

**Town of Legal
Regular Council Meeting
May 5, 2025
7:00 PM
Council Chambers**

AGENDA

- 1.0 Call to Order with acknowledgement of meeting on Treaty 6 Territory**

- 2.0 Additions and/or Deletions to the Agenda**

- 3.0 Adoption of Agenda**

- 4.0 Public Hearing**

- 5.0 Adoption of Previous Minutes**
 - 5.1 Errors or Omissions
 - 5.2 Adoption of Minutes – April 22, 2025, Regular Council Meeting

- 6.0 Delegations, Petitions or Presentations**

- 7.0 Unfinished Business**

- 8.0 Reports**
 - 8.1 Chief Administrative Officer
 - 8.2 Manager of Corporate Services
 - 8.3 Operations Supervisor
 - 8.4 Councillor Reports
 - Mayor Tremblay
 - Deputy Mayor Beaton
 - Councillor Hills
 - Councillor Jones
 - Councillor Malott

- 9.0 Correspondence**
 - 9.1 Invitation to Rainmaker Rodeo
 - 9.2 Greater St. Albert Catholic Schools Education Foundation Charity Golf Tournament Sponsorship Request
 - 9.3 Sturgeon County Bylaw Statistics, April 2025
 - 9.4 RCMP April Roundup

10.0 New Business

- 10.1 Centralta Community Hall Usage Cancellation
- 10.2 Municipal Assessment Services Group Inc. Agreement
- 10.3 2025 Seniors' Week Declaration Request
- 10.4 2025-2026 Annual Library Funding Request
- 10.5 Recreation Cost Sharing Agreement

11.0 Closed Session

12.0 Adjournment

Regular Council Meeting of the Town of Legal in the Province of Alberta held in Council Chambers, April 22, 2025, commencing at 7:00 P.M.

PRESENT: Mayor Tremblay, Deputy Mayor Beaton, Councillor Hills, Councillor Jones, Councillor Malott

ABSENT:

STAFF: Robert Proulx – Chief Administrative Officer
Anna Keane - Finance Assistant

CALL TO ORDER

Mayor Tremblay called the meeting to order at 7:00 P.M. and acknowledged the traditional territories of the Indigenous peoples of the Treaty 6 region and the Métis Settlements and Métis Nation of Alberta, Regions 2, 3 and 4. We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our community.

ADDITIONS AND/OR DELETIONS TO THE AGENDA

None.

ADOPTION OF AGENDA

12401

Resolution #12401

Moved by: Deputy Mayor Beaton

RESOLVED that the Agenda for April 22nd, 2025, regular meeting of Council be adopted as presented.

CARRIED 5-0

PUBLIC HEARING

None.

ADOPTION OF PREVIOUS MINUTES

12402

Resolution #12402

Moved by: Councillor Malott

RESOLVED that the Minutes for April 7th, 2025, Regular Meeting of Council be adopted as presented.

CARRIED 5-0

DELEGATIONS

None.

UNFINISHED BUSINESS

None.

REPORTS

CHIEF ADMINISTRATIVE OFFICER

Report was submitted and will form part of the Council Agenda Package.

MANAGER OF CORPORATE SERVICES

Community Services report was submitted and forms part of the Council Agenda Package.

OPERATIONS SUPERVISOR

Report was submitted and forms part of the Council Agenda Package.

COUNCILLOR REPORTS

Mayor Tremblay

Town of Legal Committee Meetings:

Attended Annual Greater St. Albert Catholic Schools Board and Council meeting on April 16, 2025

Other Meetings:

None.

Deputy Mayor Beaton

Town of Legal Committee Meetings:

Attended Annual Greater St. Albert Catholic Schools Board and Council meeting on April 16, 2025

Other Meetings:

None.

Councillor Hills

Town of Legal Committee Meetings:

Attended Annual Greater St. Albert Catholic Schools Board and Council meeting on April 16, 2025

Other Meetings:
None.

Councillor Jones

Report was submitted and forms part of the Council Agenda Package.

Councillor Malott

Town of Legal Committee Meetings:
Attended Annual Greater St. Albert Catholic Schools Board and Council meeting on April 16, 2025

Other Meetings:
None.

12403 Resolution #12403 Moved by: Councillor Jones

RESOLVED that the reports be accepted as presented.

CARRIED 5-0

CORRESPONDENCE

News Release, Re: Money for School Project Planning
Received as information.

Go East of Edmonton Spring Update
Received as information.

Proposed Bill 50 Amendments
Received as information.

Yellow Ribbon Gala Dinner & Silent Auction Sponsorship Opportunities
Received as information.

12404 Resolution #12404 Moved by: Councillor Jones

RESOLVED that the correspondence be accepted as presented.

CARRIED 5-0

NEW BUSINESS

Procedural Bylaw

12405 Resolution #12405 Moved by: Councillor Jones

RESOLVED that Bylaw #05-2025, being a bylaw to regulate the proceedings of council meetings and the transacting of business by council for the municipality be given first reading.

CARRIED 5-0

12406 Resolution #12406 Moved by: Councillor Hills

RESOLVED that further readings for Bylaw #05-2025, be postponed until such time the Province of Alberta adopts Bill 50.

CARRIED 5-0

Voting Hours Bylaw

12407 Resolution #12407 Moved by: Councillor Malott

RESOLVED that Bylaw #06-2025, being a bylaw to establish the Town of Legal election voting hours be given first reading.

CARRIED 5-0

12408 Resolution #12408 Moved by: Deputy Mayor Beaton

RESOLVED that Bylaw #06-2025, being a bylaw to establish the Town of Legal election voting hours be given second reading.

CARRIED 5-0

12409 Resolution #12409 Moved by: Councillor Jones

RESOLVED that Voting Hours Bylaw #06-2025 go into third and final reading.

CARRIED UNANIMOUSLY

12410 Resolution #12410 Moved by: Councillor Malott

RESOLVED that Bylaw #06-2025, being a bylaw to establish the Town of Legal election voting hours be given third reading.

CARRIED 5-0

Sturgeon County Mayor's Golf Tournament

12411

Resolution #12411

Moved by: Councillor Malott

RESOLVED that the Town of Legal approve a maximum of two (2) Town representatives to participate in the Sturgeon County Mayor's Golf Tournament scheduled for June 19th, 2025.

CARRIED 5-0

12412

Resolution #12412

Moved by: Councillor Hills

RESOLVED that the Town of Legal approve the Tee Party Sponsorship in the amount of seven hundred fifty dollars (\$750.00) for the Sturgeon County Mayor's Golf Tournament, scheduled for June 19th, 2025, with two (2) Representatives scheduled to work the hole.

CARRIED 5-0

CLOSED SESSION

None.

ADJOURNMENT

12413

Resolution #12413

Moved by: Councillor Hills

RESOLVED that the meeting be adjourned at 7:54 P.M.

CARRIED 5-0

Mayor

Chief Administrative Officer

Ending Date: 2025-Mar-31

Bank Account Name: Accounts Payable

Bank Statement Balance: 1,621,863.79

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
BANK DEPOSIT	49498	2025-03-28	100.00
BANK DEPOSIT	49511	2025-03-31	1,126.64
DEBIT DEPOSIT	49511	2025-03-31	821.86
TB - CENTRAL1 CU DEPOSIT	49531	2025-03-31	520.00
TB - RBC DEPOSIT	49554	2025-03-31	578.63
TB - CIBC DEPOSIT	49552	2025-03-31	812.32
TB - BMO DEPOSIT	49551	2025-03-31	143.32
TB - RBC DEPOSIT	49533	2025-03-31	212.00
TB - SCOTIABANK DEPOSIT	49550	2025-03-31	1,009.76
DIRECT DEPOSIT DEPOSIT	49530	2025-03-31	11,547.63
TB - CENTRAL1 CU DEPOSIT	49553	2025-03-31	462.64
Total Deposits Outstanding			17,334.80
			17,334.80

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
	20240882	2024-12-16	10.42
	20250058	2025-01-29	70.00
	20250109	2025-03-17	355.81
	20250110	2025-03-17	262.50
	20250081	2025-02-18	325.00
	20250112	2025-03-17	157.50
	20250113	2025-03-17	25,330.31
	20250115	2025-03-17	124.54
	20250120	2025-03-18	1,200.00
	20250122	2025-03-18	6,566.62
	20250124	2025-03-18	1,107.90
	20250125	2025-03-18	1,620.00
	20250126	2025-03-18	440.00
	20250127	2025-03-18	6,137.85
	20250138	2025-03-27	7,819.36
	20250104	2025-03-04	393.75
	20240858	2024-12-11	1,000.00
	20250128	2025-03-18	66.30
Total Outstanding Cheques			52,987.86
			(52,987.86)

And Adjustments

Description	Item ID #	Date	Amount
JE Mar'25 Interac Fees	339369	2025-03-01	(6.28)
JE Mar'25 Mastercard Fees	339371	2025-03-01	(14.88)
JE Mar'25 Visa Fees	339373	2025-03-01	(0.01)
JE Mar' 25 Service Fee	339375	2025-03-01	(47.20)
JE Mar' 25 Mastercard Fees	339377	2025-03-01	(11.16)
JE Mar'25 Visa Fees	339379	2025-03-01	(3.29)
JE Mar'25 Service Fee	339381	2025-03-01	(26.25)
Total Adjustments			(109.07)
			(109.07)

8.2



TOWN OF LEGAL
Current Outstanding Items

Page 2 of 2

2025-Apr-7
2:29:45PM

Ending Date: 2025-Mar-31

Bank Account Name: Accounts Payable

Bank Statement Balance: 1,621,863.79

Net Outstanding Items:	(35,762.13)
Ending Bank Balance:	1,621,863.79
Total:	<u>1,586,101.66</u>
Bank GL Balance:	1,586,101.66
Unposted GL Adjustment Amount:	0.00
Total Bank GL Balance:	<u>1,586,101.66</u>
Difference between Bank GL Balance and Sum of Net Outstanding Items & Ending Bank balance:	<u><u>\$0.00</u></u>

*** End of Report ***

8.2

9.1

From: Melissa Scott <mscott@stalbert.ca>

Date: April 17, 2025 at 4:15:05 PM MDT

Subject: Invitation to Participate in the St. Albert Rainmaker Rodeo Parade

Good afternoon,

On behalf of the Kinsmen Club of St. Albert and St. Albert City Council we invite you and your guest to join us in St. Albert for the Kinsmen Rainmaker Rodeo Parade and Post-Parade Reception, as follows:

St. Albert Kinsmen Rainmaker Rodeo Parade

Date: Saturday, May 24, 2025

Start Time: 9:30 a.m. (please arrive by 8:30 a.m.)

Attire: Rodeo (Western) or casual jeans, cowboy hats, etc.

Please confirm if you would like us to provide a car and/or vehicle signage for you, and if you will have a guest riding with you in the car.

If you will be attending, please arrive in the parking lot behind the St. Albert Curling Club, 3 Tache Street, next to the St. Albert Seniors Association by **no later than 8:30am** in your own vehicle (please refer to the map below). You will be greeted in the parking lot by a member of the Kinsmen, where you will park your personal vehicle and meet up with the driver of your parade vehicle. The driver of your parade vehicle will drive you to your designated starting position in the parade line-up. You will be brought back to the parking lot at the conclusion of the parade, at which point you are free to depart, but are encouraged to attend the post-parade reception at the St. Albert Seniors Association (additional details below).

Post-Parade Reception Hosted by the Kinsmen Club and City Council

Please note, the post-parade reception will be hosted at a new location for 2025, due to ongoing construction at St. Albert Place.

Start Time/Location: Immediately following the Parade (approximately 11:30 a.m.)
St. Albert Seniors Association, 7 Tache Street

Please confirm your participation at your earliest convenience, **no later than May 9th** by:

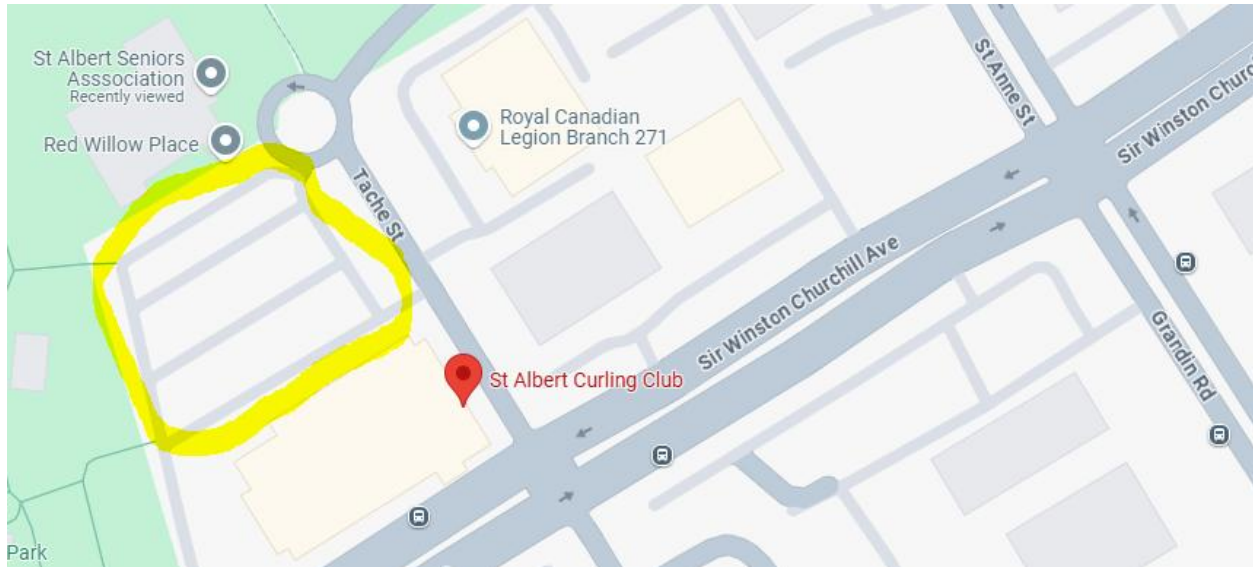
Email: mscott@stalbert.ca or by

Phone: 780-459-1605

We hope that you will join us for this year's parade. Should you be unable to do so, you are most welcome to send a designate.

We look forward to seeing you in St. Albert on Saturday, May 24th!

9.1



Melissa Scott (She/Her)
Executive Assistant | Office of the Mayor and Council
P: 780-459-1605

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9
mscott@stalbert.ca | www.stalbert.ca



We respectfully acknowledge that we are on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

9.1

3rd Annual Charity

GOLF

Tournament



Greater St. Albert
Catholic Schools
Education Foundation



9.2



March 2025

Dear Potential Sponsor,

We are reaching out to you today on behalf of The Greater St. Albert Catholic Schools Education Foundation. The District (GSACRD) we support proudly serves the communities of Legal, Morinville, St. Albert and areas of Sturgeon County.

The Foundation is seeking your support as a sponsor for our 3rd Annual Charity Golf Tournament on June 6, 2025 at the Cardiff Golf and Country Club.

Sponsors of this event will help us raise the funds required to facilitate our Foundation's primary objective of, "Building better futures, one student at a time". Sponsorship is essential to this event's success. Proceeds from the Charity Golf Tournament support the Group Futures Fund Grant and Grade 9 and 12 Scholarships that the Foundation has committed to awarding annually to GSACRD students and schools.

As a sponsor, you will have the opportunity to showcase your brand and/or products along with networking opportunities with the community and other companies in attendance. We have several sponsorship levels available to meet your needs and budget, and we are open to discussing customized packages as well. A Sponsorship Package has been included for your convenience.

We believe that your company's values align with our mission, and we would be honored to have your support in achieving our goals. Your contribution will make a significant impact on our event, and we are excited about the possibility of working together.

Thank you for your consideration, and we look forward to hearing from you soon.

Sincerely,

On behalf of the GSACS Golf Tournament Committee

9.2

3rd Annual Charity

GOLF

Tournament

SPONSORSHIP PACKAGE

June 6,
2025



Greater St. Albert Catholic Schools

EDUCATION FOUNDATION

Building Better Futures - One Student at a Time



The **GSACS Education Foundation Board** is composed of local citizens, all volunteers, who are passionate about education and the opportunities that can be provided to the students of Greater St. Albert Catholic Schools.

A **BRIEF HISTORY:** While work began on creating a foundation in the fall of 2012, the first public meeting was held on May 14, 2013, and The Greater St. Albert Catholic Schools Education Foundation was formed and eventually incorporated, under the Societies Act of the Province of Alberta, on July 11, 2014. Work continued to gain federal Charitable Status with CRA and was finally confirmed on April 22, 2016.

Since then, the Foundation, both an incorporated society and a registered charity, has relied on various fundraising events to provide annual support to students, in two specific ways: the awarding of Student Scholarships, which began in 2018 and the provision of project funds through the Group Futures Fund grant program, which began in 2019.

2021 saw the addition of four (4) Grade Nine Scholarships in the amount of \$250 each (Covid-19 postponed the opportunity for 2020, with the cancellation of classes from March to June 2020).

Your support for this charity golf fundraiser will allow the foundation to enhance Division educational and spiritual opportunities for students enrolled in GSACRD schools by continuing to provide to the following:

- Scholarships (\$2,000 per year is our commitment - to six students)
- Group Futures Fund Grants (goal is to fund a minimum of \$7,500 per year)

Following the 1st Golf Tournament in 2023, a decision was made to distribute all profits as follows:

Operating	Scholarship Fund	Group Requests	Endowment Fund	TOTAL
5%	25%	65%	5%	100%

The 2025 GSCAS Education Foundation Charity Golf Classic is hosted at the Cardiff Golf and Country Club. Located a short drive north from St. Albert and east of Morinville, this 18 hole, par 72 offers challenges to golfers of all levels.

Sponsors may choose to donate at any Sponsorship Level and receive the associated benefits of said level, or choose a specific opportunity within a Sponsorship Level, as indicated below.

Sponsorship Opportunities

Title Sponsorship

\$3,500 (1 - available)

- Large logo on all promotional material
- Company name and logo posted on GSACS Education Foundation social media platforms starting April 15, 2025
- Feature hole with advertising opportunities
- Option to provide your own branded prizes at feature hole
- Company logo printed on site tournament banner as Title Sponsor.
- Shout out and speaking opportunity at dinner or start of tournament
- Team of four included

Along with the exposure offered as a Title Sponsor, your company is represented in every aspect of our tournament, including a full page colour advertisement in our tournament program, social media marketing one-month prior to tournament, website and on-site representation. Company logo is displayed on all hole-pin flags, with exclusive exposure on holes 1, 9, and 18, along with opening and closing ceremony recognition. Opportunity exists to represent your company with a presence for the duration of the tournament on June 6, 2025.

Gold Sponsorship Level

\$2,000 (4 – available)

- Medium sized logo on all promotional material
- Company name and logo posted on GSACS Education Foundation social media platforms starting May 15, 2025.
- Company logo printed on site tournament banner as Gold Sponsor.
- Team of two included
- Shout out at dinner
- Choice of (1) Specific Gold Sponsorship Opportunities listed below, available on a first come basis:

• Wine Sponsor

(2 – available)

- Your company is represented with all the benefits of a Gold Sponsor, in addition, your company logo is displayed on wine bottles served at dinner.

- **Golf Cart Sponsorship**

(1 – available)

- Your company is represented with all the benefits of a Gold Sponsor, in addition, your company logo is displayed on the golf carts.

- **Breakfast Sponsorship**

(1 – available)

- Your company is represented with all the benefits of a Gold Sponsor, in addition, your company logo is displayed at the breakfast station.

Silver Sponsorship Level

\$1,000 (11 – available)

- Small sized logo on all promotional material
- Company name and logo posted on GSACS Education Foundation social media platforms starting May 23, 2025.
- Company logo printed on site tournament banner as Silver Sponsor.
- Shout out at dinner
- One player registration included
- Recognition of your company for all hole sponsored prizes.

- **Specific Silver Sponsorship Opportunities:**

Hole Sponsors

- Each Silver Sponsor is assigned a specific hole to brand with their logo and company information. (Excluded: Hole #1, Hole-In-One hole, New Car hole, Longest Drive holes and Closest to the Pin holes)

Bronze Sponsorship Level

\$500 (7 – available)

- Company name/logo listed in the tournament program, under Bronze Sponsor.

Specific Bronze Sponsorship Opportunities:

• Putting Contest Prize Sponsor

(1 available)

- Your company is represented with all the benefits of a Bronze Sponsor. Prize valued at over \$100.

• Hole Prizes Sponsor

(6 available)

- Your company is represented with all the benefits of a Bronze Sponsor. Prizes valued at over \$100.
 - Longest Drive (Men's)
 - Longest Drive (Ladies)
 - Closest to the Pin (Men's)
 - Closest to the Pin (Ladies)
 - Lowest Team Net
 - Most Honest Team

General Sponsorship Opportunities – \$100 or more (unrestricted)

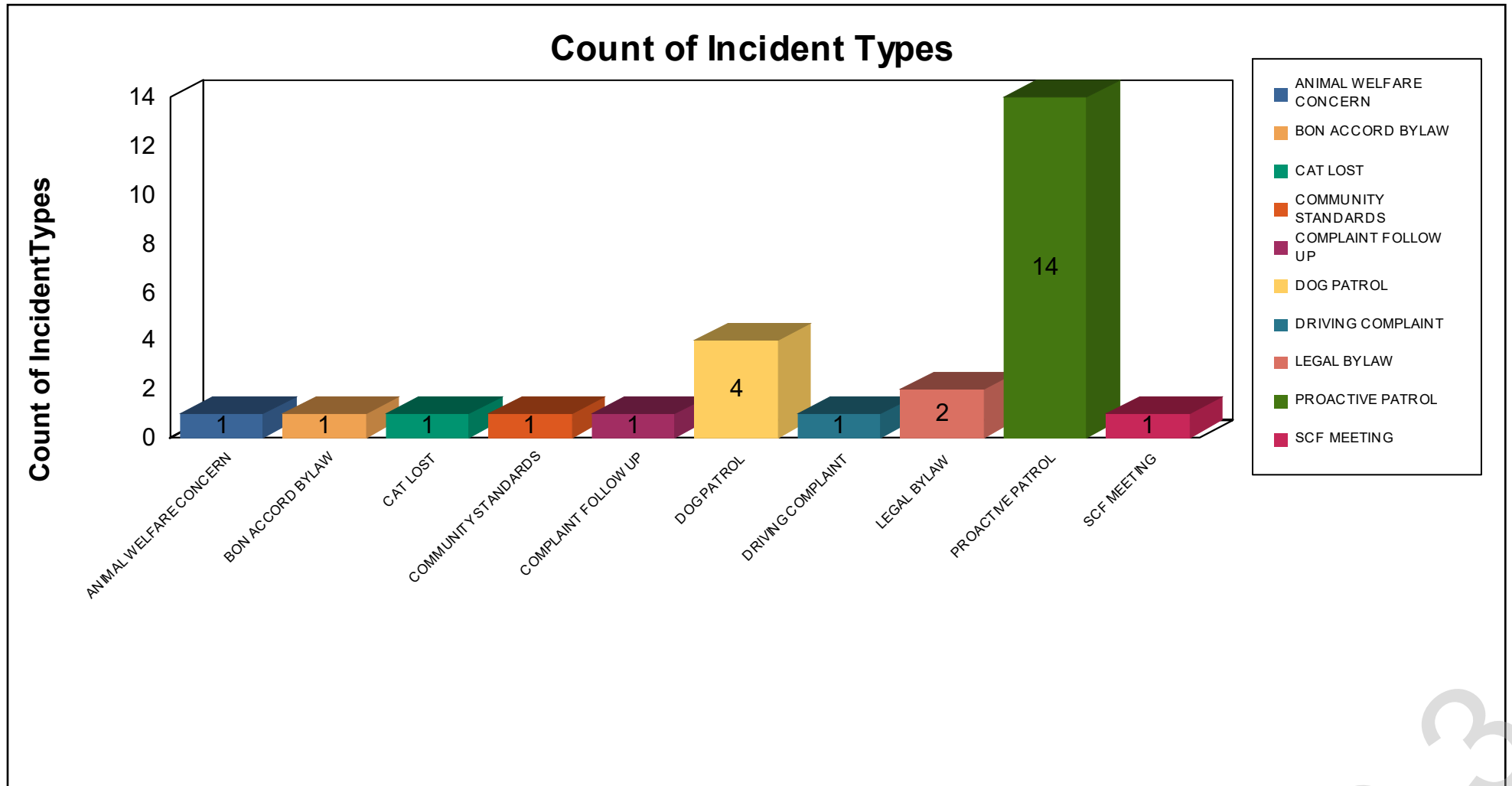
- Charitable Tax Receipts will be provided to all individuals and businesses, as requested.

For all sponsorship inquiries please contact the Executive group, by email: foundation@gsacrd.ab.ca with "Sponsorship" in the subject line.

Statistics from Occurred Date: 4/1/2025 12:00:00AM to 4/30/2025 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT -



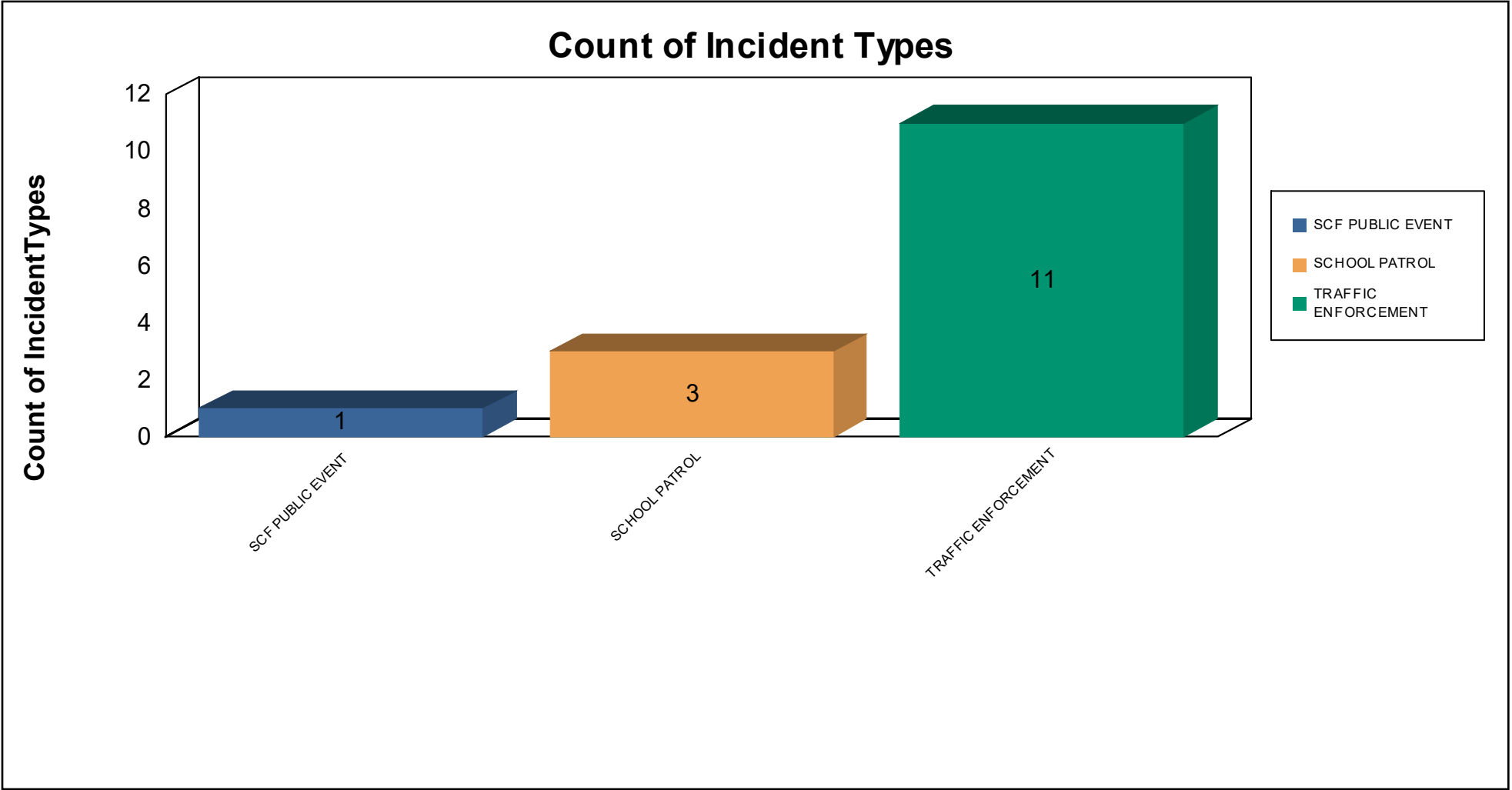
ANIMAL WELFARE CONCERN: 1 2%

Incident Report

STURGEON COUNTY ENFORCEMENT -

BON ACCORD BYLAW:	1	2%
CAT LOST:	1	2%
COMMUNITY STANDARDS:	1	2%
COMPLAINT FOLLOW UP:	1	2%
DOG PATROL:	4	10%
DRIVING COMPLAINT:	1	2%
LEGAL BYLAW:	2	5%
PROACTIVE PATROL:	14	33%
SCF MEETING:	1	2%





SCF PUBLIC EVENT: 1 2%

SCHOOL PATROL: 3 7%

TRAFFIC ENFORCEMENT: 11 26%

Incident Report

STURGEON COUNTY ENFORCEMENT -

Grand Total: 100.00% Total # of Incident Types Reported: 42

9.4

From: McGunigal, Darcy (RCMP/GRC)

Sent: Wednesday, April 30, 2025 2:23 PM

To: Subject: RCMP April Roundup

On April 1, Cst. Tanner Wills was recognized as the Hero of the Game at game 3 the Edmonton Oil Kings first round playoff series vs the Prince Albert Raiders. Cst. Wills is the School Resource Officer at Sturgeon Composite High School and Morinville Community High School. He received the recognition for his outstanding contributions and dedication to community service. *(Photos attached)*

On April 2, members of Morinville RCMP and Sturgeon County Municipal Enforcement hosted a Coffee with a Cop event in Gibbons. This included general discussions on policing, community safety priorities, and careers in law enforcement.

On the morning of April 4, Morinville RCMP along with members of the RCMP Crime Reduction Team arrested a suspect in possession of a 2007 Chevy Silverado in Sturgeon County north of Bon Accord. The truck had been stolen earlier in the day from a dealership in Ponoka. The suspect had attempted to flee from police but the vehicle was immobilized with a spike belt, and the suspect was taken into custody with assistance from air services. The suspect, a 24 year old man from Morinville, was brought before a Justice of the Peace and remanded in custody to appear in St. Albert Provincial Court on April 28 to face two charges of theft, dangerous operation of a motor vehicle, possession of break-in instruments, fraudulent concealment, failing to comply with previous release conditions, six weapons related charges, and two provincial traffic offences.

In the early morning of April 5, Morinville RCMP arrested a suspect during a late night patrol on Highway 651 near Legal in possession of a stolen 1996 Honda Civic. The vehicle had been stolen the previous day from a residence in Edmonton. A 40 year old man from Saskatoon was arrested and charged with possession of a stolen vehicle, possession of a stolen licence plate, two counts of failing to comply with previous release conditions from Saskatchewan, and five traffic related offences. The suspect was brought before a Justice of the Peace and remanded in custody to appear in Morinville Provincial Court on April 17 where he pleaded guilty to multiple charges and was sentenced to a total of 150 days in custody.

On the evening of April 11, Morinville RCMP along with members of the RCMP Crime Reduction Team arrested a suspect driving a vehicle with a stolen licence plate in Sturgeon County between Gibbons and Redwater. Several illegal weapons were also found in the vehicle at the time of arrest. A 39 year old man from Vimy was arrested and charged with possession of stolen property and four weapons related charges. He was brought before a Justice of the Peace and has been remanded in custody to appear in Morinville Provincial Court on May 8.

On the morning of April 18, Morinville RCMP responded to a shooting in the Morinville Estates Manufactured Home Community in Morinville. A 37 year old man was found deceased at the scene. The shooting is believed to have been targeted with no risk to the general public, and the RCMP Serious Crimes Branch is investigating.

On the afternoon of April 21, Morinville RCMP responded to a two vehicle collision on Highway 28 just north of Highway 642 in Sturgeon County. A northbound pickup truck crossed the centre line and collided head on with a southbound semi truck. The driver of the pickup truck, a 44 year old man from

Edmonton, died at the scene, while the driver of the semi truck was not injured. Traffic in the area was redirected for several hours while police investigated.

At this time RCMP Morinville Detachment would like to provide residents with crime prevention tools and tips to help reduce the risk of auto theft. Opportunistic thieves often target vehicles that are left unlocked or left with the keys still in the ignition. Once a vehicle is stolen, it may be dismantled for parts, or shipped overseas, or even resold within Alberta using a falsified vehicle identification number (VIN), putting unsuspecting buyers at risk.

So far this year, the most targeted vehicles for theft in Alberta are:

MAKE/ MODEL	TOTAL (Jan to Apr 21, 2025)	Color 1	Color 2	Color 3	Year 1	Year 2	Year 3
GMC Sierra	152	white (63)	grey (27)	black (23)	2006 (16)	2007 (12)	2003 (11)
Chev Silverado	140	white (43)	grey (28)	black (24)	2006 (21)	2007(19)	2005 (16)
Ford F150	95	white (27)	grey (19)	black (18)			
Dodge Ram	90	black (29)	white (19)		2011 (8)	2001 (6)	
Ford F-350	71	white (28)			2007 (12)	2015 (10)	
Honda Civic	61	black (12)	grey (11)	white (9)	2000 (6)		
Dodge 1500	53	black (22)	white (12)		2023 (12)	2022 (10)	
Honda CRV	45	black (12)			2001 (6)	2017 (5)	1998 (5)
Grand Cherokee	43	white (28)			2023 (8)		
Toyota Rav 4	37	white (17)	black (5)		2022 (5)	2020 (4)	2023 (4)

RCMP are advising residents of the following theft prevention tips:

- Always make sure to lock your vehicle.
- Never leave keys or garage door openers in your vehicle.
- Never leave important documents with personal identifying information in your vehicle.
- Ensure all valuables are removed or out of sight. This includes shopping bags, loose change, sunglasses, and any electronics.
- Do not leave your windows open when you leave your vehicle.
- If possible, store your vehicle in a locked garage when not in use.
- Park your vehicle in well lit areas and within sight. If you're unable to park in a locked garage, keep outdoor lights on for added security.
- Install anti-theft and vehicle tracking devices.
- Install steering wheel clubs on any vehicles equipped with push button ignitions. These vehicles are highly vulnerable to thefts.

RCMP Morinville Detachment would also like to announce their policing priorities for 2025/26, which will consist of:

1. Property Crime Reduction – 15% Reduction of Auto Thefts and Break and Enters over the next year
2. Community Engagement – Enhanced positive engagement between police and the community
3. Police Visibility – Coordination of increased patrols and public notifications

These priorities will also include initiatives related to traffic safety, targeted investigations into property crimes, offender management strategies, community awareness, youth engagement, and strategies to improve communication from police to the public. The RCMP would like to thank the various community

members throughout the Morinville Detachment area who contributed their input into policing priorities over the past several months.

RCMP Morinville Detachment is also pleased to announce the launch of the Sturgeon Regional Positive Ticketing program. Beginning on May 1, members of the Morinville RCMP, Town of Morinville Municipal Enforcement, and Sturgeon County Municipal Enforcement will be issuing positive tickets to youth recognizing those who demonstrate good citizenship such as helping others, following safety rules, volunteering, or showing acts of kindness.

The tickets will serve as a recognition and each will be attached to a reward in the form of a gift certificate which can be redeemed for treats from various local businesses. Recipients and their parents are also encouraged to share posts on social media of their experiences receiving positive tickets. Local police and peace officers are looking forward to recognizing the many deserving youths in our community as they kick off another fun spring and summer! *(Photo attached)*



XXXX

Sturgeon Regional Positive Ticketing
POSITIVE TICKET

Date: _____
Name: _____

You've Been Caught:

☐ Demonstrating Personal Safety
☐ Being A Community Hero
☐ Demonstrating A Positive Attitude
☐ Making A Smart Choice
☐ Other: _____

Our participating partners are excited by the amazing things youth are doing in our community

Thank you!



Officer Name: _____
Badge Number: _____

TOWN OF LEGAL

Report to Council

- ☒ Request for Decision
☐ Request for Direction
☐ For Council Information

Meeting:	Regular Council
Meeting Date:	May 5, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Centralta Community Hall Usage Cancellation
Agenda Item No:	10.1

BACKGROUND / PROPOSAL:

At the March 3, 2025 Council meeting, Council passed the following resolution:

12355 Resolution #12355 Moved by: Councillor Malott

RESOLVED that the Town of Legal approve, in accordance with the Joint Use Agreement between the ACFA and the Town of Legal, the Club 60 Roses' request to have access to the Centralta Community Center (gym, lobby, Chauvet Room and the kitchen space) as one of the 6 allotted Town supported functions for the Club 60 Roses' Community Fundraising Event scheduled for Saturday, May 10th, 2025, from 4:30pm to 11:30pm.

CARRIED 4-0

Since the approval, due to unforeseen delays in the licensing process, the Club 60 Roses' will need to cancel the upcoming Community Bingo event that was originally proposed for Saturday, May 10th, 2025, at the Centralta Community Center in Legal.

The letter of cancellation is attached.

Administration is recommending Council to rescind resolution #12355 as a result of the cancellation of the proposed event.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

10.1

In place of the spring event, the Club 60 Roses is now looking toward planning a Fall Community Bingo. Once a new date has been confirmed, Club 60 Roses will submit an updated letter of request for hall usage and event approval.

COSTS / SOURCE OF FUNDING (if applicable):

As stated in the Facility Use Agreement between the Town of Legal and the Association Canadienne-Francaise de l'Alberta, in the event of a cancellation, Centralta will be notified a minimum of 7 days prior to the scheduled event. The letter of cancellation was submitted to the ACFA on April 15, 2025 and to the Town on April 20, 2025.

RECOMMENDED ACTION (by originator):

It is recommended that Council rescind Resolution #12355, approving the Club 60 Roses' request to have access to the gym, lobby, Chauvet Room and the kitchen space of the Centralta Community Centre for the Community Fundraising Event scheduled for Saturday, May 10th, 2025, from 4:30pm to 11:30pm.

Initials show support – Reviewed by:

CAO: Original Signed - RP

From: Carol T
Sent: Sunday, April 20, 2025 1:50 PM
To: Robert Proulx; Christine Young
Cc: Raymond Cormie; George Prefontaine
Subject: RE: Community Bingo Event Postponed

April 14, 2025

Dear Council Members,

We hope this message finds you well.

We are writing to inform you that, due to unforeseen delays in the licensing process, we will unfortunately need to cancel the upcoming Community Bingo event that was originally proposed for Saturday, May 10th, 2025, at the Centralta Community Center in Legal.

We sincerely appreciate the Town of Legal's support and approval for the use of the hall through the Joint Use Agreement with ACFA. Your encouragement and cooperation have been deeply valued throughout the planning stages.

In place of the spring event, we are now turning our focus toward planning a Fall Community Bingo. Once a new date has been confirmed, we will submit an updated letter of request for hall usage and event approval.

Thank you again for your continued support and understanding. We look forward to working together in the near future to bring this initiative to life for the benefit of our community.

Warm regards,

Carol Tremblay; Volunteer Coordinator
780-701-5234

George Prefontaine; President Club 60 Roses
780-991-4628

Raymond Cormier, CEO Homeland Housing
780-939-5116

10.1

TOWN OF LEGAL

Report to Council

- ☒ Request for Decision
☐ Request for Direction
☐ For Council Information

Meeting:	Regular Council
Meeting Date:	May 5, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Municipal Assessment Services Group Inc. Agreement
Agenda Item No:	10.2

BACKGROUND / PROPOSAL:

Municipal Assessment Services Group Inc. (MASG) has been the assessment service provider for the Town of Legal since 1995.

Municipal Assessment Services Group will continue to provide Legal with the highest quality alternative for you assessment service needs. Municipal Assessment Services Group Inc. is proud of the track record it has developed in meeting all of its contracts and obligations.

The current assessment services agreement expired on March 31, 2025. Municipal Assessment Services Group Inc would like to offer the Town a renewal/extension of the existing agreement with the same terms of service for a contract term of three years, commencing April 1, 2025 to March 31, 2028.

The proposed renewal agreement is attached for Council's review, covering a new three-year term beginning April 1, 2025. As part of MASG's commitment to long-term client partnerships, they have made every effort to reduce internal costs and improve operational efficiencies. These efforts have allowed MASG to offer a renewal at reduced rates, reflecting savings that were previously unavailable.

Administration is recommending Council to authorize the Chief Administrative Officer to sign the Municipal Assessment Services Group Agreement, commencing April 1, 2025 to March 31, 2028 as presented.

10.2

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Assessment services are required by the municipality in order to carry out the assessment of property within the municipality, primarily for taxation purposes.

Municipal Assessment Services Group has been asked by the municipality to provide certain assessment services as set out in the attached agreement in Schedule "A" and Municipal Assessment Services Group has agreed to provide such services.

Municipal Assessment Services Group will, on behalf of the municipality, prepare the assessments and undertake the assessment related activities. For the purposes of the applicable provincial legislation and municipal bylaws relating to assessment, Municipal Assessment Services Group shall designate an assessor to do the assessments.

Changes to this renewal agreement include:

Under Schedule A:

Addition:

- The 20% method of inspection in the current value program will commence annually.

Changes:

- The assessor's time and travel expense reviewing and preparing for the defense of assessments complained to the Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB) hearing(s), percentage not to exceed one (1) percent of total combined parcels or on assessments less than \$3,000,000.

Previous agreement stated "The assessor's time and travel expense reviewing and preparing for the defense of assessments complained to the Local Assessment Review Board (LARB) or Composite Assessment Review Board (CARB), percentage not to exceed one (1) percent of total parcels or on assessments greater than \$3,000,000."

- 1st Year: Commencing April 1, 2025, to March 31, 2026: \$16,100 per annum (\$4,025 quarterly).
2nd Year: Commencing April 1, 2026, to March 31, 2027: \$16,600 per annum (\$4,150 quarterly).
3rd Year: Commencing April 1, 2027, to March 31, 2028: \$17,100 per annum (\$4,275 quarterly).
NOTE: All quarterly payments considered Beginning of Period and exclude GST. The above quarterly payments are based on a full year's contract. Prices do not include GST.

The fees listed have increased approximately 3% over the previous agreement fees.

Previous agreement stated "Any new development will be billed @ \$20.00 per parcel on the April invoice each year and will also include an updated parcel count. Current parcel count is 598 as of March 1, 2022." MASG has removed this cost entirely to recognize the long-standing relationship between the Town of Legal and MASG.

Under Schedule B:

Changes:

- Any Local Assessment Review Board (**LARB**) hearing(s) and/or hearings Composite Assessment Review Board (**CARB**) hearing(s) exceeding 1% of total parcels; or any Higher Court attendance.

Previous agreement stated "Any Local Assessment Review Board (LARB) hearings or Composite Assessment Review Board (CARB) hearings exceeding 1% of total parcels or on assessments greater than \$3,000,000 or where a lawyer is required. Any Higher Court attendance is not included."

Additions:

- Any charges for legal counsel, relating to the defense and/or dispute of any assessment and/or taxation matter.

Removals (was on previous agreement):

- Any new development will be billed @ \$20.00 per parcel on the April invoice each year and will also include an updated parcel count. Current parcel count is 598 as of March 1, 2022.

COSTS / SOURCE OF FUNDING (if applicable):

PAYMENTS TO MASG FOR ASSESSMENT SERVICES:

Term

1st Year: Commencing April 1, 2025, to March 31, 2026: **\$16,100** per annum (\$4,025 quarterly).

2nd Year: Commencing April 1, 2026, to March 31, 2027: **\$16,600** per annum (\$4,150 quarterly).

10.2

3rd Year: Commencing April 1, 2027, to March 31, 2028: **\$17,100** per annum
(**\$4,275** quarterly).

NOTE:

All quarterly payments considered Beginning of Period and exclude GST. The above quarterly payments are based on a full year's contract. Prices do not include GST.

Should the Municipality request MASG to undertake work that is not set out in Schedule "A", such additional work shall be charged at an hourly rate of \$90.00 per hour plus expenses.

RECOMMENDED ACTION (by originator):

It is recommended that Council authorize the Chief Administrative Officer to sign the Municipal Assessment Services Group Agreement, commencing April 1, 2025 to March 31, 2028.

Initials show support – Reviewed by:

CAO: Original Signed - RP

April 14, 2025

Mr. Robert Proulx
Chief Administrative Officer
PO Box 390, Legal, AB T0G1L0

Dear Robert:

RE: PROPOSAL TO EXTEND/RENEW PROPERTY ASSESSMENT SERVICES

Municipal Assessment Services Group Inc. is proud to have been the assessment service provider to the Town of Legal for the **past 30 years**. We hope the service we have provided has exceeded all the expectations of Council and Administration during that time.

Our current agreement expires on **March 31, 2025**. We would like to take the opportunity to offer a renewal/extension of the existing agreement with the same terms of service.

We've used a renewal contract term period of three years. If any of the terms are not what you need, we are more than willing to discuss your individual needs.

*First year of Term Price @ \$16,100 (\$4,025 Quarterly)
(For the period April 1, 2025, to March 31, 2026)*

*Second year of Term Price @ \$16,600 (\$4,150 Quarterly)
(For the period April 1, 2026, to March 31, 2027)*

*Third year of Term Price @ \$17,100 (\$4,275 Quarterly)
(For the period April 1, 2027, to March 31, 2028) ¹*

¹ Prices do not include GST.



We are proud of our extensive track record earned over the past 30 years surpassing all our clients' expectations and will continue to provide you with unmatched service. We're looking forward to working with you to support of any plans for continuing growth and development in the years to come.

It is a pleasure to work for you, and we look forward to continuing the great working relationship that's been established over the years.

Best regards,

Travis Horne, AMAA, MAS, AIMA, CRA PApp, LAAS
President
Municipal Assessment Services Group Inc.





THIS AGREEMENT made this ____ day of _____, 2025

BETWEEN:

MUNICIPAL ASSESSMENT SERVICES GROUP INC.

(hereinafter called "MASG")

- and -

TOWN OF LEGAL

(hereinafter called the "Municipality")

1.0 Background

- 1.1 Assessment services are required by the Municipality in order to carry out the assessment of property within the Municipality, primarily for taxation purposes.
- 1.2 MASG has been asked by the Municipality to provide certain assessment services as set out in this agreement and MASG has agreed to provide such services.

2.0 Description and Scope of Services

- 2.1 MASG will, on behalf of the Municipality, prepare the assessments and undertake the assessment related activities, all of which are set out in **Schedule "A"**, which is attached to and forms a part of this agreement.

3.0 Appointed Assessor

- 3.1 For the purposes of the applicable provincial legislation and municipal bylaws relating to assessment, MASG shall designate an assessor acceptable to the Municipality from within MASG to do the assessments and shall duly be the "appointed assessor" respecting such assessments.

4.0 Level and Standards

- 4.1 The appointed assessor will be an Accredited Municipal Assessor of Alberta [AMAA].
- 4.2 The appointed assessor will be required to exercise independence and judgment in equating all of the relevant data involved in property assessment and in determining final assessment value of property.



- 4.3 The appointed assessor will endeavor to maintain property equity in assessments within the Municipality.

5.0 Term

- 5.1 This agreement will come into effect once it has been signed by both parties.
- 5.2 This agreement involves services with a commencement date of **April 1, 2025**, and expires on **March 31, 2028**, with an option of renewal upon written agreement of both parties.
- 5.3 During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

6.0 Fees, Expenses, and Payments

- 6.1 The cost of the assessment services is set out in **Schedule "A"** which the Municipality will pay to MASG in the manner provided for in article **6.2**.
- 6.2 The Municipality will be invoiced on a quarterly basis for work in progress and payments must be paid within thirty (30) days of invoice. Interest at the rate of twelve percent (12%) per annum, calculated monthly shall be due on any late payments.
- 6.3 Goods and Services Tax [GST] or any substitute for the GST shall be added (when applicable) to the cost of assessment services.
- 6.4 Should the Municipality request MASG to undertake work that is not set out in **Schedule "A"**, such additional work shall be charged at an hourly rate of **\$90.00** per hour plus expenses.

7.0 Confidentiality and Non-disclosure

- 7.1 Unless required by law, any data or other information concerning MASG which is obtained by the Municipality in its dealings with MASG under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by MASG.
- 7.2 Unless required by law, any data or other information concerning the Municipality, which is obtained by MASG in its dealings with the Municipality under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by the Municipality.



8.0 Indemnification

- 8.1 MASG will ensure that its employees, when on assignments, will comply with any safety and security regulations and procedures in effect regarding the properties being assessed.
- 8.2 MASG will indemnify and save harmless the Municipality against all claims, damages and expenses that relate to MASG employees who may be injured while performing assessment functions pursuant to this agreement unless such injury results from a willful or negligent act on the part of the Municipality, its officers, employees, or agents.
- 8.3 MASG will not be liable for any claims or other legal action that may result from or in any way relate to the assessment services performed on behalf of the Municipality.

9.0 Termination of Contract

- 9.1 Either party may terminate this agreement at any time, without cause by giving notice in writing to the other party of not less than ninety (90) days.
- 9.2 If MASG provides notice of termination to the Municipality or receives a termination notice from the Municipality, it shall outline what portions of the services under the agreement will not be completed by the date of the termination. It will then be the responsibility of the Municipality to make appropriate arrangements to have the required assessments completed.
- 9.3 Upon termination, MASG shall submit to the Municipality an invoice for services rendered but not previously invoiced and the Municipality shall pay such invoice within 30 days of its receipt by the Municipality. Interest, at the rate of twelve percent (12%) per annum, calculated monthly not in advance, shall be due regarding any late payments.

10.0 Amendments

- 10.1 This agreement may be amended solely by written consent of both parties.
- 10.2 This agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

11.0 Contract Renewal

- 11.1 Contract renewals will be available subsequent to this agreement, as determined by both parties as outlined in article 5.3.



12.0 Arbitration

- 12.1 Should the parties be unable to resolve any disputes which may arise regarding this agreement, the matter(s) in dispute shall be referred to arbitration in accordance with the provisions of the Arbitration Act, Revised Statutes of Alberta 2000, Ch. A-43.

13.0 Binding

- 13.1 This agreement ensures to the benefit of and is binding upon the parties to this agreement and their respective successors and any assignees of MASG and the Municipality.

14.0 Representatives

- 14.1 The representatives of the parties and the address for notices for the purpose of this agreement are as follows:

a) for MASG:

Representative: Travis Horne, AMAA, MAS, AIMA, CRA PApp, LAAS
President
Appointed Assessor/Designated Officer

Address: PO Box 3369
10404 – 100 Avenue
Morinville, AB T8R 1S2

b) for the Municipality:

Representative: Robert Proulx
Chief Administrative Officer

Address: PO Box 390
Legal, AB T0G1L0



15.0 Signatures

- 15.1 This agreement is executed by the parties as of the date shown on the first page of this agreement.

MASG

Per: _____

Travis Horne, AMAA, MAS, AIMA, CRA PApp, LAAS
President

The Municipality

Per: _____

10.2

SCHEDULE "A"

The following assessment services are provided pursuant to the agreement between MASG and the Municipality.

MASG ASSESSMENT SERVICES WILL INCLUDE:

- All computer hardware and software, relative to the **CAMALOT** Assessment System in the MASG Morinville office.
- All travel costs such as mileage, meals, and accommodation.
- Annual assessment of new properties, as well as reported changes to existing properties.
- An assessment valuation shall be conducted annually. The current value program will continue.
- The 20% method of inspection in the current value program will commence annually.
- The Municipality will receive the assessment values in report form or electronic data transfer.
- Administration and council support relating to property assessment matters.
- The assessor will be available to address assessment inquiries and estimates of taxation from property owners by telephone, or in person when required.
- Assessment and Growth shift studies shall be provided after each valuation.
- Required Annual recapitulation and assessment to market ratio studies shall be reported to the Assessment Audit Unit of Municipal Affairs via MileNet.
- Required Standards and Reporting as per all legislation and regulation in the Province of Alberta. This includes, but not limited to, the Municipal Government Act [MGA], Matters Relating to Assessment and Taxation [MRAT], and Alberta Assessment Quality Minister's Guidelines.
- The assessor's time and travel expense reviewing and preparing for the defense of assessments complained to the Local Assessment Review Board (**LARB**) and Composite Assessment Review Board (**CARB**) hearing(s), percentage not to exceed one (1) percent of total combined parcels **or** on assessments less than \$3,000,000.

SCHEDULE "A"

PAYMENTS TO MASG FOR ASSESSMENT SERVICES:

Term

1st Year: Commencing April 1, 2025, to March 31, 2026: **\$16,100** per annum (**\$4,025** quarterly).

2nd Year: Commencing April 1, 2026, to March 31, 2027: **\$16,600** per annum (**\$4,150** quarterly).

3rd Year: Commencing April 1, 2027, to March 31, 2028: **\$17,100** per annum (**\$4,275** quarterly).

NOTE: All quarterly payments considered Beginning of Period and exclude GST. The above quarterly payments are based on a full year's contract.

Prices do not include GST.

THE MUNICIPALITY WILL BE RESPONSIBLE FOR:

- All required maps, subdivision plans, development/building permits including plans where available.
- All costs incurred at Land Titles Office and Corporate Registry.
- All costs resulting from ratepayer information brochures, newspaper advertisements and bulk mailing.

SCHEDULE "B"

MASG ASSESSMENT SERVICES NOT INCLUDED: (ESTIMATED AS REQUIRED)

Should the Municipality request MASG to undertake work that is not set out in **Schedule "A"**, such additional work shall be charged in the manner as shown in **Section 6.4** of the contract.

- Any Local Assessment Review Board (**LARB**) hearing(s) and/or hearings Composite Assessment Review Board (**CARB**) hearing(s) exceeding 1% of total parcels; or any Higher Court attendance.
- Any charges for legal counsel, relating to the defense and/or dispute of any assessment and/or taxation matter.
- New major or non-typical development over **\$3,000,000** will be negotiated and cost separately relative to annual assessments.
- Any annexations or municipal boundary changes.
- Equalization Appeals.
- Municipal Appraisals as required for insurance, sale of property from tax forfeiture proceedings as well as properties owned by the Municipality held for re-sale.
- Business Tax assessments.
- Assessment changes arising out of legislative changes.
- Property designated as a "major plant" by the [2017 Alberta Machinery and Equipment Minister's Guidelines](#) regulation; for example, large refineries, upgraders, pulp and paper mills.

TOWN OF LEGAL

Report to Council

- ☒ Request for Decision
☐ Request for Direction
☐ For Council Information

Meeting:	Regular Council
Meeting Date:	May 5, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Seniors' Week 2025 Declaration Request
Agenda Item No:	10.3

BACKGROUND / PROPOSAL:

For 39 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 2 to 8 and will be kicked off with a provincial launch event on June 2 in the City of Camrose.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

Administration is recommending Council to declare June 2 to 8, 2025 as Seniors' Week in the Town of Legal.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Seniors are deeply involved in our community, as they support family members and friends, assist charities, and volunteer their time.

Not to be mistaken with International Day of Older Persons, which is celebrated October 1st of each year, Seniors' Week is an opportunity to honour and recognize all that seniors have contributed to making our families, communities and our province stronger.

COSTS / SOURCE OF FUNDING (if applicable):

No cost for declaration.

10.3

RECOMMENDED ACTION (by originator):

It is recommended that Council declare, in honour of the past, present and future contributions of the seniors of this community and throughout Alberta, June 2 to 8, 2025 to be Seniors' Week in Legal, Alberta.

Initials show support – Reviewed by:

CAO: Original Signed - RP

From: Seniors Information <Seniorsinformation@gov.ab.ca>
Sent: Thursday, April 24, 2025 2:38 PM
To: Seniors Information <Seniorsinformation@gov.ab.ca>
Subject: Recognizing Seniors' Week 2025 – Community Declaration

For 39 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 2 to 8 and will be kicked off with a provincial launch event on June 2 in the City of Camrose.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, a declaration is made by a senior official (i.e., Mayor/Reeve, Chief) at the community level. All communities that notify us that they have declared Seniors' Week will be recognized on [our website](#).

To assist communities in declaring Seniors' Week, attached is a sample Community Declaration for your community to consider using. If your community uses the attached example, kindly email the signed copy to seniorsinformation@gov.ab.ca by May 31, 2025. Following Seniors' Week, a version signed by The Honourable Minister Nixon will then be returned to your community.

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit the [Seniors' Week website](#) or email us at seniorsinformation@gov.ab.ca if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services
Government of Alberta

Classification: Protected A

10.3



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors' Week in

Community

Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services



TOWN OF LEGAL

Report to Council

- ☒ Request for Decision
- ☐ Request for Direction
- ☐ For Council Information

Meeting:	Regular Council
Meeting Date:	May 5, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	2025-2026 Annual Library Funding Request
Agenda Item No:	10.4

BACKGROUND / PROPOSAL:

To ensure the Library's eligibility for annual funding from the Government of Alberta's Public Library Grants program, the Town of Legal Library Board (the Board) is requesting the Town of Legal to consider the annual funding appropriation for the Town of Legal Library Board for the 2025-2026 fiscal year.

The Town of Legal Library Board is requesting \$6,000.00 funding appropriation, in addition to the Northern Lights Library System fees of \$7,800.00; this would result in a total funding request of \$13,800.00 for 2025-2026.

To be eligible to receive Public Library Board Operating Grants from the Government of Alberta, the Board must receive a local appropriation of at least \$2.00 per resident from Council. Based on the 2016 census of population (1,345), the minimum funding required from the Town of Legal for the Board to receive the 2025-2026 Operating Grant is \$2,690.00.

The Town has provided the appropriation funding to the Town of Legal Library Board since 2021, with the most recent amount provided being \$2,690.00. The Town of Legal has also paid the 2025 Northern Lights Library System fees of \$7,357.15 on January 21, 2025.

Administration is recommending Council to approve an appropriation funding amount of \$5,380.00 for the Board's submission for annual funding from the Government of Alberta's Public Library Grants program for the 2025-2026 fiscal year.

10.4

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Public libraries are a key component of Alberta's vibrant municipalities, and the provincial government is committed to maintaining a strong province-wide public library system. The vision is to create seamless access to library resources and services for all Albertans by facilitating local access and building a province-wide networked service based on collaboration, innovation, and technology.

The province continues to support this vision by maintaining an operating grant program for municipal, intermunicipal and library system boards and by providing project grants that encourage development of provincial public library service and equitable access to public library service for all Albertans.

At this time, the Government of Alberta Public Library Board operating grant is the largest single source of funds accessible to the Town of Legal Library Board that could be used to pay programming costs and their half of the NLLS membership which is necessary to provide library services.

STRATEGIC ALIGNMENT:

Strong Partnerships and Advocacy

- Collaborate with community organizations and other agencies to leverage resources for the benefit of all residents

Strategic Priority: Increase collaboration with local organizations to help support and promote economic growth and to ensure residents have a diverse range of available programming.

Engage with community partners to leverage funds and provide recreational opportunities for residents

Success will be measured by increased recreational, social or cultural activities and programs, and observing increased volunteer participation and community spirit

COSTS / SOURCE OF FUNDING (if applicable):

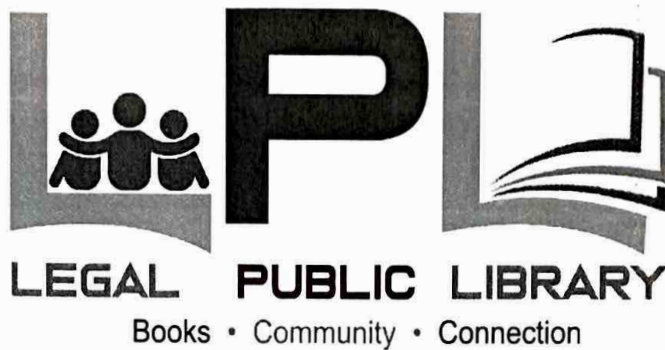
\$5,380.00 will be sourced from MSI Operating.

RECOMMENDED ACTION (by originator):

It is recommended that Council approve an appropriation funding amount of \$5,380.00 for the Town of Legal Library Board's submission for annual funding from the Government of Alberta's Public Library Grants program for the 2025-2026 fiscal year.

Initials show support – Reviewed by:

CAO: Original Signed - RP



Mayor and Council
Town of Legal
Box 380
Legal, AB T0G1L0

April 25, 2025

RE: 2025-2026 Annual Library Funding Request

Dear Mayor and Council,

I am writing to request Town Council consider the 2025-2026 annual funding appropriation for the Town of Legal Library Board. This is to ensure the Library's eligibility for annual funding from the Government of Alberta's Public Library Grants program.

In addition to the payment of Northern Lights Library System fees of \$7800, we request, for the 2025-2026 fiscal year, appropriation in the amount of \$6000. This would result in a total funding support of \$13800 for the 2025-2026 year.

To facilitate the timely submission of our Provincial Operating Grant, we request allocation approval be decided, communicated and distributed by August 30, 2025 as proof of funding is necessary for grant application submission.

Should you have any questions, please contact me at 780-975-4375.

Sincerely,

Jenny Baril
Chair, Town of Legal Library Board

10.4



Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements or financial report from the previous year and your signed grant application form by mail or email to:

Alberta Municipal Affairs
Public Library Services Branch
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
libgrants@gov.ab.ca

Budget requirements are set out in Sections 5 and 12.1 of the *Libraries Act*:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2025 Budget

Budget approved by library board as authorized by:

Legal name of library board: Town of Legal Library Board

Print name: Nicolas Brown Position: Board Treasurer

Signature: 

Date budget was approved by board: April 24, 2025

Original or emailed copies are accepted

10.4

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2025
Projected cash balance at beginning of year, January 1		
01	Cash on hand	
02	Total in current bank accounts	\$59,782.47
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	\$1,366.89
06	TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)	\$61,149.36
Government contributions		
07	Local appropriation (Cash transfer from your municipality for operations)	\$6,000.00
08	Provincial library operating grant (Do not combine with other provincial funding)	\$17,483.00
Other government contributions		
09	Cash transfer(s) from <u>neighbouring municipality(ies)</u>	\$6,000.00
10	Cash transfer from <u>neighbouring municipality's library board</u>	
11	Cash transfer from <u>library system</u> (e.g. Library Services Grant)	
12	Cash transfer from improvement district/summer village	
13	Cash transfer from school board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. recreation board, CFEP, CIP) please list	
15a		
15b		
15c		
Other revenue		
16	Fundraising and donations (e.g. book sales, bequests)	\$50.00
17	Friends group donations	\$150.00
18	Fees and fines	
18a	Card fees (incl. non-resident fees)	\$200.00
18b	Fines (incl. overdue, lost/damaged book reimbursements)	
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring)	
22	GST refund	
23	Interest and dividends	\$0.06
24	Transfers from reserve accounts	
25	Other income (please list)	
25a		
25b		
25c		
26	TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)	\$29,883.06
27	TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$91,032.42

10.4

ESTIMATE OF EXPENDITURE		Budget 2025
Staff		
28	Salaries, wages and benefits (incl. WCB, etc.)	\$21,640.00
29	Honoraria (library volunteers)	
30	Staff professional development (incl. travel and hospitality)	
31	TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 30)	\$21,640.00
Library resources		
32	Physical materials (incl. periodicals and non-print materials; <u>do not</u> include money transferred to your library system for book purchases, that info goes on line 56)	\$2,000.00
33	Digital resources (i.e., e-content)	
34	TOTAL PROJECTED LIBRARY RESOURCES (add lines 32 and 33)	\$2,000.00
Administration		
35	Audit and/or annual financial review	
36	Board expenses (incl. honoraria, travel, course and conference fees)	
37	Equipment rentals and maintenance	
38	Contracts and fees for services (e.g. bookkeeping, IT services, professional fees)	
39	Bank charges	\$150.00
40	Library and office supplies (incl. binding & repair, printing and copier supplies)	\$600.00
41	Association memberships (e.g. ALTA, LAA, AALT)	
42	Postage and box rental	\$120.00
43	Program expense (incl. publicity/advertising, equipment rental, artist fees)	\$4,200.00
44	Fundraising	
45	Telephone and internet	\$420.00
46	Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software)	\$560.00
47	GST	
48	Other expenses (please list)	
48a		
48b		
49	TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 35 to 48)	\$6,050.00
Building costs		
50	Insurance	\$1,400.00
51	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	
52	Utilities	
53	Occupancy costs (e.g. the board's share of utilities/janitorial in joint-use buildings)	
54	Rent	
55	TOTAL PROJECTED BUILDING EXPENSES (add lines 50 to 54)	\$1,400.00

10.4

ESTIMATE OF EXPENDITURE (cont'd)		Budget 2025
Transfer payments		
56	Transfer to other library boards (please specify boards: may include transfers to other municipal/intermunicipal library boards or library system boards for the material allotment/levy and other library system charges)	
56a	Northern Lights Library System	\$7,800.00
56b		
56c		
56d		
56e		
56f		
57	Contract payments to library societies (please list)	
57a		
57b		
57c		
57d		
58	TOTAL PROJECTED TRANSFER PAYMENTS (add lines 56 and 57)	\$7,800.00
59	TOTAL PROJECTED OPERATING EXPENDITURE (add lines 31, 34, 49, 55, 58)	\$38,890.00
60	Loan interest and payments	
61	Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures		
62	Building repairs and renovations (e.g. roof, carpet, partitions)	
63	Furniture and equipment	
64	Computer hardware (e.g. desktop computers, printers)	
65	Other (please list)	
65a		
65b		
66	TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 62 to 65)	
67	TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 59, 60, 61, 66)	\$38,890.00

Projected cash balance at end of reporting year		
68	Cash on hand	
69	Total in current bank accounts	\$20,775.47
70	Total in savings accounts	\$30,000.00
71	Term deposits	
72	Other committed funds (e.g. trusts and bequests, reserves, capital)	\$1,366.95
73	TOTAL PROJECTED CASH ON HAND (add lines 68 to 72)	\$52,142.42
74	TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 67 and 73)	\$91,032.42

If it is anticipated that the municipality will be paying operating costs on behalf of the library board, please have the Municipal Administrator complete the Direct Payments form on the next page.

10.4

Direct Payments - Budget

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is anticipated to be paid on behalf of the library board. These figures may be subject to audit. Do not include in kind contributions. The funds in lines i. through xii. should not be included in the library board's budget. **The amount of local appropriation (annual operating cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.**

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2025
i. Library staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
ii. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
iii. Insurance	
iv. Utilities	
v. Audit/financial review	
vi. Rent (paid to private landlord, not to municipality)	
vii. Telephone and internet	
viii. Other (please list - DO NOT include the municipality's library system membership fee/levy)	
IX. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to viii.)	\$ -
Other expenditures to be paid by municipality	
x. Municipal staff costs (i.e., if a municipal employee spends a portion of time on library business)	
xi. Debenture interest and principal	
xii. Capital or special grants (e.g. one-time grants. DO NOT include annual operating cash transfer)	
XIII. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines x. to xii.)	\$ -

I, _____, Administrator of
(please print name)

Town of Legal
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality
in providing the indicated services on behalf of

Town of Legal Library Board
(legal name of library board)

Signature: _____ Date: _____

10.4

TOWN OF LEGAL

Report to Council

- ☒ Request for Decision
☐ Request for Direction
☐ For Council Information

Meeting:	Special Council Meeting
Meeting Date:	May 5, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	2026-2030 Recreation Funding Agreement
Agenda Item No:	10.5

BACKGROUND / PROPOSAL:

Intermunicipal recreation funding between the Town of Legal and Sturgeon County is an outcome of the Intermunicipal Collaboration Framework (ICF) process, which is mandated by the *Municipal Government Act*.

The Town of Legal and Sturgeon County have a long history of partnering on intermunicipal recreation services with the current agreement set to expire on December 31, 2025.

Residents from Legal and Sturgeon County benefit from the Town of Legal's recreational facilities, including the arena and curling rink, as well as their recreation programs. Through the Recreation Cost Sharing Agreement, the County provides funding to the Town to ensure these services remain accessible to its residents.

The Recreation Cost Sharing Agreement outlines several conditions, such as equal charging of fees between the Town of Legal and Sturgeon County residents, equal timelines for programming registration and requirements that identify the County as a contributing partner to the Town's recreation services.

The Town of Legal and Sturgeon County have worked together to monitor resident utilization with 2023-2024 data indicating Sturgeon County residents account for approximately 30% of recreation usership.

The Recreation Cost Sharing Agreement was approved by Sturgeon County Council, and is attached. Administration is recommending that Council authorize the Mayor and Chief Administrative Officer to execute the Recreation Cost Sharing Agreement with Sturgeon County.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Supporting the Recreation Cost Sharing Agreement with Sturgeon County affirms the Town of Legal's role as a regional partner committed to providing equitable and accessible recreation

services for all residents, including those living in the County. The agreement includes clear terms such as utilization reporting, funding expenditure transparency, and recognition of Sturgeon County's financial contributions. These provisions strengthen accountability and demonstrate the Town's commitment to transparency, sound governance, and responsible use of public funds, which can foster continued trust and collaboration with regional partners.

With annual adjustments to operating funding tied to the Consumer Price Index (CPI), the agreement provides a predictable and sustainable funding stream. This supports long-term planning and ensures the Town can continue to maintain and enhance its recreation services and facilities to meet both current and future demands.

By entering into this agreement, the Town of Legal reinforces its commitment to delivering recreation opportunities that enhance residents' health, promote social inclusion, and contribute to the overall vibrancy and economic vitality of the community. Shared investment in these services supports a broader sense of regional connectedness and community well-being.

Key Points of the Agreement:

- A fixed 5-year term from January 1, 2026 - December 31, 2030.
- Operating funding to be adjusted annually by the Consumer Price Index (CPI) with no baseline increase.
- Matching Capital Reserve funding increased from \$50,000 to \$60,000 annually, not indexed to CPI.
- Key Conditions:
 - Utilization Reporting: Regular reporting on County resident usage of recreation services.
 - Recognition of Funding: Ensuring Sturgeon County is recognized as a funding partner.
 - Funding Expenditure Reporting: Transparency in how County funding is utilized.
 - Major Service Process Change: Collaboration process of significant service changes impacting recreation.
 - Collaborative Decision-Making: Reference to a framework for intermunicipal collaborations on major recreation services, facilities, and initiatives.
 - Access to CFB Edmonton Recreation Amenities: Residents and Town employees will receive a 50% discount on Fitness Center Core memberships and a 20% discount on Fitness Center Inclusive memberships, based on publicly accessible rates.

COSTS / SOURCE OF FUNDING (if applicable):

Estimated Capital and Operation Funding (CPI 2.5% Applied):

		2025 Funding	2026 Funding	2027 Funding	2028 Funding	2029 Funding	2030 Funding
Town of Legal		\$338,545	\$355,759	\$363,153	\$370,731	\$378,500	\$386,462

RECOMMENDED ACTION (by originator):

It is recommended that Council authorize the Mayor and Chief Administrative Officer to sign the Recreation Cost Sharing Agreement with Sturgeon County, commencing January 1, 2026 and terminating December 31, 2030.

Initials show support – Reviewed by:

CAO: Original Signed - RP

MEMORANDUM of AGREEMENT made this _____ day of _____, 2025.

BETWEEN:

STURGEON COUNTY
(hereinafter referred to as “the County”)

-and-

TOWN OF LEGAL
(hereinafter referred to as “the Town”)

RECREATION COST SHARING AGREEMENT

WHEREAS the County and the Town support serving the recreational needs of their collective residents based on the principles of transparency, fairness, regional collaboration, and stewarding scarce resources efficiently in providing local services; and

WHEREAS it is recognized that the Town has developed recreation amenities which are accessed in part by residents of the County; and

WHEREAS it is acknowledged that while intermunicipal recreation services will require operational support from the County and the Town, it is expected that the community will also contribute to the operation of the recreational amenities through fees, fundraising, and volunteer support;

NOW THEREFORE in consideration of the mutual covenants, provisions and promises herein, the Parties agree as follows:

1. DEFINITIONS

- 1.1. **Agreement** means this Recreation Cost Sharing Agreement and the attached Schedules.
- 1.2. **Asset Management Planning** means the process of making the best possible decisions both locally and between the Parties regarding the operating, maintaining, renewing, future planning, replacing, and disposing of recreational infrastructure assets across the subregion, with the objective of maximizing benefits, managing risks, and providing satisfactory levels of service to residents in a financially sustainable manner.
- 1.3. **Capital Cost** means the costs of capital projects. For the purposes of this Agreement, Capital Costs applies to the capital projects related to the Town’s recreational infrastructure assets.
- 1.4. **Capital Replacement Costs** means costs associated with repair or replacement of a tangible capital recreation asset including but not limited to doors and windows, roofing, heating and cooling systems, flooring, equipment, and other amenity improvements, having a value of \$5,000 or more.
- 1.5. **Capital Replacement Reserve** means the account in which annual payments related to capital

replacement costs are maintained. The Capital Replacement Reserve is a restricted reserve maintained by the Town.

- 1.6. **Committee** means the Intermunicipal Committee, as established under the current Intermunicipal Collaboration Framework between the County and the Town.
- 1.7. **Consumer Price Index (CPI)** means the annual Edmonton Consumer Price Index (CPI) for “all goods,” as calculated by Statistics Canada for the most recent one-year period as of June 1 of the previous calendar year.
- 1.8. **Operating Cost** means the annual net operating cost/debt servicing contributions. For the purposes of this Agreement, Operating Costs applies to the operating and maintenance related to the Town’s recreational amenities.
- 1.9. **Parties** means collectively, Sturgeon County and the Town; Party means either one of them.
- 1.10. **Records** means a record of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

2. APPLICATION

- 2.1. Unless otherwise specifically provided for within the Agreement, this Agreement applies to:
 - 2.1.1. The operation and delivery of the Town’s recreational facilities, programs, and services;
 - 2.1.2. The operation, management, maintenance, and capital replacement of the Town’s recreation amenities required to provide recreation services; and
 - 2.1.3. The use and enjoyment of the Town’s recreational facilities, programs, and services by the residents of the Parties.

3. TERM

- 3.1. This Agreement shall take effect upon execution of this Agreement and shall be in effect for a period of five (5) years, terminating (date) with an option to extend upon mutual agreement in writing in the event additional time is required to facilitate future agreement formation for like services.
- 3.2. This Agreement may be amended by mutual consent in writing. Amended versions of the Agreement shall replace all previous versions of this Agreement.

4. CONDITIONS

- 4.1. County residents shall pay for access to the Town’s recreational facilities, programs, and

services at the same rate as Town residents and Town residents shall pay for access to the County's recreational facilities, programs, and services at the same rate as County residents.

- 4.2. County residents shall have the opportunity to enroll and/or register in the Town's recreational programs and services under the same timeframes afforded to Town residents and Town residents shall have the opportunity to enroll and/or register in the County's recreational programs and services under the same timeframes afforded to County residents.
- 4.3. The Town residents shall be granted access to the recreation amenities at Canadian Forces Base (CFB) Edmonton at the same discounted rate provided to Sturgeon County residents in accordance with Schedule A. This arrangement shall be in effect from January 1, 2026, to December 31, 2030. This arrangement can be amended canceled at the discretion of 3rd Canadian Division Support Base Edmonton. Prior to the expiration of this term, utilization, access and associated funding shall be reviewed by the parties to determine the feasibility of continuation beyond 2030.

5. USAGE REPORTING

- 5.1. The Town shall provide recreation usage reporting in the form and manner required by the County in Schedule B.

6. RECOGNITION

- 6.1. The Town shall publicly acknowledge the County as a contribution partner to its recreation funding. This acknowledgment shall include signage, print, and social media recognition in a way that is mutually acceptable to the Parties' Chief Administrative Officers.
- 6.2. The Town shall provide the County with a description of the recognition approach in accordance with the reporting schedule and template in Schedule C.
- 6.3. Any costs associated with recognition, including signage shall be the responsibility of the Town.

7. MAJOR SERVICE CHANGES

- 7.1. In the event the Town is to consider a major recreation service change, such as significant facility upgrades or renovations, operational changes, programming overhaul, or facility closure or relocation the Parties will follow the process outlined in Schedule D of this Agreement.

8. FINANCIAL RESPONSIBILITY AND REPORTING

- 8.1. For the ease of budget certainty, the County agrees to a fixed operating cost contribution amount for the duration of the agreement as identified in Schedule E of this Agreement. Unless otherwise agreed to by the Parties, the operating cost contribution amount shall be provided to the Town within thirty (30) days of the beginning of the calendar year.
- 8.2. In the event the Town terminates recreational facilities, programs, or services before the end of this Agreement, the County's operating cost contribution amount will be reduced.
- 8.3. Funds paid to the Town that are not spent for the purposes outlined in this Agreement must be returned to the County.

- 8.4. The Parties recognize that over time, the Town's recreational assets may need to be renovated, upgraded, or replaced. As such, the Town will establish a restricted Capital Replacement Reserve, as identified in Schedule E of this Agreement. Unless otherwise agreed to by the Parties, the Capital Replacement Reserve contribution amount shall be deposited by the Parties into the reserve within thirty (30) days of the beginning of the calendar year.
- 8.5. Should funds within the Capital Replacement Reserve not be used within five (5) years of deposit, an asset management plan outlining how the funds will be used shall be developed by the Town and provided to the County.
- 8.6. The Town shall provide to the County year-end financial accounting documentation in the form of Schedule F related to all its recreational facilities, programs, and services, including detail where the County's recreational services funding contributions have been applied.

9. ASSET MANAGEMENT NEW, RENEWAL, DECOMMISSIONING

- 9.1. Should the Town seek capital funding under the Intermunicipal Framework Section 6, the Town will be required to submit information in the form, manner and timeline required by the County in Schedule G.

10. RECORDS MANAGEMENT, ACCESS, COPYRIGHT AND FOIP

- 10.1. The Parties shall treat all Records and information provided or made available by either Party for the purpose of fulfilling the obligations under this Agreement as privileged and confidential. Both Parties shall not use or disclose such Records or information for any other purpose without the written consent of each other.
- 10.2. Both Parties acknowledge they are subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act ("FOIP"). Upon notification of an access to information request by either Party's designate identified in Section 15 of this Agreement; the receiving Party shall provide to the notifying Party copies of all Records specified by the Party's designate within five (5) days of the notification.

This clause shall survive this Agreement.

11. INDEMNITY

- 11.1. The Parties agree to indemnify each other and hold harmless from any and all third-party claims, demands, and actions or costs (including the other Party's costs on a solicitor-client basis) for which either Party is responsible arising out of negligence or willful acts by the negligent Party's employees or agents.

This clause shall survive this Agreement.

12. CONFLICT OF INTEREST AND ETHICAL CONDUCT

- 12.1. The Parties must immediately notify each other in writing of any conflict of interest the Parties, or any employee, agent or other resource used by either Party under this Agreement, has or may reasonably have respecting the services under this Agreement. Such notification must be given before beginning any work under this Agreement, or upon becoming aware of any such existing or potential conflict of interest during the term of this Agreement. Both Parties warrant

that they do not have any interests that conflict with the obligations under this Agreement.

13. INSURANCE

13.1. The Town shall obtain, maintain, and keep in good standing, during the term of this Agreement:

13.1.1. general public liability insurance upon property of every kind and description owned by the Town, or for which the Town is legally liable of not less than \$5,000,000.00 per occurrence; and,

13.1.2. any other form of insurance as the County may reasonably require from time to time.

14. DISPUTES

14.1. If a Party believes there is a dispute under this Agreement with respect to the interpretation, implementation, or application of the Agreement, and wishes to engage in dispute resolution, the Dispute Resolution Process as identified in the current Intermunicipal Collaboration Framework between the County and the Town shall apply.

15. TERMINATION

15.1. Either Party may terminate this Agreement in full or in part at any time by giving a minimum of six (6) months' notice in writing to the other party of its intention to do so, unless otherwise agreed to.

16. NOTICES

16.1. Any notice required to be given under this Agreement shall be in writing and delivered personally, by courier, or sent by registered mail or email to the addresses set forth below:

For the County:

Sturgeon County
9613 100 Street
Morinville, Alberta, T8R 1L9
Attention: Chief Administrative Officer (CAO)

For the Town:

Town of Legal
5021 50 Street,
Legal, Alberta T0G 0B1
Attention: Chief Administrative Officer (CAO)

16.2. Either party hereto may, upon notice to the other party, change its address for payments and notices under this Agreement.

17. GENERAL TERMS

17.1. The terms of this Agreement are severable, and any term or condition determined to be void or enforceable in whole or in part shall not be deemed to affect or impair the validity of this agreement or any other term or condition of it.

17.2. The validity and interpretation of this Agreement, and of each clause and part thereof, shall be

governed by the laws of the Province of Alberta and the Parties agree to the exclusive jurisdiction of the Courts of the Province of Alberta.

This clause shall survive this agreement.

17.3. This Agreement inures to the benefit of and be binding upon the Parties hereto, their respective successors and permitted assigns. Neither party may assign its rights and obligations under this Agreement without the express written consent of the other party.

17.4. This Agreement supersedes any previous representations, warranties, terms, conditions, or other recreation cost-sharing agreements made between Parties with respect to the engagement of the County. It is agreed that this written instrument embodies the entire Agreement of the Parties hereto regarding the matters dealt with herein, and that no understandings or agreements, verbal or otherwise, exist between the Parties except as herein expressly set out. This Agreement and Schedules are complementary, however; in the event of conflict within or between the body of the Agreement and the Schedules, the provisions in the body of the Agreement shall govern.

17.5. No term or condition of this Agreement shall be deemed to be waived unless the waiver is in writing. Any waiver of default committed by either of the Parties in the observance or performance of this Agreement shall not extend or be deemed to extend or affect any other default.

17.6. If any time during the continuance of this Agreement, the Parties consider it necessary to amend this Agreement, they may do so by a written document signed by each party or by exchange of letters signifying mutual agreement between the Parties and all amendments in such written document or letters shall be adhered to and have the same force and effect as if they had been originally embodied in and formed part of this Agreement.

18. FORCE MAJEURE

18.1. Neither Party shall be liable for damages caused by delay or failure to perform its obligations under the Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the Parties agree that Force Majeure events shall include natural disasters and acts of war, insurrection and terrorism but shall not include shortages or delays relating to supplies or services. If a Party seeks to excuse itself from its obligations under the Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance. If the anticipated or actual delay or non-performance exceeds fifteen (15) Business Days, the other Party may immediately terminate the Agreement by giving notice of termination and such termination shall be in addition to the other rights and remedies of the terminating party under the Agreement, at law, or in equity.

IN WITNESS WHEREOF, the Parties have affixed their corporate seals as attested by the duly authorizing signing officers of the Parties as of the day first below written.

Signed this _____ day of _____, 2025 at _____, Alberta.

STURGEON COUNTY

Authorized Officer

Signature

Printed Name

Mayor

Title

Date

Authorized Officer

Signature

Printed Name

Chief Administrative Officer

Title

Date

TOWN OF LEGAL

Authorized Officer

Signature

Printed Name

Mayor

Title

Date

Authorized Officer

Signature

Printed Name

Chief Administrative Officer

Title

Date

SCHEDULE A

1. Services:

- 1.1 The 3rd Canadian Division Support Base Edmonton will assume responsibility for the delivery of programs and services associated with access to the Edmonton Garrison Fitness Center.
- 1.2. Town residents and employees are eligible to receive Fitness Center Core memberships at a 50% discount off publicly accessible rates.
- 1.3 Town residents and employees are eligible to receive Fitness Center Inclusive memberships at a 20% discount off publicly accessible rates.
- 1.4 Core and Inclusive Fitness Centre memberships include access and exclusive member rates for the Edmonton Garrison Memorial Equine Centre and Edmonton Garrison Hobby Shop.
- 1.5 Town residents and employees will receive reduced rates at the Edmonton Garrison Memorial Golf and Curling Club at the same discounted rate provided to Sturgeon County residents and employees.
- 1.6 The 3rd Canadian Division Support Base Edmonton reserves the right to limit access to facilities if they are required for military training.

10.5

SCHEDULE B

1. Utilization Data Collection:

1.1 Understanding the origin of recreation users is crucial for comprehending the extent of Sturgeon County residents' engagement in recreational activities.

1.2 The collected aggregated deidentified data will be input into a specialized usage tracker designed for efficient organization. Sturgeon County will use this tool to conduct in-depth analyses to understand usership demographics and geographical distribution.

Table 1: Program Definitions and Examples

Type of Program	Definition	Example
Registered Programs	Organized activities or classes requiring advance sign-up.	Fitness classes, cultural workshops, art programs.
Summer Programs	Organized activities during summer, catering to various age groups and interests. A specific set of registered and trackable drop-in programs.	Educational programs, sports camps, arts and crafts workshops.
Teams/Community Groups	Organized units participating in recreation.	Hockey, soccer, and baseball teams.
Community Space/Facility Bookings	Facilities that can be booked for various events and activities.	Arena, field house, auditorium.
Trackable Drop-In Users	Individuals accessing a facility or program casually without pre-registration	Users join spontaneously; attendance or usage is monitored.
Other/Specialty Cases	Specialty situations where data collection is crucial for decision-making, analysis, or compliance.	Unique events, specialized programs, or instances requiring specific information.

2. Utilization Data Deadline Submission:

1.3 The Table 2 schedule ensures timely data input for efficient utilization and aligns with the most common seasons for municipal partners. Data submission is required by the end of the month.

Table 2: Data Submission Timelines

	Registered/Drop-In Programs/Bookings	Summer Programs	Hockey	Soccer/Baseball	Golf/Pool	Other/Extra
January	SUBMIT					SUBMIT
February						
March	SUBMIT					
April			SUBMIT			
May	SUBMIT					SUBMIT
June						
July	SUBMIT			SUBMIT		
August						
September	SUBMIT	SUBMIT				SUBMIT
October					SUBMIT	
November	SUBMIT					
December						

SCHEDULE C

1 The following two funding streams provided by the County:

1.1 **Recreation Operating Funding** which is meant to support the net operating costs/debt servicing contributions for the purpose of operating and maintenance related to the Town's recreational amenities.

1.2 **Capital Replacement Reserve Funding** which is meant to provide funding related to capital replacement costs and capital projects related to the Town's recreational infrastructure assets. Capital replacement costs include doors, windows, roofing, heating and cooling systems, flooring, equipment and other amenity improvements having a value of \$5,000 or more.

2 To ensure recognition of Recreation Operating Funding provided by Sturgeon County, acknowledgment through various communication channels is required. Recognizing the diverse approaches adopted by municipalities, the following options are provided:

Option	Description
Social media	Utilize social media platforms to highlight and express gratitude for Sturgeon County's support. Highlight Sturgeon County's contributions quarterly.
Website	Highlight Sturgeon County contributions on recreation webpages.
Print or Digital Newsletters/Program Guide	Include acknowledgment in regular newsletters in print or digital formats. Highlight Sturgeon County's contributions quarterly.
Promotional Material (Digital or Print)	Integrate acknowledgment into promotional materials, both digital related to recreational events or programs.
Installation of a Recognition Plaque	Consider the installation of a physical recognition plaque at relevant facilities or project sites with funding supported by Sturgeon County. Purchase, installation and maintenance of plaques should be provided from the Recreation Operating Funding provided by Sturgeon County to the Towns.

3 While the above suggestions provide flexibility, it is expected that recognition based on funding levels will include the following methods identified in the table below.

Partners in Recreation Recognition	
Operating/Capital Contribution of <\$500,000	<ul style="list-style-type: none"> • Social Media posts • Facility Plaque • Website/Print recognition
Operating/Capital Contribution of >\$500,000	<ul style="list-style-type: none"> • Social Media posts • Facility Plaque • Website/Print recognition • Display of Sturgeon County flag (where possible) • Naming of room (where possible)

- 4 The Town will provide the County with a recognition approach for Recognition Operating Funding within 6 months of the agreement effective date. Table 1 provides a standard template to be populated by the Town by **June 15 annually** for the term of the agreement to report on recognition activities from the previous calendar year.

Table 1: Recognition of Operating Recreation Funding

Recognition of Operating Recreation Funding - <i>Enter Year</i>		
Activity	Comment	Frequency
Choose an item.	<i>Enter Text</i>	Choose an item.
Choose an item.	<i>Enter Text</i>	Choose an item.
Choose an item.	<i>Enter Text</i>	Choose an item.
Choose an item.	<i>Enter Text</i>	Choose an item.
Choose an item.	<i>Enter Text</i>	Choose an item.
Choose an item.	<i>Enter Text</i>	Choose an item.

- 5 In order acknowledge Sturgeon County's **Capital Replacement Reserve Funding** it is recommended the Town collaborate with the County to implement effective recognition strategies that are mutually agreeable to Chief Administrative Officers of both Parties that may include:

Option	Description
Social media	Leverage social media platforms to highlight the impact of Sturgeon County's capital funding.
Website	Highlight Sturgeon County's capital contributions on recreation webpages.
Print or Digital Newsletters/Program Guide	Integrate recognition content into newsletters, highlighting Sturgeon County's contribution to capital initiatives.
Promotional Material (Digital or Print)	Integrate acknowledgment into promotional materials, both digital related to recreational events or programs.
Logo Inclusion	Feature Sturgeon County's logo in publications emphasizing the County's role in capital funding support.
Installation of a Recognition Plaque	Consider the installation of a physical recognition plaque at relevant facilities or project sites with funding supported by Sturgeon County. Purchase, installation and maintenance of plaques should be provided from the Recreation Operating Funding provided by Sturgeon County to the Towns.
Naming of a Room or Area in Facility	Explore the possibility of naming a room or an area in a facility after Sturgeon County to signify the impact of capital contributions.

- 6 The Town will provide the County with a recognition approach for Capital Replacement Reserve Funding within 6 months of the capital expense from the Capital Replacement Reserve.
- 7 The finalization of recognition strategies will be a collaborative effort, ensuring mutual agreement between the Chief Administrative Officers of both the Town and the County. This collaborative approach aims to effectively communicate the County's role in sustaining and improving recreation infrastructure within the community.

SCHEDULE D

Major Service and Infrastructure Changes Planning Process - Definition includes but is not limited to:

Category	Description	Example
Facility Upgrade or Renovation	<ul style="list-style-type: none"> a) Undertaking significant construction projects to expand, modernize, or completely rebuild arenas and/or curling rinks b) This involves major capital investment and can cause substantial disruption to regular operations c) Renovations may aim to improve energy efficiency and lifecycle management of aging facilities 	Facility expansions could add new ice sheets, dry floor spaces, or other amenities to meet growing community needs
Operational Changes	<ul style="list-style-type: none"> a) Shifting the management, staffing, or scheduling of facilities to significantly impact public access, programming, or costs b) Changes to operating models, hours of access, or programming priorities that greatly affect community usage. 	This could include transitioning a previously municipally run program to a privately-run program with substantial increase in fees or reduced community access.
Programming Overhaul	<ul style="list-style-type: none"> a) Programming changes aim to adapt to evolving community interests and needs, or address issues like underutilization b) Introducing or removing major recreational programs, leagues, or events core to the community's use of the facilities including the addition of for profit uses 	This could include discontinuing long-standing curling bonspiels or adding new for-profit youth hockey or other initiatives.
Facility Closure or Relocation	<ul style="list-style-type: none"> a) Permanently shutting down the existing arena and/or curling rink b) Moving the facilities to a new location within the community c) This would have a dramatic impact on community access and usage of the recreation services 	Closure decisions are often driven by aging infrastructure, operational challenges, or shifting community priorities

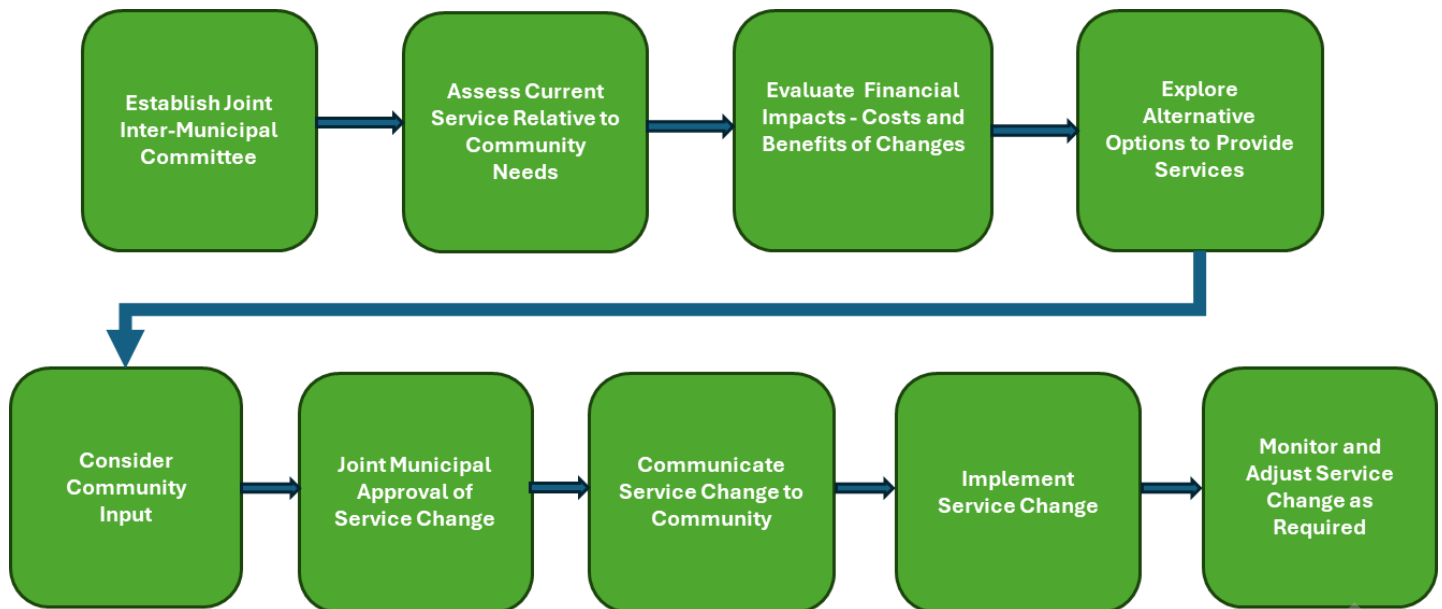
Process:

In the event of a proposed major service change, such as significant facility upgrades or renovations, operational changes, programming overhaul, or facility closure or relocation, the following process shall be adhered to:

- 1.) The Town shall notify the County in writing at least three (3) months in advance of the proposed change.
- 2.) A detailed proposal outlining the scope, rationale, anticipated impacts, and financial implications of the major service change shall be submitted to the County. This proposal shall include a comprehensive plan for stakeholder engagement and risk mitigation.
- 3.) The Town and County shall collaboratively review as per Diagram 1 the proposal and engage in discussions to ensure mutual agreement and alignment with regional recreational needs and goals.
- 4.) The Town shall provide the County with a timeline and action plan for the implementation or discontinuation of the major service change, ensuring minimal disruption to the recreation amenity users.
- 5.) Progress reports on the implementation or discontinuation of the major service change shall be determined by the Intermunicipal Committee.

This addition ensures that any major service changes are planned and communicated effectively between the County and the Town and to residents to maintain transparency and collaboration.

Diagram 1: Intermunicipal Process Summary:



SCHEDULE E

Operating Cost Contributions

For the years 2026 – 2030, the County agrees to the following funding amounts; in turn, the Town will provide annual reporting on expenditures, per Section 8.6 of this Agreement:

2026	2025 Funding Amount + CPI
2027	2026 Funding Amount + CPI
2028	2027 Funding Amount + CPI
2029	2028 Funding Amount + CPI
2030	2029 Funding Amount + CPI

Capital Replacement Reserve Contributions

For the years 2026 – 2030, the Parties agree to each contribute annually to the Capital Replacement Reserve in the amount of \$60,000. The Town shall maintain control over the Capital Replacement Reserve account and will provide annual reporting on expenditures, per Section 8.6 of this Agreement.

10.5

SCHEDULE F

1. The Town is required to provide the County with year-end financial accounting documentation related to all its recreational facilities, programs and services including details of where the County's recreational funding contributions have been applied.
2. Table 1 provides a standard template to be populated by the Town by **June 15 annually** for the term of the agreement to report on recreation operating costs from the previous calendar year.

Table 1: Recreation Operating Funding

Recreation Operating Funding		
<ul style="list-style-type: none"> • Major Amenity (Arena, Pool, Leisure Center) • Other Recreation Services and Amenities 	Town Recreation Operating Expense	County Funding
Arena		
Multipurpose Center		
Pool		
Other Recreation Services and Amenities		
Total		

3. Table 2 provides a standard template to be populated by the Town by June 15 annually for the term of the agreement to report recreation capital expenditures from the Capital Replacement Reserve.

Table 2: Capital Reserve \$60,000 Matched Funding

Capital Replacement Reserve \$60,000 Matched Funding					
Year	County Contribution	Town Contribution	Capital Expense (provide description regarding Capital Cost or Capital Replacement Costs)	County Funding Applied	Town Funding Applied
2026	\$60,000	\$60,000			
2027	\$60,000	\$60,000			
2028	\$60,000	\$60,000			
2029	\$60,000	\$60,000			
2030	\$60,000	\$60,000			
Total/Balance	\$300,000	\$300,000			

SCHEDULE G

1. The County will provide a guide to the Towns outlining the obligations for the submission of capital requests under Section 6 of the Intermunicipal Collaborative Framework.
2. Key factors that will be taken into consideration by the County will include:

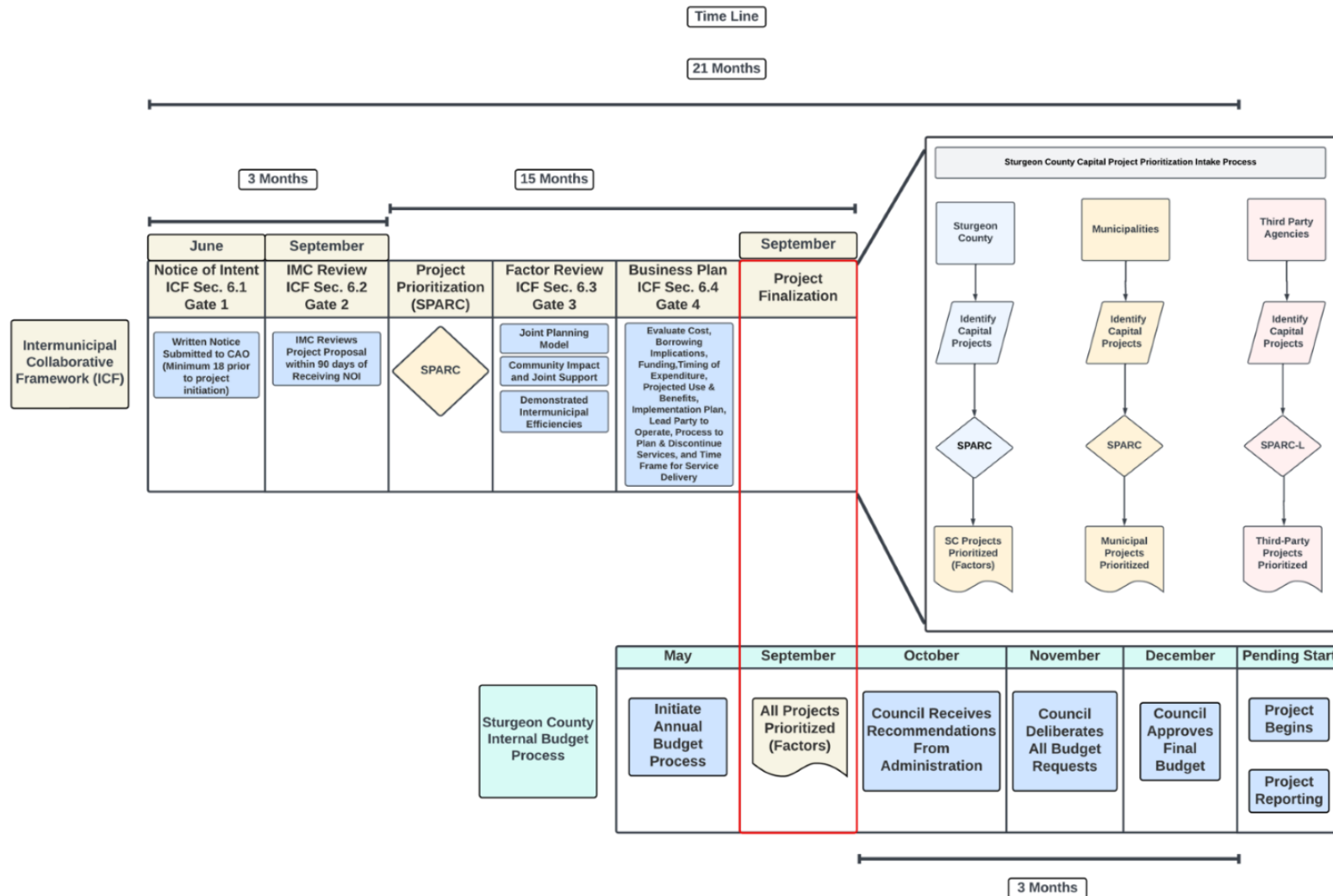
Factor	Description
Joint Planning Model	Outlines the County and Town partnership on the project that included needs identification, scope definition, project analysis, resource allocation and an implementation plan.
Community Building	Understanding how the project aligns with local values that will enhance social cohesion and community well-being, improving resident quality of life and promote a sense of place.
Asset Condition	Understanding specific asset condition assessments to understand the age and useful life of the facility.
Intermunicipal Efficiencies and Economic Impact	Understanding how the project will demonstrate regional efficiencies, address population growth and enable business investment.
Multi-use, accessibility and inclusive	Demonstrate how the project will eliminate barriers for all abilities, age, and financial status.
Current and Future Usership	Demonstrate current and future recreation usership benefits for the region, Town and County residents.
Sustainable Design	Demonstrate how the project incorporates a sustainable design.
Risk – Public, Environmental, Corporate, Financial and Legislative	Demonstrate how the project addresses risks.
Affordability and Funding	Outlines various funding sources and need for outstanding funding.

3. The Joint Planning Model Approach

Steps	Description
Identification of Needs	<ul style="list-style-type: none"> Both municipalities would start by identifying their respective needs and objectives related to the capital project. This could involve assessing infrastructure requirements, community development goals, and any other factors driving the project.
Formation of a Joint Committee or Task Force	<ul style="list-style-type: none"> A joint committee comprising representatives from both municipalities would be established to oversee the planning process. This committee could include elected officials, municipal staff, technical experts, and community stakeholders.
Scope Definition	<ul style="list-style-type: none"> The committee would work together to define the scope of the capital project, outlining its goals, objectives, and desired outcomes. This would involve determining the project's size, budget, timeline, and specific deliverables.
Resource Allocation	<ul style="list-style-type: none"> Both municipalities would allocate resources, including funding, staff, and technical expertise, to support the planning process and implementation of the capital project.
Data Collection and Analysis	<ul style="list-style-type: none"> The committee would gather relevant data and conduct analysis to inform the planning process. This could include demographic information, economic data, environmental assessments, and infrastructure studies.

Steps	Description
Development of a Joint Plan	<ul style="list-style-type: none"> Based on the collected data, analysis, and stakeholder input, the committee would develop a joint plan for the capital project. This plan would outline the project's design, implementation strategy, and any necessary approvals.
Agreement and Approval	<ul style="list-style-type: none"> Once the joint plan is developed, it would need to be reviewed, revised, and approved by both municipalities through their respective decision-making processes. This may involve councils, boards, or other governing bodies.
Implementation	<ul style="list-style-type: none"> With the plan approved, both municipalities would proceed with the implementation of the capital project. This could involve procuring contractors, securing funding, obtaining permits, and overseeing construction or development activities.
Monitoring and Evaluation	<ul style="list-style-type: none"> Throughout the implementation phase, the joint committee would monitor progress, address any challenges or issues that arise, and ensure that the project stays on track. After completion, the project's outcomes would be evaluated to assess its effectiveness in meeting the identified needs and objectives.

4. To align with the County Budget process, Town will be required to adhere to the timeline below.



Note: SPARC (Strategic Analytic Ranking Coefficient) is a decision-support tool developed for Sturgeon County to evaluate major capital projects. It assesses asset condition, social impact, and strategic alignment to facilitate informed decision-making.