

**Town of Legal  
Regular Council Meeting  
April 22, 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 7, 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    News Release, Re: Money for School Project Planning
  - 9.2    Go East of Edmonton Spring Update
  - 9.3    Proposed Bill 50 Amendments
  - 9.4    Yellow Ribbon Gala Dinner & Silent Auction Sponsorship Opportunities

**10.0      New Business**

10.1   Procedural Bylaw

10.2   Voting Hours Bylaw

10.3   Sturgeon County Mayor's Golf Tournament

**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 7, 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**

12387

Resolution #12387

Moved by: Councillor Jones

**RESOLVED** that the Agenda for April 7<sup>th</sup>, 2025, regular meeting of Council be adopted as presented.

**CARRIED 5-0**

**PUBLIC HEARING**

None.

**ADOPTION OF PREVIOUS MINUTES**

12388

Resolution #12388

Moved by: Councillor Malott

**RESOLVED** that the Minutes for March 17<sup>th</sup>, 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**

Revenue & Expenditure Report and Bank Reconciliation Report was submitted and forms part of the Council Agenda Package.

#### **OPERATIONS SUPERVISOR**

No report.

### **COUNCILLOR REPORTS**

#### **Mayor Tremblay**

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

*Town of Legal Committee Meetings:*

Arena Sponsorship Committee Meeting – March 31, 2025

#### **Deputy Mayor Beaton**

*Town of Legal Committee Meetings:*

Arena Sponsorship Committee Meeting – March 31, 2025

Legal & District Chamber of Commerce Meeting – April 2, 2025

#### **Councillor Hills**

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

#### **Councillor Jones**

*Other Meetings:*

Alberta Municipalities Mini Road Tour – March 21, 2025

Police Funding Model Presentation – March 31, 2025

**Councillor Malott**

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

**12389**

Resolution #12389

Moved by: Councillor Malott

**RESOLVED** that the reports be accepted as presented.

**CARRIED 5-0**

**CORRESPONDENCE**

**Invitation to State of the City with Mayor Cathy Heron**

Received as information.

**Homeland Housing, 22 St. Thomas Street Affordable Housing Community Project**

Received as information.

**Police Funding Model Regulation, 2025-2026 Municipal Contribution**

Received as information.

**Municipal Affairs, Education Property Tax Comparison Report (2025)**

Received as information.

**Municipal Affairs, Provincial Priorities Act and Municipal Sector Update**

Received as information.

**Municipal Affairs, Changes to Local Authorities Election Act Re: Elector Assistance Terminals**

Received as information.

**Tourism and Sport, Invitation to Bid to Host 2028 Alberta Summer or Winter Games**

Received as information.

**12390**

Resolution #12390

Moved by: Councillor Hills

**RESOLVED** that the correspondence be accepted as presented.

**CARRIED 5-0**

**NEW BUSINESS**

**Appointment to Town of Legal Library Board Request**

**12391**                      Resolution #12391                      Moved by: Councillor Jones

**RESOLVED** that the Town of Legal appoint Murray Lewis for a three-year (3) term commencing April 7, 2025 to April 7, 2028 as a volunteer member of the Town of Legal Library Board.

**CARRIED 5-0**

**Council Meeting Date Changes**

**12392**                      Resolution #12392                      Moved by: Deputy Mayor Beaton

**RESOLVED** that the Town of Legal reschedule the Organizational meeting from October 27, 2025 to October 30, 2025 due to the recent changes to the Municipal Government Act regarding new and returning municipal elected officials orientation training.

**CARRIED 5-0**

**12393**                      Resolution #12393                      Moved by: Councillor Hills

**RESOLVED** that the Town of Legal cancel the regular Council meeting of October 27, 2025.

**CARRIED 5-0**

**Centralta Community Hall Usage Request from Legal Curling Club**

**12394**                      Resolution #12394                      Moved by: Councillor Malott

**RESOLVED** that the Town of Legal approve the Legal Curling Club's request to have access to the Gym and Chauvet Room of the Centralta Community Centre for the Spring Bonspiel Dinner scheduled for Saturday, April 12, 2025.

**CARRIED 5-0**

**Arena Rental Policy 4.5, Rate Increases**

**12395**                      Resolution #12395                      Moved by: Deputy Mayor Beaton

**RESOLVED** that the Town of Legal adopt the amended Arena Rental Policy as presented.

**CARRIED 5-0**

**Sturgeon Regional Partnership, Regional Housing Needs Assessment**

**12396**

Resolution #12396

Moved by: Councillor Malott

**RESOLVED** that Council endorse the Town of Legal's participation in the regional housing needs assessment proposed by the Sturgeon Regional Partnership, contingent on securing grant funding.

**CARRIED 5-0**

**Appointment to the Intermunicipal Subdivision and Development Appeal Board**

**12397**

Resolution #12397

Moved by: Councillor Jones

**RESOLVED** that the Town of Legal appoint Jeff McMurray as a member-at-large to the Intermunicipal Subdivision and Development Appeal Board for the Town of Legal for a four (4) year term commencing from the date of certification.

**CARRIED 5-0**

**CLOSED SESSION**

**12398**

Resolution #12398

Moved by: Councillor Hills

**RESOLVED** that Council move into a "Closed Session" as per the Municipal Government Act (Section 1(3)(c)) to discuss "Third Party Interests" as per the Freedom of Information and Privacy Act (Part 1, Division 2, Section 16) at 7:43 P.M.

**CARRIED 5-0**

**12399**

Resolution #12399

Moved by: Councillor Malott

**RESOLVED** that Council return to the regular session at 8:01 P.M.

**CARRIED 5-0**

**ADJOURNMENT**

**12400**

Resolution #12400

Moved by: Councillor Hills

**RESOLVED** that the meeting be adjourned at 8:02 P.M.

**CARRIED 5-0**

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Mayor

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Chief Administrative Officer

UNADOPTED



# 8.1

**Chief Administrative Officer**

**Council Report for April 22<sup>nd</sup>, 2025**

## **Legal Arena & Curling Rink Retrofit Project Update:**

- Waiting for quote for the Curling Rink Project- dehumidification units, unit heaters, refrigeration slab.
- Curling rink contract award on schedule for next meeting May 5<sup>th</sup>.
- The reward is working on the pour n place ramps for the bleachers
- Abatement and structural reinforcement continue in the curling rink and arena lobby
- Estimate requested to upgrade the concession area
- Delnor moved into the curling rink to resume work.

Change orders:

1. TELUS - \$13,500
2. CRX 054 - Bleacher Ramps \$ 17,700.00
3. CRX 065r1 - Added Sump and Weeping Tile \$ 28,392.87
4. CRX 067r1 - Wifi \$ 1,192.42
5. CRX 070 - BF Shower Head \$ 3,395.70
6. CRX 073r1 - CR Lounge Bridging \$ 11,218.07
7. CRX 078 - Lobby RWL Reroute \$ 5,272.56
8. CRX 062 - Penalty Box Power \$ 3,181.12
9. CRX 071 - Bleacher Lighting \$ 3,751.97
10. CRX 072 - W360 Beam Reinforcement Access \$ 28,682.61
11. CRX 064 - Arena Audio \$ 37,101.15
12. CRX 083 - TELUS Conduit \$ 4,652.91

**Community Building Retrofit Program- (CBR-24-0284)** – Legal Opinion was received and reviewed by FCM. The required documents were executed and sent to April 22 and send to RMRF. The first disbursement and grant in the amount of \$2,494,000 should be deposit by May 8<sup>th</sup>, 2025. Th First Disbursement Loan and grant submitted for review. There is a requirement for a Legal Opinion as part of the GMF loan. Information was sent to RMRF last week. today Agreement forms part of the package. Once the agreement is signed by both parties, a press release will be made. Administration will prepare the first disbursement documents for submission.

# 8.1

**GICB Annual reporting** – The reports have been prepared. A final review will be completed this week and submitted, and the annual report will be submitted by the end of this week.

**Circular Materials/EPR program/Service provider-** Service provider Prairie Waste Solutions has requested to change the curbside recycling collection from Tuesday to Thursdays. The administration is not opposed to the change as it aligns on the same day as waste collection services

**Fete au Village Float-** Annually we prepare a float for the annual fair. Has or will the Fete au Village provide a theme for 2025?

**Fire Advisory-** Effective April 16<sup>th</sup>, 2025, the Town issued a fire advisory as recommended by the Fire Chief.

April 8<sup>th</sup> attended the SREMP Regional exercise

April 10<sup>th</sup> – Enhancing Recreation meeting

April 15- LACR biweekly meeting

April 15<sup>th</sup> AB munics meeting – CAO's Bill 50

April 16<sup>th</sup> GSACRD annual meeting

April 16<sup>th</sup> JUPA agreement

April 16<sup>th</sup> Bill 50town Hall meeting

## Community Services – April, 2025

Welcome to Legal Bags: 0

### Upcoming Meetings/Training:

Regional Positive Ticketing Meeting – April 25<sup>th</sup>

First Aid Training – May 9<sup>th</sup>

Families First Reconnect meeting – May 13<sup>th</sup>

SCAN meeting – May 15<sup>th</sup>

### Upcoming FCSS Programming:

Parent Child Mother Goose (in partnership with Sturgeon Adult Learning/Town) April 8-June 3

Circle of Security for Parents (in partnership with Families First Society) April 17 – June 5

Sill Sprouts Play (in partnership with Families First Society) April 3 – June 12

Regional Positive Ticketing Campaign launches – May 1<sup>st</sup>

Emergency First Aid Training for TEENS – May 10<sup>th</sup>

Bike Safety Clinic (in partnership with SC Bylaw, ABHS, Legal School, Legal Public School, and Ecole Citadel) – May 13<sup>th</sup>

Home Alone Safety 4 Kids – June 3<sup>rd</sup>

Seniors Week Trip AB Aviation Museum tour, Enjoy Centre lunch and greenhouse tour – June 5<sup>th</sup>

### Past Events:

**Red Cross Babysitter Training** – Cancelled due to lack of registration, I will try again in the fall.

**Home Alone Safety 4 Kids** – Cancelled due to lack of registrations, I have requested this programming for June in a different time slot of after school as per a parents recommendation.

**Seniors Silver Linings Workshop #3**– the 3<sup>rd</sup> and final seniors workshop was held at the Club 60 Roses on April 9<sup>th</sup>. PL Law attended and gave a presentation on Estate Planning and Wills. 17 people attended the event and were able to have all of their estate planning questions answered.

### Upcoming Events:

Easter Egg Hunt – April 18<sup>th</sup>

Canada Day – July 1<sup>st</sup>

Meet Your Community/Arena Grand Opening – October 4<sup>th</sup>

# 8.3

Council Report April 22, 2025

Operation Supervisor

Public Works set up the pump at the creek into the pond, started pumping March 22, 2025, ending March 26, 2025.

Public Works did some work on the sweeper back broom, replaced the elevator chain.

Public workers rebuilt the front end of the utility vehicle (Bobcat 3650)

Public Works did some tree removal and tree trimming around town.

Public Works started camera and snaking problem sewers on service lines in town.

March 2025, public Works did a round of snow removal.

Public Works removed the old signs at the community sign and put up the new sign.

Public Works completed sign inspections and playground inspections. Started rebuilding some park benches in the parks completed a bench inspection.

Public Works had an opportunity for some arena boards from a job that Delnor construction is working on for our future outdoor rink we picked them up and at the public Works yard.



# 8.4 - Councillor Jones

## External Meeting Report

TO BE COMPLETED BY COUNCIL MEMBER	
<b>NAME:</b> Trina Jones	<b>MEETING DATE:</b> April 9, 2025
<b>BOARD/COMMITTEE NAME:</b> Alberta Municipalities Executive Committee, Joint Exec/Calgary Council	
<b>EMERGING ISSUES:</b> Summer MLC, Municipal Financial Research Project, Bill 50, FCSS	
<b>SUMMARY OF DISCUSSION:</b> <p>The Exec Committee meets once per year with the Calgary City Council (Edmonton in May) to reiterate the importance of "Big City" advocacy and engagement. This also helps to re-establish the relationships between the larger municipalities and small communities across the Province. There is much alignment between the initiatives of Calgary and Legal. While scale may be different, policing, social services, housing and health care are the top priorities.</p> <p>The ABmunis Summer Municipal Leaders' Caucuses will take place in Picture Butte (June 11), Drumheller (June 12), Peace River (June 25) and Devon (June 26). I will be attending Picture Butte and Drumheller due to vacation conflicts with the other two dates. Topics could include the Municipal Financial Research Project, election resources, policing and MGA/LAEA changes. Registration will be open soon.</p> <p>The Municipal Financial Research Projects aims to show municipalities, the Federal and Provincial Governments and the public the realities of municipal finance, the rules we must follow and how taxation works at all levels. Three of the nine topics are complete and will be available soon for public consumption once final editing is complete.</p> <p>Bill 50 was released a couple of weeks ago with significant changes to how Councils must conduct business. Upon proclamation (expected in May) there will be no more Codes of Conduct with the Alberta Government saying that they will create an overarching one for all municipalities. All bylaws referencing the Code must be amended to remove all references and all outstanding Code sanctions will be eliminated. There are also changes to how the CAO must respond to requests for information from Councillors and reporting requirements. There were also new changes pertaining to municipal political parties, ICFs and arbitration on services. ABmunis' analysis can be found at <a href="http://www.abmunis.ca/news/bill-50-abmunis-analysis-now-available">www.abmunis.ca/news/bill-50-abmunis-analysis-now-available</a></p> <p>The FCSSAA has been in contact with ABmunis regarding advocacy on FCSS funding and mandates. ABmunis Board member will be attending the regional meetings over the next couple of months to align our positions and find opportunities for joint advocacy and initiatives. I will be attending Calgary-Bow (April 10), East Central (April 15), Northeast (May 8), Northwest (May 14) and Yellowhead (May 29).</p>	
<b>ENCLOSURES:</b> None	

TO BE COMPLETED BY COUNCIL MEMBER	
<b>NAME:</b> Trina Jones	<b>MEETING DATE:</b> April 10, 15
<b>BOARD/COMMITTEE NAME:</b> FCSSAA Regional – Calgary-Bow & East Central	

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**EMERGING ISSUES:**

Funding stagnancy, Mandate “creep”, New reporting standards

**SUMMARY OF DISCUSSION:**

Family and Community Support Services of Alberta has seven regions across the Province. President Kayla Blanchette (Councillor Bonnyville) and Executive Director Melisaa Kraft gave updates on their advocacy for more funding, their new reporting microsite and the financial review that has been completed. The FCSSAA reported that even though the Province increased funding from \$100m to \$105m last year, there was no further increase in budget 2025. FCSS funding has remained stagnant for many years and given inflationary costs it essentially equates to a decrease over the last ten years. This is coupled with the “Mandate Creep” that many organizations and municipalities are facing where, while the FCSS mandate is preventative programming, they are now forced to tackle issues such as addictions, mental health and housing creating stress on staff and budgets. The Province is also changing reporting standards from a “narrative” approach to a Key Performance Measures approach. Training for FCSS staff will be taking place over the next few months during the rollout

**ENCLOSURES:**

None

TO BE COMPLETED BY COUNCIL MEMBER

**NAME:**

Trina Jones

**MEETING DATE:**

April 10, 2025

**BOARD/COMMITTEE NAME:**

Fete Au Village Committee

**EMERGING ISSUES:**

Budget, Volunteer Coordinators, Preliminary Logistics

**SUMMARY OF DISCUSSION:**

Budgets have been set for most of the events, some are outstanding as the costs and sub-committee requests are not known yet. Chair Monpetit will be attending the next Council GPC meeting in May to discuss the festival and legacy project. They are still short coordinators for the Children’s Activities, Baseball and the Soap Box Derby. If nobody steps forward for these events they are in danger of not happening. More posts will be made in the Legal-Lerie and on social media. Due to a few hiccups last year, a short discussion was held about logistics for certain events including timing, road closures and volunteers, more information to come.

**ENCLOSURES:**

None

TO BE COMPLETED BY COUNCIL MEMBER

**NAME:**

Trina Jones

**MEETING DATE:**

April 16, 2025

**BOARD/COMMITTEE NAME:**

Joint Council and GSACRD Board meeting

**EMERGING ISSUES:**

Advocacy, School enrollment/upgrades, Future Projects

**SUMMARY OF DISCUSSION:**

As Council and CAO were in attendance, no further reports necessary

**ENCLOSURES:**

None

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

TO BE COMPLETED BY COUNCIL MEMBER

**NAME:**

Trina Jones

**MEETING DATE:**

April 15/17, 2025

**BOARD/COMMITTEE NAME:**

Bill 50 Webinars

**EMERGING ISSUES:**

Code of Conduct, Campaign Finances, ICFs

**SUMMARY OF DISCUSSION:**

Alberta Counsel – April 15

GoA Municipal Affairs and Minister McIver – April 17

See comments above regarding the changes. ABmunis analysis is available online. Minister of Municipal Affairs noted that there may be a couple more changes before proclamation because “loopholes” have accidentally been created. More information to come

**ENCLOSURES:**

None

**Upcoming**

<b>April 23</b>	<b>Beverage Container Management Board (Edmonton)</b>
<b>April 24</b>	<b>Alberta Municipalities Board (Edmonton)</b>
	<b>Alberta Municipalities Bill 50 Webinar (Online/Edmonton)</b>
<b>April 29</b>	<b>Arena Grand Opening Committee (Legal)</b>
<b>May 2/3</b>	<b>Alberta Association of Police Governance Conference (Westlock)</b>
<b>May 6</b>	<b>ABmunis Executive Committee/Joint Edmonton Council (Edmonton)</b>
	<b>Munix Board (Edmonton)</b>
<b>May 7</b>	<b>Alberta Municipal Services Corporation Board (Edmonton)</b>
	<b>Beverage Container Management Board Depot Siting Committee (Online)</b>
	<b>Munix AGM (Online)</b>
<b>May 8</b>	<b>Fete Au Village (Legal)</b>
<b>May 9</b>	<b>Alberta Municipalities Municipal Governance Committee (Edmonton)</b>
<b>May 14</b>	<b>FCSSAA Northwest Regional (Grand Cache)</b>
<b>May 14</b>	<b>ABmunis Board meeting with Sumer Villages on Pigeon Lake (Pigeon Lake)</b>
<b>May 15/16</b>	<b>ABmunis Board Strategic Planning (Pigeon Lake)</b>
<b>May 21</b>	<b>BCMB Service Agreement Committee (online)</b>
<b>May 27</b>	<b>BCMB Registrations and Recycling Committee (online)</b>
<b>May 29</b>	<b>FCSSAA Yellowhead Regional (Whitcourt)</b>

**June 13 – 29**    **Vacation**

**Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

Completed reports are to be submitted to [main@legal.ca](mailto:main@legal.ca) by noon the Thursday prior to a Council Meeting.

## EXTERNAL MEETING REPORT

<b>Name of Representative:</b> Trina Jones	<b>Name of External Board/Committee:</b> Family and Community Support Services Association of Alberta
<b>Relevant ABmunis Policy, if any:</b> ABmunis Policy - BD006 - Representation on External Boards and Committees	

### MEETING DATE:

FCSSAA – Calgary/Bow – April 10, 2025 – with Kourtney Penner

FCSSAA – East Central – April 15, 2025 – with Keren Tang

### EMERGING ISSUE(S):

Funding, Reporting Changes, Joint Advocacy

### SUMMARY OF DISCUSSION:

President Kayla Blanchette (Councillor Bonnyville) and Executive Director gave an update from the FCSSAA at both meetings.

- A new strategic plan will be started in 2026 by the new Board
- Newsletters are posted to social media and their website
- New logo
- A Director survey will go out after Easter for feedback from all FCSS organizations
- No increase in the Provincial budget which essentially equals a decrease in funding because of inflationary costs and mandate creep. There will more no resolutions related to funding at the AGM because it was heard “loud and clear” from the Province that there are no increases in funding foreseen.
- The new Community Impact microsite will be up and running soon for narratives and advocacy to the Province and municipalities on the highlights and impacts that FCSS makes.
- The AGN will be held in Edmonton November 26 – 28<sup>th</sup>, 2025
- An FCSS 101 course will be available June 17<sup>th</sup> and information for municipal candidates will be available in March

Courtney Rippen-Kaufman, Director for Alberta Community Preventative Initiatives gave an update from the province

- A new reporting framework is being launched from the Province in 2026 to align with the 2028 budget creation schedule. It's a new streamlined approach, moving away from the narrative reporting to KPIs. Training will be available to FCSS staff over the next year.
- A “new reformed” Project Advisory Team has been stood up and will have new resources and tools available for FCSS programs.
- With emergency season coming, FCSS programs can use some of their funding to support their communities with approval from the Minister. ESS training is available through AEMA.



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## Regional Roundtables

### Calgary-Bow

- Grants discussion – everyone is looking for extra funding for their programs. Some ideas were the Canada Summer Jobs Grant, Healthy Aging Grants, Rural Development and regional fundraising with support from private corporations and individuals

### East Central

- Service Delivery Shortfalls– no avenues to supply transportation to programs not offered in local community, mandate creep and the inability to provide desperately needed services, municipal over contribution because of provincial downloading,
- Innovative Programs – “Build A Skill” student mentorship program, “8 Great Dates” resources for couples, Cultural outreach and integration, joint advocacy and promotion with other community groups, community hub centres with food banks/FCSS/other NFPs, Therapy dogs, the “No Drama Llamas” Club for elementary/Jr. high girls and “Community Teachers” volunteer program for small skill building

# 9.1

**From:** Alberta News <[alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)>  
**Sent:** Friday, April 4, 2025 12:08 PM  
**To:** Robert Proulx <[rproulx@legal.ca](mailto:rproulx@legal.ca)>  
**Subject:** News Release: Money for school project planning

## **Money for school project planning**

April 04, 2025 [Media inquiries](#)

Alberta's government is providing \$1.1 million to help school boards develop plans for school building projects.

A major part of building or renovating a school is planning the design, location, classroom layout and more to ensure the school best serves the community. By providing pre-planning funding to school boards, Alberta's government is helping ensure that proposed projects are ready to go to the next step of the construction process. These funds also help the school board engage with the local community and parents to find the best school plan for their students.

"We continue to be committed to building and renovating schools now, so we can keep up with increasing numbers of students and growing pressures on our education system. We already have more than 130 school projects underway, and we are keeping our foot on the gas pedal. This pre-planning money is helping school boards create strong project ideas for potential schools in their communities."  
*Demetrios Nicolaides, Minister of Education*

School boards can use the information gathered in the pre-planning stage to submit a project proposal that is well-rounded and better prepared for consideration for funding by Alberta's government. While many projects that receive pre-planning money do eventually move to the next stage of the construction process, not all projects that get pre-planning funding move forward.

"We know Alberta's growing communities need new and modernized schools, and we continue to take action to move school projects forward as quickly as possible; this includes investing in pre-planning. Thorough pre-planning helps determine whether a new school, modernization or replacement is required. Additionally, we determine grade configuration, capacity needs and site conditions. Having this vital information will enable our government to accelerate projects once full funding is approved."  
*Martin Long, Minister of Infrastructure*

Last fall, Alberta's government announced the \$8.6 billion School Construction Accelerator Program to speed up school construction and build more than 100 new and renovated schools over the next seven years. School projects approved for funding by Alberta's government will move forward as part of that program.

"Alberta School Boards Association appreciates this investment to support our locally elected member school boards in preparing for future school projects. Pre-planning brings our boards one step closer to ensuring students have safe, modern learning spaces. These funds will help boards as they develop well-informed plans that address the long-term needs of their communities."  
*Marilyn Dennis, president, Alberta School Boards Association*

9.1

Building and renovating more than 130 schools is a massive undertaking, and it needs to be done right. The pre-planning, planning and design stages are very important steps in the process that help ensure schools are built correctly, on time and on budget.

"As demand from families across Alberta for Catholic education continues to grow, we are pleased to see this initial investment towards the development of new Catholic schools."

*Kelly Whalen, president, Alberta Catholic School Trustees Association*

#### Quick facts

- A pre-planning approval typically provides \$50,000 in funding but can vary depending on required pre-planning activities.
- Alberta's government uses a staged school project funding approach that includes pre-planning, planning, design and construction approvals.
- Pre-planning funds are being provided to a mix of public, separate, francophone and charter school boards, supporting more choice for parents and students in Alberta's education system.

#### Pre-planning funding (24 projects):

Community	School board
Amisk and Hughendon	Buffalo Trail Public Schools
Buffalo Lake Metis Settlement	Northern Lights Public Schools
Calgary (4)	Alberta Classical Academy
	Calgary Board of Education
	Fusion Collegiate
	Westmount Charter School
Camrose	Battle River School Division
Edmonton	The WISE Charter School
Fairview	Peace River School Division
Gibbons	Sturgeon Public Schools
Grande Prairie	Conseil scolaire du Nord-Ouest
Lethbridge (2)	Holy Spirit Catholic School Division
	Lethbridge School Division

Lundbreck	Livingstone Range School Division
Medicine Hat (2)	Medicine Hat Catholic Board of Education
	Medicine Hat Public School Division
Okotoks	Christ the Redeemer Catholic Schools
Peace River	Peace River School Division
Sherwood Park	Elk Island Catholic Schools
Spruce Grove and Westlock	Evergreen Catholic School Division
St. Albert	St. Albert Public Schools
St. Albert and Legal	Greater St. Albert Catholic Schools
Sylvan Lake	Red Deer Catholic Regional Schools Chinook's Edge School Division
Tofield	Battle River School Division

#### Related information

- [Planning and building schools](#)
- [School construction accelerator program](#)

#### Related news

- [More schools for Edmonton and area](#) (March 19, 2025)
- [More schools for Calgary and region](#) (March 14, 2025)
- [Building schools in every corner of the province](#) (March 7, 2025)

#### Media inquiries

[Garrett Koehler](#)

780-554-5777

Press Secretary, Education

# 9.2

**From:** Kevin Kisilevich <kevin.goeast@gmail.com>

**Sent:** Tuesday, April 8, 2025 12:35 PM

**To:** Go East of Edmonton <info@goeastofedmonton.com>

**Cc:** Jennifer Filip <jenniferfilip.goeast@gmail.com>; Daniell <danielladair.goeast@gmail.com>; Jolene Kisilevich <jolenek.design@gmail.com>

**Subject:** Important Spring Tourism Week Update -Go East of Edmonton Tourism

Dear Tourism Partners and Members,

It's Tourism week in Canada and we wanted to share this update of some of the wonderful success we experienced already in 2025.

It is shaping up to be a good year for tourism. The trends are showing more people cancelling trips to the USA and looking for trips closer to home.

It's never been a better time to promote the fact "It's Time to Go East of Edmonton."

We know there are many factors affecting the economy, but tourism could be the bright spot for us this year.

While it's Tourism week in Canada- the truth is...

"It's Tourism Week every week for us at Go East of Edmonton!"

You may have noticed that we never stop working. With the most passion and experienced people in tourism, the Go East of Edmonton team works harder than anyone to grow tourism in this region. We are very proud of our team and its commitment to tourism that is second to none.

We are grateful to work with all of our partners and members and deliver results for you year after year.

We are pleased to celebrate the official tourism week, but know we'll work just as hard every week thereafter too.

**See Attached our Spring Report for Tourism Week 2025.**

Have a great week everyone,

Kevin D. Kisilevich



**GO EAST of Edmonton Regional Tourism**

[Kevin.goeast@gmail.com](mailto:Kevin.goeast@gmail.com)

780-632-6191

- Delivering Results for Regional Tourism Marketing and Development.

Follow us on Facebook, Instagram, @GoEastofEdmonton

See our Amazing Travel Guide online: [www.GoEastofEdmonton.com](http://www.GoEastofEdmonton.com)

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# Tourism Week Spring Update for Go East of Edmonton - April 2025



Dear Tourism Partners,

Since early 2025 we have been extremely busy preparing and promoting for the upcoming Tourism seasons. The 2025 Travel Guide has gone to print but there is much more we have achieved recently. Behind the scenes, we've been strengthening our foundation for long-term success.

## Great Success as we started 2025 Trade Shows and Special Events

We've been focused on expanding the reach and impact of Go East of Edmonton. We connected with hundreds of travelers, promoting the must-see destinations and experiences. These events provided valuable face-to-face engagement, allowing us to gather feedback while inspiring visitors to travel here.

**Edmonton RV Show** in early Feb was another success where we promoted the whole region for Camping. There were numerous people saying they were looking for new places to camp and also that since Jasper is not an option for 2025 they were very interested in our region for camping. Over 500 travel guides and many area camping brochures were given away.

## Amazing Results at the Calgary Outdoor Adventure and Travel Show.

On March 29-30 we displayed for the first time at this one-of-a-kind event. An amazing show where we had a **Tradeshow Display in the Best of Alberta** alongside worldwide destinations including Mexico, Costa Rica, Africa, USA and from all over Canada. Plus, the Alberta Bike-Cycling show was combined with this event bringing in more traffic to the show.

On Sunday March 30 we did a live nearly half hour presentation on the Best of Canada Show Stage, in which we **Featured the Best Attractions and Adventures from across the region, as well as the very Popular Roadtrip Adventure Game!** Pictured here.



**A Major Draw of over \$2000 brought in more people to the booth.** Thanks to Attractions and Communities who contributed these prizes to attract people to our booth.

**Overwhelming Results-** we prepared 500 packages of guides and brochures from our major attractions. We gave everything away and almost another 200 more of our Travel Guides. There was great interest in the region as most people did not know we had so many great attractions and adventures. A lot of interest was expressed in taking a roadtrip to our area. Special thanks to

Tracy Wasylow with the M.D. of Bonnyville who volunteered to work the whole show with us.

The show was so good we rebooked already for next year and in doing so the show gave us a \$500 value in free advertising to promote us for the next show in March 2026. Your community is welcome to discuss with us how to get more involved in next year's show.

## 2025 Travel Guide, Marketing and Projects rolling out soon.

The **2025 Travel Guide** is being printed and we are getting ready to launch it later this month. We have some great new features and designs for the 2025 Travel Guide. We know that again it will be an awesome showcase with over 150 pages of the #1 most comprehensive and best guide to the region for events, roadtrips, attractions, adventures, businesses and more. We will update everyone again soon.

The **2025 Roadtrip Adventure Game** will be our best Adventure yet! We revitalized our Game for 2025 with some new twists to make it more fun and drive more traffic to the region. At the same time, we developed a new exciting Gameboard and we worked with communities to design New stickers and expand our popular sticker stations. We are excited to add new high-traffic locations to boost visibility and visitor interaction. More details coming soon as we launch this in late April.

**Over 1000 Events on the website! Go East of Edmonton is the #1 website for events from all over the region.** <https://goeastofedmonton.com/festivals-events/events-calendar/>

Be sure to keep us updated with your events and activities all summer long.

## 2025 Digital Marketing Campaigns are Underway!

We have already started our online advertising campaigns promoting events, camping, roadtrips and more. More marketing updates coming soon. Reach out to us if you need assistance for promotion.

## Development and Support – Successful Projects already underway in 2025.

### Great Success in Agritourism Development

In February we shared some news about Go East of Edmonton helping to grow Agritourism in the region. We were recognized across Alberta from TIAA for this significant development for Agritourism.

We'd like to thank the partners - Tam Andersen- Prairie Gardens, Explore Edmonton, and Pierre and Keleigh Cormier of Clearthink Group for their collaboration and support of these very successful events, among other producers, businesses and volunteers. Through workshops at Prairie Gardens we have **successfully developed an Agritourism and Business Cluster** in areas just North of Edmonton heading Northeast. A similar cluster that is south and southeast of Edmonton is being promoted in partnership with Leduc County bordering on more Agritourism in Strathcona and Camrose Counties.



Through other collaborative work we are working with Agritourism operators in the M.D. of Bonnyville -Northeast, and beginning developments in areas of Lamont County, Beaver County among other areas.

**Open Farm Days** is again working with Go East of Edmonton interested in us continuing promotion and or development for area Agritourism operators.



**Strategic Outreach and Collaboration** continue to be key pillars of our work. We recently attended these events, the **Beaver Hill Biosphere Conference and Forward Together: Tourism in Strathcona County**. This helps us align our efforts with current tourism trends and sustainable practices. These experiences are shaping our strategies and keeping Go East of Edmonton competitive and dynamic. As we look ahead, we're excited to build on this momentum and create even more meaningful opportunities to showcase the unique character, culture, and hospitality of our regions.

### Explore Edmonton Features Go East of Edmonton in the Way Forward Panel for Regional Tourism



I was very pleased to be a part of the all-team meeting at Explore Edmonton on March 28, where over 100 people engaged with us in a panel discussion on Regional Tourism. Myself, Kevin Kisilevich along with Eiblis Doherty, Strathcona County, Bryanna Kumpula-Yung, Leduc County and Cheryl with Leduc Chamber were also participants, with James Leppan of Explore Edmonton.

The goal was discussing the importance of how we see regional tourism and working better with Explore Edmonton into the future. It was a great question and answer conversation of ideas and ways forward for

tourism growth. It was also a great opportunity to highlight our region to the many different department managers and staff of Explore Edmonton (Tourism).

**Attend the Two Hills Conference event April 30** – a Go East of Edmonton Regional Tourism Showcase.

You should have received this by email. Check out this special event here:

<https://goeastofedmonton.com/products/explore-town-of-two-hills-tourism-conference-tradeshow/>

### Alberta Tourism and Travel Resources

**TIAA – Alberta Tourism Summit** – early February 2025

Go East of Edmonton is a member of TIAA and has attended annually the Alberta Tourism Summit. On February 19 we shared with you by email the successful results of our regions participation at the TIAA Summit. We advocate for the region and Rural Tourism growth. There are a number of great resources and data online that supports the Tourism industry on their website at <https://www.tiaaalberta.ca/>

### Tourism Week Travel Alberta Resources

Travel Alberta released a number of items of interest to highlight Tourism Week 2025.

Learn more here at: <https://industry.travelalberta.com/resources/tourism-week-2025>

### Contact us at:

[Info@goeastofedmonton.com](mailto:Info@goeastofedmonton.com). Follow us @goeastofedmonton on Facebook, Instagram and Tik Tok.

And be sure to follow us on LinkedIn.com





# 9.3



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*  
*MLA, Calgary-Hays*

April 8, 2025

I am pleased to share that today, our government tabled Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*. Bill 50 makes amendments to the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, *New Home Buyer Protection Act (NHBPA)*, and the *Safety Codes Act (SCA)* to modernize municipal processes.

The proposed amendments will strengthen local governance and reduce conflict by repealing code of conduct provisions and granting Ministerial authority to establish procedures of council. The amendments also clarify the accountability of chief administrative officers and strengthen oversight authorities of appointed Official Administrators.

Also included are amendments regarding Intermunicipal Collaboration Frameworks (ICFs) which would clarify the required content of ICFs and strengthen the dispute resolution process to ensure ICFs are adopted and implemented effectively.

Changes are also proposed to the *LAEA* to clarify administrative requirements in advance of the October 2025 municipal and school board elections. In addition, we are allowing for the use of elector assistance terminals which enable voters who live with visual or physical impairments to vote independently and privately. We are also proposing amendments to residency requirements so that residents displaced by last year's wildfire in Jasper can vote and run for office, provided they intend to return to the community.

Finally, proposed changes to the *NHBPA* and the *SCA* address stakeholder concerns with the current new home buyer protection program, the quality of new homes, affordability, and red tape.

I invite you to read Bill 50. A copy of the Bill can be found here: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>. Additional information about the proposed amendments is also available here: [www.alberta.ca/modernizing-municipal-processes](http://www.alberta.ca/modernizing-municipal-processes).

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

I will be hosting a town hall for stakeholders to share additional information and answer questions about the proposed amendments. The town hall will take place virtually on April 16, 2025, at 6:00 PM. Please send the names and email addresses of your representative(s) who will attend to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca). Individuals identified by your organization will receive a link ahead of the town hall.

Sincerely,

A handwritten signature in dark ink that reads "Ric McIver".

Ric McIver  
Minister

# Changes to the *Municipal Government Act (MGA)* 2024

## Planning and Development Public Hearings

### Relevant *MGA* sections

- *MGA* s. 199
- *MGA* s. 216.1
- *MGA* s. 216.4

### Previous *MGA* requirements

For planning and development matters, the *MGA* requires public hearings prior to council decisions for certain land use planning matters.

- S. 692 requires a public hearing to be held prior to second reading of a bylaw that adopts or amends a statutory plan or land use bylaw.
- S. 674 and 676 require a public hearing prior to the sale, lease, or disposal of municipal reserve, community services reserve, and school reserves as well as prior to disposal or lease of a conservation or environmental reserve.

Prior to the changes, municipalities were not required to provide electronic options for public hearings and municipalities could hold additional public hearings on planning and development matters beyond legislated requirements.

### What has changed

To enable greater public participation in public hearings, changes to the *MGA* in Bill 20 require municipalities to offer electronic options for public hearings on planning and development matters. This may include using a telephone, or online options.

Electronic options for public hearings will ensure more residents are aware and informed of, and may participate in, local planning and development matters.

Municipalities must, by bylaw, provide for electronic means of public hearings to be established within six months from the coming into force of the amendments.

Municipalities will now be restricted from offering any additional public hearings addressing council consideration of residential or mixed-use planning developments if those hearings are not already mandated by legislation (in the *MGA* or other legislation).

Limiting municipalities to only holding public hearings for planning and development matters that are required in legislation will ensure that development follows legislated timelines without undue delays. The public will still be able to engage through the required public hearings without municipalities holding additional public hearings.

### What municipalities need to know

A bylaw providing for electronic means of public hearings must be established by April 30, 2025 (within six months from the coming into force of the amendments).

### Effective date

These changes took effect upon proclamation of Bill 20 on October 31, 2024.

### Resources

To learn more, please refer to:

- Strengthening local elections and councils: <https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20: [https://docs.assembly.ab.ca/LADDAR\\_files/docs/bills/bill/legislature\\_31/session\\_1/20230530\\_bill-020.pdf](https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf)
- Amendment summary for Bill 20: <https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>

### Contact us

**Phone:** 780-427-2225  
**Toll-free in Alberta:** 310-0000  
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# Summary of Bill 50: Municipal Affairs Statutes Amendment Act, 2025

On April 8, 2025, the Government of Alberta released Bill 50: the [Municipal Affairs Statutes Amendment Act, 2025](#), which proposes amendments to the *Local Authorities Election Act* (LAEA), *Municipal Government Act* (MGA), the *New Home Buyer Protection Act* (NHBPA) and the *Safety Codes Act*.

While Alberta Municipalities is in the process of conducting our analysis of Bill 50, this document will help inform CAOs about the proposed changes.

## Changes to the Municipal Government Act

### Intermunicipal Collaboration Frameworks (ICFs)

Proposed Change
<b>List of Mandatory Services for ICFs</b> Add provision that all ICFs must address the following services: (section 708.29(1.1)) <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Water and wastewater</li> <li>• Solid waste</li> <li>• Emergency services</li> <li>• Recreation</li> </ul>
<b>Option for Non-Mandatory Services</b> If all municipalities party to an ICF agree, then additional (non-mandatory) services may be included in an ICF, except for third-party services. (section 708.29(1.2))
<b>Capital Costs for a New Facility</b> Capital costs for a new facility can only be included in an ICF if all municipalities have participated in the design and decision to construct the facility. This requires a prior agreement detailing the nature of participation by each municipality. (section 708.29(1.7)) This provision only applies to ICFs entered into after Bill 50 comes into force.
<b>Regulations Related to Capital Costs</b> Adds a provision that the Minister may make regulations relating to the treatment of capital costs in ICFs. (section 708.29(1.91))
<b>Cost Calculation Model</b> Municipalities may establish a cost calculation model within their ICF. (section 708.29(1.4))
<b>Sharing of Data</b> Municipalities must disclose all information, data, or assumptions used for its proposal for cost calculation. (section 708.29(1.5))
<b>Definition of costs</b> A definition of “costs for intermunicipal services” is added to the MGA. (section 708.29(0.1)(a))
<b>Third-Party Services</b> A definition of “third party services” is added to the MGA. (section 708.29(0.1)(b))
<b>Definition of “Act in Good Faith”</b> A definition of “act in good faith” is added to the MGA relating to ICFs. (section 708.33(0.1))

#### Proposed Change

##### **Exceptions for Municipal Districts and Counties**

Municipal districts and counties that share a common boundary may opt out of an ICF by mutual agreement.

(section 708.28(1.1))

## Arbitration of Intermunicipal Collaboration Frameworks

#### Proposed Change

##### **Services Out of Scope of Arbitration**

Services that are not in the mandatory list of ICF services will not be subject to arbitration.

##### **Responsibility and Timeline for an Arbitrated ICF**

If an arbitrator makes an award, the arbitrator must prepare the ICF within 30 days and the municipalities are bound by the award and have 60 days to adopt the ICF. (section 708.4(1))

##### **Payment of the Arbitrator's Costs**

If a municipality fails to pay its proportion of the arbitrator's costs, the Minister may order the municipality to pay its proportion. (section 708.41(3))

##### **Force Compliance with an Arbitrator's Award**

Update section 708.43(2) to clarify that the Minister may take necessary action if a municipality does not comply with an arbitrator's award or does not adopt an ICF that reflects the arbitrator's award.

##### **Limitations of an Arbitrator**

An arbitrator may not make an award that:

- negates a matter that the municipalities have agreed to, unless that matter is beyond the municipalities' jurisdiction. (section 708.36(7)(d.1))
- addresses a matter not previously discussed by the municipalities. (section 708.36(7)(d.2))

## Councillor Code of Conduct and Council Meeting Procedures

#### Proposed Change

##### **Elimination of Code of Conduct Bylaws**

Any municipal bylaw or portion of a bylaw or resolution that provides for a code of conduct or addresses the behaviour of conduct of a councillor(s) is repealed. (section 145(10))

##### **Termination of Current Complaints or Sanctions**

Any existing complaint or imposed sanctions related to a code of conduct bylaw are terminated.

##### **Behaviour of Councillors or Committee Members**

A council may not make a bylaw or a resolution that addresses the behaviour of a councillor(s) or members of council committees. (section 145(9))

##### **Meeting Standards**

Add provisions for the Minister to set standard meeting procedures for council meetings and council committee meetings. (section 145)

## Accountability of the Chief Administrative Officer (CAO)

Proposed Change
<b>Number of CAOs</b> A municipality may only appoint one CAO. (section 205(2))
<b>Appointment of a CAO</b> Council decisions to appoint, suspend, or revoke the appointment of a CAO must be by simple majority only. (section 206(1))
<b>Use of Natural Person Powers</b> Add provision that when the municipality exercises its natural person powers, the CAO must notify council in writing within 72 hours. (section 208(3))
<b>Duty to Provide Information to a Councillor</b> Add provision that a CAO will be responsible for providing information to council as soon as practicable when requested by a councillor (when the request is specific to the operation or administration of the municipality). (section 208.1(1))
<b>Refusal to Share Information with Council</b> The CAO may decline to provide information in specific circumstances (e.g. personal information) but the CAO must provide the reason for the refusal to all councillors. (section 208.1(4))
<b>Sharing Information with all of Council</b> Information shared with one councillor must be shared with all councillors within 72 hours. (section 208.1(3))

## Authority of Official Administrators

Proposed Change
<b>Notification of Meetings</b> An Official Administrator must be notified of any council meeting and may be present for any meeting of council that is closed to the public except in cases of legal privilege. (section 575(2)(c)(i)) and 575(2)(c)(ii))
<b>Request for Information</b> Provide authority for the Official Administrator to direct the municipality to provide a copy of any records, except records that are subject to legal privilege. (section 575(2)(c)(iii))
<b>Approval</b> An Official Administrator must sign or authorize agreements, cheques, and other negotiable instruments of the municipality in addition to the person authorizing. (section 575(2)(c)(iv))

## Defining “Public Interest” and “Policy of Government”

Proposed Change
<b>Public Interest</b> Add authority for the Lieutenant Governor in Council to make regulations that define the term “public interest”. (section 179.2)
<b>Policy of the Government</b> Add authority for the Lieutenant Governor in Council to make a regulation that defines the term “policy of the government”. (section 603.02)

## Changes to the Local Authorities Election Act

### Election Voting, Recounts, and Withdrawal by Candidates

Proposed Change
<b>Candidate Withdrawal</b> A candidate may withdraw their name during the nomination period or within 24 hours after the closing of nominations, regardless of whether there is a sufficient number of nominations for council. (section 32)
<b>Displaced Residents of Jasper</b> Add provisions to allow residents of Jasper who remain temporarily displaced to vote and run in the upcoming local election, provided they intend to return to the community. (section 48.1 and 53.03)
<b>Permanent Electors Register</b> Add and amend provisions for how a permanent elector register may be used. (section 49(7.1) and 49(8))
<b>Voter Assistance Terminals</b> Allow municipalities to use elector assistance terminals so voters with visual or physical impairment can mark their election ballot independently. (section 78.1 and 84.1)
<b>Recount Process</b> Split up the provisions of the current recount processes into separate sections. (section 98)
<b>School Board Use of Electors Register</b> Provide authority for a school board to request a permanent electors register from the relevant municipality. (section 49.1)

### Campaign Finances (the following amendments are only applicable to Calgary and Edmonton)

Proposed Change
<b>Definition of Campaign Expense</b> Update the definition of “campaign expense” to include references to a local political party or slate. (section 147.1(1)(a))
<b>Definition of Contribution</b> Update the definition of “contribution” to include references to a local political party. (section 147.1(1)(c))
<b>Advising of Prospective Contributors</b> Clarify that local political parties are required to advise prospective contributors of the rules relating to contributions. (section 147.13(2))
<b>Transfers Between Local Political Parties and Candidates</b> Add provisions for transfers between local political parties and their endorsed candidates. (section 147.25)



## Changes to the New Home Buyer Protection Act

The initial legislation, passed in 2014, made home warranty coverage mandatory for new homes in Alberta. The *New Home Buyer Protection Act* applies to single-family homes, multi-family homes, duplexes, condominiums, manufactured homes and recreational properties where permits were pulled starting February 1, 2014. All new homes must have minimum warranty coverage of one year on labour and materials, two years on delivery and distribution systems, five years for building envelope, and ten years for major structural components. The proposed changes in Bill 50 are focused on owner-builders and would come into force on proclamation. Engagement is anticipated later in 2025 on builder competencies and claims dispute resolution.

Proposed Change
<b>Simplified digital confirmation in place of notarized statutory declarations.</b> Replaces the requirement for a statutory declaration with a simple confirmation for owner-builders. (section 5(1))
<b>Exemptions to selling a new home without warranty coverage.</b> Allows owners who have been granted an exemption to sell a home provided they provide the prospective owner with a disclosure notice, in a form satisfactory to the Registrar. (section 3.01(1))
<b>Exemptions to require obtaining a warranty.</b> Adds financial hardship as grounds for receiving an exemption. (section 3.01(2))
<b>Caveat against certificate</b> Adds responsibility for the Registrar to register a caveat against the certificate of title to the land on which the new home is the subject of the warranty exemption. (section 3.04(4))
<b>Ability to appeal</b> Reinstates a mechanism to allow a person to appeal a Registrar decision related to definition, exemptions, and rental use designations. (section 17(1)(d))

## Changes to the Safety Codes Act

Proposed Change
<b>Safety Codes Council Advice</b> Establishes areas the Minister may seek advice from the council on. (section 8.01(2))
<b>Persons Appointed to the Safety Codes Council</b> Adds a provision that persons appointed to the Safety Codes Council include persons who are experts in or have experience with new home warranty coverage under the New Home Buyer Protection Act. (section 16(4))
<b>Duties of the Safety Codes Council</b> Adds a provision that requires the Council to provide advice and recommendations to the Minister regarding New Home Buyer Protection Act if requested. (section 18(d.01))



# **Bill 50: *Municipal Affairs Statutes Amendment Act***

## **Bill Analysis and Briefing**

### **1. Intermunicipal Collaboration Frameworks (ICFs)**

**Legislation Affected:** Municipal Government Act (MGA)

**Key Changes:**

- Mandatory services must be addressed in ICFs; arbitration limited to these.
- Cost-sharing data must be shared.
- Capital cost inclusion requires prior agreement on participation and input by all participating municipalities on design of, and decision whether to build the facility.
- Arbitrators' decisions must be implemented as ICFs; Minister may impose if not adopted.
- Any two bordering Rural municipalities may opt out of an ICF by mutual agreement after first reviewing all existing agreements between them.
- Administrative clarifications and new definitions added.

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### **2. Councillor Code of Conduct & Council Meeting Procedures**

**Legislation Affected:** MGA

**Key Changes:**

- Repeal of mandatory councillor code of conduct.
- Minister will establish standardized meeting procedures for councils and committees.
- Existing complaints or sanctions not before courts will cease.

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### **3. Accountability of Chief Administrative Officers (CAOs)**

**Legislation Affected:** MGA

**Key Changes:**

- CAOs must provide information to councillors upon request (with limited exceptions).
- Shared info to one councillor must be shared with all within 72 hours.
- Written report to council on natural person powers use required within 72 hours.
- Limit of one CAO per municipality.
- Appointment/suspension/removal decisions by simple majority.

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#### **4. Official Administrators (OAs)**

**Legislation Affected:** MGA

**Key Changes:**

- OAs must be notified of all council meetings and may attend closed sessions (except legal privilege).
- May demand municipal records (except privileged ones).
- Required to co-sign key financial instruments.

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#### **5. Regulation-Making Authority**

**Legislation Affected:** MGA

**Key Changes:**

- Lieutenant Governor in Council can define “public interest” and “policy of the government.”
- “Public interest” definition deferred; “policy of the government” will include formal instruments like Acts, Orders, etc.

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#### **6. Clarifying Administrative Election Requirements**

**Legislation Affected:** LAEA

**Key Changes:**

- Special residency rule for Municipality of Jasper due to wildfire displacement.
- Clear separation of recount provisions.
- Allows candidate withdrawal within 24 hours of nomination close.
- School boards can request permanent electors register.
- Expanded definitions for “campaign expense” and “contribution.”

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#### **7. Transfer of Campaign Funds**

**Legislation Affected:** LAEA

**Key Changes:**

- Allows fund transfers between local parties and endorsed candidates.

- Transfers must be reported in annual disclosures.
- No limit on amount transferred between political parties and their candidates

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## **8. Elector Assistance Terminals**

**Legislation Affected:** LAEA

**Key Changes:**

- Permits use of secure, standalone terminals for voters with disabilities.
- Terminals must print paper ballots for manual count and cannot be connected to the internet.
- A bylaw must be passed by June 30 of the year in which a general election is to be held.

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## **9. New Home Buyer Protection Act (NHBPA) and Safety Codes Act**

**Key Changes:**

**Owner-Builder Authorization**

- Simplifies authorization process.
- Registrar may register caveat for unwarranted homes.
- If exempt home is being sold while still within the warranty period a disclosure notice that states whether the home has the required home warranty coverage must be provided to the prospective owner

**Expanded Exemptions**

- Undue or financial hardship added as exemption criteria for warranty.

**Advisory Committee & Appeals**

- Minister can seek advice from Safety Codes Council.
- Appeals mechanism reinstated for Registrar decisions.



Edmonton

**Military Family Resource Centre**

Military Families: Strength Behind the Uniform

La famille : la force conjointe

**Centre de ressources des familles militaires**

d'Edmonton

## 9.4

April 15, 2025

Dear Management Team,

### **RE: REQUEST FOR SUPPORT**

Over 6,000 Regular and Reserve Force members along with their families call Edmonton and area home. Over the next year we will see over 2,000 military members deployed on overseas missions or domestic operations. These deployments can be a stressful and challenging time for military families.

***The Edmonton Military Family Resource Centre (MFRC) is the only local non-profit charitable organization nationally mandated as the frontline service provider to Canadian Military Families.*** For 35 years, the MFRC has been providing critical programs and services that enhance the strength and resilience of military families. Life of the military family has unique challenges, which is what makes programs and services offered by the MFRC such an integral part of what is required to not only support our troops at home and abroad but also to ensure military families have the resources required to prosper.

The MFRC is pleased to announce our largest fundraiser of the year, the 19th annual Yellow Ribbon Gala Dinner and Silent Auction on October 18, 2025. We are anticipating over 200 attendees to join us as we aim to raise over \$60,000 that will directly support programs and services offered at the MFRC.

**The MFRC would like to request your consideration in becoming an event sponsor.** Your support puts your organization front and centre with the Edmonton military community and demonstrates your commitment to military families. For your convenience we have enclosed the sponsorship opportunities that are available for this event. Proceeds from the Gala will enable the MFRC to continue to provide programs and services that our military and their families rely on in the areas of Mental Health and Wellness, Deployment Support, Child and Youth Programs, and Community Integration.

We are continually inspired by the dedication and generosity of our sponsors. Thank you for taking the time to consider our request. Should you have any further questions please do not hesitate to contact Sara Beretka, Fund Development Coordinator at [FundDev@mfrcedmonton.com](mailto:FundDev@mfrcedmonton.com) or 780-973-4011 ext. 528-6324.

Sincerely,

Roza Parlin  
Executive Director



PO Box 10500 Station Forces | C.P. 10500 Succ Forces

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## Yellow Ribbon Gala Dinner and Silent Auction Sponsorship Opportunities

### **Title Sponsor: \$20,000**

- Twelve tickets to Gala dinner
- Company name and logo (66% size) recognition on event invitations, programs, and signage
- Verbal recognition as presenting sponsor by emcee of the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and Community Guide
- Acknowledgement in Event Program
- Company name, logo, and recognition on the MFRC website with contact link
- Acknowledgement on MFRC social media pages
- Company pull-up banner at the event (provided by sponsor)

### **Platinum Sponsor: \$15,000**

- Ten tickets to Gala dinner
- Company name and logo (33% size) recognition on event program and signage
- Verbal recognition by emcee of the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and Community Guide
- Acknowledgement in Event Program
- Company name, logo, and recognition on the MFRC website with contact link
- Acknowledgement on MFRC social media pages

### **Gold Sponsor: \$10,000**

- Six tickets to Gala dinner
- Company name and logo (25% size) recognition on event program
- Verbal recognition by emcee of the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and Community Guide
- Acknowledgement in Event Program
- Acknowledgement on MFRC social media pages

### **Silver Sponsor: \$5,000**

- Four tickets to Gala dinner
- Company name and logo (10% size) recognition on event program
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in the MFRC's Annual General Report and Community Guide
- Acknowledgement in Event Program
- Acknowledgement on MFRC social media pages

### **Table Sponsor: \$1,500**

- Company name and logo displayed on one table of ten at the event
- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in Event Program
- Acknowledgement in the MFRC's Annual General Report and Community Guide

### **Bronze Sponsor: \$1,000**

- Sponsor name displayed on Donor wall in MFRC
- Acknowledgement in Event Program
- Acknowledgement of your company in the MFRC's Annual General Report

## TOWN OF LEGAL

### Report to Council

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

Meeting:	<b>Regular Council</b>
Meeting Date:	April 22, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Council Procedural Bylaw
Agenda Item No:	10.1

#### **BACKGROUND / PROPOSAL:**

Due to recent changes to the *Municipal Government Act* (MGA) in Bill 20, municipalities are required to offer electronic options for public hearings on planning and development matters. This may include using a telephone, or online options. The last day to pass this bylaw is April 30, 2025.

Proposed Council Procedural Bylaw is attached. Administration is recommending that Council pass all three readings at the April 22, 2025 Council meeting.

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

Electronic options for public hearings will ensure more residents are aware and informed of, and may participate in, local planning and development matters.

Municipalities will now be restricted from offering any additional public hearings addressing council consideration of residential or mixed-use planning developments if those hearings are not already mandated by legislation (in the MGA or other legislation).

Limiting municipalities to only holding public hearings for planning and development matters that are required in legislation will ensure that development follows legislated timelines without undue delays. The public will still be able to engage through the required public hearings without municipalities holding additional public hearings.

Relevant MGA sections • s. 199, s. 216.1, s. 216.4

10.1

**COSTS / SOURCE OF FUNDING (if applicable):**

Not applicable in any direct way.

**RECOMMENDED ACTION (by originator):**

It is recommended that Council give the Council Procedural Bylaw all three readings at the April 22, 2025 Council meeting.

**Initials show support – Reviewed by:**

CAO: Original Signed - ~~RP~~

# Changes to the *Municipal Government Act (MGA)* 2024

## Planning and Development Public Hearings

### Relevant *MGA* sections

- *MGA* s. 199
- *MGA* s. 216.1
- *MGA* s. 216.4

### Previous *MGA* requirements

For planning and development matters, the *MGA* requires public hearings prior to council decisions for certain land use planning matters.

- S. 692 requires a public hearing to be held prior to second reading of a bylaw that adopts or amends a statutory plan or land use bylaw.
- S. 674 and 676 require a public hearing prior to the sale, lease, or disposal of municipal reserve, community services reserve, and school reserves as well as prior to disposal or lease of a conservation or environmental reserve.

Prior to the changes, municipalities were not required to provide electronic options for public hearings and municipalities could hold additional public hearings on planning and development matters beyond legislated requirements.

### What has changed

To enable greater public participation in public hearings, changes to the *MGA* in Bill 20 require municipalities to offer electronic options for public hearings on planning and development matters. This may include using a telephone, or online options.

Electronic options for public hearings will ensure more residents are aware and informed of, and may participate in, local planning and development matters.

Municipalities must, by bylaw, provide for electronic means of public hearings to be established within six months from the coming into force of the amendments.

Municipalities will now be restricted from offering any additional public hearings addressing council consideration of residential or mixed-use planning developments if those hearings are not already mandated by legislation (in the *MGA* or other legislation).

Limiting municipalities to only holding public hearings for planning and development matters that are required in legislation will ensure that development follows legislated timelines without undue delays. The public will still be able to engage through the required public hearings without municipalities holding additional public hearings.

### What municipalities need to know

A bylaw providing for electronic means of public hearings must be established by April 30, 2025 (within six months from the coming into force of the amendments).

### Effective date

These changes took effect upon proclamation of Bill 20 on October 31, 2024.

### Resources

To learn more, please refer to:

- Strengthening local elections and councils: <https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20: [https://docs.assembly.ab.ca/LADDAR\\_files/docs/bills/bill/legislature\\_31/session\\_1/20230530\\_bill-020.pdf](https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf)
- Amendment summary for Bill 20: <https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>

### Contact us

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**Email:** [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca)



**TOWN OF LEGAL  
BYLAW #xx-2025  
PROCEDURAL BYLAW**

**A BYLAW OF THE TOWN OF LEGAL, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS AND THE TRANSACTING OF BUSINESS BY COUNCIL FOR THE MUNICIPALITY.**

**WHEREAS**, it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided; and

**WHEREAS**, pursuant to the *Municipal Government Act, R.S.A. 2000, c. M-26*, and amendments thereto, Council may pass bylaws in relation to the procedures of Council and Council Committees, and the conduct of elected officials and members of Council Committees; and

**WHEREAS**, Council hereby establishes the following rules and regulations for the order and conduct in which all Council and committee meetings shall transact its business.

**NOW THEREFORE**, the Council of the Town of Legal duly assembled enacts as follows:

**1. TITLE**

- 1.1 This Bylaw may be cited as the "Council Procedural Bylaw".

**2. DEFINITIONS**

- 2.1 "Act" means the *Municipal Government Act (MGA), R.S.A. 2000, c.M-26*, any regulations thereunder and any amendments or successor legislation thereto.
- 2.2 "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all Town staff who operate under the leadership and supervision of the Chief Administrative Officer.
- 2.3 "Agenda" means the agenda for regular or special meetings of Council prepared pursuant to Section 9 of this Bylaw.
- 2.4 "Chief Administrative Officer (CAO)" means the Chief Administrative Officer of the Town of Legal, or their designate.
- 2.5 "Closed Session (In Camera)" means a confidential portion of a council or committee meeting that is closed to the public in accordance with the *Freedom of Information and Protection of Privacy Act*, any regulations thereunder and any amendments or successor legislation thereto, and at which only members of Council and other persons designated by Council may attend.
- 2.6 "Code of Conduct" means a set of guidelines and rules that outline expected behaviors, ethical standards, and responsibilities for individuals or within an organization, as set by provincial legislation, regulation or by municipal bylaw.
- 2.7 "Committee" means any committee, board or other body established by Council under the *Municipal Government Act*.
- 2.8 "Council" means the Council of the Town of Legal.
- 2.9 "Councillor" means a member of Council including the Mayor elected pursuant to the provisions of the *Local Authorities Act*, any regulations thereunder and any amendments or successor legislation thereto.

- 2.10 "Delegation" means any person, or group of persons, firm or organization that is neither a member of the committee or council, wishing to address a committee or council upon a request to the Chief Administrative Officer.
- 2.11 "Deputy Mayor" means the member who is appointed by Council pursuant to the *Municipal Government Act* to act as Mayor in the absence or incapacity of the Mayor.
- 2.12 "Electronic Address" means a website address, telephone number, or other means of communication that provides access to a meeting or service that is provided through Electronic Means.
- 2.13 "Electronic Means" means the use of technology to enable people located in different locations to hear and communicate with each other in real time using any type of telecommunications facility that is capable of receiving and transmitting any combination of written, audio or video signals.
- 2.14 "Electronic Meeting" means a meeting conducted by Electronic Means.
- 2.15 "Electronic Participation" means a person who participates in a Council meeting or Council Committee Meeting using Electronic Means.
- 2.16 "Emergency" means a situation or the threat of an impending situation adversely affecting property and/or the health, safety and welfare of the Town of Legal, which by its nature and magnitude requires a timely, coordinated, and controlled response.
- 2.17 "Emergent Resolution" means a resolution that is deemed to be necessary to take an expedient action for the benefit of the municipality that should happen before the next regularly scheduled Council meeting.
- 2.18 "Governance and Priorities Committee" means the members of Council and administrative leadership team.
- 2.19 "Mayor" means the Chief Elected Official of the Town of Legal, pursuant to the *Municipal Government Act*, and appointed by Council.
- 2.20 "Meeting" means any regular, special or other meeting of Council or of a committee, as the context requires.
- 2.21 "Member" means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council Committee appointed by Council.
- 2.22 "Member at Large" means a member of the public appointed by Council to a Committee of Council.
- 2.23 "Municipality" means the Municipal Corporation of the Town of Legal.
- 2.24 "Notice of Motion" is the means by which a member of Council brings business before Council that is not on the approved agenda.
- 2.25 "Point of Order" is the raising of a question by a member to call attention to any departure from the Procedural Bylaw.
- 2.26 "Point of Privilege" means that an interruption may occur only if necessary.
- 2.27 "Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other member of Council chosen to preside at the meeting.
- 2.28 "Public Hearing" means a meeting of Council convened to hear matters pursuant to the *Municipal Government Act*.
- 2.29 "Quorum" means the majority of all members of Council, being fifty percent (50%) plus one (1) unless Council provides otherwise in this Bylaw.
- 2.30 "Recess" means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting.
- 2.31 "Recorded Vote" means the making of a written record of the name and vote of each member who votes on a question and each member present who does not vote.

- 2.32 "Special Meeting" means a meeting called by the Mayor pursuant to the Municipal Government Act.
- 2.33 "Special Resolution" means a resolution passed by a two-thirds (2/3) majority of all Council members or two-thirds (2/3) of all members of a Committee.

### **3. APPLICATION**

- 3.1 Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice-versa.
- 3.2 Words importing the singular shall include the plural or vice-versa whenever the context so requires.
- 3.3 This Bylaw shall govern the proceedings of Council, Governance and Priorities Committee, and Council Committees established by Council and shall be binding upon all Committee members whether Council or Members at Large.
- 3.4 Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with the *Municipal Government Act*; and then, "*Roberts Rules of Order*", in that order.
- 3.5 In the absence of statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of ~~two-thirds (2/3)~~ the majority of all members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.
- 3.6 This Bylaw shall not be repealed, amended or suspended, unless it is repealed, amended or suspended, pursuant to the special provisions for procedural bylaw amendment contained in the *Municipal Government Act*.

### **4. ORGANIZATIONAL MEETING**

- 4.1 Council shall hold an Organizational Meeting not later than two (2) weeks after the third Monday in October each year.
- 4.2 The Chief Administrative Officer shall set the time and place for the Organizational Meeting, the business of the meeting shall be limited to:
- 4.2.1 Election of Mayor and Deputy Mayor:
- The Chief Elected Official, who shall be referred to as the Mayor, unless the Council directs that another title appropriate to the office be used, shall be appointed by Council, pursuant to the *Local Authorities Election Act, Statutes of Alberta 2000, c. L-21*, and amendments thereto.
  - The Deputy Mayor shall be appointed by Council, pursuant to the *Local Authorities Election Act, Statutes of Alberta 2000, c. L-21*, and amendments thereto.
  - The Mayor and Deputy Mayor shall take the prescribed oath of office.
  - Until the Mayor has taken the oath of office, the Chief Administrative Officer shall chair the Organizational Meeting.

#### 4.2.2 Setting the date and location of Regular Meetings:

- a. The date and time of regular Council meetings will be determined at the annual Council Organizational meeting.
- b. Regular meetings of Council shall be located in the Council Chambers of the Town of Legal Municipal Office.

#### 4.2.3 The appointments of members to Committees which Council is entitled to make:

- a. Appointments of Council members to Committees shall be for a term of one (1) year, unless otherwise specified and reviewed at the Organizational Meeting.

#### 4.2.4 Any other business required by the *Municipal Government Act*, or which Council or the Chief Administrative Officer may direct.

#### 4.2.5 Additional items following an election year:

- a. Oath of Office – every member of Council must take the official oath of office prescribed by the *Oaths of Office Act*. The *Municipal Government Act* states that members of Council may not carry out any power, duty or function until they have taken the official oath.
- b. ~~Councillor~~ Code of Conduct ~~Bylaw~~ – every member of Council must review as per the Council orientation process.
- c. Procedural Bylaw – every member of Council must review as per the Council orientation process.

### 5. REGULAR AND SPECIAL MEETINGS

5.1 All Council meetings will be advertised in accordance with the *Municipal Government Act*.

5.2 If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice as specified in this Bylaw. ~~Posting a public notice in the front foyer of the Town of Legal's Municipal Office is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.~~ Where Electronic Participation has been permitted under this Bylaw, Council may change the particulars of the Electronic Means in accordance with this Section.

5.3 All meetings will be open to members of the public, except for Closed Session portions of the meeting.

5.4 Council has the authority to move into "Closed Sessions" pursuant to the *Municipal Government Act* for the purposes of:

- 5.4.1 Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information;
- 5.4.2 To comply with Division Two of Part One of the *Freedom of Information and Protection of Privacy Act*.

5.5 Matters which may be discussed in a Closed Session include the following:

- 5.5.1 Wages, salary and other personnel matters;
- 5.5.2 Any information regarding contract negotiations;
- 5.5.3 The acquisition, sale, lease or exchange of land;
- 5.5.4 Matters involving litigation, or the discussion of legal advice provided to the Town of Legal;
- 5.5.5 Matters concerning RCMP investigations or confidential reporting; and
- 5.5.6 Information pertaining to the Town's accounting practices.

5.6 Council or Committee has no power at a Closed Session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

## **6. QUORUM**

6.1 As soon after the hour of the meeting as there is a quorum present, the Mayor shall take the Chair and call the meeting to order. A quorum is three (3) members who are eligible to vote.

6.2 In case the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

6.3 If there is no quorum present within thirty (30) minutes after the time appointed for a regular meeting of Council, the Chief Administrative Officer shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next regular meeting, unless a special meeting has been duly called in the meantime. Notice of adjournment shall be posted on the outside door of access to the Council Chambers.

6.4 For the purpose of determining whether a meeting has Quorum, a Councillor or Council Committee member attending by Electronic Means is considered present when administration is able to confirm that the Councillor or Council Committee member has connected to the meeting in accordance with Section 7 of this Bylaw.

6.5 Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:

- 6.5.1 The declaration of pecuniary interest or conflict of interest; or
- 6.5.2 From a Councillor or Mayor not being present for all or part of a Public Hearing;

then the motion shall be the first order of business to be proceeded with and disposed of at the meeting of Council under that particular order of business.

6.6 If a quorum is lost for any other reason than those aforementioned in Section 6.45, the meeting is adjourned.

## **7. MEETINGS BY ELECTRONIC MEANS**

7.1 To hold a meeting with participation available by Electronic Means:

- 7.1.1 The facilities must enable the meeting participants can participate in the meeting in real time, in accordance with the procedures established in this Bylaw; and
- 7.1.2 If the meeting requires public notice per the MGA, the notice must be provided in accordance with Section 5.1 of this Bylaw and include the Electronic Address; or
- 7.1.3 For other meetings where public participation is permitted, either for all or a portion of the meeting, the Electronic Address is included in the public agenda package; or
- 7.1.4 For attendance of Members, Administration, or presentations and delegations, participation via Electronic Means may be arranged in advance. This information will be provided directly to the individual(s) involved, ensuring that they are able to participate in accordance with the procedures established in this Bylaw.

7.2 Council members who attend meetings or Public Hearings remotely through the use of Electronic Means:

- 7.2.1 Must use a method of Electronic Means that enables them to be both seen and heard by all other participants and members of the public, in order to confirm their identity and ensure procedural transparency;
  - a. A Council member shall be permitted to attend a meeting through the use of Electronic Means if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively;
- 7.2.2 May attend regular or Special Council meetings a maximum of three (3) times per calendar year, unless otherwise approved by Council;
  - a. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection through Electronic Means remain active.
- 7.2.3 May participate in open session, but must declare at the beginning of the meeting whether they are alone or not and confirm that no other person will communicate with or influence them during the meeting. If this status changes during the meeting, the member must immediately advise Council;
- 7.2.4 May participate in any Closed Session but must maintain the confidentiality of all discussions and declare they are alone and in a location where they cannot be overheard;
  - a. When a Council member attends a Closed Session through the use of Electronic Means, they will be required to confirm that they have attended the Closed Session alone in keeping with the definition in this Bylaw of "Closed Session" by providing a statutory declaration or affidavit sworn or declared before the Chief Administrative Officer or Commissioner for Oaths prior to the next regular Council meeting.
- 7.2.5 Retain all rights and privileges contained in this Bylaw; and

7.3 The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting via Electronic Means.

7.4 When a vote is called, Council members attending the meeting via Electronic Means shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.

7.5 Any Councillor or Council Committee member present via Electronic Means, shall address the Presiding Officer by stating, "I wish to speak on the matter at hand," and be recognized by the

Presiding Officer.

7.6 The public may attend a meeting and participate by Electronic Means if:

7.6.1 Public input is permitted for all or a portion of the meeting, and participation is possible through audio or visual means, in accordance with the procedures established in this Bylaw.

## **~~7. MEETING THROUGH ELECTRONIC COMMUNICATIONS~~**

~~7.5 Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include: through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.~~

~~7.6 A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.~~

~~8.2 A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.~~

~~8.3 A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.~~

~~8.4 The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.~~

~~8.5 When a vote is called, Council members attending the meeting by means electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.~~

~~8.6 When a Council member attends a Closed Session by means of electronic communication, they will be required to confirm that they have attended the Closed Session alone in keeping with the definition in this Bylaw of "Closed Session" by providing a statutory declaration or affidavit sworn or declared before the Chief Administrative Officer or Commissioner for Oaths prior to the next regular Council meeting.~~

## **8. CANCELLATION OF MEETINGS**

8.1 A regular meeting may be cancelled:

8.1.1 By a vote of the majority of members at a previously held meeting; or

8.1.2 With the written consent of a majority of members, providing twenty-four (24) hours' notice is provided to members and the public; or



- 8.1.3 With the written consent of ~~two-thirds (2/3)~~ the majority of the members of Council if twenty-four (24) hours' notice is not provided to the public.
- 8.2 A special meeting of Council may be cancelled:
- 8.2.1 By the Mayor if twenty-four (24) hours written notice is provided to all members and the public; or
- 8.2.2 By the Mayor, with the written consent of ~~two-thirds (2/3)~~ the majority of the members, if less than twenty-four (24) hours' notice is provided to all members.
- 8.3 Notice of a cancelled or rescheduled regular Council meeting will be posted on the Town of Legal website, and if time permits, advertised in the local newspaper.

## 9. AGENDAS FOR COUNCIL MEETINGS

- 9.1 The agenda for each regular meeting shall be prepared by the Chief Administrative Officer or designate and provided together with copies of all pertinent correspondence, statements and reports to each member of Council by circulating them by electronic or other means as directed by the Chief Administrative Officer 4:30 P.M. on the Wednesday prior to the meeting.
- 9.2 If past the deadline, items may be brought forth for placement on the revised agenda. The revised agenda will be submitted to each member of Council by 4:30 P.M. prior to the meeting on Monday afternoon.
- 9.3 Any member of Council, a Town Official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submissions to the Chief Administrative Officer not later than 12:00 noon on the Wednesday of the week prior to the meeting, and/or at the Chief Administrative Officer's discretion. The submission shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable Council to consider the matter.
- 9.4 No item of business shall be considered by the Council if the item has not been placed on the agenda. The agenda of the Council as distributed may be amended if the members of Council present, by a ~~two-thirds (2/3)~~ majority vote, agree to add the item to the agenda. The Mayor, any Councillor, and/or the Chief Administrative Officer shall be given an opportunity to state why an item shall receive consideration on the agenda because of its nature before the motion is put to a vote.
- 9.5 When a communication intended for Council is received by the Chief Administrative Officer, they shall place it on the agenda of Council, unless the Chief Administrative Officer considers the matter contained in the communication to be impertinent, improper, libellous or administrative in nature; in which case the Chief Administrative Officer shall advise the originator that the communication is not being sent to the Council.
- 9.6 The order of business as established in this Bylaw shall apply for all regular Council meetings unless the members of Council present, by a two-thirds (2/3) majority vote, agree to any change.
- 9.7 The order of business on the agenda shall be as follows:



1. Call to order with acknowledgement of meeting on Treaty 6 Territory
2. Additions and/or Deletions to Agenda
3. Adoption of Agenda
4. Public Hearing (if applicable)
5. Adoption of Previous Minutes
6. Delegations, Petitions or Presentations
7. Unfinished Business
8. Reports
9. Correspondence
10. New Business
11. Closed Session
12. Adjournment

9.8 Closed Session:

9.8.1 In a Closed Session items shall be distributed as follows:

- a. Confidential material, stamped or watermarked "Confidential" on each page, is to be distributed to each Council member after Council has passed a resolution to move into a Closed Session and all documents are to be returned to the Chief Administrative Officer or their designate at the conclusion of the Closed Session portion of the meeting;
- b. Confidential material, stamped or watermarked "Confidential" on each page, greater than ten (10) pages be distributed to each Council member electronically (packages to be digitized as "Read Only") uploaded to a secure server separate from the main agenda with password protection that limits access to Council members only by 4:30 P.M. the Friday prior to the meeting.

**10. MINUTES**

- 10.1 The Chief Administrative Officer may delegate any duties relating to Council to other administrative personnel, but shall accept all responsibilities of the duties.
- 10.2 If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
- 10.3 The Chief Administrative Officer shall record in the minutes each time a member of Council is absent, and each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest as well as the general nature of the pecuniary.
- 10.4 The Chief Administrative Officer shall, whenever a recorded vote is requested by a member of Council, record in the minutes the name of each member of Council present and whether each member voted for or against the matter.
- 10.5 An administrative personnel shall record the motion to proceed to a Closed Session where Council shall state the section of the enabling Freedom of Information and Protection of Privacy Act.

- 10.6 An administrative personnel shall record the names of one or more persons attending the Closed Session along with stating the reason for their attendance in the minutes of the Council meeting.

## **11. DELEGATIONS, PETITIONS OR PRESENTATIONS**

- 11.1 Delegations shall be received at regular Council meetings or Governance and Priorities Committee meetings.
- 11.2 When a person wishes to appear before the Council to present a petition or speak on behalf of a delegation the information will be submitted in accordance with Section 9.3 of this Bylaw and the presentation to Council shall be limited to fifteen (15) minutes, followed by questions from Council members. When individuals wish to appear before the Council during a Public Hearing, their appearance shall be limited to five (5) minutes.
- 11.3 The Delegations portion of Council meetings shall provide:
- 11.3.1 An opportunity for individuals to appear as a formal delegation (i.e., they have submitted information in accordance with Section 9.3 of this Bylaw and their submission has been included in the agenda package distributed to Council); and
- 11.4 All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter.
- 11.5 In the event that all persons who expressed an interest to speak at a Council meeting cannot be heard within the allotted amount of time for presentations, they will be invited to attend and appear before the next regular Council meeting, otherwise a time extension beyond the fifteen (15) minutes is subject to the discretion of the Presiding Officer.
- 11.6 Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or require a statutory Public Hearing.
- 11.7 A response to each speaker's comments/concerns will be provided through one (1) or more of the following:
- 11.7.1 A resolution of Council at the regular Council meeting; or
- 11.7.2 Referral of the matter to the Chief Administrative Officer for review and recommendation at a subsequent time, depending on the significance of the issue and the time required to adequately research the matter.
- 11.8 Council shall hear no more than four (4) delegations at any one (1) meeting of Council unless Council allows otherwise. All rules of Council in this Procedural Bylaw shall apply to each and every member of the delegation.

## **12. GENERAL RULES OF COUNCIL**

- 12.1 Meetings of Council shall adjourn at 11:00 P.M. if in session at that hour, unless the members of

Council present, by a two-thirds (2/3) majority vote, agree to extend the time.

- 12.2 Every person wishing to speak during a Council meeting shall address the Mayor or Presiding Officer. The address to the Mayor or Presiding Officer shall be "Your Worship" and no person shall be permitted to speak unless and until, that person has been recognized by the Presiding Officer; and then, only so long as all remarks are addressed to the Presiding Officer.

12.2.1 Any Councillor or Council Committee member present via Electronic Means, shall address the Presiding Officer by stating, "I wish to speak on the matter at hand," and be recognized by the Presiding Officer.

- 12.3 Council or Council Committee meetings may be filmed or recorded by accredited media upon written permission of Council.

- 12.4 Personal smartphones, tablets, recording devices and other electronic devices must be turned off or set in the silent mode prior to entering Council Chambers by members of the gallery, unless otherwise authorized by Council. Use of Smartphones, tablets, recording devices and other electronic devices by Council is prohibited. Signs advising members of the gallery are to be posted on restrictions on use of electronic devices in Council Chambers. The Mayor is to make note of Council Chamber restrictions at the start of each meeting.

- 12.5 A meeting may be adjourned by a motion or the declaration of the Presiding Officer. A declaration by the Mayor to adjourn a meeting may be appealed through a motion decided by a majority of members.

### 13. MOTIONS

- 13.1 The time limit for speaking shall be set at three (3) minutes and the number of times that a member may speak on the same motion or matter will be twice (2).
- 13.2 After a motion is made, it may be withdrawn by the mover at any time before a vote is taken or an amendment is made.
- 13.3 The Chief Administrative Officer shall record all motions in writing before the motion is debated or put to a vote.
- 13.4 All motions shall be stated by the Presiding Officer or Chief Administrative Officer before being debated or voted upon.
- 13.5 When speaking to a motion a member shall, before entering upon the substance of his remarks, state whether he is for or against the motion.
- 13.6 No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
- 13.7 Where a matter under consideration contains several distinct propositions, a member may request, or the Mayor may direct, that each proposition be made as a separate motion.

- 13.8 After the vote has been called for by the Mayor or Presiding Officer, no member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared.
- 13.9 Voting on all motions shall be done by clearly raising one (1) hand in such a clear manner that they may be easily counted by the Presiding Officer. When using electronic communications, the Mayor or Presiding Officer will ask whether the member is voting for or against the motion. After the Mayor or Presiding Officer has counted the vote, the Mayor or Presiding Officer shall declare whether it was "carried", "carried unanimously", or "defeated". Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a question or motion before the Council. If the vote results in a tie, the motion will be considered defeated.

#### **14. MOTIONS BEFORE COUNCIL**

- 14.1 No motion will be made while a delegate is present.
- 14.2 All relevant parties must be notified in writing of the decision of Council.
- 14.3 When a motion has been made and is being considered by the Council, no other actions may be considered except:
- 14.3.1 A motion to refer the motion to some other party for consideration, or to withdraw the motion;
  - 14.3.2 A motion to amend the motion;
  - 14.3.3 A motion to table the motion (the motion remains pending in order to address another urgent matter at that meeting);
  - 14.3.4 A motion to postpone the motion to a future date (not beyond the third month from when it was presented);
  - 14.3.5 A motion to adjourn the meeting, and any necessary resultant motion to postpone shall not be debated except as to the time when the matter will again be considered; or,
  - 14.3.6 A motion of privilege, an incidental or a subsidiary motion.
  - 14.3.7 When the Mayor or Presiding Officer is called on to decide a Point of order or practice, the point shall be stated clearly and without unnecessary comment, except to cite the specific departure from the Procedural Bylaw.
  - 14.3.8 The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of members present.
  - 14.3.9 A motion to appeal the decision of the Mayor is an appeal which Council must decide, and must be made before other business is resumed. If the decision of the Mayor is appealed, the Mayor shall give concise reasons for such ruling and Council, without debate, shall decide the question. The ruling of Council shall be final.
- 14.4 A motion to refer, adjourn, postpone or to table, until it is voted upon, shall preclude all amendments to the main motion. A motion to refer or postpone is debatable, while a motion to table is not. A motion to adjourn is not debatable except as allowed in Section 14.3(e) above.
- 14.5 Each motion to amend or motion to amend an amendment to a motion:

- 14.5.1 Must be relevant to the motion on which it is proposed. Any amendment that raises a new question can only be considered as a new distinct motion;
  - 14.5.2 Must not propose a direct negative which would be considered out of order;
  - 14.5.3 Shall be put to the Council in the reverse order to that in which they are moved, and must be decided upon or withdrawn before the main question is put to a vote. Only one amendment at a time to the main motion shall be allowed; and, only one (1) amendment to an amendment shall be allowed at one (1) time;
  - 14.5.4 Shall not be moved by the original mover of the motion or the amendment;
  - 14.5.5 Must not enlarge the scope of the amendment (an amendment to an amendment), but should only deal with matters not covered by the original amendment;
  - 14.5.6 Shall only be sub-amended one (1) time. A request for a second amendment to an amendment would require the current motion to be defeated and a new motion to be moved.
- 14.6 A motion to reconsider a motion shall:
- 14.6.1 only be made at the same meeting the motion was decided;
  - 14.6.2 only be made by a member who voted with the prevailing side of the motion involved;
  - 14.6.3 not be proposed more than once for a specific motion at any one (1) meeting of Council;
  - 14.6.4 be decided by a majority of the members of Council present; and,
  - 14.6.5 not be allowed on a motion of adjournment.
- 14.7 A motion to rescind a previous motion of Council may:
- 14.7.1 Be made by any member of the Council; and
    - a. be offered at any time subsequent to the meeting at which the original motion was passed;
    - b. be passed by:
      - 1. a vote of two-thirds (2/3) of the members of Council (who hold office at the time) when the motion is without notice; and
      - 2. a simple majority of the members of Council present when notice has been given. Notice shall be through a Notice of Motion or the inclusion of the item on an agenda delivered to the members of council before the meeting.
- 14.8 A motion to rescind a previous motion of Council as per Section 14.7 shall not be made:
- 14.8.1 if the previous motion has not been acted upon to the extent that the Municipality has undertaken or become subject to any liability or obligation; or
  - 14.8.2 was not a motion for a reading of a bylaw.
- 14.9 A motion that will address a bylaw for first reading shall be decided without amendment or debate, but motions for subsequent readings are debatable. Each bylaw shall be read a first, second and third and final time before being signed by the Mayor and Chief Administrative Officer. Unanimous agreement is required to have the third and final reading at the same meeting. A motion cannot amend or change a bylaw; only an amending bylaw can make the change.

## **15. NOTICE OF MOTION**

- 15.1 Council members may bring forward notices of motion as an item on the agenda of a regular Council meeting. Once the Notice of Motion is stated, it will be recorded in the meeting's minutes.
- 15.2 A written copy of the Notice of Motion shall be provided to the Chief Administrative Officer prior to the meeting's adjournment.
- 15.3 The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
- 15.4 Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.
- 15.5 A Notice of Motion cannot be made at a Special Council meeting.
- 15.6 A Notice of Motion is not debatable until a Council member moves the motion.

## **16. VOTING – PECUNIARY INTEREST**

- 16.1 Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the *Municipal Government Act*) in any matter before Council, any Committee of Council or any Board, Commission, Committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any questions relating to the matter and shall remove themselves from the room until the matter is concluded.
- 16.2 Where the member of Council has left the meeting under Section 16.1:
  - 16.2.1 The reason for and time of the member of Council's departure, and return, if any, shall be recorded in the minutes;
  - 16.2.2 If Council amends the motion before it, Council shall recess to allow the Chief Administrative Officer to endeavour to advise the member of Council who has left the meeting of the amendment so that the Councillor may determine whether they remain in a conflict of interest; and
  - 16.2.3 Council shall not consider any other agenda item until the Chief Administrative Officer has endeavoured to advise the member of Council who left the meeting because of a conflict that there is a new agenda item before the meeting.

## **17. PETITIONS**

- 17.1 Statutory petitions will be submitted to the Chief Administrative Officer and will be processed in accordance with the *Municipal Government Act*.
- 17.2 On receipt of a non-statutory petition, the Chief Administrative Officer may do the following:
  - 17.2.1 Include it as an item on the agenda for the next regular meeting of Council in full or summary form;

- 17.2.2 Refer it to administration for a report to Council or appropriate Council Committee;
- 17.2.3 Circulate it to the members of Council individually as information if it does not require any further action by Council.

## **18. COMMITTEES AND BOARDS**

- 18.1 The Council shall appoint representatives to such Committees, Boards and Commissions as required by legislation, agreement or bylaw and as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
- 18.2 The Council may make appointments to a Committee at any time, providing that the Council has adopted a bylaw or resolution specifying the terms of reference of the Committee. Terms of reference will be adopted by bylaw if the Committee is being delegated budgetary responsibilities; whereas adoption through resolution may be used for other Committee's terms of reference.
- 18.3 A special Committee may be appointed at any time by the Council or by the Mayor acting upon the instructions of the Council, providing that a motion has been adopted specifying the matters to be dealt with by the Committee.
- 18.4 The business of standing and special Committees including Council Committee meetings in Closed Session, shall be conducted in accordance with the rules governing procedure in the Council, except that no motion need be recorded, no member shall be limited as to the number of times allowed to speak to the questions under consideration and no member may move the previous question.
- 18.5 It shall be the duty of the Chairman of each Board or Committee (or their designee) to summon members for meetings.
- 18.6 The Mayor shall be ex-officio member of all Council Committees and bodies which Council has a right to appoint members under the *Municipal Government Act* (does not apply to certain Committees, e.g. Subdivision Development Appeal Board, Assessment Review Board, etc.); and should they so desire, may direct another Councillor to attend a meeting in their place.
- 18.7 Appointed Council members shall keep the rest of the Council informed of the actions of Committees or Boards to which they are appointed by Council, by providing regular activity highlights through their written Councillors' reports.

## **19. BYLAWS**

- 19.1 Bylaws shall be passed in accordance with the *Municipal Government Act*.
- 19.2 Every proposed bylaw must have three (3) distinct and separate readings.
- 19.3 If a bylaw fails to receive third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.
- 19.4 A proposed bylaw must not have more than two (2) readings at a Council meeting unless the Councillors present unanimously agree to consider third reading at that meeting.

19.5 Every bylaw which has been passed by Council shall immediately after being signed be securely filed.

19.6 The Presiding Officer shall initial each page of the passed bylaw.

## **20. PUBLIC HEARINGS**

20.1 The conduct of any **statutory and non-statutory** Public Hearing shall be governed by the *Municipal Government Act* and this Bylaw.

20.2 Public Hearings shall be advertised to the public in accordance with the *Municipal Government Act*.

20.3 Wherever possible, persons interested in speaking at a Public Hearing should register with the Chief Administrative Officer prior to the Public Hearing.

20.3.1 For inclusion in the agenda package, those wishing to register to speak in advance or submit a written comment or material, must have their submissions received by the CAO by 4:00 P.M. on the Tuesday the week before the meeting.

20.4 The Mayor shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.

20.5 The Chief Administrative Officer shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.

20.6 The Mayor shall request those who wish to make presentations to identify themselves. The Mayor shall then open the floor to public presentations.

20.7 The Mayor shall call upon those persons who have registered with the Chief Administrative Officer to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.

20.8 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Chief Administrative Officer and retained for information purposes.

**20.8.1 Written submissions, if available, shall be collected by the CAO and read into the record. Only those written submissions collected prior to the close of the Public Hearing will be retained and form part of the official record. Submissions received after the close of the Public Hearing will not be brought forward to Council.**

20.9 Verbal presentations shall be limited to five (5) minutes unless there is consent by Council to extend the allotted time.

20.10 Following public presentations, the Mayor shall close the Public Hearing.



20.11 If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from administration, ask relevant questions, and then must vote to close the Public Hearing.

20.12 After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may;

20.12.1 pass the bylaw or resolution; or

20.12.2 make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.

20.13 When a Public hearing on a proposed bylaw or resolution is held, a Member:

20.13.1 must abstain from voting on the bylaw or resolution if the member was absent from all of the Public Hearing; and

20.13.2 may abstain from voting on the bylaw or resolution if the member was only absent from a part of the Public Hearing.

20.14 Public Attendance and participation in Public Hearings will be provided electronically in accordance with Section 7 of this Bylaw.

20.15 For the purposes of this Section, references to individuals registered to speak or in attendance include those participating either in person or by Electronic Means.

## **21. GOVERNANCE AND PRIORITIES COMMITTEE**

21.1 There shall be a Governance and Priorities Committee comprising all Councillors.

21.2 The general responsibility of the Governance and Priorities Committee shall be to analyze any and all matters placed before it, as set out in the *Municipal Government Act*, and indicate to Council by recommendation the ways and means of dealing with the said matters before it and to advise the course of action.

21.3 Subject to the Act, the Governance and Priorities Committee may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:

21.3.1 Budget;

21.3.2 Audit;

21.3.3 Transportation issues;

21.3.4 Development issues;

21.3.5 Strategic planning;

21.3.6 Legislative reform;

21.3.7 Policing matters;

21.3.8 Policy formulation; and

21.3.9 Corporate planning.

21.4 The Governance and Priorities Committee may:

- 21.4.1 Conduct non-statutory public hearings;
- 21.4.2 Receive delegations and submissions;
- 21.4.3 Meet with other municipalities and other levels of government; and
- 21.4.4 Recommend appointments of members of the public to Council Committees, or other Committees and other bodies on which the Town is entitled to have representation.

21.5 Council may receive briefings in Governance and Priorities Committee meetings.

21.6 In addition to the restrictions contained in the *Municipal Government Act*, the Governance and Priorities Committee shall not hold statutory public hearings.

21.7 The Governance and Priorities Committee may make the following motions:

- 21.7.1 To receive agenda reports as information
- 21.7.2 To refer matters to administration or a Committee for further review.
- 21.7.3 To direct that the matter be brought to Council for consideration.

21.8 A quorum of the Governance and Priorities Committee is a majority of Councillors.

21.9 At a Governance and Priorities Committee meeting, the procedures of Council shall be relaxed as follows:

- 21.9.1 A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
- 21.9.2 A Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
- 21.9.3 No notice need be given of any motion to be made.

21.10 The Governance and Priorities Committee may consider a matter in Closed Session, in accordance with the *Municipal Government Act* and *Freedom of Information and Protection of Privacy Act, R.S.A., 2000, c-F-25*.

21.11 No motions may be made when the Governance and Priorities Committee is sitting in Closed Session in accordance with the *Freedom of Information and Protection of Privacy Act, R.S.A., 2000, c-F-25* except motions to reconvene the Governance and Priorities Committee meeting.

## **22. MISCELLANEOUS**

22.1 No member shall:

- 22.1.1 use offensive words in or against the Council;
- 22.1.2 speak to a subject except upon the question in debate;
- 22.1.3 reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
- 22.1.4 resist the rules of the Council or disobey the decision of the Mayor or of the Council on any question of order or practice or upon the interpretation of the rules of the Council. If

any member shall so resist or disobey, they may be ordered by a majority vote of the Council to leave their seat for that meeting and should they refuse to do so, the Mayor, Deputy Mayor or other Presiding Officer may request that they be removed by law enforcement. Should the offender provide an ample apology they may, by majority vote of the Council, (without debate), be permitted to return to their seat.

22.2 Council may adjourn from time to time to a fixed future date, any regular or special meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called, but which has not been completed.

22.3 No member of the Council shall have the power to direct or interfere with the performance of any work of the Corporation. Council members may seek information through the office of the Chief Administrative Officer.

**23. SEVERABILITY**

23.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

**24. REPEAL**

24.1 Bylaw No. ~~05-2020~~ 15-2021 is hereby repealed.

**25. EFFECTIVE DATE**

25.1 This by law shall come into full force and effect on the date of its final passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

## TOWN OF LEGAL

### Report to Council

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

Meeting:	<b>Regular Council</b>
Meeting Date:	April 22, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Voting Hours Bylaw
Agenda Item No:	10.2

#### **BACKGROUND / PROPOSAL:**

The municipal election is set for October 20, 2025.

For the coming municipal election, the Town of Legal is sharing the facility with Sturgeon County. The Town of Legal's usual voting hours are from 10:00 A.M. to 8:00 P.M. (in accordance with the *Local Authorities Election Act* (LAEA)). Sturgeon County's voting hours for this coming election are from 9:00 A.M. to 8:00 P.M. in accordance with their bylaw.

To align with Sturgeon County's voting hours, and to avoid any confusion on election day, the Town of Legal would like to align the voting hours to be those of Sturgeon County. To do so, in accordance with the LAEA, an elected authority, may by a bylaw, provide that the hours of the voting station be open before 10:00 A.M. This bylaw must be passed prior to June 30, 2025.

The proposed Voting Hours Bylaw is attached.

Administration is recommending that Council pass all three readings at the April 22, 2025 Council meeting.

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

The proposed bylaw will allow for the Town of Legal to set its voting hours for the 2025 municipal election on October 20, 2025 from 9:00 A.M. to 8:00 P.M.

10.2

Relevant LAEA sections • s. 46

**COSTS / SOURCE OF FUNDING (if applicable):**

Not applicable.

**RECOMMENDED ACTION (by originator):**

It is recommended that Council give the Voting Hours Bylaw all three readings at the April 22, 2025 Council meeting.

**Initials show support – Reviewed by:**

CAO: Original Signed - 

**TOWN OF LEGAL  
BYLAW XX-2025  
ELECTION VOTING HOURS**

**A BYLAW OF THE TOWN OF LEGAL, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE TOWN OF LEGAL ELECTION VOTING HOURS.**

**WHEREAS**, section 46(1) of the *Local Authorities Election Act*, RSA 2000, Chapter L-21, states that every voting station shall be kept open continuously on election day from 10:00 A.M. until 8:00 P.M. unless, in accordance with section 46(2), an elected authority passes a bylaw providing that the voting station is to be open before 10:00 A.M.;

**AND WHEREAS**, section 85.1(4) of the *Local Authorities Election Act*, RSA 2000, Chapter L-21 states that an elected authority may pass a bylaw allowing the returning officer of the elected authority to count the special ballot box, advance vote ballot box, and institutional vote ballot box earlier than 8:00 P.M. but no earlier than 7:30 P.M. on election day.

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

**1. Title**

- 1.1. This Bylaw may be referred to as the "Voting Hours Bylaw".

**2. Purpose**

- 2.1. The purpose of this Bylaw is to delegate authority and establish rules for the Voting Hours for the Elections in accordance with the requirements of the *Local Authorities Election Act*, RSA 2000, Chapter L-21.

**3. Definitions**

- 3.1. Unless otherwise specified, words in this bylaw have the same meaning as defined in the *Local Authorities Election Act*, RSA 2000, c L-21, the *Election Act*, RSA 2000, c E-1, the *Canada Elections Act*, S.C. 2000, c 9, or the *Town of Legal's Land Use Bylaw 05-2013*.

**4. Voting Hours**

- 4.1. Voting stations are to be open continuously on election day from 9:00 A.M. to 8:00 P.M.

**5. Effective Date**

- 5.1. This bylaw shall come into full force and effect on the date of its final reading, and will expire end of business day, October 21, 2025.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2025.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

DRAFT

10.2

## TOWN OF LEGAL

### Report to Council

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

Meeting:	<b>Regular Council</b>
Meeting Date:	April 22, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Sturgeon County Mayor's Golf Tournament
Agenda Item No:	10.3

#### **BACKGROUND / PROPOSAL:**

Sturgeon County annually hosts the Mayor's Golf Tournament. This year's event is scheduled for Thursday, June 19, 2025 at the Sturgeon Valley Golf and Country Club.

The annual Mayor's Golf Tournament acts as a way for County officials, municipal peers and industry partners to connect, network and build relationships while out in the beauty of the Sturgeon Valley Golf and Country Club.

Sturgeon County is reaching out for renewal as the 2025 Tee Party Partner.

Administration is recommending that Council approve the Tee Party Sponsorship in the amount of \$750.00.

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

Sturgeon County Mayor's Golf Tournament is an excellent and exciting way for County officials, municipal peers and industry partners to connect and build relationships.

Each year, the Mayor of Sturgeon County hosts an annual golf tournament, where proceeds go to support local organizations. Proceeds from the 2025 tournament will support Little Warriors Be Brave Ranch. The Be Brave Ranch is a safe, supportive place where kids and teens from across Canada who've experienced sexual abuse can begin to heal.

All Partnership levels will receive the following perks:

- Event signage recognition (on-course and/or walkway to clubhouse)

10.3



- Digital & print recognition
- Opportunity to market on-course

All previous partners have the first right of refusal at their previous level. Partners wishing to renew and hold their partnership at that level must respond by **April 30, 2025**, to secure their spot. All other requests will be considered in the order they are received.

The Town of Legal has previously sponsored this event:

2024: Tee Party Sponsorship \$750.00	2015: \$300.00 hole sponsorship 2 participants to golf 2 representatives working sponsored hole
2023: Tee Party Sponsorship \$500.00	2014: \$300.00 hole sponsorship 2 participants to golf 2 representatives working sponsored hole
2022: Tee Party Sponsorship \$350.00 2 Councillors to golf	2013: \$250.00 hole sponsorship 3 council/staff golfing
2021: Tee Party Sponsorship \$350.00 2 golfers	2012: \$250.00 hole sponsorship 3 representatives golfing
2019: Tee Party Sponsorship \$350.00 2 golfers 2 representatives attend sponsored hole	2011: \$250.00 donation
2018: Tee Party Sponsorship \$300.00 1 Councillor and the CAO golfing 2 representatives working sponsored hole Gift basket supporting local businesses in the amount of \$300.00.	2010: \$250.00 hole sponsorship.
2017: Tee Party hole sponsorship \$300.00 2 representatives golfing	
2016: \$300.00 hole sponsorship Maximum 2 representatives golfing 2 representatives working sponsored hole	

### **COSTS / SOURCE OF FUNDING (if applicable):**

Sponsorship Opportunities include:

<b>PLATINUM</b>	2 available	\$10,000	Patio Party   Tee Gift
<b>OPPORTUNITY</b>	1 available	\$7,500	Bounty (Dinner)
<b>ABMITION</b>	1 available	\$5,500	Golf Ball (Logo on ball)
<b>INNOVATION</b>	4 available	\$3,500	Breakfast   Golf Cart   Photobooth   Bag Valet
<b>STURGEON PROUD</b>	3 available	\$2,500	Party Cart   Smoothie   Hydration
<b>HEARTLAND</b>	4 available	\$2,000	Sunshine (Morning Baileys)   Dessert   Team Prize   Registration
<b>PASSPORT</b>	1 available	\$1,000	Logo on passport
<b>TEE PARTY</b>	16 available	\$750	Hole sponsorship

Golf registration: \$299.00 + GST (\$319.77) per golfer and includes:

- Round of golf (18 holes at Sturgeon Valley Golf & Country Club)
- Shared power cart
- Grab-n-go breakfast
- Dinner banquet
- On-course activities (hole-in-one competitions, proximity prizes and more)
- Registration gift

**RECOMMENDED ACTION (by originator):**

It is recommended that Council approve a maximum of two (2) Town representatives to participate in the Sturgeon County Mayor's Golf Tournament scheduled for June 19<sup>th</sup>, 2025.

It is recommended that Council approve the Tee Party Sponsorship in the amount of \$750.00 for the Sturgeon County Mayor's Golf Tournament, scheduled for June 19<sup>th</sup>, 2025, with Councillors \_\_\_\_\_ and \_\_\_\_\_ scheduled to work the hole.

**Initials show support – Reviewed by:**

CAO



**From:** Samantha Kelch <[sam@skevents.ca](mailto:sam@skevents.ca)>

**Sent:** April 16, 2025 3:50 PM

**To:** Anna Keane <[akeane@legal.ca](mailto:akeane@legal.ca)>

**Subject:** Sturgeon County Mayor's Golf Tournament 2025 - Partnership Renewal

**Importance:** High

Good afternoon Anna,

Get ready to grab your map, rally your team, and race to the green! The *Sturgeon County Mayor's Golf Tournament* is back for another action-packed leg of the journey—and it's bigger, bolder, and better than ever.

I'm thrilled to reconnect with you as we prepare for this year's event on **Thursday, June 19, 2025** at the *Sturgeon Valley Golf and Country Club*. We're inviting you back to the course as our **Tee Party Partner**, ready to take on the challenge and make a meaningful impact in our community.

This year's tournament supports a powerful cause: **Little Warriors**, a local charitable organization focused on the awareness, prevention, and treatment of child sexual abuse. Their work is life-changing; they educate adults across the country, advocate for child protection, and provide intensive, trauma-informed treatment to children and youth through the **Be Brave Ranch**. Your partnership directly helps children on their journey to healing and empowers communities to break the cycle of abuse.

As the returning **Tee Party Partner**, your investment of **\$750** unlocks a full slate of amazing benefits:

1. Logo on digital recognition elements (website, marketing emails and banquet screens)
2. Logo on print recognition (Cart and dinner programs)
3. Opportunity to market on-course
4. First right of refusal for 2026

10.3

**Golf registration opens Wednesday April 22, 2025** at \$299 per player. If you'd like to add players, let me know, I'd be happy to include them with your partnership paperwork to keep things easy and efficient!

Let me know if you have any questions or would like to chat further. We'd love to have you back at the starting line for this incredible event. All 2024 partners are kindly asked to confirm participation by **April 30, 2025**.

It's time to race for a cause—and we hope you'll be part of the adventure again!

Cheers,  
Sam

**Samantha Kelch** | Event Manager for Sturgeon County Mayor's Golf Tournament 2025

(she/her/hers)

M: 780-222-0732

E: [sam@skevents.ca](mailto:sam@skevents.ca)

10.3



## Join the ultimate Amazing Race – where adventure meets the fairway!

We're teeing up a one-of-a-kind experience that blends the thrill of The Amazing Race with the fun and flair of Sturgeon County's annual charitable golf tournament. This is your chance to align your brand with an unforgettable event filled with challenges, teamwork, and community spirit!

This year, the Sturgeon County Mayor's Golf Tournament is raising funds to support **Little Warriors Be Brave Ranch**. The Be Brave Ranch is a safe, supportive place where kids and teens from across Canada who've experienced sexual abuse can begin to heal.

# STURGEON COUNTY MAYOR'S GOLF TOURNAMENT

**THURSDAY, JUNE 19, 2025**  
STURGEON VALLEY GOLF & COUNTRY CLUB



## THANK YOU TO OUR GENEROUS 2024 PARTNERS

**NWR — Pembina Pipeline Corp.**

**Brownlee LLP — Bison Low Carbon Ventures**

Nutrien — Sameng Inc. — Wolf Midstream

Cando Rail & Terminals Ltd. — Edmonton International Airport

Life in the Heartland — RSM Canada — Select Engineering Consultants

Association of Alberta Municipalities — Alberta's Industrial Heartland

Association — Lafarge Canada Inc. — Fortis Alberta Inc.

Apex Utilities Inc. — Cunningham Transport — Town of Legal

Town of Morinville — North Central Co-Op

North Parkland Power Co-Op — Paradox Access Solutions

Town of Redwater — St. Albert Community Foundation

*Sturgeon County donated  
more than \$30,000 to four  
local food banks and CASA  
Mental Health following  
the 2024 tournament.*

# Partnership Opportunities

## Per Tier

### PLATINUM - \$10,000 (2 available)

Patio Party | Tee Gift

### OPPORTUNITY - \$7,500 (1 available)

Bounty (Dinner)

### AMBITION - \$5,500 (1 available)

Golf Ball (logo on ball)

### INNOVATION - \$3,500 (4 available)

Breakfast | Golf Cart | Photobooth | Bag Valet

### STURGEON PROUD - \$2,500 (3 available)

Party Cart | Smoothie | Hydration

### HEARTLAND - \$2,000 (4 available)

Sunshine (Morning Baileys) | Registration  
Dessert | Team Prize

### PASSPORT - \$1,000 (1 available; logo on passport)

### TEE PARTY - \$750 (16 available; hole sponsorship)

#### All levels receive the following perks:

- Event signage recognition (on-course and/or walkway to clubhouse)
- Digital and print recognition
- Opportunity to market on-course

	\$10,000	\$7,500	\$5,500	\$3,500	\$2,500	\$2,000	\$1,000	\$750
Golf spots	8	4	4	2	2	1	0	0
Speaking opportunity	✓	✓						
Ad in cart program	✓	✓	✓					
Program message in dinner program	✓	✓	✓					
Naming recognition (level specific)	✓	✓	✓	✓	✓	✓		
Podium recognition	✓	✓	✓	✓	✓	✓		
Logo visibility/branding	✓	✓	✓	✓	✓	✓	✓	
Right of first refusal for 2025	✓	✓	✓	✓	✓	✓	✓	
Event signage recognition	✓	✓	✓	✓	✓	✓	✓	✓
Digital & print recognition	✓	✓	✓	✓	✓	✓	✓	✓
Opportunity to market on-course	✓	✓	✓	✓	✓	✓	✓	✓

## STANDARD REFUND POLICY

Due to the advance bookings necessary for this type of event, we cannot offer refunds. If you are unable to attend, please let us know if someone may be able to take your place or your contribution will be converted to a donation to the named charity. Thank you for your understanding and your donation to our worthy charity.

## FIRST RIGHT OF REFUSAL

All previous partners have the first right of refusal at their previous level. Partners wishing to renew and hold their partnership at that level must respond by **April 30, 2025**, to secure their spot.

All other requests will be considered in the order they are received. Remaining partnerships will be available, while they last, until May 30, 2025.

**QUESTIONS?** Contact Samantha at SK Events: [sam@skevents.ca](mailto:sam@skevents.ca)  
Visit [sturgeoncounty.ca/mayorsgolf](https://sturgeoncounty.ca/mayorsgolf) to secure your partnership today.