Ensure proper access: make sure the area around the Crawl Space Opening is cleared during the winter for safe access.

MANUFACTURED HOME SKIRTING

Manufactured Home Skirting serves as a barrier beneath the home which provides protection against harsh weather as well as helps to prevent small animals and pests from entering the crawl space where they could damage plumbing, wiring and the homes structure.

ISOLATION VALVE

Ensure your Isolation Valve (located just before water meter) is working.

Do you have an Isolation Valve?

When was the last time your Isolation Valve was operated?

CURB STOP

Do Not drive over or park on Curb Stops.

Do you know where your Curb Stop is?

If not, Village Staff can locate the Curb Stop for you.

ANNUALLY

The Heat Tape, Insulation of Pipes, Crawl Space Opening, Manufactured Home Skirting and Isolation Valve should all be checked annually before the first frost.

This TIP sheet is provided for information purposes only. If you have any concerns or need assistance please contact a qualified contractor.

Public participation Plan - Winterize Your Home Program

Communitcation Plan	Public Participation Tools	Timelines for Participation	Information on how input will be used	Nature of the matter for PPP is being sought
Several forms of Communitcation and advertsing methods Including: * Facebook * Website * Back of Utility Bills All information communicated will be consistant and relay the same information.	Utilizing in-person participation tool by having a sign-up sheet for interested residents and scheduling a demo at the owners property. Public Works staff will have a kit of supplies so residents are able to visualize what they need or similar products too, to winterize their homes. There could be a form of written participation with additional questions 'survey' style 2-3 questions to gain feedback from the residents on how to improve the program.	Once Council approves the policy in September we will begin advertising and pushing the program sign up sheet, to ensure we can schedule as many as we can before the weather turns.	Those who choose to fill out and submit the 'survey' portion from the visit, will allow us to consider recommendations to determine the best tools and communciation to present the information on the Winterize Your Home Program.	Many of our residents do not know how much damage can occur during the winter months, when ones home is not properly winterize. This is especially important for RTM and Mobile homes. By providing this program we are educating our residents on proper resources, materials, and steps to take to make sure their homes and properties are reduced in damages that can be caused by the frigid Alberta winters we experience

Winterize Your Home Program
Resident Survey

1. **How helpful was the information provided in preparing your home for winter?**

☐ **Very helpful**

☐ **Somewhat helpful**

☐ **Neutral**

☐ **Dissatisfied**

2. **Would you recommend this information session to your neighbours?**

☐ **Yes**

☐ **No**

3. **What additional information, resources or support would you like to see offered in future winterizing programs?**

_____

_____

_____

_____

_____

VILLAGE OF ALIX

Cheque Listing For Council

2025-Sep-11
9:19:20AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20250394	2025-09-03	ALBERTA HEALTH SERVICES	0034404925	ANNUAL CAMPGROUND FOOD F	100.00	100.00
20250395	2025-09-03	AMSC INSURANCE SERVICES LTD.	SEPT2025	PREMIUMS FOR SEPTEMBER 20	5,257.75	5,257.75
20250396	2025-09-03	DIAKONIA CONSTRUCTION LTD	315	MAINTENANCE ROLL #7100	52.50	2,525.26
			316	YARD MAINTENANCE ROLL #570	110.25	
			317	YARD MAINTENANCE ROLL #377	55.13	
			318	YARD MAINTENANCE ROLL # 24	26.25	
			319	YARD MAINTENANCE ROLL #280	76.13	
			320	ALIX CEMETERY MAINTENANCE	2,205.00	
20250397	2025-09-03	FCSS ASSOCIATION OF ALBERTA	2063	2025-2026 FCSS ASSOC. MEMBE	230.00	230.00
20250398	2025-09-03	HUMBKE ENTERPRISES LTD.	421947	CAMPGROUND CONTRACTOR A	3,600.00	3,600.00
20250399	2025-09-03	LOOMIS EXPRESS, A DIV OF TFI TRANSPORT 2	11454461	WATER METER FREIGHT	66.08	66.08
20250400	2025-09-03	SKYBOX SIGNS LIMITED	1285	VILLAGE ELECTRONIC SIGN ASS	630.00	630.00
20250401	2025-09-03	TDI ENGINEERING SERVICE	VA2025-03	INFRASTRUCTURE MASTER PL/	24,885.00	24,885.00
20250402	2025-09-03	UFA CO-OPERATIVE LTD.	SOINV7825338	ROUNDUP TRANSORB HC 10L JI	82.00	246.00
			SOINV7852192	ROUNDUP TRANSORB HC 2 10L	164.00	
20250403	2025-09-03	VILLAGE OF ALIX	50100AUG2025	BULK WATER AUG 2025	641.64	1,860.79
			50300AUG2025	RV DUMP STATION AUG 2025	91.69	
			54400AUG2025	CENTENIAL PARK AUG 2025	287.70	
			63900AUG2025	LIBRARY AUG 2025	121.20	
			69600AUG2025	PW YARD AUG 2025	95.07	
			7000AUG2025	VILLAGE OFFICE AUG 2025	119.28	
			72700AUG2025	FIRE HALL AUG 2025	117.57	
			72800AUG2025	BAY 1 & BAY 2 AUG 2025	157.04	
			72830AUG2025	BAY 3 AUG 2025	119.92	
			72841AUG2025	BAY 4 AUG 2025	109.68	
20250404	2025-09-03	WILD ROSE ASSESSMENT SERVICES	9897	PROGRESS PAYMENT SEPT 202	1,330.00	1,330.00

Total 40,730.88

*** End of Report ***

VILLAGE OF ALIX
BANK RECONCILIATION
FOR THE MONTH ENDING:
July 31, 2025

SERVUS CREDIT UNION

			CHEQUING	CHEQUING (2)	INVESTMENTS (1)
Balance from Bank Statement:			2,640,992.97	12,619.34	0.00
Plus:	Deposits in Transit		48,665.64		
Plus:	JE in Transit		-		
Less:	Outstanding Cheques		(59,337.14)		
	Reconciled Bank Balance:		2,630,321.47	12,619.34	0.00
31-Jul-25	GL balance	3-120	2,630,321.47		
31-Jul-25	GL balance	3-121		12,619.34	
31-Jul-25	GL balance	3-300			-
		Variance:	-	-	

THIS STATEMENT SUBMITTED TO COUNCIL THIS 17TH DAY OF SEPTEMBER, 2025

VILLAGE OF ALIX

Tax Trial Balance (Full Listing)

Trial Balance As Of 2025-09-11

2025-Sep-11
2:20:07PM

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3

Tax Levy	1,912,269.43	**Local Improvement Levy**	0.00
Additional Tax Levy	0.00	**Accumulated Penalty**	29,824.92
		Outstanding Penalty	19,263.72

Sub Ledger		General Ledger	
Current	193,472.12		
1 Year	27,907.76	3-00-00-00-210	239,391.91
2 Years	887.03	**Totals**	239,391.91
3 Years	17,125.00		
Over 3	0.00		
Outstanding	239,391.91		

Total GL	239,391.91
Total SL	239,391.91
Proof	0.00

*** End of Report ***

Parkland Community Planning Services AGM
June 27, 2025
Councillor Janice Besuijen

1) Annual Reporting
   a) Presentation of Review Engagement Report – RSM Canada
   b) 2024/25 Annual Report – Director Ken Woitt
   PCPS will focus on three strategic priorities:
   i) Expanding Service Portfolio: Actively seek opportunities to expand service offerings to meet emerging needs, focusing on areas such as climate change adaptation, sustainable development initiatives, plan monitoring, etc. This will diversify revenue streams and enhance PCPS's value proposition.
   ii) Strengthening Member Engagement: Building stronger relationships with municipalities through proactive communication, on-site service and collaborative project development. This will foster greater knowledge and utilization of PCPS's services and ensure these services align with the priorities of our members.
   iii) Financial Sustainability and Efficiency: Refine our internal processes to optimize efficiency and cost-effectiveness. This includes strategies such as exploring grant opportunities, developing innovative fee structures, etc. PCPS will also continue to advocate for increased utilization of our services by municipalities to ensure a stable and sustainable financial model.
   PCPS Key Message
   The future story of PCPS is directly dependent on the number of planning projects secured.
2) Emergent Issues – James Nibourg
   James spoke about the precarious financial position of PCPS. James encouraged all members to speak with their councils about securing some projects with PCPS.
3) New MGA Amendments – Ms. Daina J. Young, Partner Reynolds Mirth Richards & Farmer (RMRF) LLP presented on the impact that the changes could have on municipalities.
4) Bentley's Future Story: Annexation & Joint ASP – Mr. Marc Fortais, Town of Bentley CAO
5) Elections for Board of Directors for 2025/26
   Sandra Lyon Town of Ponoka
   Teresa Cunningham Town of Penhold
   James Nibourg County of Stettler
   Janice Besuijen Village of Alix
   Tracey Hallman Village of Clive
6) Round Table Discussions regarding the proposed fee increase. After much discussion it was decided that PCPS would proceed with the fee increase but would not make the fee increase retroactive as was initially proposed.

CAO REPORT SEPTEMBER 2025

1. Alberta Municipalities – I presented to the Alberta Municipalities Small Communities Committee on Phase 2 of the Audit Project on September 10th. Attached is a copy of the presentation regarding auditor responses to questions regarding municipal audits.

   Background:
   At the 2024 Alberta Municipalities Conference, the Town of Coronation put forward a resolution "**THAT** Alberta Municipalities advocate to the Government of Alberta for financial support and tools to support municipalities to comply with PS 3280 [Asset Retirement Obligations, or ARO] in the most cost-efficient manner possible." This resolution was passed.

   Ab Munis advocated to the province on this resolution and received the following response from the Minister of Municipal Affairs:

   - The Government of Alberta had no role in developing the new asset retirement obligation (ARO) accounting requirements as those are controlled by the national Public Sector Accounting Board [PSAB].

   I presented Phase 1 of the Audit Project findings to the Small Communities Committee last fall. The Committee and Alberta Municipalities Advocacy staff combined the resolution above from Coronation with information in my report and sent the attached letter to the Federation of Canadian Municipalities. Though they have not heard a response yet, they have committed to following up on this matter.

   After my presentation yesterday on Phase 2 of the project, the Small Communities Committee will be sending a letter to the Minister asking for him to explore potential changes to the municipal audit process and suggesting a staggered approach for deadlines. This would reduce first quarter demand on audit firms which may result in cost reductions and allow more communities to turn in financial statements on time. Alberta Municipalities will also be asking this question to the Minister during the Bear Pit session at the Fall Convention.

   Because advocacy is occurring at higher levels for the two main issues identified by this project so far (impact of new PSAB regulations and audit due dates resulting in high costs/late filing) I believe Phase 3 of the project should focus on audit 'best practices.' This would mean researching what training, templates and resources would be most helpful to a CAO in preparing for the annual audit.

Alberta Municipalities
Strength In Members

June 24, 2025

Rebecca Bligh
President
Federation of Canadian Municipalities
24 Clarence Street Ottawa, ON K1N 5P3

Dear President Bligh:

In 2018, the Public Sector Accounting Board (PSAB) approved standard PS 3280, Asset Retirement Obligations, which added new reporting requirements for municipalities, with compliance taking effect for the 2023 financial year. The implementation of PS 3280 was challenging for many small municipalities due to the added cost for auditor services and the workload added on municipal staff. This led our members to pass a resolution at our September 2024 Convention, calling for the Government of Alberta to help municipalities comply with PS 3280 in a more cost-efficient manner.

The experience of our members has raised questions about whether the Public Sector Accounting Board is adequately informed about how changes to accounting standards can have a substantial impact on the operations of smaller municipal governments. In our review of the Public Sector Accounting Board, the majority of the Directors appear to be employed with large corporations or large public entities and only two of the Board Directors are from the municipal sector representing two large cities in Canada.

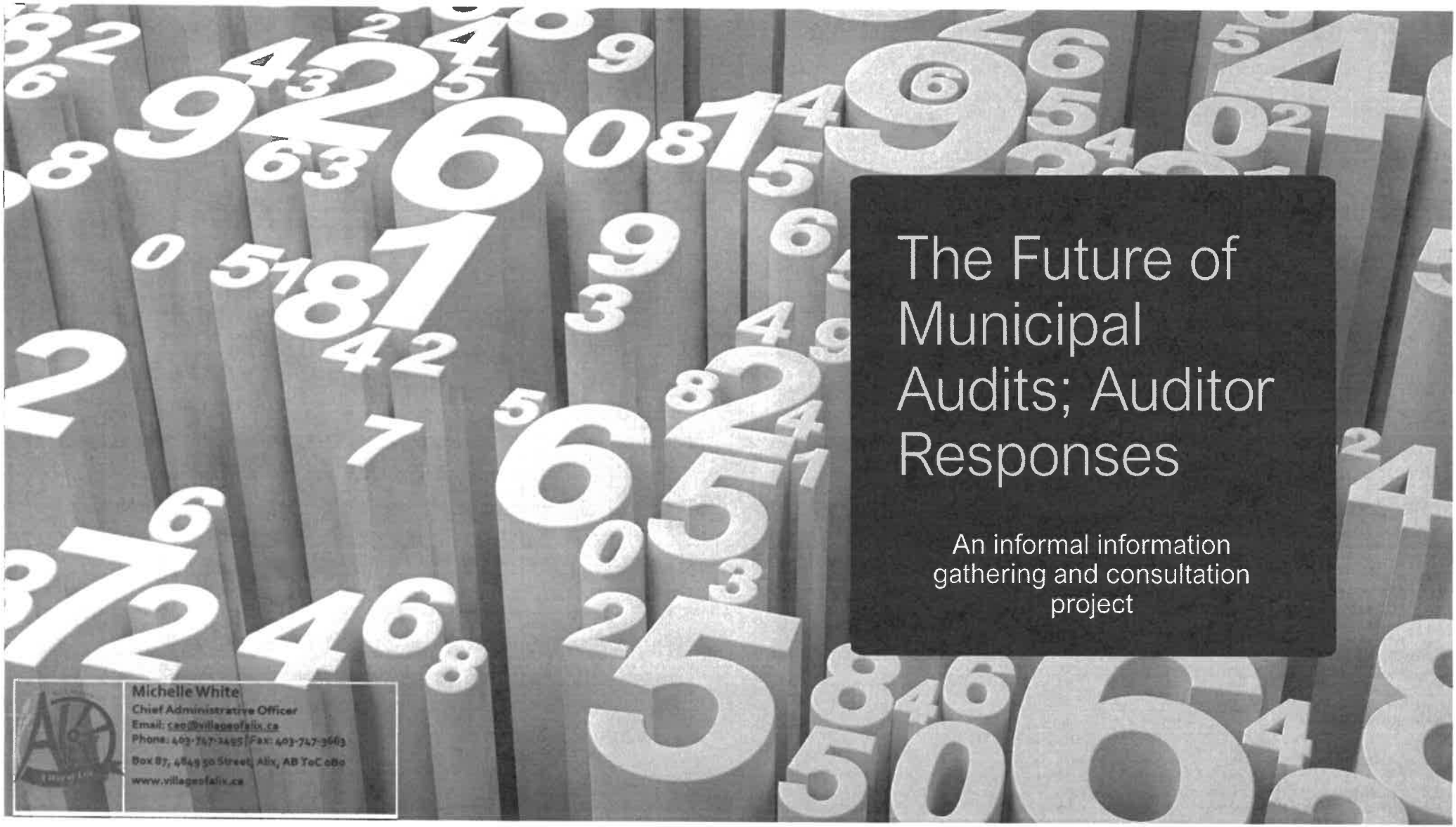
Since the Public Sector Accounting Board has a national focus, we ask that FCM make efforts to engage with the Public Sector Accounting Board to explore opportunities to ensure that the experience of smaller municipalities is taken into consideration when new accounting standards are being considered.

Any questions on this topic may be directed to our Policy and Advocacy team at advocacy@abmunis.ca or call 780.433.4431.

Sincerely,

Tyler Gandam
President, Alberta Municipalities

CC: Kara Westerlund, President, Rural Municipalities of Alberta



The Future of Municipal Audits; Auditor Responses

An informal information gathering and consultation project

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Phase 1 Re-Cap:

Last year I did a deep dive into municipal audits. I learned that on average, 15% of Alberta municipalities file a late audit with Municipal Affairs. The reasons for this vary greatly and include internal capacity of the municipality, additions of new PSAB regulations, change-over of key municipal staff (Finance/CAO), and internal capacity of audit firms.

The factors stated above also have an impact on the overall cost of the audit, so for Phase 2, it is a deep dive into a municipal audit from the auditor's perspective.



"Yes! Our financial data is PERFECT; nobody touch ANYTHING until the auditors leave!"

Q & A Time!

The following questions were asked of 10 accounting firms that perform municipal audits in an effort to better understand their concerns or areas of improvement for both sides:

- Do you struggle with internal capacity to meet the May 1st municipal audit completion deadline?
- Does your firm have capacity to take on more municipal audits?
- Have you had to drop municipal clients within the last 3 years? Approximately how many?
- Can you give any insight on the impact of a new PSAB regulation on a municipal audit? (generally, not a specific regulation – referencing concerns with time, cost to the client, educating your client on how to comply with new regulations etc.)
- What are your top 3 difficulties for ensuring successful completion of municipal audits?
- What changes would you find most helpful to your firm moving forward?
- Do you have any advice for your municipal clients that would help both them and you to complete a clean and successful audit process?
- Is there any other information or insight on this topic you can share?

The following slides are a compilation of survey results received.



Do you struggle with internal capacity to meet the May 1st municipal audit completion deadline?

- We face capacity challenges and must be selective with the work we take on. If deadlines didn't coincide with corporate and personal tax deadlines, we could take on more audit work.
- We have chosen recently not to bid on certain RFP's due to the capacity and pricing issues we are seeing.
- We have to be selective in ensuring that we are taking on properly valued clients, while ensuring we maintain quality for any new clients and our existing client base.
- No, we made the deadline for all our clients. We have firm processes in place to make sure we make the deadline.
- We have not missed the deadline for our clients, but a May 31st deadline would allow us the ability to service more clients.
- In general, a lot of municipalities, NPOs and charities have December year ends so that puts a lot of pressure on audit firms since we are extremely busy during spring and then have to deal with the same staff in summer and fall when it's not as busy.
- Our firm as well as many others struggles with seasonality of certain audits where Dec 31 and March 31 seems to be the fiscal year ends mandated for multiple reasons. At our firm this has been mitigated by attracting top talent with competitive wages, hence we are able to complete work on time by utilizing overtime but that doesn't come cheap.

Does your firm have capacity to take on more municipal audits?

- If the pricing structure changes we would likely be able to take on more municipal audits. We had previously been providing discounted fees, however, since it's a busy time of year, we have to find a balance of keeping our staff on more profitable engagements.
- Yes, we usually take on 2 – 4 new clients every audit season.
- No, due to recent retirements we are not able to take on more municipal audits.
- By ensuring we only accept a certain number of clients within a certain time frame of due dates, we ensure that we are maintaining a high level of quality.

Have you had to drop municipal clients within the last 3 years? Approximately how many?

- We've had to drop several municipal clients to ensure we provide on time quality service to our remaining clients.
- We lost key staff due to retirement and had to drop a couple of municipalities after re-allocating the work load.
- We have chosen to not re-tender again due to fee constraints, however, all audits that we have been contracted to we have finished the terms.
- No, our firm has specialized in municipal audits, we are able to work with a variety of municipal clients on differing systems and levels of sophistication.

Can you give any insight on the impact of a new PSAB regulation on a municipal audit? (generally, not a specific regulation. referencing any concerns with time, cost to the client, educating your clients on how to comply with new regulations etc.)

- The municipalities we work with had differing impacts depending on knowledge/experience/expertise of internal staff. We definitely saw the internal teams experiencing a time crunch as they seem to underestimate the time and resources to adapt to a new standard.
- The ones that hired outside help tended to have better, more timely results – this would have been costly thought (must consider the cost benefit).
- Both auditors and municipal staff will require training to understand and implement the new regulations, which can be time-consuming. Auditors may need to provide additional support to help municipalities understand and comply with new standards, including developing new policies and procedures. Auditors may need to enhance their procedures to address the risks associated with the implementation of new standards.
- The additional time and complexity involved in applying new standards can lead to increased audit fees. Municipalities might incur costs related to systems upgrades staff training, and consulting services to ensure compliance.
- Transitioning to new standards can impact the consistency and comparability of financial statements over time.
- We conduct firm training every fall for new PSAB standards coming in. The hardest part would be educating some of our smaller audit clients that don't have the resources available to tackle some of the more complicated new standards such as the ARO standard.

What are your top 3 difficulties for ensuring successful completion of municipal audits?



- Preparedness of working paper files by the client.
- Getting timely responses from clients from our audit queries.
- Getting working papers, FIR and Financial Statements to a draft state by client before the audit starts as it is a time concern to have changes to flow through the various schedules and statements.
- A detailed list of requirements is given but it seems that it is rarely fully ready, particularly the harder areas where firms like to start first in order to avoid problems/delays. As part of this, sometimes the experience regarding what is "audit" appropriate evidence results in additional training that is required to complete with the staff.
- Getting working papers that haven't been reconciled to the general ledger.
- Waiting for requested information from client. It essentially puts a stop to the work we can do on their file.
- Initial adoption of new standards (accounting changes) should be completed well in advance of year end and evaluated at the interim so there is time to address any concerns and avoid delays.
- Notification of other issues (forensics, legal, new business ventures etc.) needs to come as early as possible so that the proper procedures and communications can occur.
- The odd client that is not on a standard/industry accounting software or is using excel for bookkeeping.

What changes would you find most helpful to your firm moving forward?

- Deadline change/extension would assist.
- Willingness and support of municipalities to have the audit prepared remotely. This saves on travel time and costs. The additional time can be spent on performing the audit procedures. Additionally, efficiencies are realized with computer setups in the office (two screens, support received in a digital format eliminates needing to scan). With current technology, audits no longer need to be prepared on-site.
- Just clients addressing some of the "top 3 difficulties" addressed above.
- When doing an RFP, communicate back to the RFP participants when not chosen and share results why not chosen, otherwise desire to bid next time decreases. Preparing bids takes time and we have to be cautions on where to bid vs. RFPs being done without intention of switching auditors.

Do you have any advice for your municipal clients that would help both them and you to complete a clean and successful audit process?

- If the resources are not at the right level in the internal finance team to have a correct, timely year end package, a contractor should be hired to ensure preparedness. This might involve reviewing month or quarterly reporting packages as well in order to ensure all issues are identified early.
- The Municipality should have process in place to close and be ready to be audited by the end of January in order to maximize scheduling opportunities.
- Make sure you hire staff with some level of financial background.

Is there any other information or insight on this topic you can share?

- It seems like municipalities tender requests are becoming more and more detailed, requiring specific orders of information and time invested in the process. When it becomes difficult to respond, this could lead to getting less responses.
- [Following an RFP process], it is common to send a quick note to all applicants letting them know that someone else was chosen. If criteria was used, then a lot of places share highlights of criteria and why a certain bid wasn't successful. This helps you retain attention of audit firms for future bids as well as helps auditors learn for future bidding.
- Rather than a general purpose statement and the FIR, the municipalities could change to a similar format as what Public School Boards currently follow. One financial statement prepared in a format that meets both the needs of Municipal Affairs and is also general purpose.
- Our staff really enjoy working on municipal audits. We have a lot of specialized firm templates and processes tailored to PSAS so it makes "municipal audit season" less stressful for both our staff and clients.

Phase 2 Take-aways...

Time is a factor	With so many audit deadlines falling on the same day, a lot of overtime is needed to meet contracted terms and municipalities are paying for it... This came up in follow-up conversations with auditors as well. Make sure you are considerate of others and reply in a timely manner – it will help your bottom line. Virtual audits are the way of the future – they can save time, and therefore money.
Prepare for Success	Ask your auditor for 'working paper' templates they use and have them done before audit starts. When a new PSAB regulation comes in, start preparing for it early. Use outside help if you have to.
Communication is key	When asked for additional information to support your audit process, communicate realistic expectations on when the information can be prepared and sent. Follow up with accounting firms that submit bids for your municipal audit. Help them understand where they can improve their process. By doing this, you're more likely to hear from them again next time!

Next Steps...

There are a few advocacy and action items which would benefit Alberta municipalities based on the information gathered:

- Advocate to Municipal Affairs for different audit deadlines based on the size of the municipality. It could be determined by either population size or city/town/village etc.
- Advocate for changes to what PSAB regulations apply to municipalities, or for changes to existing/approved policies with limited or no value to the end user. As this is a federal issue, we would likely need other provinces to join in this effort in order to be sure our voice is heard. This would be an attainable goal if outreach was done to Federation of Canadian Municipalities (FCM), Canadian Association of Municipal Administrators (CAMA), and other fraternal organizations based in each province.
- Develop templates or training opportunities that would standardize audit preparation work. Similar to the online tax rate calculator accessible through the Milenet website, there could be simple templates with locked formulas that would reconcile grants, payroll, taxes, etc. They wouldn't be mandatory, but most smaller municipalities would benefit from using them and it would provide complete and consistent data to auditors.
- Municipal Affairs could offer training sessions on how to complete a Financial Information Return. Smaller municipalities usually rely on the auditors to complete this task, adding over $1,000 to the bill. By completing the FIR before the audit begins, it would make the complete data set available to the auditors at the start of the process which would also cut costs.

2. Infrastructure Master Plan – attached is a draft copy of the building assessment for the Alix Library. This draft is being shared so you can see the level of detail we will be getting in our final report.

Virtual meetings continue to take place every two weeks for this project. Staff have compiled significant information on all infrastructure – paper and digital files, maintenance logs, anecdotal information – in an effort to make the final Master Plan as accurate as possible.

NOTE: There are no blueprints for this building on record. The renderings found at the end of this report were all created as part of the project.

TDI

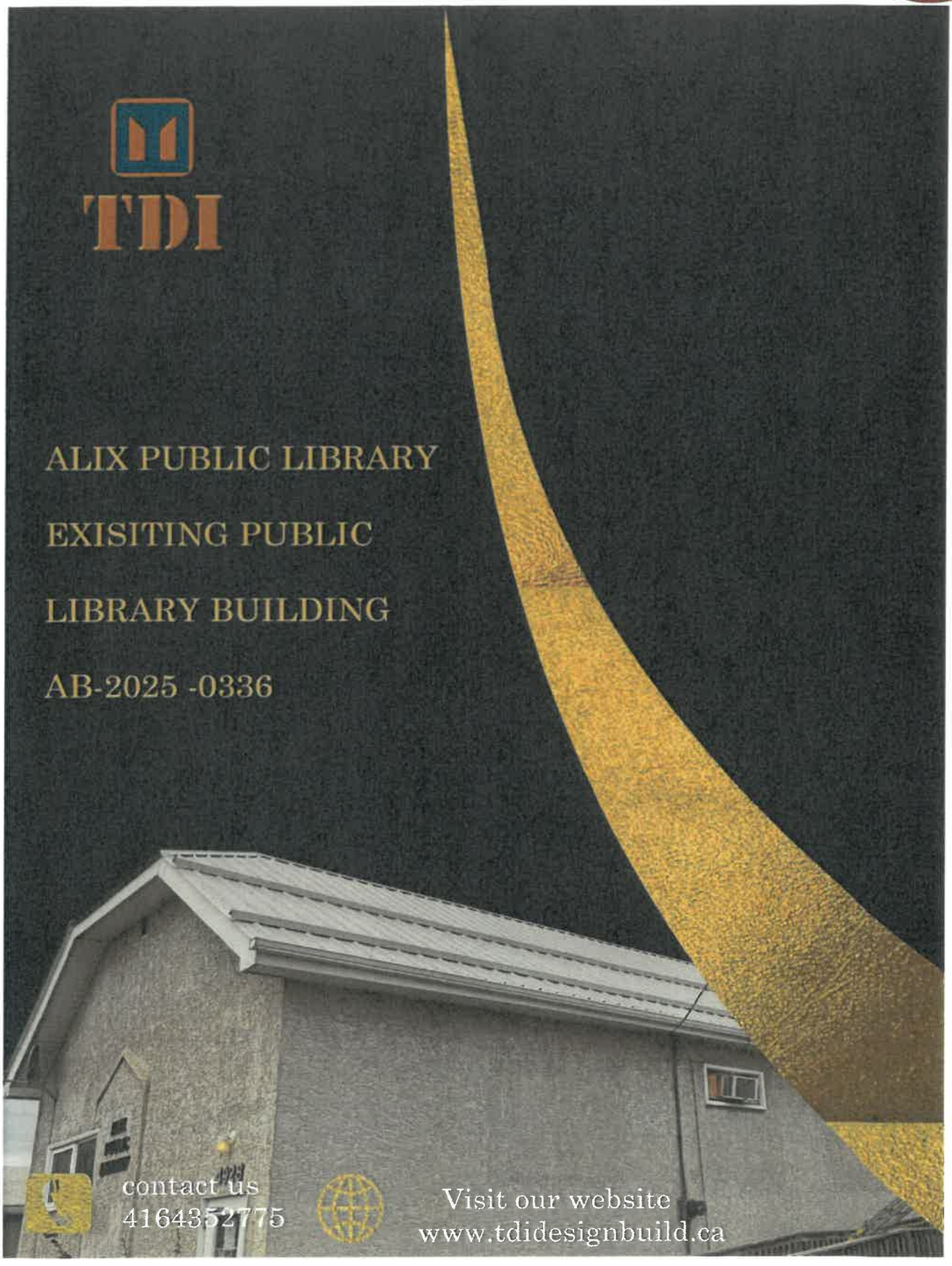
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ALIX PUBLIC LIBRARY

EXISITING PUBLIC

LIBRARY BUILDING

AB-2025 -0336



contact us
4164352775

Visit our website
www.tdidesignbuild.ca

Alix Public Library- Building Condition

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Revisions and publications log.

REVISION No.	DATE	DESCRIPTION
0A	July 10, 2025	Draft Report
00		Final Report

Distribution

1 PDF copy and 1 Excel file	Machelle (Cao@villageofalix.ca)

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Your project manager."

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APPENDICES

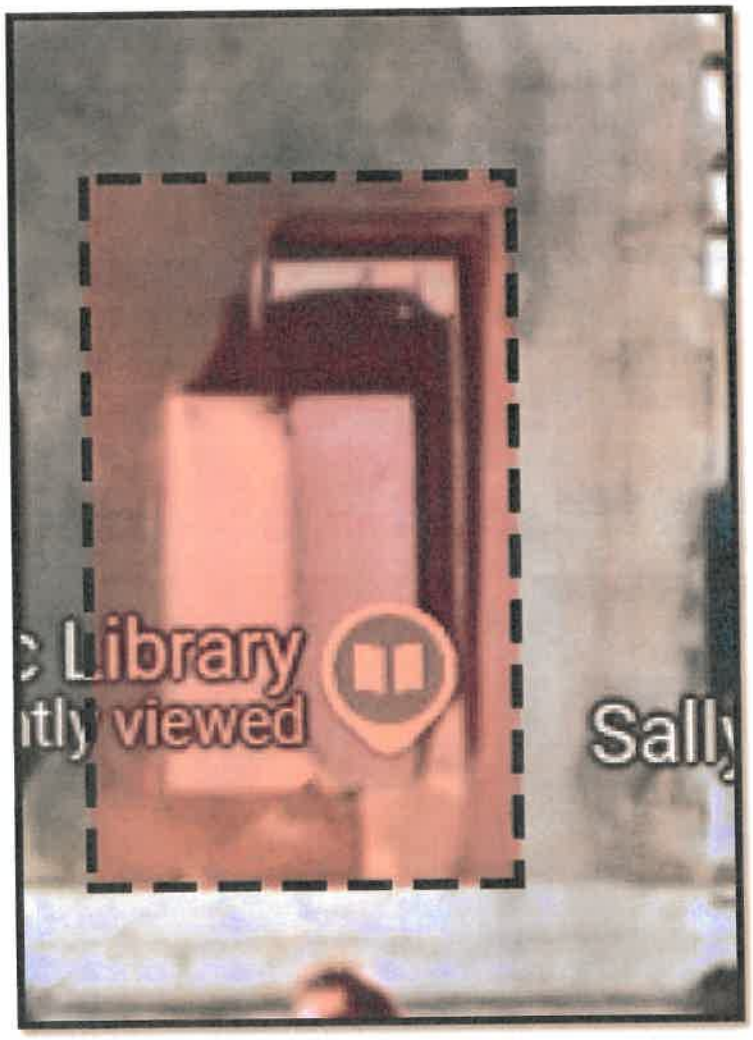
Appendix A : Asset Registry Table
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1 Executive Summary

1.1 General Description

The building is a two-storey institutional building, owned by the Village of Alix.

The Facility is located at Main Street, Alix, ON, within a 5,925 square feet (sqft) parcel. The building was originally constructed in 1985.



The total building footprint area for the facility is approximately 1,016 sqft. Approximately 81% of the site area consists of landscaped or undeveloped permeable land. The Current Replacement Value of the Building has been calculated to be $1,016,000

The exterior walls of the building are clad with Stucco.

The windows are described as double-insulated glazing units (IGUs). The total area of IGUs is calculated to be 72 sqft.

The roof system of the building comprises a jerkinhead roof design, finished with tin sheet roofing.

Village of Alix	
Location	4928 Main St, Alix, AB T0C 0B0
Facility Type	Public Library
Facility Description	Office, washrooms, mechanical room, kitchen, reading area, storage, and additional reading area
Date of Site Visit	July 10, 2025
Assessor 1	Khurram Tunio
Construction Year	1985
Building Age	40 Years
Estimated Current Replacement value	$
Number of Floors (Above Grade)	N/A
Number of Floors (Below Grade)	01
Number of Elevators	N/A
Estimated Window Area	72
Window/Wall Percentage	1.34%
Site Area	5,342 sqft
Building Footprint	1,016 sqft
Building Gross Area	2,032 sqft
Percent of Site Coverage	19%
Estimated Permeable Site	%
FCI - Next 3 Years	%
FCI - Next 10 Years	%

Table 1: Facility background information

1.2 Building Condition Summary

Building components	Description	Condition (1 to 5)
A SUBSTRUCTURE - SUMMARY		
Foundation walls	The block foundation walls are in good condition, showing no visible signs of structural distress or deterioration. The likelihood of failure is currently low, with minimal risk observed during inspection.	2. Good

Wooden joists	The unexcavated ground floor is supported by standard 75% wood joists. The component shows typical signs of age, but no major structural concerns were observed during the inspection	3. Fair
Slab-on grade	The cast-in-place concrete slab comprising roughly 25% of the excavated ground floor displays indications of surface aging and wear consistent with the structure's age. No significant cracking or settlement was noted.	3. Fair
B SHELL - SUMMARY		
Superstructure	The ground floor structure includes a cast-in-place concrete slab above the basement and exterior wooden deck and ramp areas on the north and northeast sides of the building.	3. Fair
	The concrete slab shows signs of surface aging, with the potential for minor cracking due to prolonged exposure to loads and environmental stress.	3. Fair
Exterior walls	The building features a stucco exterior finish across all elevations.	3. Fair
	The surface displays evident signs of environmental exposure, including hairline cracking and localized discoloration. These issues suggest gradual material degradation due to age and weather conditions, though no immediate structural concern was observed during inspection.	3. Fair
	The air grille installed at the attic level shows visible signs of aging, including surface wear and potential reduction in ventilation efficiency. No immediate structural damage is apparent, but overall performance may be declining due to prolonged exposure and material fatigue	3. Fair
Roof	The roofing system comprises a jerkinhead tin membrane, attic roof ladders, and soffit panels–all of which were installed in 1985. The main roof membrane	2. Good
	Soffit panels exhibit wear consistent with prolonged exposure, including discoloration and weather-related deterioration. The roof access ladders and attic appear intact, but are approaching the end of their expected service life.	3. Fair
Windows and doors	The thermally broken aluminum-framed fixed windows installed across all elevations show clear signs of aging and wear, including possible loss of thermal performance and frame discoloration. In 2018, a basement window on the north elevation was replaced with an egress window to improve safety and code compliance. The unit is in good condition.	2. Good to 3. Fair
	Caulking around windows and doors is generally found in fair condition.	3. Fair
	The aluminum entrance doors on the east and west elevations appear structurally sound, with glazing intact. However, signs of surface wear and frame aging are noticeable, which may affect operation and thermal performance over time.	3. Fair
Wooden deck	The wooden deck and ramp exhibit visible surface wear, weathering, and slight unevenness, which are consistent with long-term outdoor exposure. While no critical structural concerns were noted during inspection, the probability of localized deterioration is possible to likely, with a low to moderate level of associated risk.	3. Fair

Building components	Description	Condition (1 to 5)
C INTERIORS - SUMMARY		
Interior doors	Interior single doors across the building remain functional with no visible signs of major damage.	3. Fair
Storage Specialties	Wooden laminated cabinets and countertops are noted in the Kitchen, showing signs of age-related wear, including surface marks and minor hardware issues.	3. Fair

Interior finishes	Painted surfaces throughout the interior, including walls and ceilings, display noticeable signs of wear such as fading, surface scuffs, and uneven color. These signs reflect prolonged usage and environmental exposure, indicating that the finishes have aged significantly and may no longer provide full protective or aesthetic value. Ceilings throughout the building consist of acoustic drop-down ceiling tiles. The acoustic ceiling tiles exhibit visible sagging, staining, and potential damage. These conditions indicate deterioration in both material integrity and acoustic function. The concrete-sealed flooring in the mechanical room shows surface dullness and patchy areas where sealant effectiveness appears to have diminished. The ceramic tile flooring in the washroom is currently intact and functioning as intended, but it has surpassed its expected service life. Flooring finishes include ceramic tiles, carpet flooring, vinyl tiles/sheet, laminate flooring, and hardened/sealed concrete slab.	2. Good 2. Good 2. Good 2. Good
D SERVICE - SUMMARY		
Conveying	Not Applicable	NA
Plumbing and drainage	The building is equipped with a complete plumbing and drainage system that remains operational, but includes several components that have reached the end of their expected service life. Domestic hot water is provided by a natural gas water heater located in the mechanical room and washroom, manufactured by John Wood. Although still functional, the unit has aged beyond its typical life expectancy and is recommended for replacement as part of capital planning. Plumbing fixtures throughout the building include wall-mounted fireclay sinks, floor-mounted toilets, and other commercial plumbing elements such as water closets and trim. These fixtures are currently serviceable; however, signs of aging and long-term use are present, and all have exceeded or are approaching the end of their life cycles. The sanitary and storm sewage system is performing well at present. No critical issues have been reported.	3. Fair 3. Fair 2. Good
Fire protection system	There are ABC-type fire extinguishers throughout the building.	3. Fair
Ventilation, air conditioning, and heating system	The building's HVAC system includes a variety of localized components that are currently operational but have exceeded or are at the end of their expected service lives. The system features a gas-fired heating and cooling window-mounted package unit, installed in 1985. While still functional, the unit is outdated. Ventilation is provided via return and supply air grills located throughout the building, including wall-mounted return air grills and ceiling-mounted supply air grills. These components show typical signs of wear consistent with age and use. Additionally, a downblast centrifugal exhaust fan is installed on the north side elevation of the building. Like other HVAC components, it remains functional but has aged beyond its useful life expectancy.	2. Good to 3.Fair
Main electrical services	The building's electrical service and distribution systems are in good operational condition, with no current performance issues reported. Key components include multiple disconnect panelboards located throughout the building. A contactor panel located in a basement cabinet is also part of the system. It remains functional, and no deficiencies have been identified.	2. Good

Building components	Description	Condition (1 to 5)
Lighting	The building's interior lighting is provided through a combination of recessed fluorescent fixtures, suspended strip fixtures, wall-mounted fluorescent strips, and	2. Good

	recessed pot lights. Overall, the fixtures appear to be functioning as intended, with no major performance issues observed during the assessment. Exterior illumination is delivered via wall-mounted fixtures located on the building's façades. Some units exhibited foggy lenses and visible dirt accumulation, which may affect light output and efficiency if not addressed. Emergency lighting consists of a system of illuminated exit and evacuation signs, dual-head emergency lights, and battery backup power packs. These components are generally in place and operational, though some units display minor signs of age-related wear.	2. Good 2. Good
Detection and Alarm	Smoke detectors and light strobes are installed throughout the building to provide fire detection and occupant alert functions. These devices have been in place since 1985 and are presumed to be regularly inspected and maintained under the building's operating budget.	3. Fair
Integrated Automation	The HVAC system is partially monitored and controlled by the Building Automation System. The BAS system comprises Johnson Controls switches and programmable controllers, along with power supply modules.	2. Good
F SPECIAL CONSTRUCTION & DEMOLITION - SUMMARY		
Special Structures	Not Applicable	NA
G SITEWORK - SUMMARY		
Parking Lots and Roadways	The site infrastructure, including roadways, sidewalks, and landscaped areas, is generally in fair to good condition. Asphalt roadways and on-street parking areas remain functional but have reached the end of their expected service life. Cast-in-place concrete sidewalks show signs of surface wear and cracking, particularly on the south side.	3. Fair to 4. Poor 3. Fair 4. Poor
Site Development	The exterior wooden ramp located at the northeast side of the building shows visible surface weathering, discoloration, and slight unevenness, which are typical signs of aging and exposure to the elements. While the ramp is currently functional, these signs indicate a moderate condition. The on-street parking areas and driveways constructed with asphalt have generally reached the end of their service life, with noticeable signs of surface deterioration such as cracking and wear.	3. Fair 3. Fair
Landscaping	The landscaped areas around the building primarily consist of grassed surfaces. While generally in fair to good condition, some patches show signs of distress.	3. Fair
Storm Drainage Utilities	Asphalt pavement and landscaping slope toward catch basins connected to the municipality's storm drain system.	2. Good
Site Lighting	Not Applicable	NA
ACCESSIBILITY - SUMMARY		
Accessibility	As per our review, the Alix Public Library has accessibility components; however, we cannot confirm that it complies with all the requirements.	-

1.3 Expenditure Summary by Building Element

A - SUBSTRUCTURE

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Foundations				
Foundation walls - Maintenance	2. Good	2035	$7,920	

		Wood joists		
Wood joists - Maintenance	3. Fair	2026	$15,251	
Slab-on-Grade Maintenance	3. Fair	2026	$4,575	

B - SHELL

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Superstructure				
Floor construction - concrete slab	3. Fair	2026	$10,168	
Wooden ramp - Maintenance	3. Fair	2026	$5,120	
Wooden deck - Maintenance	3. Fair	2026	$1,653	
Exterior Walls				
Stucco - Maintenance	2. Good	2034	$25,602	
Windows & Doors				
Exterior Egress Windows	2. Good	2034	$1,440	
Exterior Windows	2. Good	2034	$7,200	
Exterior caulking - Replace caulking	4. Poor	2027		$672
Air grill - Replace	3. Fair	2027		$300
West and east entrance door - Replace	3. Fair	2027		$6,000
Roof				
Jerkinhead Tin Roof - Replace	2. Good	2070		$74,850
Soffit - Replacement	3. Fair	2050		$10,010
Roof Attic stairs	3. Fair	2034		$3,500
Attic	3. Fair	2034		$25,000

C - INTERIORS

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Interior Construction				
Interior doors - Replacement	3. Fair	2029		$2,590
Countertops and cabinets - Replacement	2. Good	2029		$10,575
Interior Finishes				
Acoustical drop-down ceilings - Maintenance	4. Poor	2029	$25,000	
Floor finishes - General - Replace/repair	2. Good	2029	$15,000	
Painted walls and ceiling - Maintenance	2. Good	2029	$20,000	
Concrete sealed flooring - Maintenance	2. Good	2029	$1,058	
Laminate flooring - Maintenance	2. Good	2029	$1,225	
Carpet flooring - Maintenance	2. Good	2029	$2,322	
Vinyl tiles -Maintenance	2. Good	2029	$864	
Ceramic tile flooring - Maintenance	2. Good	2029	$1225	

D - SERVICES

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Mechanical - Conveying				
Not Applicable				
Mechanical - Plumbing				
Natural gas water heater - Maintenance	3. Fair	2032	$1,400	
Single Wall-mounted fireclay sink - Replace	3. Fair	2032		$2,400
Floor-mounted toilet - Replace	3. Fair	2032		$2,000
Sanitary and storm sewage system	2. Good	2042		$45,000
Mechanical - HVAC				
Gas-fired heating/cooling package, Window AC unit	2. Good	2028	$650	
Exhaust fan	2. Good	2028	$6,000	
Downblast centrifugal exhaust fan	2. Good	2028	$4,800	
Supply air grill	2. Good	2028	$150	
Return air grill	2. Good	2028	$720	
Ducts	2. Good	2028		$ 3,500
Furnace	2. Good	2028		$ 5,000
Mechanical - Fire Protection System				
Fire extinguishers	4. Poor	2030		$500
Electrical - Distribution System & Equipment				
Contactor panel	3. Fair	2030		$10,000
Disconnect panel board D - 125 A, 120/240 V- Replace	3. Fair	2030		$25,000
Exhaust fan Control panel - Replacement	3. Fair	2030	$300	
Electrical - Lighting				
Exterior building lighting	3. Fair	2031	$900	
Interior lighting - replace	3. Fair	2031		$25000
Emergency lighting heads, battery packs, and ceiling-mounted fixtures	3. Fair	2031		$301
Emergency lighting exit signs	3. Fair	2031		$1603
Recessed/surface-mounted fluorescent light fixtures	3. Fair	2031	$10,850	
Wall-mounted MTD lighting fixtures	3. Fair	2031	$500	
Ceiling-mounted MTD lighting fixtures	3. Fair	2031	$300	
Electrical - Communication Systems				
Not Applicable				

Fire & Life System - Safety & Security Systems				
Access control panel #2 - Replacement	2. Good	2028		$2,500
Fire & Life System - Fire Detection & Alarm System				
Smoke detectors	3. Fair	2033		$500
Integrated Automation				
Neo Automation Panel - Replace	2. Good	2032		

E - SPECIAL CONSTRUCTION

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Special Construction				
Not Applicable				

F - SITEWORK

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Pavement, Sidewalks, & Landscaping				
Roadways on street parking, asphalt pavement	2. Good	2033		$37,500
Concrete pavement - Maintenance	4. Poor	2033	$9,000	
Site Landscaping - Maintenance	3. Fair	2033	$8,000	
Site Utilities				
Catch basins and drains - Maintenance	3. Fair	2035	$4,500	

1.4 Assignment Description

The services of TDI were retained by the Village of Alix to perform Building Condition Assessments. This report is limited to the building identified as Alix Public Library. The objective of this inspection is to provide the Village of Alix with critical information that will guide the Village of Alix's Asset Management Plan and the preventative maintenance, the state of good repair, and the capital renewal programs. The inspection required the expertise of the following fields: architecture, roofing, structural, building electrical, and mechanical.

1.5 Methodology of Inspection

A visit to the property was carried out by TDI on July 10, 2025. Khurram Tunio of TDI performed the inspection related to all components of the building. They were accompanied by the Village of Alix Staff.

The inspection of the property was executed in general compliance with requirements and consisted of a "walk-through" type visual evaluation and was limited to the elements that were visible from ground height or accessible floors; no lifting equipment was used. When viable, tags were applied to the assets to be later identified in the Asset Registry spreadsheet.

The cost estimate for the recommended intervention associated with each building component has been inflated, which is relatively lower than the current market inflation rate. However, it has been assumed that the increase will not be persistent during the next ten years.

It should be noted that activities carried out within the scope of this inspection have been performed by qualified personnel from TDI, which has both the required expertise and experience.

1.6 Facility Condition Index (FCI)

As proposed by the Region, the Facility Condition Index (FCI) will be used to define the overall condition of the facility. Generally, there are no published standards in rating FCIs, as formulas used slightly differ and are adjusted according to their particular use. The following formula from the RFP was used to calculate the FCI ratio:

$$FCI = \frac{\text{Outstanding + Deferred + Scheduled Repair \& Maintenance Cost}}{\text{Current Replacement Value*}}$$

*Calculated using published construction data, based on the gross floor area of the building (e.g., bldg. sq ft x $ per square foot = CRV). Rates used are based on constructing a replacement building of a similar size, type, and construction.

For this report, the following rating criteria have been used in defining the overall condition of the facility:

FCI Ratio	Description	Condition Rating
< 5%	Building elements are functioning as designed with minimal to no deterioration or superficial deterioration, or the major building systems are not requiring replacement within the next 5 years.	GOOD
≥5%-<10%	Building elements are functional and have experienced normal deterioration, given the age of the elements and expected service life. Minor distress of major building systems is observed, indicating repairs and replacements will be required within the next five years.	FAIR
≥10%-<30%	Building elements and sub-elements are not functioning as intended, are inefficient, and require additional reactive maintenance. Major building elements have reached the expected service life and require replacement within the next year. Major renovation affecting the majority of the building infrastructure should be planned. Strategic direction for the facility asset is to be determined to weigh the cost/benefits of rehabilitation vs. facility replacement.	POOR

≥30%	Building elements and sub-elements are not functioning as intended, are inefficient, and require additional reactive maintenance. Major building elements have reached the expected service life and require replacement within the next year. Major renovation affecting the majority of the building infrastructure should be planned. Strategic direction for the facility asset is to be determined to weigh the cost/benefits of rehabilitation vs. facility replacement. Building elements and sub-elements have failed, and significant deterioration has occurred because of failures. Material risk to infrastructure and people is present. Deficiencies must be dealt with immediately. Cost of rehabilitation has exceeded the critical threshold; replacement of the facility asset will likely yield long-term cost savings, reduce energy consumption, and improve program/service delivery.	CRITICAL

1.6.1 Current Replacement Valuation

The current replacement value refers to the amount it would take to rebuild the facility, including the same material components and systems. It was determined by multiplying the gross floor area of the building by the estimated cost per square foot. The estimated cost per square foot was calculated using the "RSMeans-sqft-Model" based on replacement buildings of a similar size, construction type, and occupancy.

Category	Value
Gross Floor Area	2,032 sq ft
Replacement Cost per Square Foot	$500
Current Replacement Value	$1,016,000

The Current Replacement Value of the Alix Public Library was determined as $9,085,000.

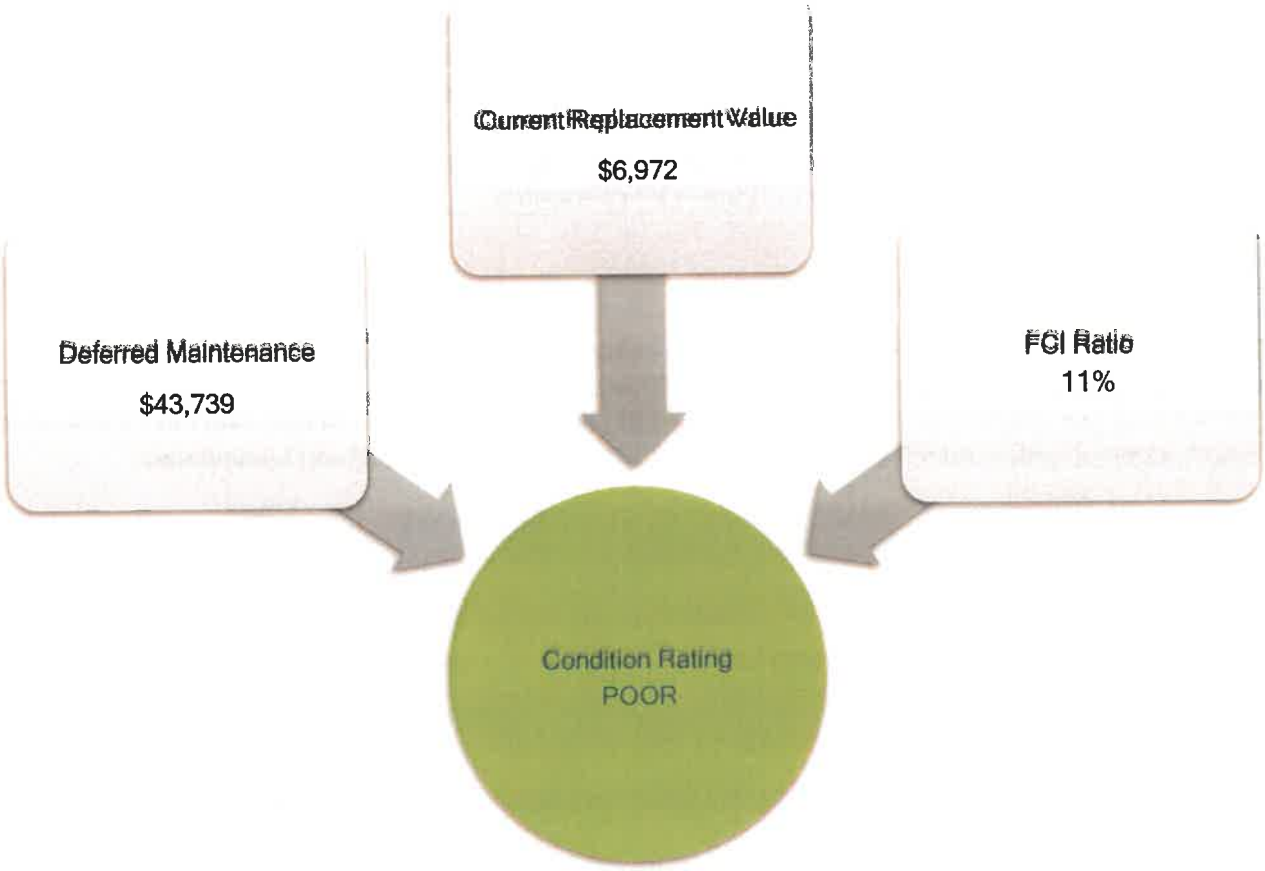
1.6.2 Facility Condition Index Over 10 years - Annual value

The Facility Condition Index (FCI) in this section was calculated by dividing the annual deferred maintenance costs from 2025 to 2034 by the current replacement value of $1,016,000. The results indicate that the FCI value reaches the fair range in the year 2030 at 11.39%, and rises into the poor range in the year 2031 at 12.55%, as these years represent the highest levels of required investment for capital renewal and maintenance projects.

YEAR	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
DEFERRED MAINTENANCE	$0	$36,767	$6,972	$34,835	$66,694	$38,200	$39,454	$0	$55,000	$36,492
FCI	0%	10.07%	2.22%	10.81%	21.22%	11.39%	12.55%	1.84%	17.49%	12.43%

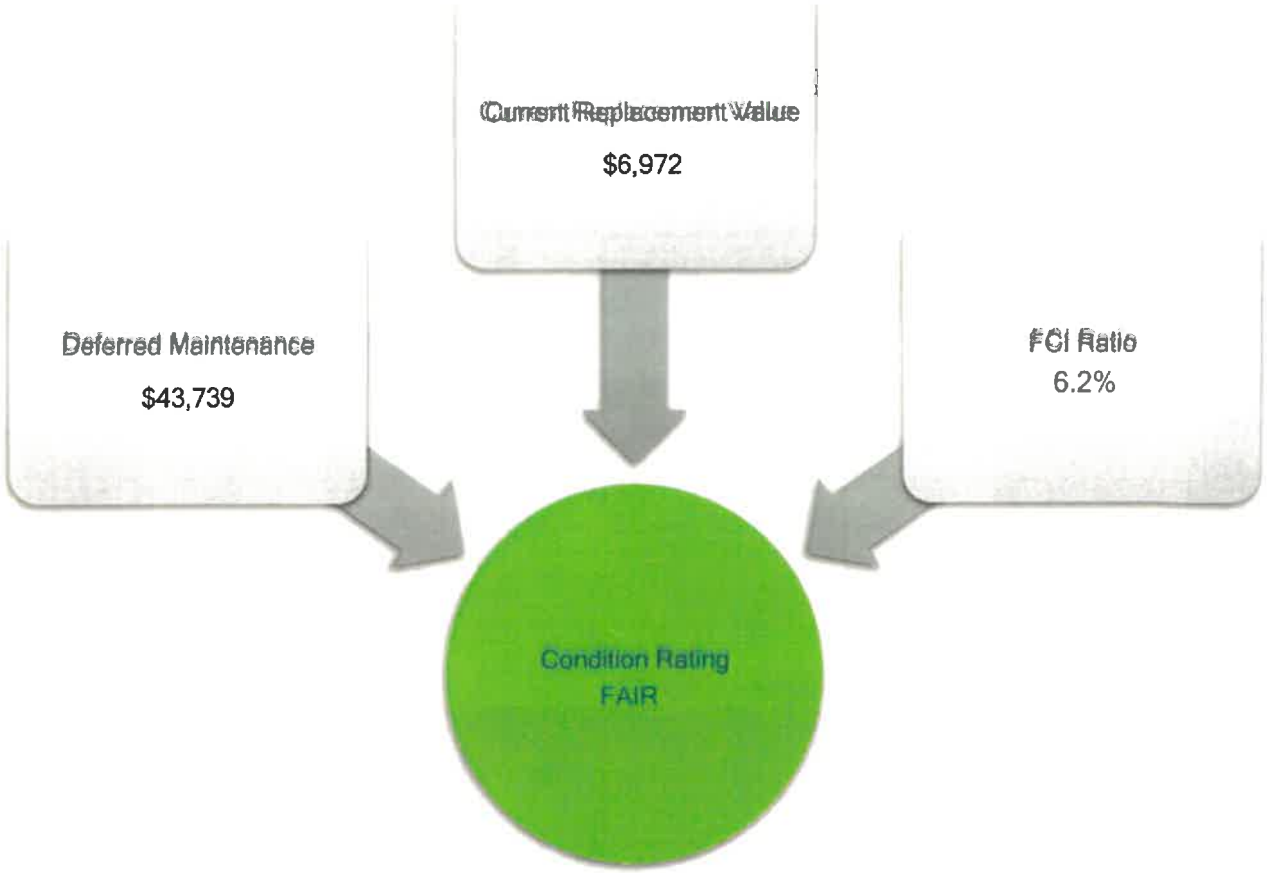
1.6.3 Facility Condition Index Over 3 years - Cumulative

The Facility Condition Index in this section was calculated by dividing the deferred maintenance for the first three-year period (current year + planned years 1, 2, and 3), by the current replacement value $1,016,000. Which yields a resulting ratio of 11%. This ratio indicates that the facility is in overall GOOD condition.



1.6.4 Facility Condition Index over 10 years - Cumulative

The Facility Condition Index in this section was calculated by dividing the deferred maintenance over 10 years (current year + plans for year 1-10) $xx, by the current replacement value $1,016,000, which yields a resulting ratio of 6.2%. This ratio indicates that the facility is in Good overall condition.



1.6.5 Summary of 10-Year Life Cycle Capital Expenditures

FACILITY COMPONENT	A SUBSTRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHING	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK
2025							
2026							
2027		$6,972					
2028			$13,165	$8,500			
2029							
2030				$800			
2031				$26,904			
2032				$4,400			
2033				$500			
2034		$28,500					

Summary of 10-Year Life Cycle Repairs and Maintenance Expenditures

Facility component	A SUBSTRUCTURE	B SHELL	C INTERIORS	D SERVICES	E EQUIPMENT AND FURNISHINGS	F SPECIAL CONSTRUCTION AND DEMOLITION	G SITEWORK
2025	19826						
2026		$16,941					
2027							
2028				$12,320			
2029			$66,694				
2030				$35,000			
2031				$12,550			
2032				$1,400			
2033							$54,500
2034		$34,242					

1.6.6 Summary of Asset Expenditure - Capital

Building Component	Year of Work	Estimated Cost
Air Grille - Louver - Replacement	2027	$300
Single aluminum door - Replacement	2027	$6,000
Caulking - Replacement	2027	$672
Furnace	2028	$3,500
Typical diffuser grill.	2028	$5,000
Fire Extinguishers - Replacement	2030	$500
Communication terminals	2030	$300
Interior Lighting	2031	$25,000
Emergency lighting heads, battery packs, and ceiling-mounted fixtures	2031	$900
Emergency Lighting	2031	$301
Wall-mounted fireclay sink	2032	$2,400
Floor-mounted toilet - Replace	2032	$2,000
Smoke Detectors	2033	$500

Attic	2034	$25,000
Roof stairs	2034	$3,500
	Total	$75,873

1.6.7 Summary of Asset Expenditure - Maintenance

Building Component	Year of Work	*Estimated Cost
Wood joists - Maintenance	2026	$15,251
Cast-in-Place Concrete 25% - Maintenance	2026	$4,575
Cast-in-Place Concrete - Maintenance	2026	$10,168
Wooden ramp- Maintenance	2026	$5,120
Wooden Deck - Maintenance	2026	$1,653
HVAC Unit - Maintenance	2028	$650
Return air grill- Maintenance	2028	$720
Supply air grill - Maintenance	2028	$150
Exhaust Fan - Maintenance	2028	$6,000
Downblast centrifugal exhaust fan - Maintenance	2028	$4,800
Interior painting and coating	2029	$20,000
Acoustic Ceiling Coating	2029	$25,000
Concrete sealed	2029	$1,058
Ceramic Tiles	2029	$1,225
Vinyl tiles	2029	$864
Laminate flooring	2029	$1,225
Carpet	2029	$2,322
Includes all flooring finishes	2029	$15,000
Disconnect panelboard	2030	$10,000
Contactor panel	2030	$25,000

Recessed/surface-mounted fluorescent light fixtures	2031	$10,850
Ceiling-mounted MTD light fixtures	2031	$300
Wall-mounted lighting fixtures	2031	$500
Exterior Lighting	2031	$25,000
Water Heater	2032	$1,400
On-street Parking	2033	$37,500
Concrete Sidewalk	2033	$9,000
Landscaping	2033	$8,000
Stucco finish	2034	$25,602
Window - Maintenance	2034	$7,200
Egress Window - Maintenance	2034	$1,440
	Total	$277,573

2 General Summary

Observations, deficiencies, and recommendations are organized into the seven sections below (3 through 9) of this report. Each section contains the de description of the building components, photographs of components in need of repair or replacement, scoring including condition assessment, probability of failure, and consequence of failure based on the rating grades provided by the Village of Alix and explained below. As applicable, comments on impact to safety & security, code/standard issues, impact on operation/utilities cost, and any opportunity for savings have also been mentioned. Appendix A - Asset Registry Table includes the complete BCA findings. Appendix B - COPE Form and Appendix C - Property Questionnaire with completed information provided by the building staff are also part of this report.

2.1 Condition Assessment - 1 to 5

The condition of the building components has been assessed and scored following the Village of Alix's Condition Assessment score table, as shown below.

Grade	Condition	Description
1	VERY GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are well within standards and norms. Typically, the asset is new or recently rehabilitated. The asset is likely to perform adequately without major work for at least 80% of its estimated life.

2	GOOD	The asset is physically sound and is performing its function as originally intended. The required maintenance costs are within acceptable standards and norms, but are increasing. Typically, an asset has been used for some time but is still within the early to mid-stage of its expected life. No substantial deterioration over the next 5-10 years.
3	FAIR	The asset is showing signs of deterioration and is performing at a level lower than originally intended. Some components of the asset are becoming physically deficient, and component replacement may be necessary. Maintenance requirements and costs are continuing to increase. Typically, the asset has been used for a long time and is within the mid-to-later stage of its expected life. Failure is unlikely within the next 2 years, but further deterioration is likely, and major rehabilitation /replacement is required within the next 5 years. Minor components or isolated sections of the asset need replacement or repair now, but the asset still functions safely at an adequate level of service.
4	POOR	The asset is showing significant signs of deterioration and is performing to a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs exceed acceptable standards and norms. Typically, the asset is approaching the end of its expected life. Likely need to replace most or all of the assets within 2 years. No immediate risk to health or safety, but work is required within 2 years to ensure the asset remains safe.
5	VERY POOR	The asset is physically unsound and/or not performing as originally intended. The asset has a higher probability of failure, or failure is imminent. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. Replacement / major refurbishment is required.

2.2 Probability of Failure - 1 to 6

The probability of failure for each building component was set by applying the grades in the table below.

Grade	Value	Level	Indicative Frequency
1	2%	Rare	After 20 years
2	10%	Unlikely	Within 20 years
3	25%	Possible	Within 10 years
4	65%	Likely	Within 5 years
5	85%	Very High	Within 1 year
6	100%	Failed	Has Failed

2.3 Consequences of Failure

The consequence of failure for each building component is measured based on the severity of the impact on public safety, environment, and/or cost component. The grade for each component was assigned based on the table below.

Grade	Consequence	Description
1	VERY LOW	Service not affected or minimal impact. Redundancy based on demand and capacity is greater than 100% - Regulatory objectives and requirements met - Loss of equipment does not impact service or has a minimal impact Repair, loss of revenue, damages, losses, or fines <$10,000. Negligible injuries (no medical attention necessary)
2	LOW	Localized disruption of service - Redundancy based on demand and capacity is >75%<100% - Regulatory objectives and requirements met - Loss of equipment causes localized disruption of nonessential service Repair, loss of revenue, damages, losses, or fines $10,000-$50,000 Minor injuries, medical attention required
3	MODERATE	Localized disruption of service - Redundancy based on demand and capacity is <75% - Regulatory objectives not met, but requirements met - Loss of equipment causes a localized disruption of essential service Repair, loss of revenue, damages, losses, or fines $50,000-$500,000 Serious injuries, multiple minor injuries
4	HIGH	Widespread short disruption or long-term localization of disruption of service - No redundancy based on demand and capacity - Regulatory objectives and requirements not met - Loss of equipment causes widespread short-term or long-term localization of disruption of essential services. Repair, loss of revenue, damages, losses, or fines $500,000-$1,000,000 Multiple serious injuries
5	VERY HIGH	Widespread short-term and long-term disruption of service - No redundancy based on demand and capacity - Regulatory objectives and requirements not met. - Loss of equipment causes widespread short-term or long-term localization of disruption of essential services. Repair, loss of revenue, damages, losses, or fines >1,000,000 Loss of life

3 A Substructure

3.1 Foundations and Slabs on-Grade

The building's substructure consists of block foundation walls, wood joists, and cast-in-place concrete slab-on-grade areas. The foundation walls, constructed of concrete blocks, run along the building perimeter and are functioning effectively without any evident signs of structural concerns at the time of inspection. Although

the walls appear stable, routine maintenance is recommended to preserve their condition over time. Full replacement is not anticipated; however, minor localized repairs may be considered if deterioration of surface protection (such as parging) becomes visible.

The excavated ground floor structure is a hybrid system comprising approximately 75% wood joists and 25% cast-in-place slab-on-grade.

The wood joists are generally serviceable, but signs of aging, such as mild deflection or potential moisture exposure, may occur as the components approach the end of their life expectancy. These elements require regular inspections to ensure ongoing performance, particularly in areas susceptible to dampness or mechanical stress. Preventative maintenance and spot repairs should be planned as needed.



Foundation wall above grade - East elevation


Foundation wall above grade - Southwest corner.

The slab-on-grade section, accounting for roughly one-quarter of the ground floor, consists of conventional cast-in-place concrete. Visual signs of aging suggest that it is nearing the end of its anticipated service life. Full replacement is not projected within the study period; however, localized repairs or surface treatments may be required to maintain performance and prevent degradation from advancing further.


Covered slab-on-grade.


Covered slab-on-grade - Additional reading area

Overview of building substructure

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Foundations				
Foundation walls - Maintenance	2. Good	2035	$7,920	
Wood joists				
Wood joists - Maintenance	3. Fair	2025	$15,251	
Slab-on-Grade Maintenance	3. Fair	2025	$4,575	

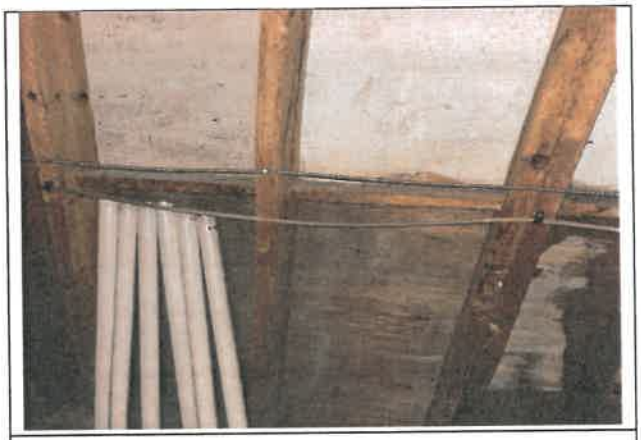
4 B Shell

4.1 Building Superstructure

The superstructure of the building is partially covered with interior finishes and is not fully visible for review. Generally, a building's structural floor system includes a cast-in-place concrete slab. While currently functional, the slab shows early indicators of material aging and surface fatigue due to long-term exposure to structural loads. Minor cracking may be expected. Though not posing immediate concern, periodic inspection and timely maintenance are recommended to sustain structural performance and avoid progressive deterioration. An allowance has been made for future repairs as required.

Exterior components include a wooden deck on the north and east elevations and a wooden ramp at the northeast side of the building. Both wood elements exhibit surface weathering, discoloration, and slight unevenness in some areas, indicating typical wear over time.

Although still serviceable, the materials are approaching the end of their expected service life, and minor repairs or protective treatments are advised to preserve their structural and safety integrity. Capital repairs have been provisionally included in the budget planning to address these needs.



Wooden walls.



Painted walls.



Stairwell.



Concrete slab floor - Additional reading area

Overview of building superstructure

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Floor construction - concrete slab	3. Fair	2026	$10,168	
Wooden ramp - Maintenance	3. Fair	2026	$5,120	
Wooden deck - Maintenance	3. Fair	2026	$1,653	

4.2 Exterior Walls

The building is finished with a stucco exterior applied across all elevations. The stucco exhibits visible signs of aging and environmental wear, including minor cracking and localized discoloration. These conditions are typical for a finish of this age and are not currently impacting the building envelope performance.

Full replacement is not anticipated within the timeframe of this report. However, an allowance has been included for localized patch repairs and surface treatment as required to maintain aesthetic and protective qualities of the stucco finish.



Stain on stucco.



Stucco veneer

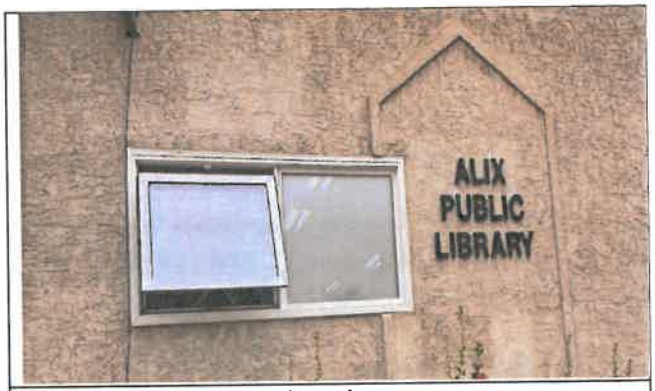
Overview of exterior walls

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Stucco - Maintenance	2. Good	2034	$25,602	

4.3 Windows and Doors

Windows throughout the building consist of thermally broken aluminum-framed units. These windows show signs of age-related wear and weather exposure. While no significant damage was observed, the components are nearing the end of their expected service life. A capital allowance has been included in the study to account for the replacement of these original windows in the short term.

In 2018, a basement window on the north elevation was replaced with a code-compliant egress window to improve life safety and meet building standards. The egress window is in good condition with no visible frame, glazing, or sealant deficiencies. Routine cleaning and minor maintenance have preserved its functionality and weather-tightness. Although its expected service life is approximately 30 years, periodic inspection is recommended to address potential sealant wear and to maintain performance.



Window at the east elevation.


Egress Windows at the north elevation.


Windows at the west elevation.


Caulking around the door frame

Caulking around windows and doors is generally found in fair condition. The material appears aged, and potential loss of elasticity may allow air and moisture infiltration. Although still intact, the caulking is approaching the end of its useful life, and replacement should be considered to maintain envelope integrity. This can be managed through localized replacement as part of regular operations, while full replacement is included in the capital.

The east and west entrance doors consist of single aluminum-framed glazed units. These doors, originally installed in 1985, show signs of normal wear with no immediate failure. Maintenance can be addressed through routine operating budgets, while full replacement is included in the long-term capital planning.

A prefinished aluminum air grille is installed in the attic roof area. This component shows visible signs of aging, with some reduction in performance due to wear. Routine maintenance and cleaning should be carried out periodically to sustain ventilation performance.



Main entrance door - East elevation.


West entrance door.


Louver - Roof Attic

Overview of doors and windows

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Exterior Egress Windows	2. Good	2034	$1,440	
Exterior Windows	2. Good	2034	$7,200	

Exterior caulking - Replace caulking	4. Poor	2027		$672
Air grill - Replace	3. Fair	2027		$300
West and east entrance door - Replace	3. Fair	2027		$6,000

4.4 Roof

The building is protected by a low-slope jerkinhead tin roofing membrane installed in 2020 over the main roof area. The membrane is in good condition with no visible wear, damage, or signs of water infiltration. Given its relatively recent installation, no immediate work is required. Replacement is anticipated at the end of its service life in line with the capital maintenance schedule; however, periodic inspections should be carried out to ensure ongoing performance and to address any emerging issues promptly.

Roof access is provided by a metal roof ladder (roof stair), original to the 1985 construction. The ladder remains functional but shows evidence of age, including surface corrosion and outdated hardware, and lacks modern safety provisions. Replacement is recommended as part of planned capital works to maintain safe, compliant access for roof maintenance activities.

Soffit panels located at the roof eaves, installed in 2020, are in good condition with no deformation or water damage noted. Ongoing monitoring is recommended to identify and address any potential deterioration caused by weather exposure over time.

Overall, the roofing system is currently performing its intended protective function with no significant defects present. Most new components require only routine monitoring, while older elements–such as the roof ladder–should be prioritized for replacement to maintain safety standards and ensure long-term reliability.



Jerkinhead tin roof



General view of the roof.



Chimney on the roof.

Overview of the roof

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Jerkinhead Tin Roof - Replace	2. Good	2070		$74,850
Soffit - Replacement	3. Fair	2050		$10,010
Roof Attic stairs	3. Fair	2034		$3,500
Attic	3. Fair	2034		$74,850

5 C Interiors

5.1 Interior Constructions

Interior doors throughout the building consist of single-leaf units, generally solid-core wood in construction. While no immediate damage or functional issues were reported during inspection, the doors have surpassed their typical service life. Signs of aging, such as minor surface wear and potential hardware fatigue, may not yet be fully visible but are expected with continued use. Bulk replacement of interior doors is not anticipated within the study period; however, a provision for periodic repair or replacement on an as-needed basis is recommended to maintain operational performance.

Wooden laminated countertops and cabinets are located primarily in the kitchen area. These units exhibit surface dulling remains, minor abrasions, and aging hardware components that suggest extended service.

Although the cabinetry is serviceable at present, deterioration is expected to accelerate due to prolonged use. Replacement of kitchen countertops and cabinets is recommended within the current planning cycle to sustain functionality and aesthetics.



Window wall in the Kitchen.



Interior walls and doors.



Interior walls and door.



Vestibule door - Main entrance.



Interior wood door.



Partition walls.



Wood cabinet and laminate countertops - Kitchen.

Overview of interior construction

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Interior doors - Replacement	3. Fair	2029		$2,590
Countertops and cabinets - Replacement	2. Good	2029		$10,575

5.2 Interior Finishes

The interior walls and ceilings throughout the building are finished with painted coatings originally applied in 1985. Over time, the finishes have shown visible signs of wear, including fading and scuff marks, which are typical indicators of long-term usage and aging. While still functional, the aesthetic condition suggests the need for repainting. An allowance has been included to repaint or repair interior wall and ceiling finishes as needed every 10 years to maintain appearance and surface protection.



Typical painted interior gypsum board.



Painted gypsum board walls - Stairwell.



Typical drop-down ceiling tiles.



Painted gypsum board ceiling - Additional reading area.

Ceilings throughout the building consist of acoustic drop-down ceiling tiles, which date back to the original construction period. These ceiling systems are currently showing signs of poor performance, with some potential sagging or damage observed. If not addressed, further deterioration may impact both acoustic quality and visual appeal. Capital replacement or comprehensive repair is recommended to maintain overall ceiling integrity.

Flooring finishes across the building include a variety of materials such as concrete sealed flooring in mechanical rooms, ceramic tile flooring in washrooms, and vinyl and laminate flooring. While the majority of these finishes are performing well. The concrete sealed floor shows signs of surface wear and may be losing sealant effectiveness due to mechanical use and age. The ceramic tiles, although without major defects, are beyond their expected lifespan. Vinyl and laminate floors are in good condition. Carpet areas also require maintenance due to long-term use.

Although full replacement of all flooring finishes is not anticipated immediately, an allowance has been included every 5 years to replace or repair flooring sections as required. This cyclical approach ensures functionality and safety without the need for a large-scale flooring overhaul during the assessment period.



Laminate flooring and carpet flooring in the reading area.



Laminate flooring.



Vinyl flooring in the washroom.



Ceramic tile flooring in the washroom



Wooden stairs.

Overview of interior finishes

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Acoustical drop-down ceilings - Maintenance	4. Poor	2029	$25,000	
Floor finishes - General - Replace/repair	2. Good	2029	$15,000	
Painted walls and ceiling - Maintenance	2. Good	2029	$20,000	
Concrete sealed flooring - Maintenance	2. Good	2029	$1,058	
Laminate flooring - Maintenance	2. Good	2029	$1,225	
Carpet flooring - Maintenance	2. Good	2029	$2,322	
Vinyl tiles -Maintenance	2. Good	2029	$864	
Ceramic tile flooring - Maintenance	2. Good	2029	$1225	

6 D Services

6.1 Mechanical Summary

6.1.1 Conveying

No conveying system was present in this building.

6.1.2 Domestic Water Distribution

The main domestic water service enters the building and is distributed throughout to support all plumbing fixtures and the hot water system. The building is equipped with a natural gas water heater, located in the mechanical room.

The water heater has been in service and is functional. A capital budget has been included for its replacement to the end of service life. Plumbing fixtures throughout the facility include floor-mounted toilets, wall-mounted fireclay sinks, and typical commercial-grade plumbing fixture trim. These fixtures are located in washrooms and mechanical service rooms.

While the fixtures remain in fair operational condition, their age and usage indicate that replacement should be considered as part of the capital renewal program. A budget has been included for the replacement of individual plumbing components as they approach the end of their life cycle.



Domestic water heater - Mechanical room.



Water heater in the washroom



Wall-mounted sinks in washrooms.



Counter-mounted toilet in the washrooms.

Overview of the domestic water distribution system

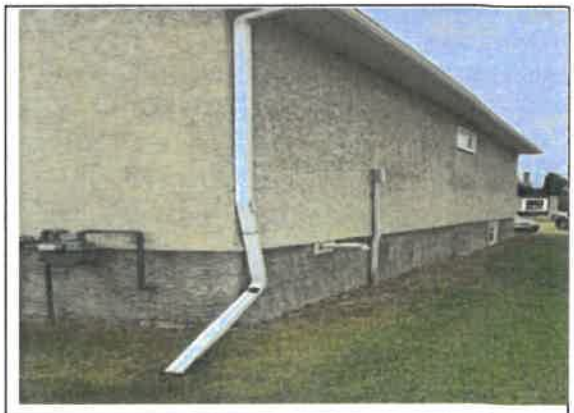
Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Natural gas water heater - Maintenance	2. Good	2032	$1,400	
Single Wall-mounted fireclay sink - Replace	2. Good	2032		$2,400
Floor-mounted toilet - Replace	2. Good	2032		$2,000

6.1.3 Sanitary Sewage and Storm Sewage System

The building is serviced by a combined sanitary and storm sewage system installed in 2022. The system is in good operational condition with no observed signs of blockage, leakage, or capacity issues. Based on the current performance and maintenance history, the likelihood of failure is considered unlikely, and the associated risk level remains low. The system includes interior sanitary piping, roof drains, and floor drains to manage both wastewater and rainwater effectively. While the majority of the piping network is concealed within wall. Floor drains are provided in washrooms and utility rooms, while rainwater is directed through roof drains and downpipes routed within the building.



Sanitary pipes under the sink.



Roof drain.



draining condensation

The existing sanitary and storm system continues to function as intended, with no major performance concerns currently reported. However, the system has exceeded its expected service life and is approaching the end of its effective operational lifespan.

Therefore, a capital budget has been recommended for its replacement to ensure continued reliability and prevent the potential for future failures. No evidence of drainage issues or clogged lines has been reported to date. It is also noted that condensation from mechanical equipment is drained internally and directed to floor drains as needed. Routine maintenance is expected to address minor issues, while long-term replacement planning is included in the capital forecast to address lifecycle renewal needs.

Overview of the sanitary and storm sewage system

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Sanitary and storm sewage system	2. Good	2032		$45,000

6.1.4 Heating, Ventilation, and Air Conditioning (HVAC)

The HVAC system within the facility consists of individual gas-fired heating/cooling packaged window-mounted units, supply and return air grilles, and a downblast centrifugal exhaust fan. These components are part of the building's localized ventilation and temperature control strategy, rather than a centralized system. The primary cooling and heating are provided by a gas-fired packaged unit installed in a window, serving an individual room or zone. Maintenance has been planned to ensure continued reliable operation and thermal comfort. Ventilation is provided through several return and supply air grilles installed throughout the building. These are passive components aiding in air distribution.

A return air grille is located on the lower wall section, while supply air grilles are distributed across occupied areas. These grilles, although still in operational condition, are aged, and replacement has been scheduled as part of the capital plan.

An additional component includes a downblast centrifugal exhaust fan located on the north side elevation of the building. This fan supports ventilation and air extraction from specific interior zones. It also dates back to the original construction and has been identified for capital replacement due to age. All HVAC components

are in moderate operational condition, but due to their age and nearing the end of service life, budget provisions for replacement have been made.



Downblast centrifugal exhaust Fan - East side of the building.



Typical diffuser grill.



Duct - Mechanical room

Overview of the HVAC system

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Exhaust fan	2. Good	2028	$650	
Electric Baseboard unit heater - Replacement	2. Good	2028	$6,000	
Gas-fired heating/cooling package, Window AC unit	2. Good	2028	$4,800	
Downblast centrifugal exhaust fan	2. Good	2028	$150	
Ducts	2. Good	2028	$720	
Furnace	2. Good	2028		$ 3,500
Typical diffuser grill.	2. Good	2028		$ 5,000

6.1.5 Fire Protection System

There are ABC-type fire extinguishers located throughout the building, supporting fire safety in various zones. These extinguishers are part of the building's fire suppression system and are essential for immediate response to minor fire incidents. While specific inspection dates were not provided, it is assumed that monthly inspections and annual servicing are carried out in compliance with fire safety regulations. The current extinguishers have been in service since 1985 and have reached the end of their typical 10-year service life. Although the extinguishers remain present and functional, a replacement cycle has been recommended as part of the capital renewal plan to maintain code compliance and ensure continued safety standards.

It is assumed that the ongoing inspections and minor maintenance of fire extinguishers will be addressed through the facility's operating budget. A capital budget has been included for complete replacement in line with lifecycle expectations.



Fire extinguisher - Basement.

Overview of the fire protection system

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Fire extinguishers	2. Good	2028		$500

6.2 Electrical

6.2.1 Distribution System and Equipment

Electrical power distribution within the building is supported by several individual disconnect panelboards and a contactor panel. These include a (square D) 125 A, 120/240 V - disconnect panelboard, located throughout the building and in mechanical and washroom areas, respectively. Both units were installed in 1985, are currently operational, and are assessed to be in good condition. However, they have reached the

end of their expected service life. Capital funding has been allocated for their proactive replacement to ensure ongoing safe and reliable electrical service.

An additional contactor panel is located in the basement cabinet, also installed in 1985. It remains in good condition with no significant operational concerns reported, but due to its age and lifecycle status, replacement is recommended as part of a long-term capital renewal plan. While the equipment shows no critical deficiencies, the replacement strategy aligns with asset management best practices to mitigate the risk of future failures and to maintain electrical reliability across the building.



Breaker panel in the cabinet



Communication terminals

Overview of the electrical distributing system

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Contactor panel - Replacement	3. Fair	2030		$10,000
Communication terminals - Replace	3. Fair	2030		$25,000
Disconnect panel board D (square D) 125 A, 120/240 V- Replace	3. Fair	2030	$300	

6.2.2 Lighting

Interior lighting for the building is provided through a combination of recessed and surface-mounted fluorescent fixtures, ceiling-mounted fixtures in the mechanical room, and wall-mounted lighting along the west and east elevations.

The recessed and surface-mounted fluorescent fixtures, present throughout the building, are in good condition. Similarly, ceiling-mounted fluorescent fixtures in the mechanical room and wall-mounted lights along exterior elevations are also in good condition. Although individual fixtures may still operate, repair is planned. Exterior lighting is provided by wall-mounted fixtures located along the west and east building façades. Fixtures were found to be in good condition. Capital planning includes allowance for exterior fixture upgrades with energy-efficient alternatives to enhance nighttime visibility, reduce maintenance, and support sustainable operations



Ceiling-mounted fluorescent fixtures - Throughout the building.



Ceiling-mounted Mtd fixtures - Mechanical room.



Typical exterior wall-mounted fixture.

Emergency lighting is provided via battery packs, ceiling-mounted emergency heads, and illuminated exit signs located throughout the facility. These components were also reinstalled in 2020, with a nominal 10-year lifecycle.

While the current operation appears to meet minimum safety standards, the emergency fixtures have exceeded their service life and are scheduled for replacement as part of a capital renewal program. Due to their critical safety function, routine inspections and replacements are assumed to be supported through operating budgets until full replacement is undertaken.

Replacement of individual bulbs or minor fixture repairs will be addressed under routine maintenance operations. However, all lighting system components, including interior, exterior, and emergency lighting, are scheduled for capital replacement due to age and end-of-service considerations.



Battery pack with emergency lighting.



Wall-mounted illuminated exit sign.

Overview of lighting fixtures

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Exterior building lighting	2. Good	2031	$900	
Interior lighting - replace	2. Good	2031		$25000
Emergency lighting heads, battery packs, and ceiling-mounted fixtures	2. Good	2031		$301
Emergency lighting exit signs	2. Good	2031		$1603
Recessed/surface-mounted fluorescent light fixtures	2. Good	2031	$10,850	
Wall-mounted MTD lighting fixtures	2. Good	2031	$500	

6.3 Fire & Life System

6.3.1 Electronic Safety and Security

The security system in the building consists of access control panels in the Mechanical room with access card readers at the main entrance door, and interior doors in the corridors.



Access control panels - Mechanical room.



Security keypad - Main vestibule.

Overview of safety and security systems

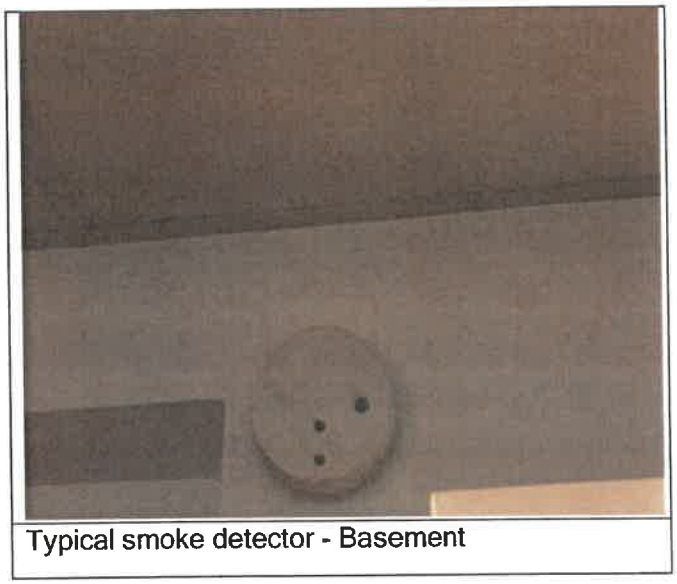
Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Access control panel - Replacement	3. Fair	2026		
Security keypad	3. Fair	2026		

6.3.2 Fire Detection and Alarm System

Smoke detectors and light strobes are installed throughout the building. The detection and alarm system is tested regularly. We have included a budget for the replacement of the detection components every 10 years. Budget for the replacement of the components of the alarm system has also been included.



Typical smoke detector- Main reading hall



Typical smoke detector - Basement

Overview of fire detection, alarm, and suppression systems

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Smoke detectors	3. Fair	2033		$500

6.4 Integrated Automation

The HVAC system is partially monitored and controlled by the Building Automation System. The BAS system includes switches and programmable controllers with power supply modules. The BAS system is monitoring and controlling the heating/cooling units, the exhaust fan on the roof, and the supply fan and exhaust fan in the Building. It has been assumed that the system was installed in 2008.

Replacement of the major components is beyond the time frame of this report. However, budget to upgrade the BAS software has been included to occur every 10 years.



Neo control panel

Overview of Integrated Automation

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Neo Automation Panel - Software	3. Fair	2026		

7 Special Construction & Demolition

7.1 Special Structures

No special structure was present at this facility.

8 G Site work

8.1 Pavement, Sidewalks, and Landscaping

The site is accessed from Main Street on the east side of the property. On-street parking is provided directly east of the building, adjacent to the roadway. Roadways and asphalt pavement on the site–including on-street parking and driveways around the building–are in generally good condition.

Cast-in-place concrete walkways are located on the east side of the building and provide pedestrian access around the site. These walkways were observed to be in poor condition, with visible cracking and surface deterioration. Maintenance work is recommended to repair the concrete surface. An allowance has been included to address these concerns through localized repair, rather than full replacement.

Landscaping across the site primarily consists of grassed areas surrounding the building. The landscaped zones are generally in fair to good condition, although some distressed areas of grass were observed. The

site lacks large trees or complex planting schemes, and maintenance should focus on turf restoration and ongoing care. A regular maintenance cycle every five years is recommended, and an appropriate allowance has been included in the capital plan to support this.

Overview of site elements

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Concrete pavement - Maintenance	3. Fair	2033		$37,500
Concrete Sidewalk - Maintenance.	3. Fair	2033	$9,000	
Landscaping - Maintenance.	3. Fair	2033	$8,000	

8.2 Site Utilities

Asphalt pavement and landscaping slope toward catch basins connected to the municipality's storm drain system. Seasonal cleaning of the catch basins is recommended. Major repairs or replacement of the system are not anticipated within the following ten years. Scoping and flushing the site drainage lines are recommended and can be managed from the operating budget.

Overview of site utilities

Building Component	Condition	Recommended Action Year	10-Year Plan - Budget	
			Maintenance	Replacement
Catch basins and drains - Maintenance	2. Good	2028	$4,500	

9 Accessibility Summary

AODA (Bill 118) mandates that all individuals and/or organizations subject to AODA regulations be required to file an annual Accessibility Report, which will identify their respective barriers to equality for people with physical disabilities, and outline plans for addressing those barriers. Plans will be reviewed, and site inspections will be conducted to monitor compliance with the regulations. The Accessibility for Ontarians with Disability Act (AODA) came into effect in January 2010 and required all buildings serving the public to comply by January 2025.

As per our review, the Village of Alix has accessibility components; however, we cannot confirm that it complies with all the requirements of the Bill 118-AODA.

10 Conclusion & Recommendations

Following our inspection, we determined that the building is generally in good condition.

Broken and missing cement parging was noted mainly on the north elevation. An allowance to repair damaged parging is included in the study. Vertical and step cracks in concrete block walls are noted in the east stairwell. Monitoring of the cracks to determine whether they are progressive is recommended. In case of crack growth, retain a structural engineer; otherwise, repair it. A tentative allowance has been included.

Peeling paint was noted on the metal deck and beams in the penthouse and stairwells. Scuffed/worn away surface coverings are observed on the interior stair treads due to heavy traffic and usage.

Repainting of the deck and stairs is budgeted. Replacement of the original windows in the short term is included. Repairing the blistering roof membrane to protect lap joints and prevent water ingress into the roof assembly is recommended. An allowance has been included for roof repairs within the next two years.

Exterior lighting is provided by wall-mounted fixtures on the exterior walls. Foggy lenses and accumulated dirt were noted inside the exterior lighting fixtures. An allowance has been included to replace the exterior lighting in 2026.

Minor unsealed cracks are generally observed on the asphalt pavement near the catch basins. It is recommended to rout and seal cracks to prevent further degradation. An allowance has been included as such every 5 years. The replacement of the asphalt pavement has been included in the study.

Cracks and pitted concrete surface were observed on the concrete slab south side of the building. Signs of efflorescence on interlocking bricks were noted in front of the main entrance door and emergency exit door. Corroded metal handrail and rust stains were noted on the concrete ramp. An allowance has been included to repair the concrete pavement, clean and paint handrails, clean the surface of the interlocking bricks, and apply a protective coat.

A list of recommended remedial work has been established in the Asset Registry Sheet in Appendix A of this report.

11 Limitations of the Assessment

The following defines the specific technical limitations of this assessment.

– Non-destructive or destructive testing, openings of roofing systems, wall assemblies, or other enclosures, or testing of mechanical, electrical, or life-safety systems were not part of this investigation.

– Any area or part of the building to which the assessors were not granted access, as well as any barriers that prevent or limit the direct, continuous, and safe visual observation of a system or item, will render the item Out-of-Scope.

– The assignment did not include verification or engineering calculations of the building's structural or building envelope component design.

– This assignment did not specifically include a review of the National Building and Fire Codes or compliance of the property to these codes, nor any provincial codes, nor by-laws. However, any obvious non-compliance with a Code or regulation article might have been reported in this report, for an informative purpose only.

– The professionals conducting the building assessment have performed a non-specialist review of the building and its related systems, such as building mechanical, fire protection, HVAC, electrical systems, and

lighting, as well as the vertical transportation system. The professionals conducting the assessment are knowledgeable about building systems and construction, but not technical specialists in each of these fields.

– No specialized evaluation of vertical transportation systems, if present in the facility, has been performed within this inspection.

– Cost estimates for repairs included in this report are intended only for global budgeting purposes and to give an order of magnitude of the main capital expenditure that should be expected within the provided timeframe. No quantity surveys or specific engineering calculations have been carried out during the investigations for this purpose. All cost estimates assume that regular maintenance and repairs will be performed on all building elements at the facility. No cost allowance was provided for regular maintenance.

– The observations, findings, and recommendations included in this BCA report were developed by generally accepted standards of practice within the industry, the information/documentation that was made available, and/or our professional opinions.

– The findings represent the best judgment of the assessor during the time of the inspection and cannot warrant against undiscovered deficiencies. TDI will not accept liability for any loss, injury, claim, or damage arising directly or indirectly from any use or reliance on this report and its content, by any person or entity other than the entity it was intended for.

Appendix A
Asset Registry Table

Appendix B
COPE Form



COPE is a term that is used for commercial property insurance to explain the aspects of the building that are key to determining commercial property insurance rates. COPE stands for the following:

- Construction – stands for construction and specifically refers to the materials used to construct the building. More specifically, is the frame of the building built with wood or steel, and is the exterior of the building made of bricks, stucco, cinder block, siding, etc?
- Occupancy – this refers to what the building is used for, because a commercial building that manufactures plastics or wood products is a very different risk profile than a commercial building used for warehousing metal parts.
- Protection – what is protecting the building from common insurance perils like fire, flood, theft, etc. This includes having a functioning sprinkler system, third-party monitored alarms, etc.
- Exposure – are there any buildings or hazards that could potentially cause damage to the insured building?

Risk Management/Inspection Services

Owner: Village of Alix
Occupancy: Alix Public Library
Location: Alix Community Hall, Alberta Avenue, Alix, AB

Security	
24 Hr Occupancy	
Watchman Service	
Fenced premises	
Exterior lighting	✓

Roof

Style	
Peak	
Sloped	✓
Flat	
Dome	

Structural Members	
Steel Joists	
Laminated Beams	
Heavy Timber	
Wood Joists	✓

Decking	
Concrete	
Tin	✓
Mill >2"	
Wood	
Asphalt Shinles	

Alarms	Loc.	Mon.
Smoke Detectors		X
Heat Detectors		X
Pull Stations		
Intrusion Alarm		
Surveillance		
Cameras		

Floors	
Concrete	
Wood	✓
Asphalt	
Gravel	
Dirt	
# of Elevators	

Finish	
Terrazzo	
Ceramic Tile	✓
Hardwood	✓
Vinyl Tile/Linoleum	✓
Paint	✓
Carpet	✓
None	

Ceilings	
Acc/Susp Tile	✓
Plaster	
Drywall	
Metal	
Open to Deck	
Wood (T & G)	✓
Plywood	
Aspenite	

General Information	
Year Built	1985
Height	12 ft
Dimensions	24.5' X 41.5'
Gross Area	5594.5 sqft
Estimated Value	
Heritage Designation	

Boiler Room	
Hot Water	✓
Steam	
Floor	
Walls	
Ceiling	
Door Closure	
Door Class	

H.V.A.C.	
Heat Pump	
Forced Air	✓
Electric Baseboards	✓
Unit Heaters	✓
Infra-Red Radiant	
Central Air (BTUs)	✓
Air Exchange Units	✓

Electrical	
Conduit	✓
Bx	
Romex	
Breakers	✓
Fuses	
Borrowed	
Back-up Generator	
Transformers	

Comments:

Central Station Connection (Fire Alarm System Monitoring):
Name of Monitoring Company: Pyrotech.
Address: _____
Telephone: 780-400-3473

Appendix C
Property Questionnaire

Component	Date Purchased	date repair	Life Expectancy	life remaining	Condition Rating (%)	Weight (%)	Weighted Score
A - Substructure							
Foundation Walls	1985		100	60	60	9.05	5.43
Wood Joists	1985		50	10	20	11.92	2.384
Slab-on-Grade	1985		50	10	20	3.97	0.794
Cast-in-Place Concrete	1985		100	10	10	16.34	1.634
B - Shell							
B10 - Superstructure							
Wooden ramp	2011		50	36	72	0.51	0.3672
Stairs	2011		50	36	72	0.51	0.3672
Wooden Deck	2011		50	36	72	0.56	0.4032
B20 - Exterior Vertical Enclosure							
Stucco	1985	2020	50	45	90	10.92	9.828
Windows	1985	2020	35	30	85.71428571	0.06	0.051429
Egress Windows	1985	2018	30	13	43.33333333	0.04	0.017333
Caulking	1985	2020	15	10	66.66666667	4.1	2.733333
Air grill - Louvers	1985		35	5	14.28571429	0.54	0.077143
Exterior Doors	1985		30	5	16.66666667	0.54	0.09
B20 - Exterior Horizontal Enclosure							
Jerkinhead tin roof	1985	2020	50	45	90	4.93	4.437
Roof ladder	1985		25	0	0	5	0
Attic	1985	2020	40	35	87.5	2	1.75
Soffit panels	1985	2020	35	30	85.71428571	1.32	1.131429
C - Interiors							
C10 - Interior Construction							
Interior Wooden Doors	1985		40	5	12.5	1.96	0.245
Countertop/Cabinets	1985		20	0	0	0	0
C20 - Interior Finishes							
Ceramic Tiles	1985	2012	40	27	67.5	0.47	0.31725
VCT Tiles	1985	2012	40	27	67.5	1.5	1.0125
Carpet	1985	2012	40	27	67.5	0.14	0.0945
Interior Painting	1985	2012	10	0	0	0.18	0
Laminate Flooring	1985	2012	40	27	67.5	7.64	5.157
Porcelain Tiles	1985	2012	30	17	56.66666667	6.97	3.949667
Concrete Concealed	1985	2012	50	37	74	6.97	5.1578
Floor Finishes	1985	2012	5	5	100	0.18	0.18
D - Services							
D20 - Plumbing							
Water Heater	1985	2020	20	15	75	0.18	0.135
Fireclay sinks	1985		25	5	20	0.36	0.072
Floor-Mounted Toilet	1985		25	5	20	0.71	0.142
Sanitary Sewage	1985	2022	20	17	85	0.18	0.153
D30 - HVAC							
HVAC Unit	1985	2020	25	20	80	0.54	0.432
Exhaust Fan	1985	2020	25	20	80	0.18	0.144
Ducts	1985	2020	25	20	80	0.54	0.432
Furnace	1985	2020	25	20	80	0.18	0.144
Exhaust Fan	1985	2020	25	20	80	0.54	0.432
D40 - Fire Protection							
Fire Extinguishers	1985		10	0	0	0.71	0
D50 - Electrical							
Main Disconnect	1985		40	0	0	0.18	0
Control panel	1985		40	0	0	0.36	0
Communication terminals	1985		15	5	33.33333333	1.5	0.5
Disconnect Panelboard	1985		40	0	0	3.57	0
D5040 - Lighting							
Recessed/surface mounted fluorescent light fixtures	1985	2020	30	25	83.33333333	8.39	6.991667
Ceiling mounted MTD light fixtures	1985	2020	30	25	83.33333333	0.89	0.741667
Wall mounted lighting fixtures	1985	2020	68	43	63.23529412	0.18	0.113824
Interior Lighting	1985	2020	30	25	83.33333333	0.18	0.15
Exterior Lighting	1985	2020	30	25	83.33333333	0.18	0.15
Emergency Lighting	1985	2020	30	25	83.33333333	0.18	0.15
Emergency Lighting	1985	2020	30	25	83.33333333	0.54	0.45
D70 - Electronic Safety and Security							
Smoke Detectors	1985		12	5	41.66666667	2.14	0.891667
G - Sitework							
G20 - Site Improvements							
On street Parking	1985		20	0	0	1.82	0
Concrete Sidewalk	1985		10	0	0	1.82	0
Landscaping	1985		5	0	0	1.82	0
							59.83481

Summary

The overall condition of the building, based on the comprehensive component assessment, reveals that while a few elements remain structurally sound or have benefited from recent repairs, a significant portion of the building's systems have surpassed or are approaching the end of their life expectancy. The substructure, including the foundation walls, is in relatively good condition, with 60% of life remaining, requiring only minor upkeep. However, the wood joists, slab-on-grade, and cast-in-place concrete components all exhibit severely diminished life expectancy (10-20% remaining), indicating an urgent need for evaluation and planning for replacement. These aging components, particularly those last maintained in the 1980s, present long-term risks if left unaddressed.

In terms of the building shell, several components in the superstructure such as the wooden ramp, stairs, and wooden deck, installed in 2011, are in stable condition with over 70% of their service life remaining. Vertical enclosure elements like stucco and soffit panels (repaired in 2020) show high performance, contributing positively to the structure's durability with life expectancies exceeding 85%. The original aluminum-framed windows, repaired in 2020, remain in good condition with over 85% of service life remaining. In 2018, a basement window on the north elevation was replaced with a code-compliant egress window, which currently retains approximately 43% of its service life. Air grille, caulking, and exterior doors are now considerably worn, with only 5-16% life remaining, and require short-term intervention. The jerkinhead tin roof, although repaired in 2020, is performing well and is not a current concern.

Internally, the building exhibits mixed performance. Construction elements such as interior wooden doors are approaching the end of their lifespan. Several interior finishes, including VCT tiles, carpet, porcelain tiles, and wooden flooring, show moderate wear and retain only 15-25% of life. Some finishes—like countertops/cabinets and interior painting—have completely depreciated, indicating the need for full replacement. Conversely, elements like floor finishes and concrete concealed have performed better than expected, still retaining a fair amount of functional value. The variation in finish conditions suggests an opportunity for a phased interior upgrade strategy.

Service systems present the most pressing concern in the overall building condition. Most plumbing components—including fireclay sinks, toilets, and water heater—have only 15-20% of life remaining, posing potential reliability issues. The sanitary sewage system, upgraded in 2022, retains 85% of its service life. The HVAC system, partially upgraded in 2020, remains serviceable with approximately 80% life across major components like ducts, furnace, and exhaust fans. However, exhaust and ventilation should be regularly monitored to avoid premature failure. Fire protection systems, including fire extinguishers, have exceeded their usable life and no longer contribute positively to occupant safety. Likewise, most electrical systems such as main disconnects, control panels, and panelboards are functionally obsolete. Only the lighting systems, particularly fluorescent and ceiling lights replaced in 2020, show robust performance with over 80% of life expectancy remaining.

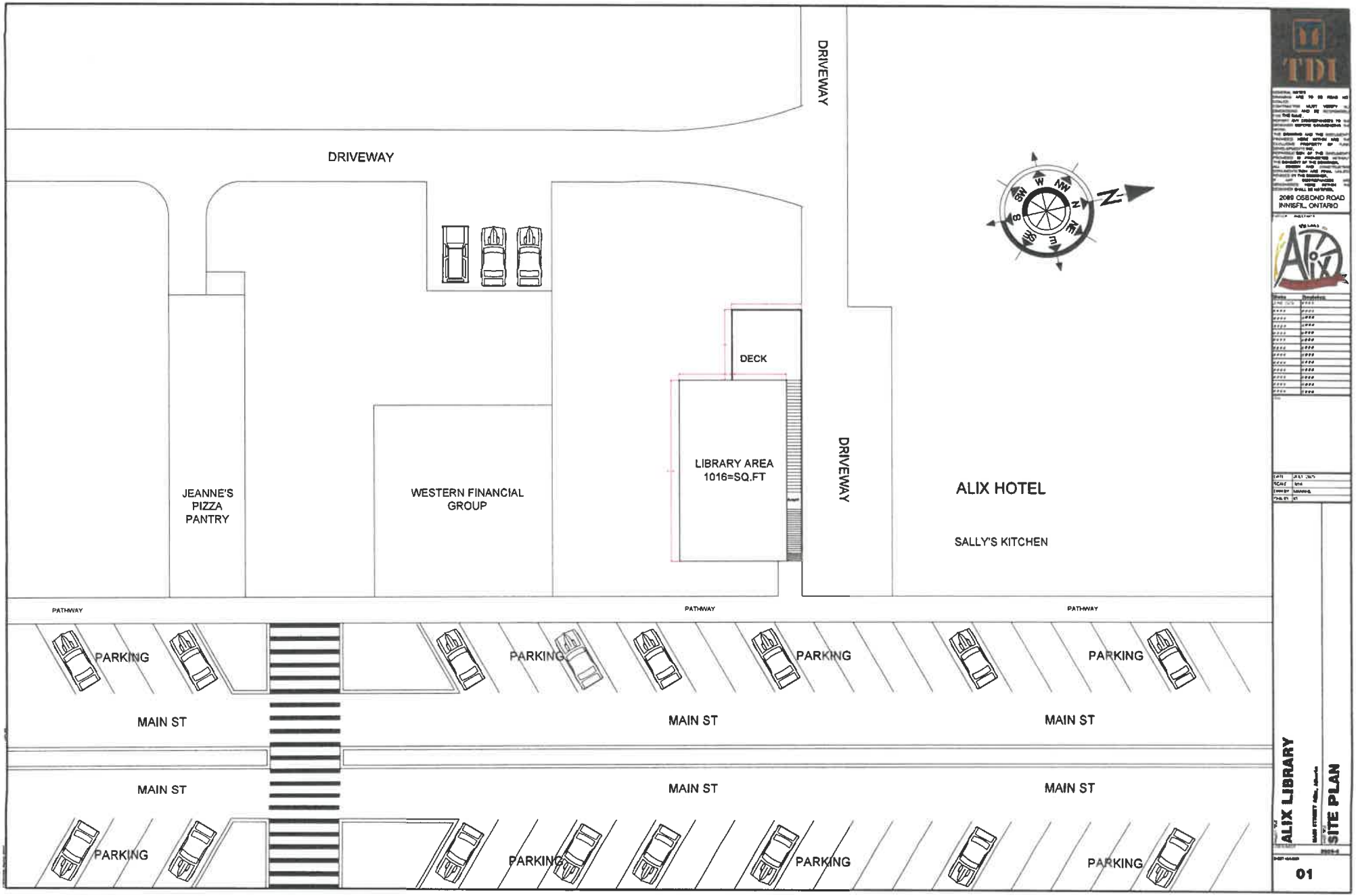
Electronic safety systems, including smoke detectors, retain marginal functionality with about 42% of life remaining but require upgrade for modern compliance. Sitework elements like on-street parking, sidewalks, and landscaping are entirely depleted, with no life remaining and no contribution to the overall score. These areas represent a visual and functional deterioration of the external environment and should be prioritized in the near term.

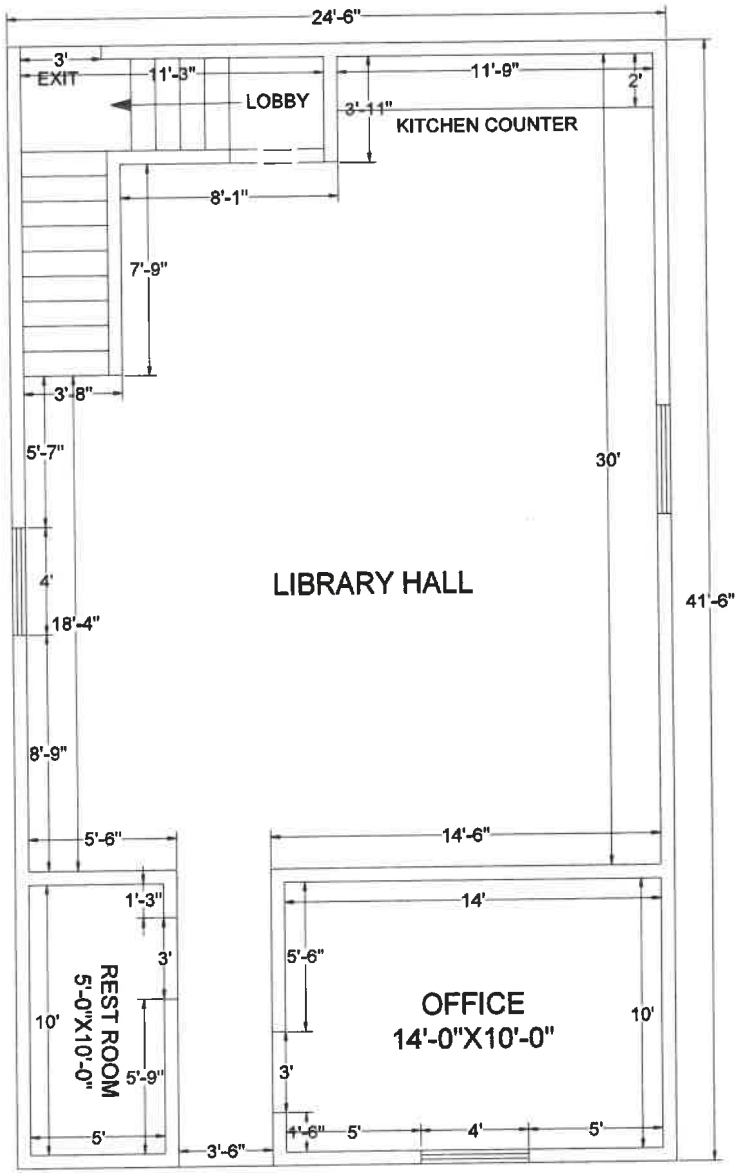
In conclusion, while the building retains certain structural strengths and has benefited from selective upgrades—particularly in its shell, sanitary systems, and HVAC systems—the overall picture reflects a facility in decline. Most core services, finishes, and infrastructure are aged, underperforming, or entirely expired. The total weighted condition score of approximately 59.83 places the building in a moderate condition category.

Component	Description	Priority	Year	Cost
A - Substructure				
Wood joists	Maintenance	High	2026	$15,251
Cast-in-Place Concrete 25%	Maintenance	High	2026	$4,575
B - Shell				
B10 - Superstructure				
Cast-in-Place Concrete	Maintenance	High	2026	$10,168
Wooden ramp	Maintenance	High	2026	$5,120
Wooden Deck	Maintenance	High	2026	$1,653
B20 - Exterior Vertical Enclosure				
Stucco finish	Maintenance	Low	2034	$25,602
Window - Maintenance	Maintenance	Low	2034	$7,200
Egress Window - Maintenance	Maintenance	Low	2034	$1,440
Caulking	Replacement	Low	2027	$672
Air Grille - Louver	Replacement	Low	2027	$300
Single aluminum door	Replacement	Medium	2027	$6,000
B20 - Exterior Horizontal Enclosure				
Attic	Replacement	Low	2034	$25,000
Roof stairs	Replacement	Low	2034	$3,500
C - Interiors				
C1 0 - Interior Construction				
Interior doors	Replacement	Medium	2028	$2,590
Countertop and cabinets	Replacement	Medium	2028	$10,575
C2 0 - Interior Finishes				
Interior painting and coating	Maintenance	Low	2029	$20,000
Acoustic Ceiling Coating	Maintenance	Low	2029	$25,000
Concrete sealed	Maintenance	Low	2029	$1,058
Ceramic Tiles	Maintenance	Low	2029	$1,225
Vinyl tiles	Maintenance	Low	2029	$864
Laminate flooring	Maintenance	Low	2029	$1,225
Carpet	Maintenance	Low	2029	$2,322
Includes all flooring finishes	Maintenance	Low	2029	$15,000
D - Services				
D 20 - Plumbing				
Water Heater	Maintenance	Medium	2032	$1,400
Wall mounted fireclay sink	Replacement	Medium	2032	$2,400
Floor-mounted toilet - Replace	Replacement	Medium	2032	$2,000
D 30 - HVAC				
HVAC Unit	Maintenance	Medium	2028	$650
Return air grill	Maintenance	Medium	2028	$720
Supply air grill	Maintenance	Medium	2028	$150
Furnace	Replacement	Medium	2028	$3,500
Typical diffuser grill.	Replacement	Medium	2028	$5,000
Exhaust Fan	Maintenance	Medium	2028	$6,000
Downblast centrifugal exhaust fan	Maintenance	Medium	2028	$4,800
D 40 - Fire Protection				
Fire Extinguishers	Replacement	Low	2030	$500
D 50 - Electrical				
Disconnect panelboard	Maintenance	Medium	2030	$10,000
Contactor panel	Maintenance	Medium	2030	$25,000
Communication terminals	Replacement	Medium	2030	$300
D 50 40 - Lighting				
Recessed/surface mounted fluorescent light fixtures	Maintenance	Medium	2031	$10,850
Ceiling mounted MTD light fixtures	Maintenance	Medium	2031	$300

Wall mounted lighting fixtures	Maintenance	Medium	2031	$500
Interior Lighting	Replacement	Medium	2031	$25,000
Exterior Lighting	Maintenance	Medium	2031	$900
Emergency lighting heads, battery packs, and ceiling-mounted fixtures	Replacement	Medium	2031	$301
Emergency Lighting	Replacement	Medium	2031	$1,603
D 70 - Electronic Safety and Security				
Smoke Detectors	Replacement	Medium	2033	$500
G - Sitework				
G20 - Site Improvements				
On street Parking	Maintenance	High	2033	$37,500
Concrete Sidewalk	Maintenance	Low	2033	$9,000
Landscaping	Maintenance	High	2033	$8,000
				$314,414

Priority Level	Color Code
High Priority	(Red Fill)
Medium Priority	(Yellow Fill)
Low Priority	(Green Fill)


DRIVEWAY
DRIVEWAY
DECK
LIBRARY AREA
1016=SQ.FT
DRIVEWAY
JEANNE'S
PIZZA
PANTRY
WESTERN FINANCIAL
GROUP
ALIX HOTEL
SALLY'S KITCHEN
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2089 OSBOND ROAD
INNISFIL, ONTARIO
ALIX LIBRARY
SITE PLAN
01



TDI

2089 OSBOND ROAD
INNISFIL, ONTARIO

Date	Revision
JUNE 2025	****
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DATE: JULY 2025
SCALE: 3/16
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CHK BY: KT

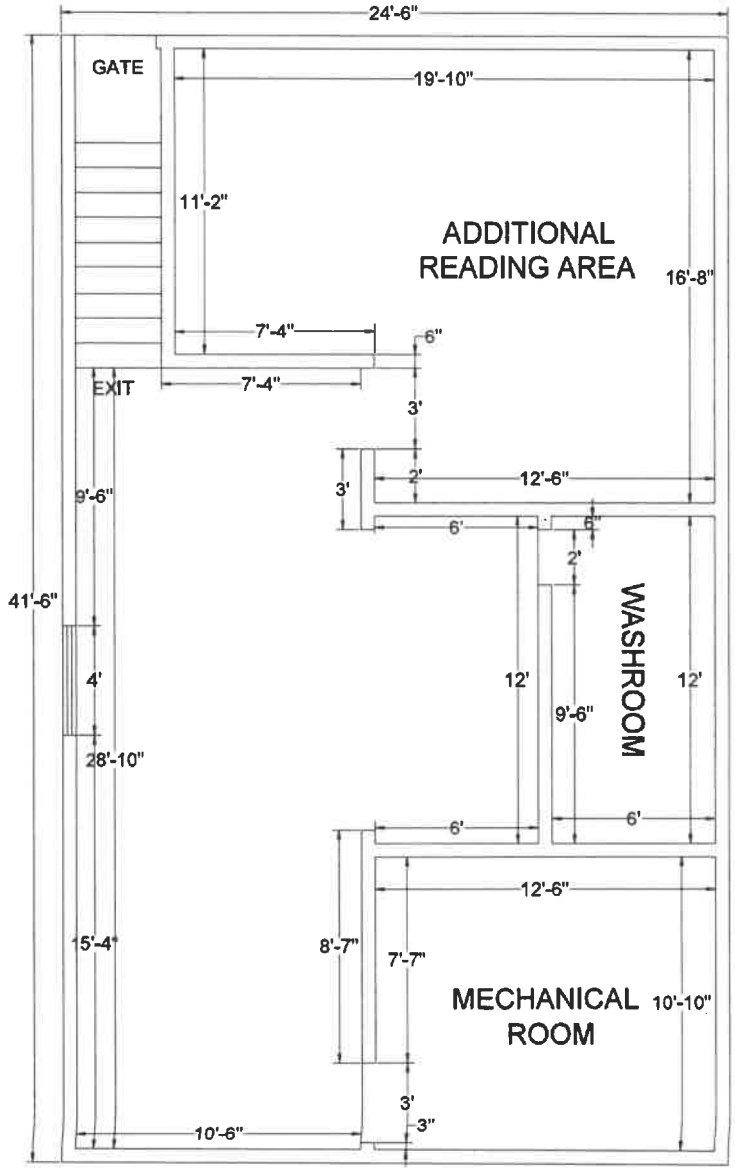
ALIX LIBRARY

MAIN STREET Alix, Alberta

DETAIL GROUND FLOOR PLAN

2018-8

04



TDI

2089 OSBOND ROAD
INNISFIL ONTARIO

ALIX LIBRARY

DETAIL BASEMENT FLOOR PLAN

05



TDI

2089 OSBOND ROAD
INNISFIL, ONTARIO

DATE: JULY 2025
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ALIX LIBRARY

LIBRARY SITE PLAN

06



TDI

2089 OSBOND ROAD
INNISFIL, ONTARIO

ALIX LIBRARY

BASEMENT FLOOR PLAN

07

PCL XL error
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2020 ÜRÜNÜ PİŞİRİ
ONTARIO

ALIX LIBRARY

GROUND FLOOR PLAN

08





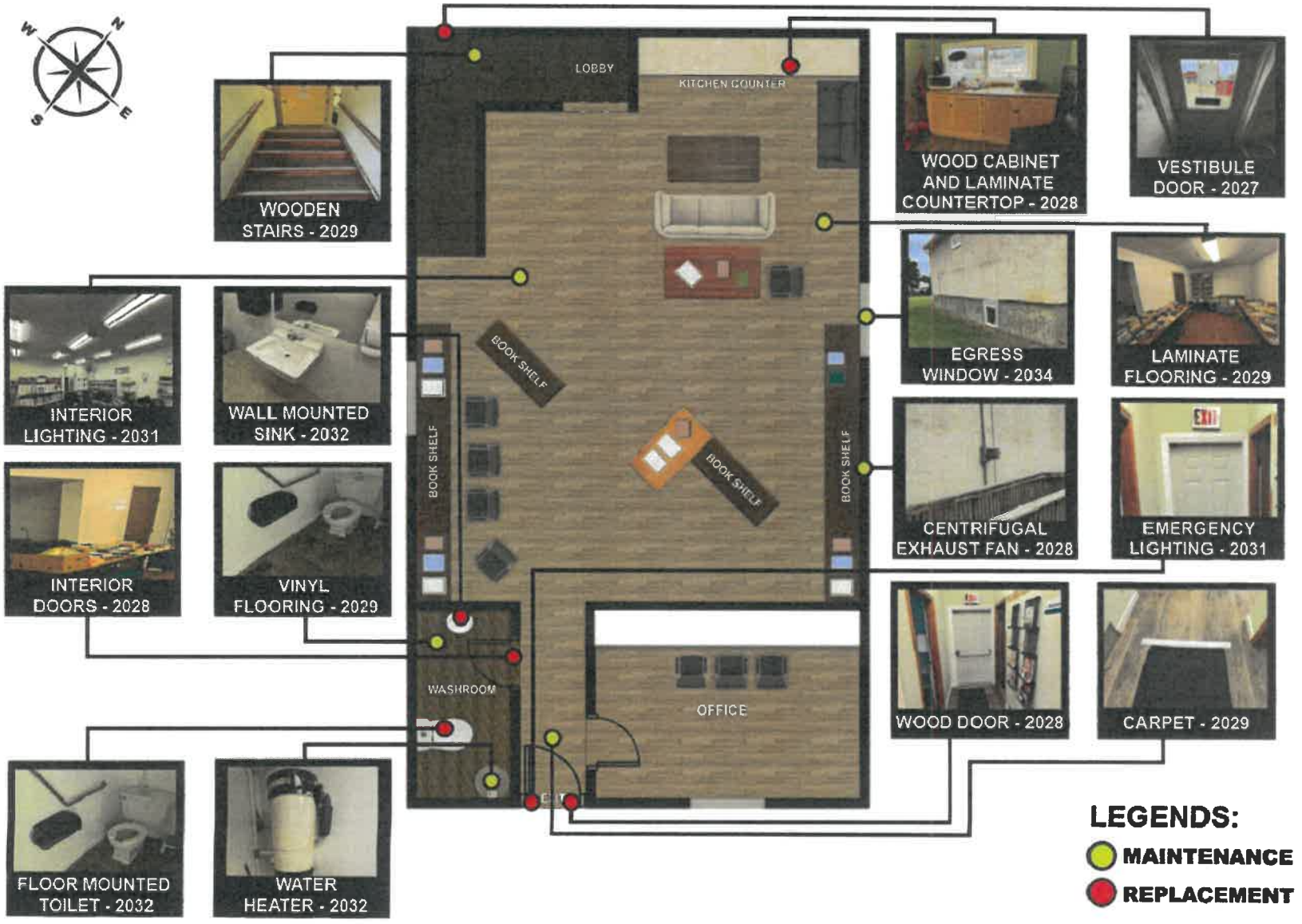
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2089 DIBBONS ROAD
PINSPIL, ONTARIO

ALIX LIBRARY

10 YEAR CAPITAL PLAN

05



TDI

ALIX LIBRARY

10 YEAR CAPITAL PLAN

06

Alberta Municipalities
Strength In Members

September 9, 2025

Councillor Rob Fehr
P.O. Box 331,
Alix, AB T0C 0B0

Dear Councillor Fehr:

Re: Alberta Municipalities 2025 Award of Excellence

Congratulations on behalf of the Alberta Municipalities Board of Directors! I am pleased to advise that you have been chosen to receive the prestigious Alberta Municipalities Award of Excellence.

You were selected to receive the Award of Excellence which acknowledges outstanding civic leadership by either past or present municipal elected officials who have held office for at least four years in Alberta.

We invite you to join us for the President's Dinner at the Fairmont Palliser, Calgary on 11 November 2025 starting at 6:00 p.m. as we bring together past leaders of our association and celebrate this year's Alberta Municipalities Award Winners.

Please RSVP to Anita Sookar at Anita@abmunis.ca or 780-989-7406. We ask that you RSVP and confirm any dietary restrictions by 30 September 2025. If you have any other questions or require additional assistance, Anita would be happy to help you. We look forward to seeing you.

Sincerely,

His Worship Mayor Tyler Gandam
Alberta Municipalities President

Cc: His Worship Mayor Tim Besuijen, Village of Alix
Michelle White, CAO, Village of Alix

ALIX MIRROR WELLNESS SUPPORTS SOCIETY

Program Updates for the 2nd Quarter

Alix and Area Community Resource Centre

April, May, June 2025

In-House Programming

Child & Youth Programs/ Events

- ALIX AFTER-SCHOOL 779
- CUB CREW 3
- RAINBOWS 30
- CONFIDENT SQUAD 39

Senior & Adult Programs/ Events

- SENIOR FUN 36
- MEETINGS 12
- TECH SUPPORT 13
- INCOME TAX ASS. 46
- SENIOR WEEK 31
- OUTING 0

Community & Family Programs/ Events

- COMM. GARDEN 7
- ANYTHING GOES MARKET 72
- PAMPER EVENING 12
- ROCK NINJA 9
- TOUCH A TRUCK 263
- VOLUNTEER APP./ WELLNESS EVENING 43

External Partnerships

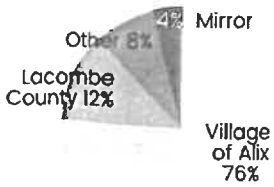
ALIX DANCE CLUB	WELL MANNERED MUTTS	HENNA ROSE MASSAGE	FRN	FITNESS FUN
3	19	30	18	35
MEETINGS	YOUTH GROUP	MOMS & TOTS	*WELLNESS SERVICES	PRIVATE BOOKING
7	0	13	34	19

*Wellness Services include foot care clinics, psychologist/ counsellors, aesthetics, dental hygiene, life coach and energy healing.

Upcoming

Big Valley Jamboree & Casino, Child & Youth Summer Programming, Beach Days & Alix Parade, Confident Squad, Senior Outing, 5 Yr Celebration, Tools for School

Core Statistics



Information & Referral

3,047 Engagements
3,343 Needs Served

Navigation:
17 Individuals

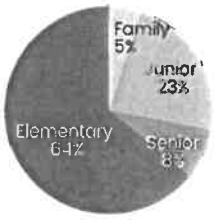
0% Community Referral
100% Walk-in/ Self Referral

Areas Served
81 Engagements

13 Referrals Out
(mental health, women's shelter, food bank, housing)

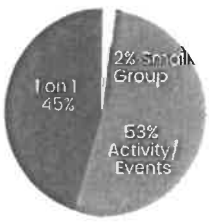
Family Wellness
April Only

132 Individuals/ Families



Extended Learning: 678 Engagements
April, May, June

451 Engagements



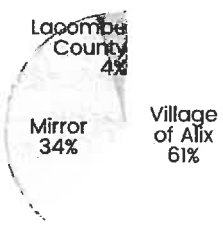
Meals on Wheels

124

MEALS DELIVERED

7 Clients
8 Volunteers

Wise Owls
4 Clients



ALIX FOOD BANK

Children: 30
Adults: 53
Seniors: 36

67

HOUSEHOLDS

PIC N' PAC VEGGIE PICK-UP

217 Individuals
(12% FB Clients)

RESIDENCE
86% Alix
5% Mirror
9% Lacombe County

HAPPY BIRTHDAY

connecting clans
Quality time spent together.

5 YEAR CELEBRATION

Block Party and Registration Night



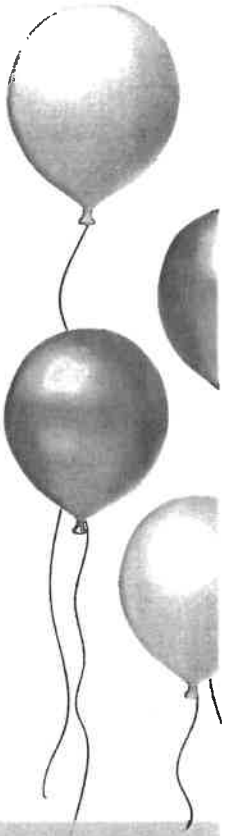
All Ages Welcome!

FREE Hotdog

Cake

Outdoor Activities

Community Group Info & Sign-up



Join us to celebrate 5 years serving our community and check out what is offered locally for all ages!

MONDAY, SEPT 8

5PM-8PM

Alix and Area Community Resource Centre
EST 2020



5008 50 Ave. Alix AB
403-396-3369

CAO

From: Tyler Gandam <president@abmunis.ca>
Sent: August 27, 2025 2:02 PM
To: CAO
Subject: ABmunis recommendations on the implementation of Bill 50 changes
Attachments: ABmunis Submission to MA re Implementation of Bill 50 Changes 20250826.pdf

Dear Mayors, Councillors, and CAOs:

When the legislature passed Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*, we knew there would be further engagements this summer on how the province would implement some of the changes to the *Municipal Government Act*. On August 15, Municipal Affairs sent ABmunis and other municipal associations a series of questions and then held an engagement meeting on August 18. Despite the short window for input, ABmunis collected feedback from some members, and our Board approved the attached recommendations.

Key Messages based on ABmunis' Recommendations
We are sharing the following key messages to help you in any conversations that you have with provincial officials on these matters.

Reporting to Council on the Use of Natural Person Powers

- The Government of Alberta should not implement a regulation that defines when the CAO must immediately report to council on the municipality's use of natural person powers.
- The responsibility for determining what and when the CAO should report should be left to the authority of each council.
- If the Government of Alberta wants to define when the CAO must report to council on the use of natural person powers, then ABmunis has made some suggestions in their August 26 submission (attached).

Councillor Information Requests

- The MGA should be updated to require municipalities to have a policy for how information requests from individual councillors are handled.
- Each municipality's policy should define when an information request by a councillor requires the approval by council.
- This policy will help ensure that municipal staff resources are focused on the priorities of council as a whole and not tied up with one councillor's interests.

Council Meeting Procedures to Manage Conflict

- Councils range in size so rules in one municipality may not work for another.
- Robert's Rules of Order already provide significant guidance for managing meetings.
- Instead of creating a standard meeting procedure for every council, Municipal Affairs could define what procedures must be addressed in each municipality's procedural bylaw.
- We await the Government of Alberta to follow through on its commitment to engage on the creation of a municipal ethics commissioner to deal with misconduct by councillors inside and outside of council meetings.

If you have any questions about ABmunis' input, please email advocacy@abmunis.ca.

Thank you,

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

Alberta Municipalities
Strength In Members

What We Heard

Stakeholder Consultation Sessions

Real Property Governance: K-12 School Ownership Changes - Infrastructure/ Education and Childcare/ Municipal Affairs

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Legislative and Other Amendments 8
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Off-Site Levies 9
Public Hearings 9
Other 9
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Background and Context

Bill 50 *Municipal Affairs Statutes Amendment Act, 2025,* and Bill 51 *Education Amendment Act, 2025,* received royal assent on May 15, 2025, enabling the province to own all new K-12 real property related to new or replacement school projects. The real property includes land, buildings, playgrounds, sports fields, and parking lots. New schools also include buildings that are repurposed as new schools. The legislation will take effect for projects announced in Budget 2025 and onwards.

Infrastructure will assume ownership of all new and replacement K-12 school real property and then lease the property to school jurisdictions (including public, separate, francophone, and charter schools) for operation and maintenance. The transfer of ownership will occur once provincial funding to design and/or build the school is secured, and written notice is provided by the Minister of Infrastructure.

Infrastructure will be responsible for overseeing the transfer of ownership and managing leasing of these properties, ensuring better oversight, transparency, and strategic use of assets in alignment with broader government priorities. The separation of ownership and operations allows Infrastructure to use its expertise in real estate, construction, and managing public infrastructure, allowing school jurisdictions to focus on delivering education and maintaining the schools with their specialized knowledge.

Through discussions with impacted stakeholders[1], Infrastructure is seeking to support better effective and efficient implementation of the new ownership model. While Infrastructure will own school real property, school jurisdictions will continue to be responsible for the operation and maintenance of the properties through a leasing arrangement.

Framework of Stakeholder Sessions

Purpose

In spring 2025, the ministries of Infrastructure, Education and Childcare, and Municipal Affairs conducted virtual stakeholder engagement sessions with impacted education and municipal stakeholders. The purpose of these sessions was to provide stakeholders with information regarding changes in ownership and leasing arrangements and clarify the respective roles and responsibilities of all parties involved. Dialogue at the sessions was intended to provide Infrastructure, Education and Childcare, and Municipal Affairs with a better understanding of the potential impacts and considerations for implementation of the new ownership model.

Infrastructure hosted and facilitated the stakeholder engagement sessions with support from Education and Childcare, and Municipal Affairs. The sessions focused on:

- Ownership Changes
    - The Crown is enabled to own K-12 schools
    - Future planning and reserve designations
    - Written notice of transfer

[1] First Nations reside on federal Crown land and Metis Settlements are governed by the Metis Settlements General Council under the Metis Settlements Act, which provides for autonomy and self-governance, including the management and ownership of land. Their K-12 school real property is not subject to the GOA Real Property Governance or *Real Property Governance Act*.

    - Scope of ownership
    - Partnership/shared ownership considerations and municipal interests
- Leasing
    - Insurance and liability
    - Joint usage
    - Subleases
- Legislative and Other Amendments
    - Amendments to the *Municipal Government Act* and *Education Act* enable the change in ownership
    - Joint Use and Planning Agreements (JUPAs)
    - Compensation
- Implementation
    - To ensure seamless implementation with no impact to educational programming, thorough input was required from stakeholders.

Virtual Stakeholder Sessions

Infrastructure hosted virtual stakeholder engagement sessions via Zoom, supported by Education and Childcare and Municipal Affairs, who provided both the invite list of impacted stakeholders and subject matter expertise to support the sessions. As mentioned, the purpose of the sessions was to share the legislative amendments and discuss potential impacts to implementation. Due to the volume of attendees, two separate sessions were held, one for Education and Childcare stakeholders and one for Municipal Affairs stakeholders. A duplicate, third session was held for a subset of municipal stakeholders due to scheduling challenges.

Following each session, a follow up survey was emailed to attendees providing them with an opportunity to share additional implementation considerations that were either not raised at the session, or where they wished to provide additional information or context. The surveys were open for two weeks.

Education and Childcare Stakeholder Session - May 29, 2025

260 representatives from school boards and associations across Alberta were invited to the stakeholder session with approximately 162 attendees.

Municipalities Stakeholder Session - June 12 (and July 3, 2025)

Nearly 400 representatives from municipalities and associations across Alberta were invited to the stakeholder session with about 100 attending.

Follow Up Survey Responses

A total of 45 survey responses were received: 16 responses from Municipal Affairs stakeholders and 29 responses from Education and Childcare stakeholders.

The survey responses provided following the stakeholder sessions have been integrated into this document in the "Key Themes and Insights" section. Stakeholder responses provided valuable input that helped identify priorities and concerns.

What We Heard - Key Themes and Insights

Participants shared a range of perspectives on Real Property Governance: K-12 School Ownership changes. Presented below are the collective key observations and concerns that

stakeholders raised with respect to each theme discussed during the stakeholder consultation session.

Disclaimer:

- The terms 'playing fields' and 'sports fields' are used interchangeably and are intended to convey the same meaning. Both refer to outdoor areas designated for athletic and recreational activities.
- Stakeholder questions, comments, and key discussion points have been summarized to reflect key themes and insights. While every effort has been made to accurately represent the perspectives shared, individual responses are not captured verbatim. The summaries provided are intended to convey the overall sentiment and high-level viewpoints expressed during the engagement process.
- Questions about the *Real Property Governance Act* (RPGA) are not included within this document as it was out of scope for these stakeholder consultation sessions. However, Infrastructure has retained them.

Ownership Changes

New Ownership Model

What We Heard
Stakeholders expressed an interest in:
A clear rationale behind the ownership changes of K-12 schools' real property and the problem it aims to address. • Stakeholders pointed out they feel as if they now have reduced autonomy in long-term planning for school sites, and there is a perception this is a land grab from the province and provides no benefit to Albertans.
Earlier engagement in policy discussions versus only being engaged at the implementation stage.
Preserving municipal land use authority and the ability to determine permissible land use. • Stakeholders are concerned that if municipal school reserve (MSR) land remains undeveloped and not designated for a school project, it will be transferred to the province. • Also concerned about whether the entire parcel of land will need to be transferred to Infrastructure even if the school site itself is smaller. • The public will be concerned about loss of green space in the future if site is no longer needed for a school.
Clarity around compensation given both Bill 50 *Municipal Affairs Statutes Amendment Act, 2025*, and Bill 51 *Education Amendment Act, 2025*, do not indicate what the compensation to school jurisdictions or municipalities will be if costs were incurred prior to transfer to Infrastructure.
Clarity on whether stakeholders will retain a role in shaping school design and size, or if Infrastructure will be leading this process with accompanying guidance.
Certainty on how the province will own the land while municipalities build, maintain, and modify playgrounds and sports fields, and what happens if a municipality withdraws from these responsibilities.
Any planned changes to the naming process of schools.
Which school projects are subject to the new legislation. • Are the schools that are approved through the Alberta's School Construction

Accelerator Program included? • Clarification on whether new and replacement schools, and non-school facilities such as administrative buildings and bus garages are subject to the new ownership model.
Clarity on whether the new ownership model impacts the Grants in Place of Taxes (GIPOT) program.
Any changes envisioned to the warranty period on new school builds.
Clarification on whether the province has implemented mechanisms to account for the rising costs associated with an expanding infrastructure portfolio.

School and Municipal Reserve Designations and Land Allocation

What We Heard
Stakeholders expressed an interest in:
Designations related to Municipal Reserve (MR), School Reserve (SR), or Municipal and School Reserve (MSR) designations and impacts related to capital planning, subdivision, timing of transfer of real property to the Crown, site servicing, and transfer of title. • Municipalities have traditionally owned, operated, and maintained sports fields with MSR/MR designations and wonder why the government would now wish to own it. • School projects build on land with no MR, SR, or MSR designation. • Stakeholders inquired who pays the costs of subdivision. • If the government owns playgrounds and playing fields, municipalities commented there is no longer an incentive to make significant investment when they no longer own or control the land. • Municipalities may quietly attempt to block transfer of sports fields through further subdivision, zoning of land, or not sub leasing sports fields for operation and maintenance. This may hinder cooperative long-term planning for school sites. • Clarification regarding subdivision of the land parcels for school and playgrounds. When approving the subdivision, municipalities need to provide separate access and access restrictions to/for the subdivided parcels, which may result in separation of schools from the playground and recreation facilities. • Municipalities also lose the ability to have the land transferred back to them once a school jurisdiction no longer has a program use for it in the future.
Incentives for municipalities to provide MR, MSR, or SR land for school sites if they will not own the land. • Without incentives, there may be less inclination to allocating reserve lands for schools, so they can retain ownership.
Process for Infrastructure to change the minimum percentage of reserve land allocated for school sites.
School jurisdictions agree sites need to be fully serviced (stripped, graded, and utility ready) before title transfer; however, expressed concern that municipalities and developers may deprioritize site servicing, which may delay a school building project.
The mechanisms around the transfer of the land to Infrastructure. • Education and Childcare stakeholders indicated a preference for land transfers to be dealt with directly between municipalities and Infrastructure.
The status of past municipal restrictive covenants on land transferred to school boards and how that would be impacted with the new ownership model.
How the process for any major modification, maintenance repairs, or recapitalization projects would work.
If there will be potential for joint ownership.

• E.g., A school board with a private investor and/or municipality where the investor or municipality are contributing the capital amenities.
There are instances where school jurisdictions receive donated land to build a school. How would restricted donations be transferred to Alberta Infrastructure?
Documents the province needs to be aware of: • Area Structure Plan application process and related agreements • Area Redevelopment Plan application process and agreements • Development agreements • Subdivision Servicing agreements • Subdivision application process • Neighborhood plans • Master planning for recreation and open space amenities • Use agreements with local non-profit and sports associations

Public-Private Partnership

What We Heard
Stakeholders expressed an interest in:
Clarification on whether the P3 model includes offering nominal below-market leases to operators, and whether these leases are intended to be leveraged for financing purposes. • If so, there are concerns about how the municipality and school board would be protected in the event of insolvency or bankruptcy of the P3 partner, particularly regarding continued access to the site. • The province should consider the site's land use restrictions and reserve designation may limit its market value.

Playgrounds and Playing Fields/Sports Fields

What We Heard
Stakeholders expressed an interest in:
Ownership related to playgrounds and playing fields and requested consideration be given to only transferring the school building envelope (i.e., school building(s), parking lot).
Lost incentive for municipalities to use their funds (municipal reserve funds, parent/community investments) to build playgrounds. • Stakeholders noted that the province's $250,000 playground funding covers only a small portion of costs, with municipalities often investing millions in related park infrastructure. They seek clarification on whether the province plans to expand funding to fully support playgrounds, sports fields, and trails for new schools.
Community access to playing fields and playgrounds will be affected for charter schools that have unique programming that may not always be accessible to the public.
Clarity regarding subdivision of the land parcels for school and playgrounds. When approving the subdivision, municipalities need to provide separate access and access restrictions to/for the subdivided parcels, which may result in separation of schools from the playground and recreation facilities.
In the absence of appropriate incentives, municipalities may choose to limit the transfer of sports fields by means such as restricting further subdivision, implementing specific zoning measures, or opting to not sublease fields for ongoing operation and maintenance.

Community integration into parks, playgrounds, and recreational amenities is considered best practice and is an expectation by Albertans.

Leasing

Master Lease and Sub-Lease

What We Heard
Stakeholders expressed an interest in:
Clarity regarding master leases and sub-leases: • Terms of the master lease and sub-leases • Duration of the lease term, as well as grounds to terminate a lease between Infrastructure and school boards • Dispute resolution mechanism for the master lease and sub-leases • Whether sub-leases require approval from the Crown • Whether there be a consultation process with the community once the lease of a school board ends • Costs for the lease between Infrastructure and school boards
Challenges related to current and future schools share joint-use sites or in rural areas with multi-use facilities, creating complexity in ownership and operational responsibilities.
Clarity on the nature of leases, operating vs. capital: • If the lease is operating, it affects the school boards' cash flow
Clarification on the continuation of Maintenance and Renewal, and Capital Maintenance and Renewal grants.
Continuation of operations and maintenance grants, and whether lease funding is restricted to leased buildings, or if it can be combined with other operation and maintenance funds.
Clarification if there will be reporting for maintenance requirements.
Questions raised concerning the delineation of insurance responsibilities in the lease agreement, including asset coverage, and liability in the event of accidents or emergencies.
Requested guidance on how the new ownership model and post-lease will be reflected in their financial statements, including any new accounting requirements.
Collaboration with the Auditor General and external auditors to ensure that lease agreements align with their expectations.
Clarification on whether charter schools will be subject to the same lease conditions as public and separate school boards, with consideration given to accommodating their unique programming needs.
Risks related to a school being identified as underutilized and being reassigned by Infrastructure to another school board once a lease ends.
Municipal financial contributions toward upsizing school gymnasiums that intended to support broader community use. If lease agreements with school districts are terminated, the future of community access becomes uncertain, potentially resulting in a loss of taxpayer investment.
Clarification on when a school board's leasehold interest is registered in cases where the municipality initially owns the site.

Legislative and Other Amendments

Joint Use and Planning Agreements (JUPAs)

What We Heard

Stakeholders expressed an interest in:
The need for JUPAs deadline to be extended due to the new ownership changes. • The deadline to submit school board and municipality JUPAs to Municipal Affairs was previously extended to June 10, 2026.
Clarification if Infrastructure will be a part of JUPAs.
A change in ownership may impact how JUPAs are drafted and support in re-draft would be helpful.
JUPAs do not apply to land without an MR, MSR, or SR designation. Reserve designation will dissolve upon transfer to Infrastructure.

Off-Site Levies

What We Heard
Stakeholders expressed an interest in:
Who will be responsible for off-site infrastructure costs (e.g., road upgrades and servicing extensions).
How sites are exempted from levies, particularly in cases where, for example, a municipality uses transportation levies at subdivision. • Municipalities wondered if they must amend their off-site levy bylaws as a result.
Whether offsite levies can still be applied at the subdivision stage, even if a school is later announced and exempted at the Development Permit stage.

Public Hearings

What We Heard
Stakeholders expressed an interest in:
Requirements for public hearings when land parcels change reserve designation. Reserves are particularly important to the public because they are limited in what uses are allowed.
Adequate public consultation when a site is no longer required for school use and community may lose green space if redeveloped.

Other

What We Heard
Stakeholders expressed an interest in:
An opportunity to review and provide input into the development of the regulations and a timeline for when regulations are expected to be finalized.
Analysis and compliance of the new ownership structure with the Public Sector Accounting Standards.
Joint consultation sessions with municipal representatives, board chairs, and superintendents.
More resources so stakeholders can better understand the changes.
Clear and transparent processes for the new school ownership model, including future repurposing are essential, particularly for smaller municipalities, which may lack the dedicated land titles and legal resources needed to support additional administrative and legal work. Without adequate support, this could delay lease reviews, negotiations, and title transfers, requiring careful prioritization of limited municipal resources.
Certain municipal policies and procedures would no longer apply to school and park sites transferred to the Government of Alberta. There are concerns about continuance in

maintenance and delivery.

Conclusion

The stakeholder engagement sessions and follow-up surveys provided valuable insight into the perspectives and priorities of school jurisdictions and municipalities with respect to the implementation of the new K–12 school ownership model.

Feedback highlighted key considerations related to land ownership and reserve designations, leasing arrangements, compensation, joint use, and the need for clear roles and responsibilities. Stakeholders expressed a strong interest in ongoing communication and involvement, particularly in the development of regulations, leases, and supporting processes. The input received to date, as well as that received through ongoing discussions with stakeholders, will help inform implementation and guide future policy and regulatory development.

Next Steps

This document is intended to ensure the concerns and questions are reflective of the discussion and information provided via the Q&A in Zoom as well as the follow-up survey responses. It is circulated only for validation by the stakeholders. Work is also underway in collaboration with Service Alberta and Red Tape Reduction on a land titles transfer process that meets the legislated transfer requirements.

Stakeholders were requested to review the "What We Heard – Key Themes and Insights" section of this document to ensure its accuracy, completeness, and relevance during the stakeholder consultation session(s).

Infrastructure, in collaboration with Education and Childcare and Municipal Affairs, is committed to supporting a smooth transition that maintains continuity in educational programming and promotes effective use of public assets. Further updates will be shared as implementation proceeds.

On behalf of the Stakeholder Engagement Team, please find attached the 2026 Franchise Fee Calculator to assist with your municipal budgeting process.

This tool provides an estimate of potential franchise fee revenues for 2026. Please note that actual revenues will depend on a number of variables, including the Alberta Utilities Commission's (AUC) final approved transmission and distribution electricity rates (expected before the end of December), as well as customer counts, consumption, weather, and other local factors. To support your revenue planning, the calculator also includes historical trends under the YOY Data tab.

Important: Notification Requirements from the AUC

The AUC has updated its notification document template and notification procedures for franchise fee changes. Please refer to the attached Updates and Tips document for more information.

To comply with AUC rules, franchise fee change notifications must be provided using at least one of the following methods:

- Published in the newspaper with the widest circulation in your municipality.
- Direct mail-out or email to utility customers within your municipality.
- Post notification on your municipality's website, social media channels, and/or office notice board.
- Alternative methods that ensure wide customer notification—if approved in advance by the AUC.

With the new notification document template, we recommend submitting a draft of your notification or advertisement to your Stakeholder Relations Manager for review, as inaccurate or incomplete documentation may cause issues or delays.

Deadline for Submissions for January 1, 2026 effective date

FortisAlberta is required to submit any franchise fee changes to the AUC at least 45 days before the effective date of January 1, 2026. Accordingly, documentation to support a proposed change is required by **November 7, 2025.** Unfortunately, no extensions will be granted, as we must adhere to the AUC's filing deadlines.

(Please note late submissions, inaccurate or incomplete responses may delay the filing and necessary approval from the Alberta Utilities Commission. Late submissions will be filed with the Alberta Utilities Commission in February with an anticipated effective date of April 1, 2026.

We understand that 2025 is an election year, and as such, Council may choose to defer its decision regarding a franchise fee change until 2026. To then ensure an effective date of April 1, 2026, all necessary documentation would need to be submitted by February 15, 2026.

If you have any questions or require assistance, please don't hesitate to reach out to your Stakeholder Relations Manager.

Thank you,

FORTIS ALBERTA | The line that connects us all

We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.

Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01
01-0003	Airdrie	20%	2021/04/01
03-0005	Alix	8.50%	2019/01/01
03-0004	Alberta Beach	8%	2021/01/01
03-0007	Amisk	0%	2014/01/01
02-0011	Athabasca	20%	2024/01/01
04-0009	Argentia Beach	0%	2017/01/01
03-0010	Arrowwood	12%	2015/07/01
02-0387	Banff	8%	2025/01/01
07-0164	Banff Park	6%	2025/01/01
03-0363	Barnwell	15%	2025/01/01
03-0013	Barons	5%	2015/04/01
02-0014	Barrhead	14%	2023/04/01
02-0016	Bashaw	2%	2021/01/01
02-0017	Bassano	14.40%	2019/01/01
03-0018	Bawlf	9%	2025/01/01
01-0019	Beaumont	17.25%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01
02-0024	Bentley	10%	2019/01/01
04-0026	Betula Beach	0%	2017/01/01
03-0029	Bittern Lake	8%	2025/01/01
02-0031	Blackfalds	20%	2013/10/01
02-0034	Bon Accord	19%	2022/01/01
02-0039	Bow Island	17%	2024/01/01
02-0040	Bowden	15%	2017/01/01
03-0041	Boyle	20%	2021/01/01
03-0042	Breton	20%	2015/01/01
01-0043	Brooks	14%	2021/01/01
02-0044	Bruderheim	4%	2024/04/01
02-0047	Calmar	20%	2013/07/01
01-0048	Camrose	18%	2025/04/01
02-0050	Canmore	16%	2024/01/01
03-0054	Carmangay	15%	2021/01/01
03-0055	Caroline	12%	2021/01/01
02-0056	Carstairs	10%	2015/01/01
03-0061	Champion	15%	2015/04/01
03-0062	Chauvin	11%	2016/01/01
01-0356	Chestermere	11.50%	2014/01/01
03-0064	Chipman	0%	2016/01/01
02-0065	Claresholm	7%	2025/01/01
03-0066	Clive	11%	2023/01/01
03-0068	Clyde	18%	2024/01/01
02-0069	Coaldale	20%	2025/04/01
02-0360	Coalhurst	7.5%	2023/01/01
02-0070	Cochrane	17%	2020/01/01
03-0076	Coutts	3%	2017/01/01
03-0077	Cowley	5%	2016/01/01
03-0078	Cremona	10%	2016/01/01
02-0079	Crossfield	17%	2023/01/01
09-0361	Crowsnest Pass	16%	2016/01/01
04-0080	Crystal Springs	0%	2016/01/01
03-0081	Czar	5%	2013/10/01
02-0082	Daysland	10%	2024/01/01
02-0086	Devon	18.50%	2025/01/01
02-7662	Diamond Valley	10%	2023/01/01
02-0088	Didsbury	17%	2016/01/01
02-0091	Drayton Valley	13.40%	2025/01/01
03-0093	Duchess	15%	2018/01/01
02-0095	Eckville	10%	2015/01/01
03-0096	Edberg	13%	2021/01/01
03-0097	Edgerton	15%	2022/01/01
02-0100	Edson	4.70%	2024/01/01
03-0109	Ferintosh	11%	2016/01/01
03-0112	Foremost	7%	2016/01/01
02-0115	Fort Macleod	15%	2018/10/01
02-0188	Killam	10%	2024/01/01
01-0194	Lacombe	17.63%	2024/01/01
04-0196	Lakeview	2%	2016/01/01
02-0197	Lamont	7.50%	2020/01/01
04-0378	Larkspur	3%	2020/04/01
01-0200	Leduc	16%	2014/01/01
02-0202	Legal	20%	2024/01/01
03-0207	Lomond	15%	2017/01/01
03-0208	Longview	17%	2017/01/01
03-0209	Lougheed	8%	2025/01/01
02-0211	Magrath	15%	2023/01/01
04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0215	Mayerthorpe	14.75%	2025/01/01
04-0359	Mewatha Beach	2%	2016/10/01
02-0218	Milk River	12%	2017/01/01
02-0219	Millet	18%	2024/01/01